

**Date:** March 19, 2015

**To:** Gary Hartfield, Division Director  
Small Business Development Division  
Internal Services Department

**From:** Alejandro Martinez-Esteve, R.A., LEED AP  
Manager, Capital Improvements  
Public Works and Waste Management Department

**Subject:** Notice of Consultant Services:  
Project No. E15-PWWM-05  
Contract No. 20150037  
Request to Advertise for Florida Department of  
Transportation Local Agency Program Compliance  
Services for PWWM Various Safe Routes to School  
Projects, Phases 9 through 13

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**RECOMMENDATION**

Public Works and Waste Management (PWWM) Capital Improvements is recommending a 9.91% Disadvantaged Business Enterprise (DBE) participation goal as per the Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement governing each of the projects referenced below. The base estimated cost for the requested services is \$395,000.00.

**BACKGROUND**

Under the conditions of the LAP Agreement for the Projects mentioned below, Miami-Dade County is required to hire an independent consultant to provide FDOT LAP Compliance Services and laboratory testing for five (5) Safe Route to Schools (SRTS) Projects (PROJECTS):

- 1) Safe Route to Schools Locations, Phase 9, FM 431505-1
- 2) Safe Route to Schools Locations, Phase 10, FM 433443-1
- 3) Safe Route to Schools Locations, Phase 11, FM 433444-1
- 4) Safe Route to Schools Locations, Phase 12, FM 428210-1
- 5) Safe Route to Schools Locations, Phase 13, FM 428211-1

**SCOPE OF SERVICES**

FDOT LAP Compliance Services (Consultant) including, but not limited to:

- Assisting PWWM's Engineer at the Pre-construction conference.

- Ensuring that the Contractor for each Project meets all Contractor Quality Assurance and Control requirements of the Contract Documents including the Contractor's Quality Control Plan (CQCP) and personnel qualification requirements of Article 105 of the FDOT Standard Specifications for Road and Bridge Construction.
- Participating in weekly progress meetings with County and FDOT representatives and the Contractor, provide a weekly summary of the meetings to the Engineer of each Project, and follow-up on all construction related issues until their resolution.
- Providing services that comply with FDOT manuals, procedures, and memorandums in effect as of the date of execution of the Agreement unless otherwise directed in writing. Such FDOT manuals, procedures, and memorandums are found at the FDOT State Construction Office's website.
- Verifying that the contractor is in compliance with the requirements of the FDOT Laboratory Information Management System (LIMS), confirming that the materials, samples and records are accurate.
- Monitoring the Contractor and Subcontractor's performance for compliance with all requirements of the Equal Employment Opportunity (EEO), Affirmative Action (AA), Disadvantage Business Enterprise (DBE), On-the-Job Training (OJT) and federal Wage Rate Provisions required by the FHWA 1273 Required Contract Provisions Federal-Aid Construction Contracts and applicable Florida Statutes.
- Meeting with FDOT designee in order to respond to construction and post construction audits.
- Providing Concrete and Asphalt Testing Services.

**QUALIFICATIONS:**

1. Certification:

- a. Miami Dade County Technical Certification Category 17.00
- b. Miami Dade County Technical Certification Category 9.02
- c. Miami Dade County Technical Certification Category 9.03

2. Experience:

- a. Consultant, through full time personnel employed by Consultant, must demonstrate a minimum of five (5) years of continual experience as the prime consultant in projects with scopes comparable to the Project Scope of Services. Demonstrate the experience requirement by including a detailed description of projects, similar to the Project Scope of Services, in which Consultant is currently engaged or has completed within the past ten (10) years.
    - 1) List and describe those projects performed for government clients, similar size private entities, or any work performed for the County.
    - 2) Identify for each project:
      - a) Name of the client/owner,
      - b) Client/Owner contact person and phone number for reference,
      - c) Description of work,
      - d) Total dollar value and duration of the contract,
      - e) Statement or notation of whether Bidder is/was the prime contractor or subcontractor, and
      - f) Results of the project.
  - b. Minimum 5 years of experience with compliance of federally funded projects including knowledge of FDOT State Materials Office, Laboratory Information Management System (LIMS).
  - c. Completion of LAP Training provided by FDOT
3. Consultant cannot have been involved with the PROJECTS' design team, and cannot currently have any involvement with the PROJECTS' construction contractor if applicable.

**FDOT LAP Consultant Selection: Technical Certification Categories:**

|       |   |      |              |
|-------|---|------|--------------|
|       | FDOT LAP Compliance Services for Various STRS Projects.<br>Miami-Dade County                |      |              |
| 17.00 | Engineering Construction Management (PRIME)   | 70%  | \$279,000.00 |
| 9.02  | Soils, Foundations, and Materials Testing – Geotechnical and Materials Engineering Services | 15%  | \$58,000.00  |
| 9.03  | Soils, Foundations, and Materials Testing – Concrete and Asphalt Testing Services           | 15%  | \$58,000.00  |
|       |   | 100% | \$395,000.00 |

**Recommended DBE Participation: 9.91%**

If any additional information is needed, please call me at (305) 375-2097, or James Ferreira at (305) 375-3267.

AM/jpf

C: Laurie Johnson, ISD/SBD  
Alice Hidalgo-Gato, ISD/SBD  
Javier Heredia, P.E., PWWM  
Bassam Moubayed, PWWM  
Marcos Redondo, P.E., PWWM  
Dianah Coakley, PWWM

Gaspar Miranda, P.E., PWWM  
Leandro Ona, P.E., PWWM  
Alfredo Munoz, P.E., PWWM  
Juan Santandreu, P.E., PWWM  
Lisset Cabrera, PWWM  
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