


# Memorandum



**Date:** March 18, 2015

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

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

**Subject:** MDAD-Quick Response Renovations - Project No. Project Order #4

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The Minority Affairs Division has reviewed the subject project for the recommendation of contract measures and concurs with the MCC-8-10 Contractor Recommendation as SBE/Construction Trade Set-Aside as the contract measure to provide the MCC-8-109 Contractor with means to provide immediate service to MDAD. From time to time MDAD has a need to provide quick response renovations/construction related work for the Aviation personnel and their business partners. These are unforeseeable requests which result from schedule conflicts and emergency staff relocations, expansions, etc., responding to various operational situations at MIA and the General Aviation Airports.

The Project No. will be Project Order #4 which is for quick response projects. Various projects requiring emergency response will be assigned under it. Therefore, project numbers will vary every time a quick response is issued.

The suggested SBE/Construction subcontract items are listed on the Department Contract Measures Recommendation and Analysis form attached. The Community Workforce Program will not apply as work assigned to subcontractors per project under this Project Order will not exceed 30 days.

The total suggested Small Business Enterprise/Construction Trade Set-Aside for this project is \$921,489.12 or 92% of \$1,000,000.00.

If additional information is needed, please contact me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments (4)

cc: A. Calderin, MCM  
V. Mirabal, MCM  
P. Hernandez, MDAD  
A. Bao-Garciga, MDAD  
A. Montalvo, MDAD  
L. Johnson, SBD  
C. Taylor, SBD  
C. Corrales, MDAD  
File



ENGINEERS & GENERAL CONTRACTORS

March 13, 2015

Log No. 00001

Mr. Milton Collins  
Associate Director  
Miami-Dade Aviation Department  
Minority Affairs-MDAD  
P.O. Box 025504  
Miami, FL 33102-5504

**HAND DELIVERED & E-MAILED**

RE: Quick Response Renovations – Project Oder #04  
SBE/Construction Contract Measures Request

Dear Mr. Collins:

This is a request for approval of SBE/Construction contract measures recommendation to provide the MCC-8-10 Contractor with a means to provide immediate service to MDAD. From time to time MDAD has a need to provide quick response renovations/construction related work for the Aviation personnel and their business partners. These are unforeseeable requests which result from schedule conflicts and emergency staff relocations, expansions, etc. responding to various operational situations at MIA and the General Aviation Airports. This project shall provide the labor, material, equipment and supervision required on a sub-project basis. Each sub-project will be performed under a specific Supplemental Authorization Order (SAO), and work will be bid among certified SBE/Construction subcontractors for the specific trades that are recommended as trade set-asides.

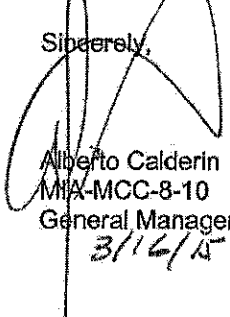
The Community Workforce Program will not apply as work assigned to subcontractors per project under this Project Order will not exceed 30 days.

The Contractor's staff has evaluated the project and suggests SBE/Construction set-aside packages as follows: Miscellaneous General Items (Pkg. A), Office Relocation/Furniture Moving (Pkg. B), Carpet, VCT Tile and Base (Pkg. C), Painting & Waterproofing (Pkg. D), Plumbing (Pkg. E), Fire Protection (Pkg. F), HVAC (Pkg. G), and Electrical (Pkg. H). In the event that contract measures can not be achieved due to incidental or specialized work, Package I (Pkg. I) will be used without any measures (Open). The suggested SBE/Construction subcontract items are listed on the Department Contract Measures Recommendation and Analysis form attached. This evaluation is based the Miami-Dade County SBE/Construction Certification List as of March 12, 2015.

Total suggested Small Business Enterprise/Construction trade set aside for this project is as follows:  
**\$921,489.12 or 92% of \$1,000,000.00.**

The MCC-8-10 Contractor will not enter into a subcontract agreement prior to receiving an executed Supplemental Authorization Order for each particular sub-project.

Sincerely,

  
Alberto Calderin  
MIA-MCC-8-10  
General Manager  
3/16/15

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**DEPARTMENT CONTRACT MEASURES RECOMMENDATION AND ANALYSIS  
CSBE**

**To:** Milton L. Collins  
Min. Affairs Depart., Miami Dade Aviation Department

**From:** Alberto Calderin  
General Manager - MCM, LL (MCC-8-10)

**Project/Contract Title:** MDAD-Quick Response Renovations

**Contract Number:** MCC # Project Order #04

**Department:** Aviation

**Estimated Cost of Project/Bid:** \$1,000,000.00 **Funding Source:** Aviation Bonds

**Description of Project/Bid:** A Quick Response to provide immediate service when needed  
**Contract Measures Recommendations**

Set aside  Trade Set aside  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**

Subtrade	Estimated Cost	% of Item to Base Bid	CSBE Availability
Specialty Trade(Pkg.A)	404,078	40.4%	185
Off. Reloc/Moving (Pkg.B)	31,851	3.2%	6
Carpet & Tile(Pkg.C)	88,517	8.9%	47
Painting(Pkg.D)	84,014	8.4%	137
Plumbing(Pkg.E)	54,591	5.5%	22
Fire Protection (Pkg. F)	60,543	6.1%	8
HVAC (Pkg.G)	67,955	6.8%	22
Electrical(Pkg.H)	129,940	13.0%	65
<b>Total</b>	<input type="text" value="921,489"/>	<input type="text" value="92%"/>	

**Project cost** 921,489 input from notice memo  
**Allow. & Fee** 78,511 input from notice memo

**Goal basis**



ENGINEERS & GENERAL CONTRACTORS

Log No. 00017

March 13, 2015

Mrs. Aida Bao-Garciga  
Chief of Design/Construction  
Miami-Dade Aviation Department  
P. O. Box 025504  
Miami, FL 33102-5505

**FAXED AND E-MAILED**

RE: MDAD-Quick Response Renovations  
Project Oder #04

Dear Mrs. Bao-Garciga:

We are pleased to present to you the following **Request for Project Order Modification** for the above referenced project based on additional future requirements for emergency related work:

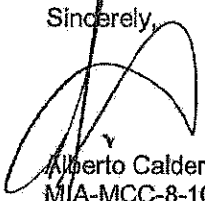
Request for POM: **\$1,000,000.00** (One Million Dollars and Zero Cents).

This project is to be effective through out the duration of the MCC-8-10 contract.

- Work to begin, after approved Project Order and Supplemental Authorization Order and if applicable, receipt of approved Building Permits and Notice to Proceed.
- This proposal will stay in effect for a period of thirty (30) days from the date of this correspondence.

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

Sincerely,

  
Alberto Calderin  
M/A-MCC-8-10  
General Manager

cc: File

# Munilla Construction Management, LLC (MCM)

## Bid Line Item Sheet

MCC-8-10

Project Name: MDAD-Quick Response Renovations  
 Project No.: Project Order #4

ITEM NO.	DESCRIPTION	SUB PKG	SET ASIDE	AMOUNT
01-100	Miscellaneous General Work	A	CSBE	\$67,454.30
02-700	Selective Demolition	A	CSBE	\$36,838.16
03-100	Concrete Work	A	CSBE	\$22,300.42
04-100	Masonry Work	A	CSBE	\$22,359.68
06-100	Carpentry-Millwork, Including Doors & Frames & Hardware	A	CSBE	\$97,677.40
09-260	Drywall System & Plaster	A	CSBE	\$125,019.80
09-510	Suspended Ceilings	A	CSBE	\$32,427.94
02-701	Office Relocation/Furniture Moving	B	CSBE	\$31,851.38
09-610	Carpet, VCT Tile and Base	C	CSBE	\$88,516.76
09-900	Painting & Waterproofing	D	CSBE	\$84,014.44
15-100	Plumbing	E	CSBE	\$54,590.90
15-300	Fire Protection/Fire Sprinklers	F	CSBE	\$60,543.26
15-500	HVAC	G	CSBE	\$67,954.54
16-100	Electrical	H	CSBE	\$129,940.14
	Incidental/Specialized Scope	I	OPEN	\$0.00
	Subtotal			\$921,489.12
	Subtotal			\$921,489.12
	MCC Fee	8.52%		\$78,510.88
	<b>Total</b>			<b>\$1,000,000.00</b>