

Memorandum



Date: May 12, 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 RB

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 RB**.

Project RPQ NO. 163837

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 No. 1- South Region RB
PROJECT NUMBER: RPQ 163837
DEPARTMENT: PHCD
ESTIMATED COST OF CONSTRUCTION: \$ 300,000
FUNDING SOURCE: Federal
DESCRIPTION OF PROJECT: Maintenance and Miscellaneous Work

TOTAL CONSTRUCTION **\$300,000**

5/12/2015

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. 163837 *Reference corresponding project number when submitting a work order

Contract/Project Title: MCC 7360 Plan-CICC7360-0/08 163837 Expedited Work Order Contract No. 1 – South Region.

Description/Scope of Work: Description of the Work (Project):

*PHCD manages approximately 9,000 public housing residential units of 0 to 5 bedrooms 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 miscellaneous maintenance work items and repairs on the public housing units as may be required by PHCD. Examples of the type of work may include but is not limited to the following items; unblocking plumbing stoppages, repair/replacement of plumbing fixtures, repair/replacement of light fixtures, switches, outlets, space heaters, appliance repair (stoves, refrigerators), roof patching, interior door repair/replacement, repair/replacement of broken glass and window valances, interior wall/ceiling patching and painting, repair/replace flooring, repair/replace ceramic tile, replace thresholds and weather seals, securing kitchen cabinets, cove base repair/replacement, stair risers repairs/replacement, tree trimming, door hardware, acoustical ceiling tiles replacement, smoke detectors replacement, etc. **Work Orders shall be executed 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 | | 365 |
| | | |
| | | |

Comments: _____

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE) See attachment

| Sub-Trade | Est. Cost | % of Item to Base Bid | Availability |
|-----------|-----------|-----------------------|--------------|
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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: 5/12/15

Contact Person: Lissette P. Martinez

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