

# Memorandum



**Date:** July 1, 2016

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

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

**Subject:** Recommendation of Contract Measures  
Invitation to Bid for Miscellaneous Construction Contract  
ITB No. MDAD-MCC-9-16

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## RECOMMENDATION:

This is a request for Small Business Development (SBD) to approve the subject project in order for the Aviation Department to proceed with the approval for the **Invitation to Bid (ITB) for Miscellaneous Construction Contract ITB No. MDAD-MCC-9-16**. The Minority Affairs Division and the User division staff have evaluated the subject project and recommend an **SBE/Construction Program Goal of 18%**. The 18% recommended goal would be on the estimated **\$8 eight million** under Part I and Part II for Construction Management Services. The estimated cost of work to be performed by the SBE/Construction Subcontractor(s) account for **\$1,440,000.00** or 18% of the Construction Management cost. Goals related to the Part II construction cost would be established independently for each Project Order. Attached is MDAD's Breakdown Analysis for the SBE/Construction Program Goal, and Contract Measures Analysis Worksheet.

The Term for this project will be four (4) years with up to one additional year to complete work initiated during the term of the contract at the discretion of the County. The estimated project cost is \$80,000,000.00.

This project is in a Designated Target Area (DTA), therefore a 10% Community Workforce Program (CWP) goal applies to this contract and will be included in future Project Order(s), when applicable.

## DESCRIPTION OF PROJECT:

Obtain the services of a licensed General Contractor who shall enter into subcontractor agreements and provide education and business training with/for subcontractors (with an emphasis on SBD Certified (SBE) subcontractors to perform construction, maintenance, and construction services) so that the Miami-Dade County Aviation Department (MDAD) can respond to the demand for miscellaneous construction projects at its airports on a timely basis, in a cost-effective and efficient manner and in accordance with the terms of these Contract/Project Order Documents.

The term "miscellaneous construction" includes new construction, renovations, refurbishment, repairs, modifications, upgrading, installation of landscaping and related lighting, irrigation, and maintenance work as well as various types of emergency and periodic maintenance for various MDAD Airport Facilities. The Project Construction Cost is the approved amount determined in the Project Order for specific work and includes the MCC-9-16 Contractors Part II Fee on Construction. Project construction costs shall include costs related to construction materials, supplies, and labor used in performance of construction work authorized for specific Project Orders.

The MCC-9-16 Contractor will be required to administer and complete a variety of simultaneous construction projects; each capable of being performed by a Subcontractor.

The awarded bidders shall also provide construction management services, SBE participation opportunities and business training programs to accomplish the goals set forth on the Invitation to Bid and each Project Order Draft (POD). Project Orders, which detail instructions for the scope of work and establish goals for the participation and training for SBE firms, will be issued from time to time by the Contract Officer.

The Project Orders may describe minor tasks such as repair of roof or installation of doors or a major project such as the construction of a facility involving all the major trades and requiring an extensive range of construction knowledge and experience.

The Contractor shall assume full responsibility for bonding, field supervision of assigned work and the role of coordination, scheduling and overall management for all authorized projects. The Contractor will be responsible for review of construction plans and specifications for each Project Order prior to bidding, evaluation of the said plans and specifications to verify completion, coordination, conflict(s) resolution, phasing, constructability, identification of long lead items and storage for materials and/or equipment. Further responsibilities entail notifying the Contract Officer of any omissions, additional requirements, unforeseen conditions and/or required changes. The Contractor shall obtain all required permits, coordinate all construction work and ensure that all construction is completed on time and within budget. The work to be performed shall be done on a Lump Sum or a Unit Price basis as defined hereunder and on the Project Order plus the construction fee proposed by the Contractor.

The MCC-9-16 Contractor, as part of the contract requirements, will host periodic education and business training seminars. Costs for these seminars are to be billed under the General Contractor's Part I fees.

**MINIMUM REQUIREMENTS:**

All bidders must have at least ten (10) years of verifiable experience managing and implementing a wide variety of miscellaneous construction projects for the Miami-Dade Aviation Department (MDAD), its business partners and/or similar size airports. Projects must range between \$1,000,000.00 and \$80,000,000.00 in cost. Bidders shall provide a list of at least five (5) verifiable miscellaneous construction projects including costs and references for verification by the MDAD contract officers.

**Attachments**

- cc: L. Johnson, SBD  
E. Etienne, SBD  
P. Hernandez, MDAD  
M. Clark-Vincent, MDAD  
A. Saks, MDAD  
A. Montalvo, MDAD  
C. Corrales, MDAD  
File

**REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET**

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

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

*MJC*

**PROJECT/CONTRACT TITLE:** Invitation to Bid for Miscellaneous Construction Contract

**PROJECT/CONTRACT NUMBER:** ITB No. MDAD-MCC-9-16

**DEPARTMENT:** Miami Dade Aviation Department

**ESTIMATED PROJECT COST:** \$80,000,000.00

**FUNDING SOURCE:** Airport Revenue Funds

**DESCRIPTION OF PROJECT/BID:**

Obtain the services of a licensed General Contractor who shall enter into subcontractor agreements and provide education and business training with/for subcontractors (with an emphasis on SBD Certified Small Business Enterprise (SBE) subcontractors to perform construction, maintenance, and construction services) so that the Miami-Dade County Aviation Department (MDAD) can respond to the demand for miscellaneous construction projects at its airports on a timely basis, in a cost-effective and efficient manner and in accordance with the terms of these Contract/Project Order Documents. The term "miscellaneous construction" includes new construction, renovations, refurbishment, repairs, modifications, upgrading, installation of landscaping and related lighting, irrigation, and maintenance work as well as various types of emergency and periodic maintenance for various MDAD Airport Facilities.

**CONTRACT MEASURES RECOMMENDATION:**

Measures: SBE-Construction – 18%

**REASONS FOR RECOMMENDATION:**

Analysis of the factors contained in Implementing Order #3-22 indicates that SBE-Construction Program goal is appropriate for this contract.

**MCC-9-16**  
**Breakdown Analysis for SBE - Construction Management Goal**

Item #	Service	Estimated Annual Cost	4 Yr. Projection
1	SBE Program Management	\$85,300.00	\$341,200.00
2	Clerical	\$55,200.00	\$220,800.00
3	Construction Management	\$115,000.00	\$460,000.00
11	Project Specific Construction Management & Pre-Construction Services		\$418,000.00
12	SBE - Total Fee		\$1,440,000.00
13	MCC-9-16 Estimated Total Construction Management Services		\$ 8,000,000.00
14	Recommended SBE % Goal		18%

- Note:**
1. The services listed above are part of the proposed SBE goal for the MCC-9-16 Part I and Part II SBE Construction Man. Fees.
  2. Goals for "Project Specific Construction Management & Pre-Construction Services" will be established independently for each Project Order.
  3. Amounts reflected herein were based on MCC-8 current fees.