

# Memorandum



**Date:** June 10, 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  
**Work Order Contract** No. 5 – RPQs NO. 164330, 164331, 164332, 164333, 164334,  
164335, 164336, 164337, 164338.

## SENT VIA EMAIL

PHCD respectfully requests that the following **federally funded** item be submitted to the Review Committee (RC) for **information purposes only** for the **Work Order Contract No. 5**

**Project RPQ NO. RPQs NO. 164330, 164331, 164332, 164333, 164334, 164335, 164336, 164337, 164338.**

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

**ANALYSIS FOR CSBE GOAL RECOMMENDATION**

**PROJECT TITLE:** Work Order Contract No. 5 –  
**PROJECT NUMBER:** RPQs NO. 164330, 164331, 164332, 164333, 164334,  
164335, 164336, 164337, 164338.  
**DEPARTMENT:** PHCD  
**ESTIMATED COST OF CONSTRUCTION:** \$ 1,000,000 (Each RPQ)  
**FUNDING SOURCE:** Federal  
**DESCRIPTION OF PROJECT:** Maintenance and Miscellaneous Work

**TOTAL CONSTRUCTION** \$1,000,000 (Each RPQ)

6/10/2015

Lissette 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. RPQs NO. 164330, 164331, 164332, 164333, 164334, 164335, 164336, 164337, 164338.

\*Reference corresponding project number when submitting a work order

Contract/Project Title: **MCC 7360 Plan-CICC7360-0/08** RPQs NO. 164330, 164331, 164332, 164333, 164334, 164335, 164336, 164337, 164338.      Work Order Contract No. 5

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. Each Region will be divided in 3 Sectors for a total of 9 Sectors. The Sectors being bid for this RPQ are indicated above. The purpose of Work Order Contract-5 is to complement the in-house crew that performs vacancy repair and also perform other various capital construction projects as may be required by PHCD. **Work Orders shall be done in an expedited manner. Work Order Contract duration will be determined during the assessment phase. Contractors must have the labor force/capacity to complete a large number of repairs to public housing vacant (70 units for example) simultaneously and within a short period of time, which may vary according to the repairs required to vacant units (generally between 7 calendar days for minor repairs to 45 calendar days for complete unit renovations). Each housing unit for vacancy repair projects (and/or other projects as applicable) will be evaluated to determine the specific scope of work and the amount of calendar days required to repair each unit. The items of work are indicated in the Unit Price Table (UPT). Delays in 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 Sector, to any of the selected contractors at its sole discretion.**

***Additionally, PHCD reserves the right to further negotiate any UPT line items at its sole discretion. Contractor shall supply all necessary labor, materials and equipment for the total completion of the work, and shall 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. Tasks, clean-up, and removal of all items not specifically mentioned in the scope, but which are required for completion of the stated scope of work, shall be included without additional cost to PHCD. The Contractor shall arrange for his/her own storage facility (if needed). The Contractor shall leave the site free and clear of all debris. All work shall be performed to 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: **\$ 1,000,000.00 (Each RPQ)**

Estimated Cost: **\$1,000,000.00 (Each RPQ)**      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		365

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: 6/10/15

Contact Person: Lissette P. Martinez

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