

# Memorandum



**Date:** April 11, 2013

**To:** Jack Osterholt, Interim Director  
Sustainability, Planning, and Economic  
Enhancement Department (SPEED)

**From:** Lissette P. Martinez, Public Housing Community  
Development

**Subject:** Review Committee - Notification Only for Federally Funded Project: Vacancy  
Preparation and Miscellaneous Work – Work Order Contract.

## SENT VIA EMAIL

PHCD respectfully requests that the following **federally funded** item be submitted to the Review Committee (RC) for **information purposes only** for Vacancy Preparation and Miscellaneous Work – Work Order Contract.

Project RPQ: 139898

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:** Vacancy Preparation and  
Miscellaneous Work – Work Order  
Contract.

**PROJECT NUMBER:** 139898

**DEPARTMENT:** PHCD

**ESTIMATED COST OF CONSTRUCTION:** \$ 750,000.00

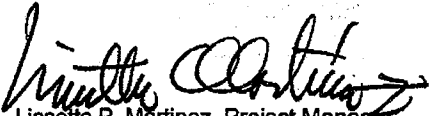
**FUNDING SOURCE:** Federal

**DESCRIPTION OF PROJECT** Renovations

**TASK DESCRIPTION**

**ESTIMATED UNITS ESTIMATED CSBE COSTS CSBE QUANTITY  
COST**

**TOTAL CONSTRUCTION**

  
Lissette P. Martinez, Project Manager

4/11/2013 - 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.: Vacancy Preparation and Miscellaneous Work – Work Order Contract - MCC 7360 Plan CICC 7360-0/08 RPO 139898.

\*Reference corresponding project number when submitting a work order

Contract/Project Title: MCC 7360 Plan-CICC7360-0/08 RPO 139898 Vacancy Preparation and Miscellaneous Work – Work Order Contract

**Description/Scope of Work:**

**Description of the Work (Project):** PHCD manages approximately 9,000 units throughout Miami-Dade County in three geographic regions. Region 1 (North), Region 2 (Central) and Region 3 (South). The purpose of Work Order Contract-2 is to complement the in-house crew that performs vacancy repair and other miscellaneous work as may be required by PHCD. **Work Orders shall be done in an expedited manner with the typical contract duration period of 45 calendar days (or as otherwise indicated in work order).** 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 Sub-Region (as indicated below), to any of the selected contractors at its sole discretion. PHCD further reserves the right to award the work to the second lowest bidder of a sub-region where the contractor is terminated and/or perform the work in any other manner available to PHCD subsequent to termination of a contractor. Also, PHCD reserves the right to further negotiate any UPT line items at its sole discretion.

**A sample Work Order – Document 00200A and Contract Documents are attached.**

For bidding purposes, each Region shall be divided into sub-regions as follows;

**Region 1 (North)**

**Sub-Region 1 – A**    Bid Package

**Sub-Region 1 – B**    Bid Package

**Region 2 (Central)**

**Sub-Region 2 – A**    Bid Package

**Sub-Region 2 – B**    Bid Package

**Region 3 (South)**

**Sub-Region 3 – A**    Bid Package

**Sub-Region 3 – B**    Bid Package

PHCD Sub-Region Developments (total of 6) are indicated in **EXHIBIT A**. The tentative locations of work to be performed under the term of this contract are provided in Exhibit "A" to the Form of Bid for Work Order Contract. The County may update the work site list (UPT) subsequent to the award of this contract. The actual location(s) of work shall be identified in the work order(s) issued subsequent to the award of the contract.

**The Bid Package includes a Bid Form identifying each Sub-Region. There are a total of 6.** Bidders may bid on all bid packages or select which bid package they want to bid on. A responsive and responsible bidder will be determined for each bid package. There is no limit as to how many bid packages may be awarded to a single contractor for all sub-regions.

**Bidder shall submit its bid by indicating a multiplier. The multiplier will be used to determine the low bidder. When submitting the multiplier, Bidders shall consider all expenses to be incurred performing the work.**

**Example:**

**FIVE DIGIT MULTIPLIER**

**0.9750**

**\* THE MULTIPLIER SHALL INCLUDE FIVE (5) DIGITS AS INDICATED IN ABOVE EXAMPLE. ONE DIGIT ON LEFT SIDE OF DECIMAL POINT AND FOUR DIGITS ON RIGHT SIDE OF DECIMAL POINT.**

**Contract Amount: PHCD has designated the amount of \$750,000 to fund each Sub-Region. The contract amount awarded to each sub-region will be obtained by multiplying the designated amount of \$750,000 times the MULTIPLIER submitted by the awarded company. (Note: The funds assigned for the amount of \$750,000 are for PHCD Budget purposes and not an indication of work to be provided to contractor under this contract.)**

**Approximate Construction Budget for this project is: \$750,000.00**

**Estimated Cost: \$750,000.00 Funding Source: US HUD**

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

**Various 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 240
Electrical Contractor		
General, Electrical, and Plumbing Contractor		

**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: N/A Funding: Federal Funds**

**Date submitted to DBD: 4/11/13**  
**Contact Person: Lissette Martinez**

Telephone No.: 786-469-4127