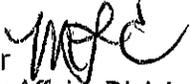


# Memorandum



**Date:** March 28, 2014

**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:** Request for Proposals for Non-Exclusive Telecommunications  
and Network Management Services for the MDAD  
Project: RFP No. MDAD-03-14

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## RECOMMENDATION:

This is a request for the Small Business Development Division to approve the attached project in order for the Aviation Department to proceed with the **Telecommunications and Network Management Services for the Miami-Dade Aviation Department, RFP No. MDAD-03-14.**

The Minority Affairs staff has evaluated the subject project and recommends an **8% CSBE Goal** as the contract measure, as set forth in Implementing Order #3-22, the attached MDAD Contract Measures Analysis Worksheet findings and other supporting documents attached. The existing contract has CSBE goal of eight percent (8%) (Sub-Trade Electrical Contractor), CWP Goal and Responsible Wages.

## NOTE:

In the past, the CSBE goal was placed on the entire contract amount instead of only on the Management Fee. The CSBE Goal should only be applied to the specific additional work which requires the services of the Electrical Contractor. The only method or benchmark to forecast such work in the future for (specific additional work) would be to review the dollar amount of work performed under the current contract by this Sub-trade over the last several years. It should also be noted that any future projections would not guarantee that volume of work since the specific additional work depends on MDAD's needs.

The Community Workforce Program (CWP): Pursuant to County Ordinance No. 03-01, as amended, the Community Workforce Program (CWP) goal will be Work Order driven. If a Work Order issued under this project is longer than thirty (30) days and over \$250,000.00, it is subject to a CWP goal and as such, will be required to be presented to SBD in order to apply a CWP goal.

The term of the agreement is for eight (8) years, plus two (2) additional one (1) year options to extend. The contract estimated amount is \$82,181,405.00 (for the eight (8) Years, excludes IG fee).

## SCOPE OF SERVICES:

The Contractor to whom this Agreement is awarded shall furnish all labor, new materials, tools, supplies and other items required for the design, installation, maintenance, repair, and management and operational support services for: (i) all voice data network infrastructure for MDAD, its users and tenants; and (ii) the management of shared airport tenant services ("SATS") for the County to tenants and users at the Airport (collectively, the "Work").

The Work includes, but is not limited to: (a) provisioning of voice and data network services; (b) maintaining existing and future voice and data networks infrastructure equipment including operation, maintenance, repair, monitoring, and support of network devices such as routers, switches, and servers; (c) supporting of circuits, including vendor resolutions and support of environmental infrastructure including Uninterruptable Power Supply (UPS) devices for all switches and routers at all sites; (d) daily analysis of network performance to research trending and troubleshooting from end point to end point to enable quick resolution of system degradation; (e) providing capacity planning for all network links, PBX switches and trunk groups; (f) providing an on-site MDAD IT Service Desk dedicated to providing uninterrupted service top airport operations; (g) managing the existing voice, CATV and data network infrastructure; (h) maintaining records as required by MDAD, including but not limited to, equipment and cable plant, record keeping of work order activity, equipment inventory, telephone number inventory, number dialing plan, key sheets, and cable management to the Intermediate Distribution Frame level and jack level for existing and new structure; (i) managing the turn-key installation of new voice, data and network services such as user training on equipment, project scheduling, appropriate billing to MDAD and SATS customers; (j) billing user customers for services, and also for the specified equipment, including when specifically requested by appropriate work order; (k) needs assessment; (l) system design; (m) procurement of equipment and parts; (n) documentation and reports; (o) record keeping and inventory; and (p) any other functions related to the provisioning of the services.

The Contractor shall also be responsible to provide, install and maintain technical systems hardware and software associated with the management of all management of all telecommunications Asynchronous Transfer Mode ("ATM") Gigabit Ethernet & ATM infrastructure. In addition, the Contractor shall maintain computer hardware and software and the database associated with the cable record systems, the New Security System Cable Management System (after the initial contract expires with that system's provider), and any billing system the Contractor chooses to employ subject to approval by the MDAD. These software applications shall be maintained and operated at such a level that is suitable to maintain the quality of service or additional requirements outlined in the Agreement or other sections of this Specification. Back-ups shall be performed and maintained off-site by the Contractor for all key technical systems to ensure data integrity and disaster recovery.

**Minimum Qualifications:**

A submittal will only be considered from a firm that is regularly engaged in the business of providing the Voice/Data/Help Desk and Network Operation Center ("NOC") and support services as required by this Solicitation. To satisfy this requirement, Respondents should:

- Have had a minimum of five (5) years of providing voice and data management services as described in this RFQ, for at least three (3) major airports and/or large government facilities in North America, meeting or exceeding size and complexities of the voice and data support requirements at MIA.

- Have a minimum of five (5) years of providing On-Site Help Desk and NOC management services and associated software meeting or exceeding the requirements described in this RFQ, for at least three (3) major airports and/or large government facilities in North America.
- Subcontractors must also have a minimum of one year experience performing Electrical and/or low voltage installation work.
- Submit information on the Experience and Qualifications table in the Appendix A entitled "Questionnaire and Minimum Qualifications Affidavit" to demonstrate the Respondent has the required management services to meet these minimum qualifications:
  - Name and location of the airports or government entities in North America requested above.
  - State what software modules were provided, if applicable.
  - List types of services, and provide a brief scope of work and annual dollar value.
  - Number of Voice and Data Ports.
  - Number of employees currently employed at each job location.
  - Number of employees currently employed at Respondent's home support office dedicated to providing off-site services.
- A Respondent must ensure that it or its Subcontractor, at the time the Submittal is submitted and throughout the duration of the Agreement, holds a current valid certificate for the voice/data cabling work contemplated by the Agreement and issued by:
  - The State of Florida Construction Industry Licensing Board, pursuant to the provisions of Section 489.115 of Florida Statutes; or
  - The Miami-Dade County Construction Trades Qualifying Board, pursuant to the provisions of Section 10-3(a) of the Code. Holders of Miami-Dade County Certificates of Competency must also hold Certificates of Registration issued by the State of Florida Construction Industry Licensing Board, pursuant to the provisions of Section 489.115 or 489.117, of Florida Statutes.

If you have questions, please call me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments (2)

cc: M. Jenkins, MDAD  
M. Clark-Vincent, MDAD  
P. Garcia, MDAD  
P. Betancourt, MDAD  
M. Perez, MDAD  
C. Taylor, SBD  
V. Walters  
C. Corrales, MDAD  
File

MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

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

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



**PROJECT/CONTRACT TITLE:** Non-Exclusive Telecommunications and Network Management Services for the Miami Dade Aviation Department

**PROJECT NUMBER:** RFP No. MDAD-03-14

**DEPARTMENT:** Aviation

**ESTIMATED PROJECT COST:** \$82,181,405.00

**FUNDING SOURCE:** MDAD Operating Funds

**DESCRIPTION OF PROJECT:**

The Contractor to whom this Agreement is awarded shall furnish all labor, new materials, tools, supplies and other items required for the design, installation, maintenance, repair, and management and operational support services for: (i) all voice data network infrastructure for MDAD, its users and tenants; and (ii) the management of shared airport tenant services ("SATS") for the County to tenants and users at the Airport (collectively, the "Work").

**REASONS FOR RECOMMENDATION:**

Analysis of the factors contained in Implementing Order No. 3-22, indicate that an 8% CSBE Goal is appropriate for this project.

**In the past, the CSBE goal was placed on the entire contract amount instead of only on the Management Fee. The CSBE Goal should only be applied to the specific additional work which requires the services of the Electrical Contractor.**

**ANALYSIS FOR RECOMMENDATION OF A CSBE GOAL**

<u>Sub Trade</u>	<u>Estimated Cost</u>	<u>% of Items to Base Bid</u>	<u>CSBE Availability</u>
1600 Electrical Contractors	\$6,574,512.40	8%	4
<b>TOTAL: <u>\$6,574,512.40</u></b>		<b>Contract Measure <u>8%</u></b>	

Table 1  
Proposal Line Items

Item	Description	Direct Salary Individual Hourly Rate	Direct Salary Individual Yearly Salary	Total Yearly Salary	Payroll Multiplier	Yearly Salary							
						Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
1.0	On-Site Management Maintenance and Operations Staff					0%	0%	0%	0%	0%	0%	0%	0%
1	Service Manager	\$69	\$124,800	\$124,800	2.13	\$285,824	\$285,824	\$285,824	\$285,824	\$285,824	\$285,824	\$285,824	\$285,824
1	Office and Administrative Supervisor	\$25	\$52,000	\$52,000	2.13	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760
1	Administrative Assistant	\$15	\$31,200	\$31,200	2.13	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456
1	Billing Specialist	\$25	\$52,000	\$52,000	2.13	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760
1	Purchasing Administrator	\$15	\$31,200	\$31,200	2.13	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456
1	SATS Technical Specialist	\$30	\$62,400	\$62,400	2.13	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912
1	Voice Communications Supervisor	\$30	\$62,400	\$62,400	2.13	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912
1	Senior Voice Technician - LEAD	\$25	\$52,000	\$52,000	2.13	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760
2	Senior Voice Technicians	\$25	\$52,000	\$104,000	2.13	\$221,520	\$221,520	\$221,520	\$221,520	\$221,520	\$221,520	\$221,520	\$221,520
1	PBX Engineer	\$30	\$62,400	\$62,400	2.13	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912
1	PBX Programmer / Administrator	\$30	\$62,400	\$62,400	2.13	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912	\$132,912
5	Voice Technician	\$25	\$52,000	\$260,000	2.13	\$553,800	\$553,800	\$553,800	\$553,800	\$553,800	\$553,800	\$553,800	\$553,800
1	Data Communications Supervisor	\$40	\$83,200	\$83,200	2.13	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216
1	Network Engineer Level V (CCIE)	\$60	\$124,800	\$124,800	2.13	\$265,824	\$265,824	\$265,824	\$265,824	\$265,824	\$265,824	\$265,824	\$265,824
5	Network Engineer	\$35	\$72,800	\$364,000	2.13	\$769,840	\$769,840	\$769,840	\$769,840	\$769,840	\$769,840	\$769,840	\$769,840
2	Network Technicians	\$35	\$72,800	\$145,600	2.13	\$310,128	\$310,128	\$310,128	\$310,128	\$310,128	\$310,128	\$310,128	\$310,128
1	Service Desk & NOC Supervisor	\$40	\$83,200	\$83,200	2.13	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216	\$177,216
3	IT Svce, Desk Technicians - Senior Level	\$30	\$62,400	\$187,200	2.13	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736
10	IT Svce, Desk Technicians	\$20	\$41,600	\$416,000	2.13	\$886,080	\$886,080	\$886,080	\$886,080	\$886,080	\$886,080	\$886,080	\$886,080
1	IT Svce Desk Operator/Network Config. Ar	\$35	\$72,800	\$72,800	2.13	\$155,064	\$155,064	\$155,064	\$155,064	\$155,064	\$155,064	\$155,064	\$155,064
1	Cable Planning & Special Projects Sup.	\$25	\$52,000	\$52,000	2.13	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760
3	Fiber and Copper Cable Technicians	\$25	\$52,000	\$156,000	2.13	\$332,280	\$332,280	\$332,280	\$332,280	\$332,280	\$332,280	\$332,280	\$332,280
3	Facility Engineer - PM	\$30	\$62,400	\$187,200	2.13	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736	\$398,736
1	Cable Management Field QA	\$25	\$52,000	\$52,000	2.13	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760
1	Cable Management Data Entry Clerk	\$15	\$31,200	\$31,200	2.13	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456	\$66,456
1	CADD Operator	\$25	\$52,000	\$52,000	2.13	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760	\$110,760
52	Total Staff												
	(Per recommended staffing)												
2.0	After Normal On-Site Work Hours Rates (Estimated hours = 1440 per year using the Monday through Sunday rate)	\$30				\$138,024	\$138,024	\$138,024	\$138,024	\$138,024	\$138,024	\$138,024	\$138,024
3.0	Project Management of Subcontracts (Estimated contracts \$1,172,000 per year) (Individual subcontracts greater than \$100,000, fee not greater than 10%)												
4.0	Obligations with Vendors (All third party Maintenance Agreements) (Estimated contracts: \$175,800 per year)												
5.0	New Materials and Equipment Purchased (Estimated purchase orders = \$933,500 per year)												
6.0	Yearly Totals												
7.0	Eight-Year Sub Total												
8.0	10% Contingency (Additional Work, Salary Increases, etc.)												
9.0	Eight-Year Total												

2-12-2014. FOR EVALUATION PURPOSES ONLY. ACTUALS MAY VARY