

# Memorandum



**Date:** 8/7/2018

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

**From:** Joanne Menoher Case, PROS Manager, Contracts Admin  
Parks, Recreation and Open Spaces Department

**Subject:** Arch Creek Park - Shelter Replacement – Project #222101-15-001

*Joanne Menoher Case*

We respectfully request that you consider our recommendation for a SBE-Cons No-Measure.

## General Description of Work:

This CDBG grant funded project replaces the previous shelter, which was destroyed by fire. Contractor shall furnish all labor, equipment and materials required for scope including but not limited to: Contractor shall purchase and install a new pre-fabricated laminated wood shelter with metal roof (RCP Shelters, Inc.; Model LW-OKA-G2040-04; or approved equal by MDPROS). Installation of a new concrete slab. Contractor to obtain and submit shop drawings to MDPROS within 21 days of NTP and must include: the shelter; all its components; erection details; foundation details and calculations; and Miami-Dade County NOA. Permits. Clear and prepare the proposed area for the new shelter and slab. Tree and landscaping protection. Alternate 1. Areas of sod damaged (or disturbed) during construction will be restored. A new concrete sidewalk connecting the slab (shelter) to the adjacent road will be installed, per the contract documents. (MOT) plan within 30 days of NTP and with further work identified in the contract documents.

Estimated Total Value: \$102,440.00

## Project Criteria:

This project contains Federal Grant monies that require the following:

- Full and open competitive bidding
- No State or Local Government Geographical Preferences

An analysis of the CSBE Program Ordinance 97-52, amended and I.O 3-22 has been conducted and the Department suggests a SBE-Cons **No-Measure** due to the Federal requirements contained in the funding guidelines. The Department further suggests using the 7360 contract to be able to conform to Federal requirements.

Thank you in advance for your cooperation.