

# Memorandum



**Date:** December 30, 2019

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

**From:** Leandro J. Oña, P.E., Chief  
Roadway Engineering & Right-of-Way Division  
Department of Transportation and Public Works

**Subject:** Recommendation for Non-exclusive Professional Services Agreement for Highway Engineering Services for Department of Transportation and Public Works (Project No: E19-DTPW12; Contract No: 20190290, 20190291, and 20190309)

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Your assistance in reviewing this request and forwarding the attached recommendation to the Division of Small Business Development (SBD) for consideration is respectfully requested. It is recommended that SBD review the attached request for Small Business Enterprise – Architectural/Engineering (CBE) measures for this project, in order to proceed with the advertisement and subsequent bidding of the project.

**Professional Services Agreement (PSA) for Highway Engineering Services for the Department of Transportation and Public Works:** The Department of Transportation and Public Works (DTPW) requires professional services from general consulting design firm for a wide range of planning, design, and management services as needed to assist in executing and expediting projects in the DTPW Capital Improvement Plan funded thru Road Impact Fee (RIF). The qualified professional firm will be responsible for all specific phases of a project through implementation to achieve quality construction documents, cost and schedule goals.

DTPW intends to retain three (3) consultants under separate, but identical non-exclusive Professional Service Agreements (PSA). Each PSA will be for five (5) years with a maximum compensation set at \$5,000,000.00 each. No minimum amount of work or compensation will be guaranteed to the selected consultant(s).

The Consultant(s) will primarily support the Highway Division of DTPW with the following activities: Planning, Design & Engineering, Public Involvement, Right-of-Way & Utilities Coordination, Construction, Project Control, and Estimating Services, Plans Review and Quality Assurance.

DTPW may request Consultant(s) services on an as-needed basis through the issuance of Work Orders for the required work to be performed and the estimated fees to be paid for the services authorized pursuant to the Scope of Services. Services to be provided by the Consultant(s) will be initiated and completed as directed by DTPW's Project Manager for each assignment authorized under this agreement. There is no guarantee that any or all of the services described in this agreement will be assigned during the term of the agreement. No minimum amount of work or compensation will be guaranteed to the selected Consultant(s). Further, the Consultant(s) is providing these services on a nonexclusive basis. DTPW, at its sole discretion, may elect to have any of the services set forth herein performed by other Consultant(s) or DTPW staff.

The Consultant firm(s) selected to perform services under Contract No: 20190290, 20190291, and 20190309 will not be eligible for award of the construction phase of the services under this contract. This contract may be awarded to multiple Consultants.

A/E Technical Certification Categories required:

Technical Certifications		Estimated Cost	% of Item to Base Bid
3.02	MAJOR HIGHWAY DESIGN (PRIME)	\$ 7,500,000.00	50.0%
3.04	TRAFFIC ENGINEERING STUDIES (PRIME)	\$ 1,500,000.00	10.0%
16.00	GENERAL CIVIL ENGINEERING (PRIME)	\$ 2,700,000.00	18.0%
1.01	URBAN AREA AND REGIONAL TRANSPORTATION PLANNING	\$ 150,000.00	1.0%
3.03	BRIDGE DESIGN	\$ 150,000.00	1.0%
3.05	TRAFFIC COUNTS	\$ 75,000.00	0.5%
3.06	TRAFFIC CALMING	\$ 75,000.00	0.5%
3.07	TRAFFIC SIGNAL TIMING	\$ 75,000.00	0.5%
3.08	INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS, DESIGN AND IMPLEMENTATION	\$ 75,000.00	0.5%
3.09	SIGNING, PAVEMENT MARKING, AND CHANNELIZATION	\$ 300,000.00	2.0%
3.10	LIGHTING	\$ 300,000.00	2.0%
3.11	SIGNALIZATION	\$ 300,000.00	2.0%
3.12	UNDERWATER ENGINEERING INSPECTION	\$ 75,000.00	0.5%
9.01	DRILLING, SUBSURFACE INVESTIGATIONS AND SEISMOGRAPHIC SERVICES	\$ 75,000.00	0.5%
9.02	GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES	\$ 150,000.00	1.0%
9.03	CONCRETE AND ASPHALT TESTING SERVICES	\$ 75,000.00	0.5%
9.04	NON-DESTRUCTIVE TESTING AND INSPECTIONS	\$ 75,000.00	0.5%
10.01	STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES	\$ 300,000.00	2.0%
10.05	CONTAMINATION ASSESMENT AND MONITORING	\$ 75,000.00	0.5%
10.06	REMEDIAL ACTION PLAN DESIGN	\$ 75,000.00	0.5%
10.07	REMEDIAL ACTION PLAN IMPLEMENTATION/ OPERATION/ MAINTENANCE	\$ 75,000.00	0.5%
11.00	GENERAL STRUCTURAL ENGINEERING	\$ 150,000.00	1.0%
12.00	GENERAL MECHANICAL ENGINEERING	\$ 75,000.00	0.5%
13.00	GENERAL ELECTRICAL ENGINEERING	\$ 75,000.00	0.5%
15.01	LAND SURVEYING	\$ 150,000.00	1.0%
15.03	UNDERGROUND UTILITY LOCATION	\$ 150,000.00	1.0%
17.00	ENGINEERING CONSTRUCTION MANAGEMENT	\$ 150,000.00	1.0%
20.00	LANDSCAPE ARCHITECTURE	\$ 75,000.00	0.5%
<b>Total</b>		<b>\$ 15,000,000.00</b>	<b>100.0%</b>

Gary T. Hartfield  
December 30, 2019  
Page 3

The prime consultant must hold Technical Certifications 3.02 – Major Highway Design, 3.04 – Traffic Engineering Studies, and 16.00 – General Civil Engineering. Interested Professional Firms (Consultants) shall be certified by the County at the time of qualifications submittal in the Technical Certification Categories identified above.

The prime consultant should demonstrate experience with at least two previously designed projects with similar scope and value. Additionally, the prime consultant should have experience with Right-of-Way acquisition. The sub consultants should demonstrate experience with at least two previously designed projects of similar scope and value in their respective categories.

The SBE-A/E Goal recommendation is 22.00%. The Agreement will be in the approximate amount of \$15,000,000.00, which includes contingency, and shall remain in effect for a period of three (3) years after its date of execution or until completion of all project phases, whichever occurs last.

Should you have any questions, please feel free to contact Mr. Leandro J. Oña, P.E., Chief, Roadway Engineering & Right-Of-Way Division at (305) 375-1909.

Attachment

cc: Miguel Soria, P.E. Assistant Director, Highway Engineering, DTPW  
Barbara S. Mesa Valdes, Project Manager, Roadway Engineering & Right-of-Way Division

DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Contract/Project Title: Professional Services Agreement for Highway Engineering Services for the Department of Transportation and Public Works.  
 Contract/Project No. : E19-DTPW12 / (20190290, 20190291, and 20190309)  
 Description: See attached scope of work  
 Department: DTPW Contact: Leandro Oña, P.E.  
 Estimated Cost: \$ 15,000,000.00 Phone: (305) 375-1909  
 Funding Source: Road Impact Fee (RIF)

**ANALYSIS**

Commodity/Service No. \_\_\_\_\_ SIC \_\_\_\_\_

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with Previous History			
	Existing	2 <sup>nd</sup> Year	1 <sup>st</sup> Year
Contractor			
Ethnicity/Race			
Gender			
Contract Value			
Comments			

**RECOMMENDATIONS**

SBE-A/E GOAL	BID PREFERENCE	NO MEASURE
22%	N/A	
Analysis for Goal Recommendation		

	Sub-Trade	Est. Cost	% of Item to Base Bid	Availability
3.02	MAJOR HIGHWAY DESIGN (PRIME)	\$ 7,500,000.00	50.0%	
3.04	TRAFFIC ENGINEERING STUDIES (PRIME)	\$ 1,500,000.00	10.0%	
16.00	GENERAL CIVIL ENGINEERING (PRIME)	\$ 2,700,000.00	18.0%	
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DEPARTMENTAL INPUT  
 CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

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17.00	ENGINEERING CONSTRUCTION MANAGEMENT	\$ 150,000.00	1.0%	
20.00	LANDSCAPE ARCHITECTURE	\$ 75,000.00	0.5%	
<b>Total</b>		<b>\$ 15,000,000.00</b>	<b>100.0%</b>	

Basis of recommendation: \_\_\_\_\_

By: Department of Transportation and Public Works

Date to SBA/DPM