

# Memorandum



**Date:** March 15, 2016

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

**From:** Milton L. Collins, Associate Director *mlc*  
Miami-Dade Aviation Department, Minority Affairs Division

**Subject:** Recommendation of Contract Measures:  
Aviation Planning & Programming Consultant Services for MDAD  
Project No. E16-MDAD-05

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## RECOMMENDATION:

This is a request for the Small Business Development (SBD) to approve the subject project in order for the Department to proceed with approval for the **Aviation Planning & Programming Consultant Services for MDAD, Project No. E16-MDAD-05**. The Minority Affairs Division staff has evaluated the subject project and recommends an **SBE-A/E Goal of 20% and an SBE-G/S Goal of .0030%**. Attached is MDADs Service Description Breakdown and Contract Measures Analysis Worksheet findings and other supporting documents. The previous Project Worksheet (03/13/2013) is also attached for further reference.

The term of the professional services agreement is for five (5) years, and shall begin upon execution by the parties and shall be in effect until all Services are completed or until those Services Orders in force at the end of the stated period of time have been completed and the Services accepted, whichever may be later. The Contract Estimated amount is \$10,000,000.00 (**Two (2) separate PSA's for \$5,000,000.00**).

## PROJECT DESCRIPTION:

This class of work is expected to provide a wide variety of aviation planning and project programming skills and capabilities needed to directly support the work assigned to the Miami-Dade Aviation Department's (MDAD) Aviation Planning Land Use and Grants Division, as it relates to aviation planning services for the Miami-Dade County airport system, which consists of the Miami International Airport (MIA), Miami-Opa locka Executive Airport (OPF), Miami Executive Airport (TMB), Miami Homestead General Aviation Airport (X51) and Dade-Collier Training and Transition Airport (TNT).

The selected consulting team shall provide the following professional aviation planning and project programming services (in compliance with federal, state and county regulatory requirements, as applicable), necessary for the planning and programming of airport capital projects or other airport enhancement project. Such services may include but not limited to:

- Airfield, runway, taxiway, apron simulation modeling, analysis, planning and programming studies and conceptual design/engineering studies in compliance with Federal Aviation Administration (FAA) standards.
- Roadway, parking, and other ground transportation, planning and programming studies, and conceptual design/engineering studies in compliance with Florida Department of Transportation (FDOT) and County standards and requirements.

- Facility and terminal planning and programming studies, architectural analysis and schematic design.
- Regional aviation planning.
- Aviation Layout Plan (ALP) development, preparation and support.
- Capital Improvement Program (CIP) analysis, development and support.
- Joint Automated Capital Improvement Program (JACIP) support.
- Airspace analysis, Terminal Instrument Procedures (TERPS) and Part 77, and Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) support.
- Development of planning models such as those associated with economic impact analysis and airport activity forecasting, as well as the management of planning data.
- Airport zoning development, land use planning, analysis, and support.
- Airport management planning support.
- Passenger Facility Charges and Grant Applications support.
- Feasibility analysis, benefit-cost studies.
- Green/sustainability initiatives evaluation and support.
- Formulation of design criteria and project books for capital projects or other airport enhancement projects that may be used for subsequent design and development/construction initiatives.
- Public hearing/stakeholder outreach logistics and support.
- Airport Airspace Analysis Tools – maintaining and supporting MDAD’s Planning Division web-based capabilities and programs similar to the Interactive Airport Layout Plan (iALP) system and MDAD’s Three-Dimensional Airspace Analysis Program (3DAAP) along with capabilities for developing and supporting any new applications deemed critical to MDAD Planning.
- Other activities normally associated with planning at large hub commercial and general aviation airports.

The consulting team shall be required to provide MDAD with expertise on airspace and airfield issues with FAA requirements compliance to include any relevant Advisory Circulars and/or Federal Aviation Regulations (FARs). Expertise should also include Airports Geographic Information Systems (AGIS) requirements, airspace analysis consulting (TERPS, FAR Part 77, One Engine Inoperative, local zoning), operations, automated capital improvement programming, line of sight analysis, and any airfield planning compliance.

Recommendation of Contract Measures:  
Aviation Planning & Programming Consultant Services for MDAD  
Project No. E16-MDAD-05  
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The prime consultant and sub-consultants selected for this agreement may be restricted from proposing and/or selected for any future work associated with the work performed under this agreement.

Team members selected for award of an agreement under ISD Project No. E16-MDAD-05, Aviation Planning & Programming Consultant Services, are also eligible for award of an agreement under ISD Project No. E16-MDAD-04, Aviation Planning & Master Planning Consultant Services, and vice versa.

Please advise our office if there are questions or if additional information is needed to complete this process.

#### Attachments

cc: L. Johnson, SBD  
E. Etienne, SBD  
B. Jimenez, MDAD  
J. Ramos, MDAD  
M. Clark-Vincent, MDAD  
P. Betancourt, MDAD  
C. Corrales, MDAD  
Project File



# Small Business Development Division Project Worksheet

Project/Contract Title: AVIATION PLANNING CONSULTANT SERVICES (SIC 871)  
 Project/Contract No: E13-MDAD-01  
 Department: MIAMI DADE AVIATION DEPARTMENT  
 Estimated Cost of Project/Bid: \$1,500,000.00

Received Date: 03/13/2013

Funding Source:  
OPERATING BUDGET

Resubmittal Date(s):

Description of Project/Bid: To establish a Professional Services Agreement (PSA) for aviation planning services for airfield, airspace, roadway, parking studies, facility and terminal planning and programming, regional aviation planning, Aviation layout Plan (ALP) development, preparation and support (just to name a few), for the Miami-Dade County Airport System.

### Contract Measures Recommendation

Measure	Program	Goal Percent
Goal	CBE	15.00%

### Reasons for Recommendation

This project meets all the criteria set forth in I.O. # 3-32, Section V.

SBD concurs with the 15% CBE Goal recommendation from MDAD; 85% of the scope of work is identified for the prime in Technical Category (TC) 25.00 (No CBE firms are certified in it); the remaining 15% covers TCs 4.01, 4.02 and 1.03 - (Two (2) agreements @ \$750,000 each).

SIC 871 - Architectural and Engineering Services

Technical Category: 0103-Transportation Planning-Avia/Airport Master Plan; 0401-Aviation Systems-Engineering Design; 0402-Aviation Systems-Architectural Design; 2500-Aviation Planning Consultant Services

### Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
TRANSPORTATION PLANNING-AVIA/AIRPORT MASTER PLAN	CBE	\$75,000.00	5.00%	6
AVIATION SYSTEMS-ARCHITECTURAL DESIGN	CBE	\$75,000.00	5.00%	24
AVIATION SYSTEMS-ENGINEERING DESIGN	CBE	\$75,000.00	5.00%	36
<b>Total</b>		<b>\$225,000.00</b>	<b>15.00%</b>	

Living Wages: YES  NO

Responsible Wages: YES  NO

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.

### REVIEW RECOMMENDATION

Tier 1 Set Aside \_\_\_\_\_ Tier 2 Set Aside \_\_\_\_\_  
 Set Aside \_\_\_\_\_ Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_ Level 3 \_\_\_\_\_  
 Trade Set Aside (MCC) \_\_\_\_\_ Goal \_\_\_\_\_ Bid Preference \_\_\_\_\_  
 No Measure \_\_\_\_\_ Deferred \_\_\_\_\_ Selection Factor \_\_\_\_\_  
 CWP \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]*  
County Mayor/Designee

## REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

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

**From:** Milton L. Collins, Associate Director  
Miami-Dade Aviation Department  
Minority Affairs Division



**PROJECT/CONTRACT TITLE:** Aviation Planning & Programming  
Consultant Services for MDAD

**PROJECT/CONTRACT NUMBER:** E16-MDAD-05

**DEPARTMENT:** Miami Dade Aviation Department

**ESTIMATED PROJECT COST:** \$10,000,000.00 (Two (2) Separate PSA's for  
\$5,000,000.00)

**FUNDING SOURCE:** Operating Budget

### DESCRIPTION OF PROJECT/BID:

This class of work is expected to provide a wide variety of aviation planning and project programming skills and capabilities needed to directly support the work assigned to the Miami-Dade Aviation Department's (MDAD) Aviation Planning Land Use and Grants Division, as it relates to aviation planning services for the Miami-Dade County airport system, which consists of the Miami International Airport (MAI), Miami-Opa locka Executive Airport (OPF), Miami Executive Airport (TMB), Miami Homestead General Aviation Airport (X51) and Dade-Collier Training and Transition Airport (TNT). More detailed information is on the Recommendation memorandum attached.

### CONTRACT MEASURES RECOMMENDATION:

**Measures:** SBE-A/E – 20%

SBE-G/S – .0030%

### REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-22 indicates that SBE-Architectural & Engineering and Implementing Order #3-41 for SBE Goods & Services Programs are appropriate for this contract.

**SBE Goods & Services Goal Breakdown Recommendation:**

**Category #61500**

**Office Supplies, General**

**(.0015%) which equals \$7,500 per PSA (each PSA is \$5M) worth of Office Supplies.**

**Category #20502**

**Computer Supplies**

**(.0015%) which equals \$7,500 per PSA (each PSA is \$5M) worth of Office Supplies.**

**The total SBE Goods & Services for the two (2) PSA's is \$30,000.**

**Total SBE G&S goal of .0030%**



CAT. NO.	SERVICE DESCRIPTION *	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
1.00	TRANSPORTATION PLANNING			
	1.01 URBAN AREA AND REGIONAL TRANSPORTATION PLANNING			
	1.02 MASS AND RAPID TRANSIT PLANNING			
	1.04 PORT AND WATERWAY SYSTEMS PLANNING			
2.00	MASS TRANSIT SYSTEMS			
	2.01 MASS TRANSIT PROGRAM (SYSTEMS) MANAGEMENT			
	2.02 MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES			
	2.03 MASS TRANSIT VEHICLE STUDIES & PROPULSION STUDIES			
	2.04 MASS TRANSIT CONTROLS, COMMUNICATIONS, & INFORMATION SYSTEMS			
	2.05 GENERAL QUALITY ENGINEERING			
	2.06 MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS			
3.00	HIGHWAY SYSTEMS			
	3.01 SITE DEVELOPMENT AND PARKING LOT DESIGN			
	3.02 MAJOR HIGHWAY DESIGN			
	3.02A TUNNEL DESIGN			
	3.02B MINOR HIGHWAY DESIGN			
	3.03 BRIDGE DESIGN			
	3.04 TRAFFIC ENGINEERING STUDIES			
	3.05 TRAFFIC COUNTS			
	3.06 TRAFFIC CALMING			
	3.07 TRAFFIC SIGNAL TIMING			
	3.08 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION			
	3.09 SIGNING, PAVEMENT MARKING, AND CHANNELIZATION			
	3.10 LIGHTING			
	3.11 SIGNALIZATION			
	3.12 UNDERWATER ENGINEERING INSPECTION			
4.00	AVIATION SYSTEMS			
	4.01 ENGINEERING DESIGN		10	10



MIAMI-DADE COUNTY, FLORIDA

MDAD CONTRACTS ADMINISTRATION

	4.02 ARCHITECTURAL DESIGN		10	10
5.00	PORT AND WATERWAY SYSTEMS			
	5.01 ENGINEERING DESIGN			
	5.02 ARCHITECTURAL DESIGN			
	5.03 CRUISE TERMINAL DESIGN			
	5.04 CRUISE TERMINAL EQUIPMENT DESIGN			
	5.05 CARGO TERMINAL DESIGN			
	5.06 CARGO TERMINAL EQUIPMENT DESIGN			
	5.07 SECURITY SYSTEMS			
	5.08 MARINE ENGINEERING DESIGN			
	5.09 ENVIRONMENTAL DESIGN			
	5.10 TRANSPORTATION SYSTEMS DESIGN			
	5.11 CONSTRUCTION MANAGEMENT			
6.00	WATER AND SANITARY SEWER SYSTEMS			
	6.01 WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS			
	6.02 MAJOR WATER AND SANITARY SEWAGE PUMPING FACILITIES			
	6.03 WATER AND SANITARY SEWAGE TREATMENT PLANTS			
7.00	SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
8.00	TELECOMMUNICATION SYSTEMS			
9.00	SOILS, FOUNDATIONS AND MATERIALS TESTING			
	9.01 DRILLING, SUBSURFACE INVESTIGATION AND SEISMOGRAPHIC SERVICES			
	9.02 GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES			
	9.03 CONCRETE AND ASPHALT TESTING SERVICES			
	9.04 NON-DESTRUCTIVE TESTING AND INSPECTIONS			
	9.05 ROOF TESTING AND CONSULTING			
	9.06 ASBESTOS			
	9.07 AMBIENT AIR			
	9.08 BIO-HAZARDOUS			
	9.09 OSHA			
10.00	ENVIRONMENTAL ENGINEERING			
	10.01 STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES			

MIAMI INTERNATIONAL AIRPORT



MIAMI-DADE COUNTY, FLORIDA

MDAD CONTRACTS ADMINISTRATION

	10.02 GEOLOGY SERVICES			
	10.03 BIOLOGY SERVICES			
	10.04 CHEMISTRY SERVICES			
	10.05 CONTAMINATION ASSESSMENT AND MONITORING			
	10.06 REMEDIAL ACTION PLAN DESIGN			
	10.07 REMEDIAL ACTION PLAN IMPLEMENTATION/OPERATION/MAINTENANCE			
	10.08 PATHOGEN AND CONTAMINANT RISK ANALYSIS			
	10.09 WELLFIELD, GROUNDWATER, AND SURFACE WATER PROTECTION AND MANAGEMENT			
	10.10 COASTAL PROCESSES AND OCEAN ENGINEERING			
11.00	GENERAL STRUCTURAL ENGINEERING			
12.00	GENERAL MECHANICAL ENGINEERING			
13.00	GENERAL ELECTRICAL ENGINEERING			
14.00	ARCHITECTURE			
15.00	SURVEYING AND MAPPING			
	15.01 LAND SURVEYING			
	15.02 AERIAL PHOTOGRAMMETRY			
	15.03 UNDERGROUND UTILITY LOCATION			
	15.04 HYDROGRAPHIC SURVEYS			
16.00	GENERAL CIVIL ENGINEERING			
17.00	ENGINEERING CONSTRUCTION MANAGEMENT			
18.00	ARCHITECTURAL CONSTRUCTION MANAGEMENT			
19.00	VALUE ANALYSIS AND LIFE-CYCLE COSTING			
	19.01 TRANSPORTATION PLANNING			
	19.02 MASS TRANSIT SYSTEMS			
	19.03 HIGHWAY SYSTEMS			
	19.04 AVIATION SYSTEMS			
	19.05 PORT AND WATERWAY SYSTEMS			
	19.06 WATER AND SANITARY SYSTEMS			
	19.07 SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
	19.08 TELECOMMUNICATION SYSTEMS			
	19.09 SOILS, FOUNDATIONS, AND MATERIALS TESTING			

MIAMI INTERNATIONAL AIRPORT



	19.10 ENVIRONMENTAL ENGINEERING			
	19.11 GENERAL STRUCTURAL ENGINEERING			
	19.12 GENERAL MECHANICAL ENGINEERING			
	19.13 GENERAL ELECTRICAL ENGINEERING			
	19.14 ARCHITECTURE			
	19.16 GENERAL CIVIL ENGINEERING			
	19.20 LANDSCAPE ARCHITECTURE			
20.00	LANDSCAPE ARCHITECTURE			
21.00	LAND USE PLANNING			
22.00	ADA TITLE II CONSULTANT			
23.00	AVIATION ACOUSTICAL AND LAND USE COMPATIBILITY PLANNING			
24.00	BUILDING PRODUCT EVALUATION SERVICES			
	24.01 PANEL WALLS			
	24.02 EXTERIOR DOORS			
	24.03 ROOFING PRODUCTS			
	24.04 SKYLIGHTS			
	24.05 WINDOWS			
	24.06 SHUTTERS			
	24.07 STRUCTURAL COMPONENTS			
25.00	AVIATION PLANNING CONSULTANT SERVICES	80		80
26.00	CLAIMS ANALYSIS SERVICES			
	TOTAL	80	20	100

\*Detailed descriptions of certification categories may be obtained from MDAD Contracts Administration.