

Date: February 1, 2018

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

From: Alejandro Martinez-Esteve, RA, LEED AP
Chief, Capital Improvements Division
Department of Transportation & Public Works

Subject: Notice of Consultant Services:
Project No. E18-DTPW-02
Contract No. 20170307
Request to Advertise for Construction Engineering
and Inspection Services & Resident Compliance
Specialist Services for Florida Department of
Transportation Local Agency Program Projects

RECOMMENDATION

The Department of Transportation & Public Works (DTPW) Capital Improvements is recommending a 10.65% Disadvantaged Business Enterprise (DBE) participation goal as per the Florida Department of Transportation (FDOT) Local Agency Program (LAP) Certification. The number of agreements awarded under this solicitation will be determined by the number of qualified proposers who submit a proposal.

A&E TECHNICAL CERTIFICATIONS REQUIRED

Sole respondent firms need to be certified in the following technical certification categories:

<u>TYPE</u>	<u>MDC</u> <u>CODE</u>	<u>DESCRIPTION</u>
Prime	17.00	ENGINEERING CONSTRUCTION MANAGEMENT

<u>TYPE</u>	<u>FDOT</u> <u>CODE</u>	<u>DESCRIPTION</u>
Prime	10.1	ROADWAY CEI

SCOPE OF WORK

Under the conditions of the FDOT LAP certification, Miami-Dade County is required to hire an independent consultant to provide Construction Engineering and Inspection (CEI) Services & Resident Compliance Specialist (RCS) Services for FDOT LAP funded projects. The CEI and RCS Services (Consultant) include, but are not limited to:

- Administering and inspecting all aspects of the Project;
- Assisting the County's Engineer at the Pre-construction conference;
- Ensuring that the Contractor 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;
- Reviewing and providing the Engineer with comments on the CQCP submitted by the Contractor;
- Identifying potential problems, provide utility coordination, inspection of all stages of the construction/installation, scheduling and cost estimation, claims review, shop drawing review and approval, inspection reporting and documentation, and review punch lists, as-built plans, record drawings and close-out documents;
- Performing daily inspections for all work and preparing and submitting to the County, as requested by FDOT, daily reports of all work occurring during the Construction phase of the Project;
- Administering, monitoring, and inspecting Construction Contract such that the Project is constructed in reasonable conformity with the Plans, Specifications, and all requirements of the Construction Documents;
- Monitoring the Contractor's on-site construction activities and inspecting materials entering into the Work in accordance with the Plans, Specifications, and all requirements of the Construction Documents;
- Participating in weekly progress meetings with County and FDOT representatives and the Contractor, providing a weekly summary of the meetings to Engineer, and following up on all construction related issues until their resolution;
- Observing the Contractor's work to determine the progress and quality of work. Identifying discrepancies and reporting them to the Engineer, and directing the Contractor, with the Engineer's concurrence, to correct such observed discrepancies;

- Providing a final certification that the Work was done in accordance with all of the pertinent Codes, Plans, Specifications and all other Contract requirements of the Project. This certification is in addition to the final certification that must be provided by Contractor;
- Providing services that comply with FDOT manuals, procedures, and memoranda 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 Material's Acceptance and Certification System (MAC), 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;

BACKGROUND/EXPERIENCE

Miami-Dade County has the need to establish Professional Services Agreements to provide Construction Engineering Inspection (CEI) Services and Resident Compliance Services (RCS) for Various Federally Funded Projects. These agreements will be utilized primarily for CEI and RCS services necessary for Florida Department of Transportation Local Agency Program projects. The agreements will also be accessed by other County Departments including but not limited to, Water and Sewer, Parks, Recreation and Open Spaces and the Seaport. These Departments will utilize the subject CEI and RCS services during its five (5) year effective term. The work under these agreements is assigned on a rotational basis.

The task work orders will be assigned through an additional selection based on a) firm expertise; b) consultant staff availability to perform the task serviced, with consideration for tasks already assigned. Each consultant may exercise their right to refuse an assigned task work order by submitting a written Right of Refusal letter to the project manager within five (5) business days.

The number of agreements awarded will be determined by the number of qualified proposers who submit a proposal for this project.

No minimum amount of work or compensation will be guaranteed. Reimbursement for these services will be provided by the FDOT on a project-by-project basis, and in accordance with negotiated fees and tasks described in each individual service work order.

The selected consultant will not be eligible for award of any Design, Construction, or Laboratory testing service contracts related to the specific service work order.

The cost of services will be charged to the particular project or activity requiring these services. The department requesting the services for a specific project will provide the funding source at the time a Work Order is issued. Work Orders will not be issued under this contract unless the specific user department identifies appropriate budgeted funds. The cost of the services will be charged to those particular projects which require CEI and RCS services due to federally funded requirements. People's Transportation Plan (PTP) work authorizations provided under this contract are subject to Board of County Commission (BOARD) and Citizen's Independent Transportation Trust (CITT) approval.

Recommended DBE Participation: 10.65%

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

AM/jpf

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