

Memorandum



Date: June 13, 2014

To: Gary Hartfield
Director, Small Business Development Division
Internal Services Department

From: Fernando V. Ponassi, MA Arch., LEED® AP
Manager, Contracts Administration
Design and Construction Services Division
Internal Services Department

Subject: Notice of Construction Contract, ISD Contract No. S142348, ISD/Record Center - Mold Abatement of Materials Around Skylights, 9350 N.W. 12 Street, Miami, FL 33172.

The attached worksheet is provided for your information regarding the subject project. The specific certification required to execute this work is not currently held by contractors certified under the County's Community Small Business Enterprise (CSBE) program. Therefore, it is recommended that neither measures nor goals be established to this contract. In addition, the Community Workforce Program (CWP) is not applicable due to the low cost estimate to do the work. This contract will be funded through the Internal Services Department's (ISD) operating revenue.

The scope of work consists of, but is not limited to: abatement and proper disposal of mold related materials around perimeter of approximately forty-three (43) skylights located in the warehouse area of the ISD Record Center located at 9350 NW 12th Street, Miami, Florida. Any proffered bids must include the cost of disposing of all materials.

An indoor environmental quality (IEQ) evaluation was performed by Bureau Veritas North America Inc., (BVNA). The firm's report no. 02014-000179.00, dated March 31, 2014, confirmed and recommended the removal of mold growth on the skylight insulation and external ductwork in the warehouse area. BVNA will also perform an IEQ evaluation during the abatement removal process. All work will be performed in accordance with all local, state and/or federal guidelines, as applicable. Work may have to be performed after hours, during weekends, and/or in phases.

The General Contract Conditions are included for additional project details. If additional information is required, please contact David Mustafa, Project Manager, at (786) 469-2718.

cc: Tara C. Smith, Acting Director, DCSD
Richard Bechtold, MCC Coordinator, DCSD
Laurie Johnson, SBD
Vivian Forhat-Diaz, SBD
David Mustafa, RSS
Project File

DEPARTMENT INPUT
CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Check applicable Ordinance(s): 90-143 Responsible Wage and Benefits
 03-237 (formerly 03-1) Community Workforce Program

PROJECT INFORMATION See attachment

Contract/Project/Work Order No.: S142348

Contract/Project Title: ISD/Record Center - Mold Abatement of Materials around Skylights.

Description/Scope of Work: The scope of work consists of, but is not limited to, furnishing all materials, labor, services, supervision, tools, equipment, permits and all other safety measures and items necessary for the abatement and proper disposal of mold related materials around perimeter of approximately forty-three (43) skylights located in the warehouse area of the ISD Record Center located at 9350 NW 12th Street, Miami, Florida, and in accordance with the consultant's environmental survey conducted on March 31, 2014.

Estimated Cost: \$13,400 **Funding Source:** Department Operating Revenue

Location of Project: 9350 NW 12th Street, Miami, FL 33172

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

Comments: (No measures or goals)

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: There are no CSBE contractors available for the proposed work

Date submitted to SBD: 6/13/2014
Contact Person: Richard Bechtold, Contracts Administration / Capital Improvements Analyst
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