

# Memorandum



**Date:** February 5, 2016

**To:** Laurie Johnson  
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. 6: 171090, 171091, 171092.**

## 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. 6**

**Project RPQ NO. 171090, 171091, 171092.**

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

**ANALYSIS FOR CSBE GOAL RECOMMENDATION**

**PROJECT TITLE:**

**PROJECT NUMBER:**

**Work Order Contract No. 6**

**RPQs NO. 171090, 171091, 171092.**

**DEPARTMENT:**

**PHCD**

**ESTIMATED COST OF CONSTRUCTION:**

**\$ 900,000 (Each RPQ)**

**FUNDING SOURCE:**

**Federal**

**DESCRIPTION OF PROJECT:**

**Maintenance and Miscellaneous Work**

**TOTAL CONSTRUCTION**

**\$900,000 (Each RPQ)**

**2/5/2016**

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. 171090, 171091, 171092.

\*Reference corresponding project number when submitting a work order

**Contract/Project Title:** MCC 7360 Plan-CICC7360-0/08 RPQs NO. 171090, 171091, 171092.

**Work Order Contract No.** 6

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 – Sector 1, Central Region – Sector 2, and South Region – Sector 3. The Sectors being bid are indicated above. The purpose of Work Order Contract-6 may include complementing the in-house crew that performs vacant unit repairs and to also perform other various miscellaneous capital construction projects (herein other work), unrelated to vacancy repairs as may be required by PHCD, in addition to repairs required by work orders (repair work orders) generated from residents requests, life safety repairs, etc. Please note that the major portion of the work for this bid **may not** include vacancy preparation.

**Work Orders shall be done in an expedited manner. Work Order Contract duration will be determined during the assessment phase for each vacant unit repair and/or other scope of work.** Contractors must have the labor force/capacity to complete the jobs on time. Each project will be evaluated to determine the specific scope of work and the number of calendar days required to complete the work. The number of days required to complete a scope of work shall be indicated in the Work Order issued to the company. In addition to vacancy repairs, other previous work projects have included: roof replacement, exterior/interior painting, debris removal/site improvements, tree trimming/landscaping, stucco repairs, parking resurfacing, installation of hurricane shutters, Uniform Federal Accessibility Standards (UFAS) unit rehab, windows/doors replacement, AC wall unit installations/replacement, repair existing or install new HVAC system, earthwork removal, etc. Additionally, work may also include repair work orders such as: carpentry work, clean-up site, electrical and plumbing, exterior lighting, drywall repairs, roof repairs, stucco and plaster repairs, tree trimming, etc. The items of work are indicated in the Unit Price Table (UPT). Delays in completing work in a timely manner, and/or other non-compliant work, may result in no further work orders being issued and/or termination of the contract. PHCD has divided the Work Order contract into 3 Sectors for its convenience in selecting several Work Order contractors. However, PHCD reserves the right to assign any work, in any Sector, 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 sector where the contractor is terminated and/or perform the work in any other manner available to PHCD subsequent to termination of a contractor. PHCD further reserves the right to assign a portion of any Work Order Contract to the second lowest bidder of a Sector, without terminating the awarded contractor, if PHCD, after review with the awarded contractor, determines that the awarded contractor does not have the capacity to complete required work within the required deadlines and/or in accordance with the contract documents.

Contractor shall supply all necessary labor, materials, services 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 indicated in the scope of work, but which are required for completion of the scope of work, shall be included without additional cost to PHCD. The Contractor shall arrange for his/her own storage facility. 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: \$ 900,000.00 (Each RPQ)

Estimated Cost: \$900,000.00 (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 ISD: 2/5/2016  
Contact Person: Lissette P. Martinez  
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