

# Memorandum



**Date:** January 16, 2015

**To:** Lester Sola Director  
Internal Services Department

**From:** Lissette P. Martinez, PM - Public Housing and Community  
Development. Facilities and Development Division

**Subject:** Review Committee - Notification Only for Federally Funded Projects  
**Expedited Work Order Contract No. 1- South Region**

## SENT VIA EMAIL

PHCD respectfully requests that the following **federally funded** item be submitted to the Review Committee (RC) for **information purposes only** for: Expedited **Work Order Contract No. 1 - South Region**.

**Project RPQ NO. 159451**

Thank you for your assistance, I can be reached at (786) 469-4127 Email:  
**lpmar01@miamidade.gov**

**ANALYSIS FOR CSBE GOAL RECOMMENDATION**

**PROJECT TITLE:** Expedited Work Order Contract  
**PROJECT NUMBER:** RPQ 159451  
**DEPARTMENT:** PHCD  
**ESTIMATED COST OF CONSTRUCTION:** \$ 300,000  
**FUNDING SOURCE:** Federal  
**DESCRIPTION OF PROJECT:** Maintenance and Miscellaneous Work

**TOTAL CONSTRUCTION** \$300,000

1/16/2015

Lisette P. Martinez PHCD, Project Manager

Date Submitted to DBD

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

Check applicable Ordinance(s):  Davis Bacon     03-237 (formerly 03-1) Community Workforce Program

**PROJECT INFORMATION**    See attachment

Contract/Project/\*Work Order No. **159451**\*Reference corresponding project number when submitting a work order

Contract/Project Title: **MCC 7360 Plan-CICC7360-0/08 159451 Expedited Work Order Contract No. 1 – South Region**  
 Description/Scope of Work: **Description of the Work (Project):**

**General Description of the Work (Project):** PHCD manages approximately 9,000 units throughout Miami-Dade County in three geographic areas. North Region, Central Region, and South Region. The purpose of Expedited Work Order Contract-1 is to complement the in-house crew that performs maintenance work repairs and other miscellaneous work as may be required by PHCD. **Work Orders shall be done in an expedited manner. Contractor shall respond to a request for service call or e-mail within two (2) hours of first contact. Contractor shall be available 24 hours, 7 days per week and have all the necessary staff and equipment to perform the work. Delays in responding to calls within time required and/or completing work in a timely manner, or other non-compliant work, may result in no further work orders being issued and/or termination of the contract. PHCD reserves the right to assign any work, in any Region, to any of the selected contractors at its sole discretion. Approval of PHCD Asset Management Division Director or Asset Management Division Assistant Director will be required to be obtained prior to contacting a contractor awarded on a different Region. PHCD further reserves the right to award the work to the second lowest bidder of a region where the contractor is terminated and/or perform the work in any other manner available to PHCD subsequent to termination of a contractor. PHCD also reserves the right to further negotiate any UPT line items at its sole discretion.**

**Contractor shall supply necessary labor, materials and equipment for the total completion of the work, and must provide all documents to obtain the required permit/inspection fees (when necessary) in accordance with Building Codes. The Contractor shall be responsible for all job tasks associated with the successful completion of the stated scope of work, as required and approved by an authorized MDPHCD representative. Tasks, clean-up, and removal of all items not specifically mentioned in the scope, but which are required for the stated scope of work shall be included without additional cost to MDPHCD. The Contractor shall leave the site free and clear of all debris. All work shall be performed in the best standards of workmanship and shall be in accordance with Florida Building Code, all national, state, county, and municipal codes, rules, guidelines, regulations and departments having jurisdiction.**

Approximate Construction Budget for this project is: **\$ 300,000.00**

Estimated Cost: **\$300,000.00**      Funding Source: **US HUD**

Location of Project (street address or beginning and ending points) i.e.  
 Scattered Sites

**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
General Contractor		<b>365</b>

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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:** 1/16/2015

**Contact Person:** Lissette P. Martinez

**Telephone No.:** 786-469-4127