

# Memorandum



**Date:** March 21, 2018

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

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

**Subject:** Recommendation of Contract Measures Request:  
MIA - Relocation of Swissport Interior Offices  
Project No. MCC P-256-C (I)

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## **RECOMMENDATION:**

This is a request for Small Business Development (SBD) to approve the subject project in order for the Department to proceed in obtaining a Small Business Development Project Worksheet for the MIA – Relocation of Swissport Interior Offices, Project No. MCC P-256-C (I). The Minority Affairs Division and the User Department staff have evaluated the subject project and recommend an SBE/Construction Trade Set-Aside for the following trades:

- Package "A" Miscellaneous General Work
- Package "B" Drywall
- Package "C" Acoustical Ceilings
- Package "D" Carpet
- Package "E" Doors
- Package "F" Windows
- Package "G" Painting
- Package "H" Fire Sprinklers
- Package "I" Plumbing
- Package "J" HVAC
- Package "K" Electrical

## **PROJECT DESSCRIPTION:**

The work consists of construction of interior offices for Swissport at Building 701 at the Mezzanine level. Work to include electrical, mechanical, doors, windows, flooring, and construction of new offices.

The Community Workforce Program (CWP) breakdown is attached for the required goal.

The Project Estimated Cost is \$675,400.39. The Total suggested SBE/Construction participation for this project will be 100% of \$568,729.49 (Trade Set-Aside).

The MDAD Miscellaneous Construction Contract (MCC-8-10) requires that the General Contractor shall enter into subcontractor agreements to perform the work. Prior to the issuance of each Project order Draft, or in the event of an emergency, as soon thereafter as practicable, per ordinance 97-52, Miami Dade County will review each project for the establishment of contract measures relevant to Community Small Business Enterprise (SBE/Construction) participation in the work to be performed, and will establish on each Project order Draft as it is transmitted to the Contractor.

Recommendation of Contract Measures Request:  
MIA - Relocation of Swissport Interior Offices  
Project No. MCC P-256-C (I)  
Page 2 of 2

Please advise if additional information is needed.

#### Attachments

c: L. Johnson, SBD  
A. Calderin, MCM  
V. Mirabal, MCM  
I. McNeill, MCM  
R. Solorzano, MDAD  
C. Corrales, MDAD  
File

**DEPARTMENT CONTRACT MEASURES RECOMMENDATION AND ANALYSIS  
CSBE**

*To:* Miton Collins - Associate Director  
MDAD - Minority Affairs Division

*From:* Alberto Calderin MCC-8-10  
General Manager/Munilla Construction Management,LLC (MCM) MCC-8-10

*Project/Contract Title:* MIA-Relocation of Swissport Interior Offices

*Contract Number:* MCC-P-256-C(I)

*Department:* Aviation

*Estimated Cost of Project/Bid:* 675,400.39 *Funding Source:* Aviation Bonds

*Description of Project/Bid:*

**Contract Measures Recommendations**

Set aside  Trade Set aside | 568,729 | Bid Preference   
 Goal  No Measures

**Reasons for Recommendation**

This is a reasonable contract measure, based on the availability of CSBE firms for the trades available on this project.

**Analysis for Recommendation of a Goal**

<u>Subtrade</u>	<u>Estimated Cost</u>	<u>% Of Item to Base Bid</u>	<u>SBE/Construction Availability</u>
General Work Pkg."A"	35,165.52	6.2%	
Drywall Pkg. "B"	65,760.99	11.6%	
Acoustical Ceiling Tiles "C"	26,851.03	4.7%	
Carpet Installation "D"	7,113.90	1.3%	
Doors Pkg. "E"	39,014.00	6.9%	
Windows Pkg. "F"	11,831.57	2.1%	
Painting Pkg. "G"	18,022.39	3.2%	
Fire Sprinklers Pkg. "H"	33,555.74	5.9%	
Plumbing Pkg. "I"	9,427.82	1.7%	
HVAC Pkg. "J"	47,989.50	8.4%	
Electrical Pkg. "K"	273,997.03	48.2%	

Total	568,729.49	100%
<i>Project cost</i>	568,729	input from bid line item
<i>Allow. &amp; Fee</i>	106,671	input from bid line item
<i>Pre-Const. Svcs</i>	0	input from bid line item
<i>Goal basis</i>	675,400.39	

**DEPARTMENT INPUT**  
**CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Check applicable Ordinance(s):  90-143 Responsible Wage and Benefits       03-237 (formerly 03-1) Community Workforce Program

**PROJECT INFORMATION**    See attachment

Contract/Project/\*Work Order No.: MCC-P-256-C(1)

\*Reference corresponding project number when submitting a work order

Contract/Project Title: MIA - Relocation of Swissport Interior Offices

Description/Scope of Work: To construct interior offices for Swissport at Bldg. 701 Mezzanine Level. The work includes renovations of existing space, drywall, ceilings, carpet, doors, windows, painting, fire sprinkler, plumbing, HVAC, and electrical.

Estimated Cost: \$675,400.39      Funding Source: \_\_\_\_\_

Location of Project (street address or beginning and ending points) i.e. 12345 NE 23<sup>rd</sup> Ct or Starts at 135 St. ends at 145 St.  
Miami International Airport - Bldg. 701

**PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP)**    See attachment

Engineer/Department or Agency's estimated required workforce for Project  Work Order :

Trade/Skills Required	Est. # of workforce required per trade	Est. # of total days to complete job

Comments: \_\_\_\_\_

**PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE)**    See attachment

Sub-Trade	Est. Cost	% of Item to Base Bid	Availability

**RECOMMENDATION**

Set-Aside: Level 1  Level 2  Level 3  Trade Set-Aside  Sub-Contractor Goal  Workforce Goal  No Measure   
**Basis for Recommendation:** \_\_\_\_\_

Date submitted to DBD: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

# PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP)

## Construction Contract/Project Measure Analysis & Recommendation

Project Name: MIA- Relocation of Swissport Interior Offices

Project Number: MCC-P-256-C(I)

Trade/Skills Required	Estimated # of Workforce Required	Estimated # of Total Days to Complete
Miscellaneous General Work	4 Person	90 Days
Drywall	6 Person	30 Days
Doors	4 Person	30 Days
Windows	2 Person	5 Days
Painting	4 Person	10 Days
Fire Sprinklers	5 Person	25 Days
Plumbing	3 Person	10 Days
HVAC	4 Person	15 Days
Electrical	5 Person	60 Days





March 20, 2018

Mr. Ricardo Solorzano  
Project Manager  
Miami Dade Aviation Department  
P.O. Box 025504  
Miami, Florida 33102-5504

RE: MIA – Relocation of Swissport Interior Offices  
MCC-P-256-C(I)

Dear Mr. Solorzano:

We are pleased to present to you the following **Project Construction Packaging Plan** for the above referenced project, based on **100% drawings** prepared by:

Jorin and Associates, Inc.  
1627 Brickell Ave., Unit 1906  
Miami, Florida 33129  
(305)854-3633

**Project Estimate: \$675,400.39** (Six Hundred Seventy Five Thousand and Four Hundred Dollars and Thirty Nine Cents).

Liquidated Damages and Liquidated Indirect: \$ N/A Calendar Days

This project is to be completed in approximately 120 calendar days.

This estimate is broken down on the attached spreadsheet, and is based on the following conditions.

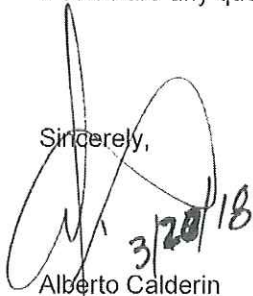
Drawing	Title	Date
C-0.0	COVER SHEET	
D-1	EXISTING / DEMOLITION PLAN	01/18/2018
A-1	PROPOSED FLOOR PLAN	01/18/2018
A-2	REFLECTED CEILING PLAN	02/27/2018
A-3	DOORS AND WINDOWS	01/18/2018
A-4	DOORS, CARPET, ACOUSTICAL CEILINGS	01/18/2018
S-1	PROPOSED SECOND FLOOR PLAN	01/18/2018
P-1	PROPOSED PLUMBING PLAN	01/18/2018
P-2	PLUMBING LEGEND AND DETAIL	01/18/2018
FP-1	FIRE PROTECTION PLAN	01/18/2018
FP-2	FIRE PROTECTION DETAIL	01/18/2018
M-1	MECHANICAL DEMOLITION PLAN	01/18/2018
M-2	PROPOSED MECHANICAL PLAN	01/18/2018
M-3	MECHANICAL GENERAL NOTES	01/18/2018
E-1	EXISTING / DEMOLITION PLAN - ELECTRICAL	01/18/2018
E-2	PROPOSED ELELCTRICAL PLAN	01/18/2018
E-3	PROPOSED LIGHTING PLAN	01/18/2018
E-4	ELECTRICAL NOTES AND DETAILS	01/18/2018
E-5	ELECTRICAL PANEL DETAILS	01/18/2018

E-6	PROPOSED ELECTRICAL PLAN -- FIRE ALARM NOTES	01/18/2018
E-7	ELECTRICAL NOTES AND SYMBOL LEGEND	01/18/2018

1. Work to begin, after approved Project Order and after receipt of approved Building Permits and Notice to Proceed.
2. This estimate includes an allowance account for unforeseen conditions.
3. This estimate will stay in effect for a period of not more than thirty (30) days from the date of this correspondence.

If there are any questions, please do not hesitate to contact me.

Sincerely,



Alberto Calderin  
MIA-MCC-8-10  
General Manager  
/gm

Cc: Milton Collins – MDAD Minority Affairs Division

# Munilla Construction Management, LLC (MCM)

## Bid Line Item Sheet

Project Name: MIA - Relocation of Swissport Interior Offices

Project No. MCC-P-256-C(I)

ITEM NO.	DESCRIPTION	SBE/C TRADE SET-ASIDE		AMOUNT
	General Work	PKG. A	SBE/C	\$35,165.52
	Drywall	PKG. B	SBE/C	\$65,760.99
	Acoustical Celings	PKG. C	SBE/C	\$26,851.03
	Carpet	PKG. D	SBE/C	\$7,113.90
	Doors	PKG. E	SBE/C	\$39,014.00
	Windows	PKG. F	SBE/C	\$11,831.57
	Painting	PKG. G	SBE/C	\$18,022.39
	Fire Sprinklers	PKG. H	SBE/C	\$33,555.74
	Plumbing	PKG. I	SBE/C	\$9,427.82
	HVAC	PKG. J	SBE/C	\$47,989.50
	Electrical	PKG. K	SBE/C	\$273,997.03
	<b>Subtotal</b>			\$568,729.49
	Allowance Account (10%)			\$56,872.95
	<b>Subtotal</b>			\$625,602.44
	MCC Fee (.0796%)			\$49,797.95
	<b>TOTAL</b>			<b>\$675,400.39</b>



MCM, LLC  
JAN 21 2018  
MCC-8-70

# Pre-Construction Project Order Draft # 78

PROJECT NAME: MIA Relocation Of Swissport Interior Offices  
 PROJECT NO: P-256C (I)  
 CONTRACT TITLE: MCC 8 DATE: 1/24/2018  
 CONTRACTOR: MCM ATTACHED PAGES: 0

PLEASE SUBMIT WITHIN 25 DAYS OF THIS PROJECT ORDER DRAFT YOUR PROJECT ORDER PROPOSAL FOR THE SUBJECT PROJECT IN ACCORDANCE WITH THE FOLLOWING PROJECT DESCRIPTION AND CONDITIONS:

SCOPE: Provide Labor and material to construct interior offices for Swissport at building 701 Mezzanine level.

PLANS AND SPECIFICATIONS:



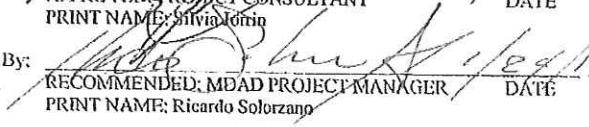
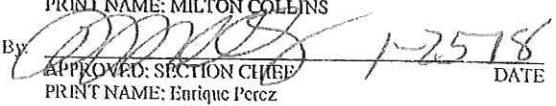
- C-0
- D-1, A-1, A-2, A-3, A-4
- E-1, E-2, E-3, E-4, E-5, E-6, E-7
- FP-1, FP-2
- M-1, M-2
- P-1, P-2

SUBCONTRACTING REQUIREMENTS TBD CSBE MEASURES: \_\_\_\_\_ OR DBE GOALS: \_\_\_\_\_ %

TIME OF COMPLETION: 4 months

LIQUIDATED DAMAGES: N/A

SPECIAL INSTRUCTIONS:

By: 	1/24/18	By: 	1/25/18
APPROVED: PROJECT CONSULTANT	DATE	RECOMMENDED: MGR. MINORITY AFF.	DATE
PRINT NAME: Silvia Iorio		PRINT NAME: MILTON COLLINS	
By: 	1/24/18	By: 	1-25-18
RECOMMENDED: MDAD PROJECT MANAGER	DATE	APPROVED: SECTION CHIEF	DATE
PRINT NAME: Ricardo Solorzano		PRINT NAME: Enrique Perez	

cc: AF, MDAD-Project Control, MDAD-Minority Affairs, MCM Corp., MDAD Project Manager, Project File.