

# Memorandum



**Date:** August 20, 2015

**To:** Gary Hartfield, Division Director  
ISD, Small Business Development

**From:** Vivian Forhat-Diaz  
Engineer 3 Miami-Dade Aviation, Facilities Management - Project Administration

**Subject:** Request for MCC 7360 Solicitation; RPQ# MDADGG-002 – Work Order based Program Emergency Priority Maintenance Construction for Glass & Glazing Service Contract

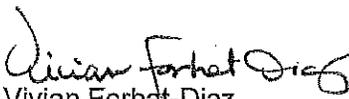
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The Miami Dade Aviation Department (MDAD) respectfully requests that you review the attached recommendation to access the Miscellaneous Construction Contract MCC 7360 for the Glass and Glazing Service Contract under the Work Based Program due to lack of response to our previously advertised RPQ# 10027602.

The scope of work for this Request for Price (RPQ) consist of installation, repair and/or full replacement of glass panes, windows, entry doors, mirrors, Plexiglas structures, curtain walls, exterior and interior panels, glass blocks and any other glazing structures at all the facilities operated by the Miami-Dade Aviation Department (MDAD). The total contract allocation for this project will be \$250,000.00 for a maximum term of eighteen (18) months. Work shall be authorized on as needed basis via Work Orders by MDAD.

Due to the no participation received on a similar MDAD contract, RPQ# 10027602 we request the Small Business Development Division of the Internal Service Department to allow this project to be advertised under MCC 7360 Plan.

Thank you in advance for your cooperation.

  
Vivian Forhat-Diaz,  
Engineer 3  
MDAD – Facilities Management

Attachments: Project Analysis

**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.: RPQ# MDADGG-002

\*Reference corresponding project number when submitting a work order

Contract/Project Title: Glass & Glazing at all Operated MDAD Facilities Service Contract

Description/Scope of Work: Installation, repair and/or full replacement of glass panes, windows, entry doors, mirrors, Plexiglas structures, curtain walls, exterior and interior panels, glass blocks and any other glazing structures at all the facilities operated by the Miami-Dade Aviation Department (MDAD)

Estimated Cost: \$ 250,000.00      Funding Source: MDAD Reserve Maintenance Fund

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.  
Various TBD locations throughout MDAD's facilities and cargo buildings

**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
Glass & Glazing	TBD based on Work orders issued and scopes required	540 (18 months)

Comments: No response were received on RPQ# 10027602

**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: Insufficient certified vendors

Date submitted to DBD: 08/20/15

Contact Person: Vivian Forhat-Díaz

Telephone No.: 305-876-8311

## Taylor, Coralee (ISD)

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**From:** Forhat-Diaz, Vivian (Aviation) <VForhat-Diaz@miami-airport.com>  
**Sent:** Thursday, August 20, 2015 2:04 PM  
**To:** Taylor, Coralee (ISD)  
**Cc:** Johnson, Laurie (ISD); Finol, Ana (Aviation); Cutie, Ralph (Aviation)  
**Subject:** RE: MDAD Glass & Glazing installation, repair and/or full replacement RPQ# MDADGG-001 thru MDADGG-003  
**Attachments:** 20150820135940689.pdf

Good afternoon Coralee, please find attached request for accessing MCC 7360.

Due to lack of participation on RPQ# 10027602, we would like to request access to MCC 7360 for the installation, repair and/or full replacement of glass panes, windows, entry doors, mirrors, Plexiglas structures, curtain walls, exterior and interior panels, glass blocks and any other glazing structures at all the facilities operated by the Miami-Dade Aviation Department (MDAD).

If you need more information please let me know. Have a great day.

Regards,

**Vivian Forhat-Diaz**  
**Facilities Maintenance - Planning, Engineering and Construction**  
**Miami-Dade Aviation Department**  
**Phone: (305) 876-8311**  
**E-mail: [VForhat-Diaz@miami-airport.com](mailto:VForhat-Diaz@miami-airport.com)**



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