

# Memorandum



Date: July 1, 2013

To: Veronica Clark, Assistant to the Director  
Department of Regulatory and Economic Resources  
Small Business Development, Business Affairs Division

From: Milton L. Collins, Associate Director  
Miami-Dade Aviation Department  
Minority Affairs Division

Subject: Request for Qualifications for Professional Cost Estimating and Scheduling Services for the Miami-Dade Aviation Department, RFQ No. MDAD-13-02

## RECOMMENDATION:

This is a request for the Small Business Development Division to approve the attached project in order for the Aviation Department to proceed with the **Request for Qualifications for Professional Cost Estimating and Scheduling Services for the Miami-Dade Aviation Department, RFQ No. MDAD-13-02.**

The Minority Affairs Division staff has evaluated the subject project and recommends **20% SBE Goal** as the contract measure, as set forth in Implementing Order No. #3-41, the attached MDAD Contract Measures Analysis Worksheet findings and other supporting documents attached.

The term of the Agreement shall be for three (3) years, plus two (2) one-year renewals. The estimated amount for this contract is \$6,000,000.00 for initial term and \$2,000,000.00 for each renewal period.

## BACKGROUND/SCOPE OF SERVICES/MINIMUM QUALIFICATIONS:

Miami-Dade County, as represented by the Miami-Dade Aviation Department (MDAD), manages its construction program and requires the services of an experienced and qualified firm to provide professional estimating and scheduling services to ensure projects are accurately budgeted, funded and scheduled. Services will be required for Miami International Airport and the five (5) County-owned auxiliary airports: Kendall-Tamiami Executive Airport, Opa-Locka Airport, Opa-Locka West Airport, Homestead General Aviation Airport and Dade-Collier Training and Transition Airport.

The services to be provided by the Respondent will be related to, and be used in association with current construction projects, projects in design, projects in planning, and proposed construction projects, such projects being a part of the County's airport system. At the request of the Department, at any given time, the Respondent may be required to provide services for more than one (1) project, and/or for more than one (1) airport. Services to be provided by the Respondent may include, but are not limited to, the following:

A. Prepare project estimates at various stages of construction, establish budgets, prepare cost escalations, analyze bids, assess proposals, participate in negotiations, and support project coordination, pre-construction services and administration.

B. Prepare and analyze project schedules using Primavera Project Planner version 7 at various levels of planning, funding, design and construction. The Respondent will support the development of specifications, contract requirements, review contractors' schedules, delay claims and time impact analyses.

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**BACKGROUND/SCOPE OF SERVICES/MINIMUM QUALIFICATIONS (continued):**

- C. Provide cost and cash flow projections for funding needs.
- D. Assist in providing data for official statements for bond offerings.
- E. Support modification of procedures, processes and systems to meet evolving needs and departmental goals.
- F. Analyze monthly schedules, track progress and timely completion of construction projects and prepare recommendations as a result of such analyses.
- G. Recommend language to be included in the Contract Documents relating to schedules, payment and claims to allow for project completion.
- H. Upon request of the Department, support claims arising from the design and construction of projects including, but not limited to, the following services:
  - Review and organize relevant project schedules, cost estimates, and claim information.
  - Prepare and present reports, diagrams, sketches, illustrations, and spreadsheets.
  - Identify crucial documents to assist in claims processing.
  - Analyze the impact of delays, inefficiencies, interferences and schedule accelerations by use of claims analysis methodologies such as windows or time impact analyses.
  - Prepare project schedules (as planned, as built and as adjusted).
  - Formulate cost estimates for disputed items.
  - Prepare detailed reviews of existing projects, cost and contractor/consultant costs regarding performance, problems and delays.
  - Prepare a chronological list of major problems and delays segregated by cause (owner, contractor or other).
  - Calculate damages and assisting in development of back charges.
  - Write technical reports, prepare evidentiary tools, design and construct demonstration models.
  - Review and coordinate claim findings with MDAD staff.
  - Recommend procedures to be undertaken to minimize the impacts of continuing actions for which claims have been asserted.

**BACKGROUND/SCOPE OF SERVICES/MINIMUM QUALIFICATIONS (continued):**

The Firm or Respondent should:

- Possess and demonstrate five (5) years of verifiable experience in providing cost estimating and scheduling services on behalf of a major international airport.
- Have successfully completed cost estimating and scheduling projects in excess of one hundred million dollars (\$100,000,000.00) each.
- Have experience in the fields of forensic scheduling, cost estimate validation, change order management, cost estimating, CPM scheduling, claims management, and dispute resolution. The firm should be up to date with the latest versions of scheduling and estimating industry software such as Primavera, Claim Digger, Microsoft Project, BIM 4D, Hard Dollar, and ProEst.

The principals and/or senior staff assigned to this engagement should have one or more of the following credentials: Certified Cost Engineer (CCE), Planning and Scheduling Professional (PSP), and Project Management Professional (PMP) through Project Management Institute (PMI), American Association of Cost Engineering (AACE) or a similar professional association. Experience and knowledge of the South Florida construction market is preferred.

Must be authorized to do business in the State of Florida.

If you have questions, please contact me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments

cc: J. Gonzales, MDAD  
M. Eisenberg, MDAD  
M. Clark-Vincent, MDAD  
V. Walters, SBD  
L. Johnson, SBD  
C. Corrales, MDAD  
Project File

**REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET**

**To: Veronica Clark, Assistant to the Director  
Department of Regulatory Economic Resources  
Small Business Development, Business Affairs**

**From: Milton L. Collins, Associate Director  
Miami-Dade Aviation Department  
Minority Affairs Division**



**PROJECT/CONTRACT TITLE: Request for Qualifications for Professional Cost Estimating and Scheduling Services for MIA**

**PROJECT/CONTRACT NUMBER: RFQ No. MDAD-13-02**

**DEPARTMENT: Miami Dade Aviation Department**

**ESTIMATED PROJECT COST: \$6,000,000.00**

**FUNDING SOURCE: MDAD Operating Funds**

**DESCRIPTION OF PROJECT/BID:**

Miami-Dade County, as represented by the Miami-Dade Aviation Department, manages its construction program and requires the services of an experienced and qualified firm to provide professional estimating and scheduling services to ensure projects are accurately budgeted, funded and scheduled. Services will be required for Miami International Airport and the five (5) County-owned auxiliary airports: Kendall-Tamiami Executive Airport, Opa-Locka Airport, Opa-Locka West Airport, Homestead general Aviation Airport and Dade-Collier Training and Transition Airport.

**CONTRACT MEASURES RECOMMENDATION:**

**Measures 20% SBE Goal**

**REASONS FOR RECOMMENDATION:**

**Analysis of the factors contained in Implementing Order #3-41 indicates that an SBE Goal is appropriate for this contract.**

**Estimated Project Cost: \$6,000,000.00**

**MIAMI-DADE AVIATION DEPARTMENT  
ANTICIPATED SERVICES BREAKDOWN**

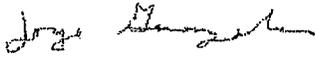
**Project Name:** Cost Estimating and Scheduling Professional Services

**Project Number:** TBD

**Estimated Fee:** \$6,000,000.00

**Type of Services (Consulting, etc.)** Cost estimating, scheduling, Program Controls, and claims consulting services.

DESCRIPTION OF SERVICES (BREAKDOWN)	PRIME WORK %	SUB WORK %	TOTAL % OF WORK REQUIRED
1 Prepare project estimates at various stages, establish budgets, prepare cost escalations, analyze bids, assess proposals for changes, participate in negotiations, and support project coordination, pre-construction services and administration.	25%	5%	30%
2 Prepare and analyze project schedules using Primavera Project Planner version 7 at various levels of planning, funding, design and construction. The Respondent will support the development of specifications, contract requirements, review contractors' schedules, delay claims and time impact analyses.	25%	5%	30%
3 Provide cost and cash flow projections for funding needs.	5%	0%	5%
4 Assist in providing data for official statements for bond offerings.	2%	0%	2%
5 Support modification of procedures, processes and systems to meet evolving needs and departmental goals.	2%	0%	2%

6	Analyze monthly schedules, track progress and timely completion of construction projects and prepare recommendations as a result of such analyses	5%	5%	10%
7	Recommend language to be included in the Contract Documents relating to schedules, payments and claims to allow for project completion	1%	0%	1%
8	Upon request of the Department, the the consultant should offer the following services: See Exhibit A	15%	5%	20%
<b>User PM (Initial)</b> <div style="text-align: right;">6/20/2013</div> <b>X</b>  <hr/> Jorge Gonzales Director of Program Controls Signed by: Jorge Gonzales				<b>TOTAL 100%</b>

**Walters, Vivian (RER)**

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**From:** Corrales, Caridad (Aviation) [CCORRALES@miami-airport.com]  
**Sent:** Monday, July 01, 2013 10:25 AM  
**To:** Clark, Veronica (RER)  
**Cc:** Walters, Vivian (RER); Johnson, Laurie (RER); Eisenberg, Mindy (Aviation); Gonzales, Jorge (Aviation); Collins, Milton (Aviation); Clark-Vincent, Marie (Aviation)  
**Subject:** RFQ No. MDAD-13-02  
**Attachments:** MinorityAffairsSharpScannerDoNotReply\_20130701\_103103.pdf

Good morning Veronica, as an attachment is the Recommendation memorandum for the Request for Qualifications for Professional Cost Estimating and Scheduling Services for the Miami-Dade Aviation Department, RFQ No. MDAD-13-02. Please contact our office if you have contract measure verification questions. For technical questions associated with this project, please contact Mindy Eisenberg or Jorge Gonzales at (305-876-7004).

Caridad "Cookie" Corrales  
Contract Compliance Specialist II  
MDAD-Minority Affairs Division  
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