

# Memorandum



**Date:** August 3, 2021

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

**Through:** *Andre Ragin*  
Andre Ragin, Aviation Small Business Strategic Advisor  
Minority Affairs

**From:** Sylvia Novela, Strategic Procurement Director  
Miami-Dade Aviation Department  
Contracts Administration Division

**Subject:** Aviation Planning & Programming Consultant Services  
ISD Project No. E20-MDAD-04

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It is requested that the referenced project be reviewed for contract measures in order to proceed with the advertisement and subsequent consultant selection.

**Project:** Aviation Planning & Programming Consultant Services

**ISD Project No.:** E20-MDAD-04

**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).

**Term of the Agreements:**

Two (2) PSAs, each with a Five (5) year term

**Contract Estimated Amount:**

\$5,000,000 each/ \$10,000,000 total (Base Estimate not including Contingency or IG fees)

**Funding Source:**

Miami-Dade Aviation Department Operating Budget

**Technical Certification Category**

**Prime:**

25.00 Aviation Planning Consultant Services (80%)

**Sub-consultants:** 4.01 Aviation Systems - Engineering Design (10%)  
4.02 Aviation Systems - Architectural Design (10%)

**Project Preferred  
Experience:**

The consulting team shall 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, local zoning), operations, automated capital improvement programming, line of sight analysis, and any airfield planning compliance.

**Recommended SBE  
A/E and G/S**

**Measures:** SBE A/E 15% goal

Please advise if additional information is needed to complete this request.

Your assistance with this matter is appreciated.

c: Laurie Johnson, ISD/SBD  
Pedro Hernandez MDAD  
Barbara S. Jimenez, MDAD  
Tiondra Wright, MDAD  
Ammad Riaz, MDAD