ADDENDUM NO. THREE

DATE:	November 25, 2013
DEPARTMENT:	Miami-Dade County Transit Department
ISD PROJECT NAME:	Continuous Professional Services for NW 27th Avenue Enhanced Bus Service – Bus Stations
ISD CONTRACT NUMBER:	E13-MDT-02
SUBMITTAL DATE:	December 18, 2013
CONSULTANT COORDINATOR:	Faith Samuels

This Addendum is issued to clarify and/or modify the previously issued Notice to Professional Consultant (NTPC), and is hereby made part of the NTPC. All requirements of the NTPC not modified herein shall remain in full force and effect as originally set forth. Please be sure to acknowledge receipt of this Addendum on the Letter of Qualifications (LOQ) - Section (I) – Project Information.

MODIFICATIONS:

1. Delete Section 1.2 - Scope of Services in its entirety and replace with:

   Professional services are required to provide preliminary and final design services for the 13-mile NW 27th Avenue Enhanced Bus Service (EBS) project from the Miami Intermodal Center (MIC), extending north along NW 27th Avenue to the Broward County line at NW 215th Street.

   The scope of services includes the preparation of a complete set of contract documents for the construction and implementation of the NW 27th Avenue EBS project. The design shall be consistent with the approved "NW 27th Avenue Enhanced Bus Service Concepts, Environmental Plan", dated June, 2013, and the Categorical Exclusion to be approved by the Federal Transit Administration (FTA) and any other prior studies available, unless otherwise approved by the County.

   The preliminary engineering phase of the project will refine the definition of the NW 27th Avenue Enhanced Bus Service Concepts, Environmental Plan; resulting in the development of a specific project with definitive scope elements and design features, as well as defined project cost and schedule.

   Final design services include preparing a biddable set of contract documents in full compliance with the most recent edition of the Florida Building Code, Florida Department of Transportation standards and specifications and all other applicable Federal, State and Local requirements.

   The scope of work shall include, but not be limited to, bus stations, roadwork (including pedestrian sidewalks, crossings, ramps, signals, and other features related to the safe movement of pedestrians); transit preferential treatments including transit signal priority and signal timing; queue jump and by-pass operations; signing and pavement markings; signalization; traffic studies, simulations and signal warrant analysis, soils and subsurface investigation; surveying services; drainage; lighting; utility coordination/relocation; landscaping; right-of-way engineering, including ordering title search reports, land boundary determination for takings, order of appraisal reports and business/residential relocation support, performing appraisals; maintenance of traffic; define environmental problems, if encountered; define the

required environmental permits; environmental mitigation plans; and address Americans with Disabilities Act (ADA) federal requirements and regulations.

If directed by the County, the Consultant shall be responsible to make necessary revisions to the National Environmental Policy Act document and obtain Federal Transit Administration approval.

Additionally, the scope of work also includes public information and public involvement activities and development of a Public Information Plan; support to the Miami-Dade County Department of Cultural Affairs – Art in Public Places; and close coordination with all jurisdictional agencies and authorities.

This contract also includes the following options:

Option 1 - Post Design services during Construction. If these services are selected, the fees will be negotiated during the original negotiation process and will be executed as part of the original contract.

Option 2 - Preliminary and Final Design Services for the NW 215th Street Bus Terminal and Park-And-Ride Facility. This work shall be negotiated and authorized through the issuance of a supplemental agreement to the contract. The fee and provisions for such services will be negotiated at the time services are requested by the County.

Option 3 - Miami-Dade Transit Public Transit Service Standards and Bus Stop Design Guidelines. This work shall be negotiated and authorized through the issuance of a supplemental agreement to the contract. The fee and provisions for such services will be negotiated at the time services are requested by the County.

One (1) qualified consultant will be retained with one (1) non-exclusive Professional Services Agreement (PSA) with a not-to-exceed compensation of $2,677,125.00 inclusive of a 10% contingency allowance, and an effective term of one thousand and ninety-two (1,092) calendar days. Note that no minimum amount of work or compensation is guaranteed under this agreement.

2, In Section 1.6 – A/E Technical Certification Requirements, add the following technical certification category after 8.00 and before 9.02:

9.01 – Drilling, Subsurface Investigations and Seismographic Service

3. In Section 1.8 – Schedule, delete the following:

Deadline for Receipt of Questions:	November 26, 2013 at 5:00 P.M. (Local Time)
Deadline for Receipt of Proposals:	December 9, 2013 at 3:30 P.M. (Local Time)
Location:	Miami-Dade County, Clerk of the Board Stephen P. Clark Center 111 NW 1st Street, 17th Floor, Suite 17-202 Miami, Florida, 33128

First Tier & Second Tier Meetings:	Anticipated for the week of December 30, 2013 and January 13, 2014, respectively.

And replace with the following:

Deadline for Receipt of Questions:	December 3, 2013 at 5:00 P.M. (Local Time)
Deadline for Receipt of Proposals: Location:	December 18, 2013 at 3:30 P.M. (Local Time) Miami-Dade County, Clerk of the Board Stephen P. Clark Center 111 NW 1st Street, 17th Floor, Suite 17-202 Miami, Florida, 33128
First Tier & Second Tier Meetings:	Anticipated for the week of February 3, 2104 and February 17, 2014, respectively.

4. Delete the Letter of Qualifications (LOQ) and replace with the attached Letter of Qualifications revised 11-21-13.

5. Attached are the following: First steps to take using the MyLCM System for Miami Dade Transit (MDT), MyLCM Labor Compliance Monitoring System Frequently Asked Questions and DBE Tracking Software Link.

6. Attached is Exhibit "E" – Draft Scope of Work, dated July 19, 2013, revised November 21, 2013.

QUESTIONS;

Q1. The NTPC for the subject project includes "soils and subsurface investigation" in the scope of services, includes 9.02 category but we do not find category 9.01 listed. Please advise.

A1. Please refer to modification 2 above.

Q2. In regarding the above referenced NTPC please clarify if the firm submitting as prime has to be DBE certified with the FDOT.

A2. No, the 15% DBE goal can be met with a subconsultant so long as that subconsultant is DBE certified.

Q3. If submitting as prime the firm cannot participate as sub in any other team?

A3. In accordance with the NTPC, Section 1.3a - Teaming Restriction, page 5 of 26, states the following: "Consultants electing to submit as a prime consultant may only respond once to a solicitation, limited to participation on a single team. If submitting as a prime consultant, said consultant may not participate as a sub-consultant on the same solicitation."

Q4. For the established 15% DBE goal, must this be met utilizing firms technically certified in one of the established categories on pg. 6 and pg. 7 of the NTPC, or can the 15% goal be met using firms to provide services not currently represented by a technical certification category, such as public involvement?

A4. As long as the prime demonstrates good faith efforts to achieve the DBE goal, they are not restricted to utilizing DBEs in the technical areas. However, the DBE must provide a commercially useful function.

Q5. As per the pre-submittal meeting for project ***E13-MDT-02***, can you please provide me with the ***DBE Program Registration*** package that Sonia from MDT Civil Rights was talking to us about. Also, I was wondering if the sign-in sheet is available yet?

A5. Please refer to modification 5 above. Attached is a copy of the November 21, 2013 Pre-submittal Project Briefing attendance list. The attendance list may be accessed at: www.miamidade.gov/internalservices/project-briefing.asp, click on the applicable project number.

ALL OTHER PROVISIONS OF THE ORIGINAL "NOTICE TO PROFESSIONAL CONSULTANTS" REMAIN UNCHANGED.

Attachments:
Pre-submittal Project Briefing Attendance List
Exhibit "E" – Draft Scope of Work, dated July 19, 2013, revised November 21, 2013
Letter of Qualifications revised 11-21-13
DBE Program Registration - First steps to take using the MyLCM System for Miami Dade Transit (MDT), MyLCM Labor Compliance Monitoring System Frequently Asked Questions and DBE Tracking Software Link.

cc: Jesus Valderrama, MDT

PROJECT BRIEFING SIGN-IN SHEET

MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS
MIAMI-DADE COUNTY TRANSIT DEPARTMENT
CONTINUOUS PROFESSIONAL SERVICES FOR NW 27TH AVENUE
ENHANCED BUS SERVICE – BUS STATIONS
ISD PROJECT NO. E13-MDT-02
MEETING DATE: November 21, 2013 / 2:00 PM

Representative (Please print clearly)	Company's Name	Phone Number	Fax Number	Email Address
FAITH SAMUELS	ISD	305 375 2774		FTU@MIAMIDADE.GOV
Nubia Jarquin	ISD	305-375-5637		jarquin@miamidade.gov
Sonya Sealy	MDT	786.469.5405		S1214@miamidade.gov
MARIA M. CHALGUB	CHALGUB INC ARCHITECT/URBANDES	305854-2822	305854-2830	mchalgub@chalgub.com
JAMES SPINKS	MARLIN ENGINEERING	305.477.7575		JSPINKS@MARLINENGINEERING.COM
Carlos Francis	CH PEREZ	305-592-1070		CF@P-A.CC
Ahmed Rasheed	MDT	(786) 469-5263		ARASHD@Miamidade.gov
JESUS VALDERRAMA	MDT	7-469-5291		JVALDER@MIAMIDADE.G

PROJECT BRIEFING SIGN-IN SHEET

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CONTINUOUS PROFESSIONAL SERVICES FOR NW 27TH AVENUE
ENHANCED BUS SERVICE – BUS STATIONS
ISD PROJECT NO. E13-MDT-02
MEETING DATE: November 21, 2013 / 2:00 PM

Representative (Please print clearly)	Company's Name	Phone Number	Fax Number	Email Address
Mark Mitchell	Keith i Associates	954. 788. 3400	954 788.3500	mmitchell@keith-associates.com
MARK MINNERY	URS	305-884-8900	305-884-2665	MARK.MINNERY@URS.COM
TOM DECKER	WOLFBERG ALVAREZ	3056663474	N/A	TDECKER@WOLFBERGALVAREZ.
MARCEL MONLOTE	" CBE FIRM		"	MM@2LOTE@ WOLFBERGALVAREZ.COM
Francisco Alonso	TYLIN/HJROSS	(305)567-1884	(305)567-1771	falonso@tylin.com
GUSTAVO ECKARDT	PDS	3059629036	954 337 2332	geckardt@pds-eng.com
DANIEL GARCIA	HBC	305 232 7932	305.232.7933	dgarcia@hbcengineering.com
EDGAR DIAZ	HBC	305 232 7932	305.232.7933	ediaz@hbcengineering.co
JOSE ALDIR	CIVIL WORKS (DBE)	3055914323	305-591-4074	jaldir@civilworks.com
MANUEL GARCIA	PISTORINO & ALAM	305 669 2700	305 669. 2163	MGARCIA@PANIAMI.COM

PROJECT BRIEFING SIGN-IN SHEET

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CONTINUOUS PROFESSIONAL SERVICES FOR NW 27TH AVENUE
ENHANCED BUS SERVICE – BUS STATIONS
ISD PROJECT NO. E13-MDT-02
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Representative (Please print clearly)	Company's Name	Phone Number	Fax Number	Email Address
ENRIQUE M. ZUNIGA	305 CONSULTING ENG	305 796-2346	305 225-7120	ezuniga@305consult.com
LUIS A. BETANCOURT P.E.	The Beta Jones Group	786-284-8828	866-312-8730	Luis@Betajones.com
Eduardo A. Garces	The Beta Jones Grp	786-284-8828		eduardo@betajones.com
JIM Eriksen	HJ Ross	305 341 7216		jim.eriksen@etylm.com
JAIME Lopez	RS+H	786-388-0234		jaime.lopez@rsandh.com
David Santamaria	Nitah & Partners N&P	305-386-1002		dsantamaria@nitahpartners.com
Arvind Kumbhojkar	HP Consultants Inc	305-596-2857	305-596-2858	hpconsultantsinc@earthlink.net
~~DANIEL PEREZ - [illegible]~~	~~PEREZ & PEREZ~~	~~305 444 4545~~	~~305 444 4524~~	~~daniel@perezperez.com~~
Silvana Corrado	Marlin Eng.	305 477 7575		scorrado@marlineng.com
RAFAEL ROBAYNA	ROBAYNA & Assoc.	305-823-9316		RROBAYNA@ROBAYNA.COM

PROJECT BRIEFING SIGN-IN SHEET

MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS
MIAMI-DADE COUNTY TRANSIT DEPARTMENT
CONTINUOUS PROFESSIONAL SERVICES FOR NW 27TH AVENUE
ENHANCED BUS SERVICE – BUS STATIONS
ISD PROJECT NO. E13-MDT-02
MEETING DATE: November 21, 2013 / 2:00 PM

Representative (Please print clearly)	Company's Name	Phone Number	Fax Number	Email Address
Rick Crooks	EAC Consulting	305 265 5400	305 264-8363	RCROOKS@EACCONSULT.com
Odalys Refundo	HNTB	305 551 8100		odelgado@hntb.c
Scarlett Rico.	Architects International Inc.	305-573-2052	305 576-5150	marketing@archinternational.com.
Isabel Padrón	MDT	786 469-5260		ipadron@miamidade.gov
Ivan Andres	MDT	786 469 5242		ira@miamidade.gov
Richard Mendez	ADA Engr.	(305)551-4608	(305) 551-8977	rmendez@adaeng.net
John LAFFERTY	Parsons Brinckerhoff	305.514.3163		lafferty@pbworld.com
Jorge Masponts	PEEN Engineering	305/450-2693		jmaspons@peengcon.com
Robert Linares	Metric Engineering	305/235-5098	305-251-5894	rlinares@metricengg.com
SORIN GARBER	TYLIN	954 308-3368		sorin.garber@tylin.com

PROJECT BRIEFING SIGN-IN SHEET

MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS
MIAMI-DADE COUNTY TRANSIT DEPARTMENT
CONTINUOUS PROFESSIONAL SERVICES FOR NW 27TH AVENUE
ENHANCED BUS SERVICE – BUS STATIONS
ISD PROJECT NO. E13-MDT-02
MEETING DATE: November 21, 2013 / 2:00 PM

Representative (Please print clearly)	Company's Name	Phone Number	Fax Number	Email Address
Alex Martin	CH2M HILL	305 592 1070	305 592 1078	ajm@ch2m.com
NASIR ALAM	Pistorino & Alam Engineers	(305) 669-2700	(305) 665-9129	nalam@pamiami.com
Monica Valdes	U.S. South Engineering & Testing Lab, Inc.	(305) 558-2588	(305) 362-2669	monicav@usseth.com
michael Colucci	Parsons (PTG)	305-349-6749	305 507-5577	michael.colucci@parsons.com

MIAMI-DADE COUNTY – INTERNAL SERVICES DEPARTMENT (ISD)
ARCHITECT-ENGINEER LETTER OF QUALIFICATIONS (LOQ)

(I) - PROJECT INFORMATION

ISD Project No.: **E13-MDT-02** Measures **15%** Goal ☒ Set-Aside☐ CBE☐ DBE ☒ No. of Addenda Received:

Project Name: **CONTINUOUS PROFESSIONAL SERVICES FOR NW 27TH AVENUE ENHANCED BUS SERVICE – BUS STATIONS**

Firm No. 1 (II) - PRIME CONSULTANT INFORMATION

Name: FEIN: E-mail:

Business Address: Principal: Phone: ( ) -

Contact Person's Name and Title: Project Manager: Fax: ( ) -

Assigned Personnel:

(III) - PROPOSED A/E SUB-CONSULTANT(S) INFORMATION

Firm No.	Firm Name	FEIN	Assigned Personnel
2			
3			
4			
5			
6			
7			
8			

(IV) – A/E TECHNICAL CERTIFICATION REQUIREMENTS

	A/E Technical Certification Category	Prime	Sub-
16.00	General Civil Engineering - PRIME		
1.02	Transportation Planning - Mass and Rapid Transit Planning		
3.01	Highway Systems - Site Development and Parking Lot Design		
3.02	Highway Systems - Highway Design		
3.04	Highway Systems - Traffic Engineering Studies		
3.05	Highway Systems - Traffic Counts		
3.07	Highway Systems - Traffic Signal Timing		
3.08	Highway Systems - Intelligent Transportation Systems Analysis, Design, and Implementation		
3.09	Highway Systems - Signing, Pavement Marking, and Channelization		
3.10	Highway Systems - Lighting		
3.11	Highway Systems - Signalization		
6.01	Water Distribution and Sanitary Sewage Collection and Transmission Systems		
8.00	Telecommunication Systems		
9.01	Drilling, Subsurface Investigations and Seismographic Service		
9.02	Geotechnical and Materials Engineering Services		
10.01	Environmental Engineering - Stormwater Drainage Design Engineering Services		
10.05	Environmental Engineering - Contamination Assessment and Monitoring		
11.00	General Structural Engineering		
12.00	General Mechanical Engineering		
13.00	General Electrical Engineering		
14.00	Architecture		
15.01	Surveying and Mapping - Land Surveying		
17.00	Engineering Construction Management		
20.00	Landscape Architecture		

No.	(V) - PROPOSED NON-A/E SUB-CONSULTANT(S) INFORMATION		
a	Firm Name: Address: Assigned Personnel: Assigned Services:	FEIN:	Phone: ( ) -
b	Firm Name: Address: Assigned Personnel: Assigned Services:	FEIN:	Phone: ( ) -

(VI) - ABILITY OF TEAM MEMBERS TO INTERFACE WITH THE COUNTY

(VII) - RESUMES FOR ASSIGNED PERSONNEL

Attach two (2) page resumes for assigned personnel identified on this LOQ.

(VIII) - LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE

A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and b) is certified by the State of Florida Department of Management Services as a Service-Disabled Veteran Business Enterprise pursuant to Section 295.187 of the Florida Statutes, prior to proposal submittal. At the time of proposal submission, the Local Certified Service-Disabled Veteran Business Enterprise must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statues and submit said affirmation and a copy of the actual certification along with the proposal submission.

☐ Place a checkmark here only if affirming proposer is a certified Local Certified Service-Disabled Veteran Business Enterprise.

THE EXECUTION OF THE LOQ CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF HIS OR HER PROPOSAL. FAILURE OF AN AUTHORIZED PRIME FIRM REPRESENTATIVE TO SIGN THIS LOQ WHERE INDICATED BELOW, MAY RENDER THE PROPOSAL NON-RESPONSIVE. HOWEVER, THE COUNTY MAY, AT ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF HIS OR HER OFFER.

(IX) - PRIME CONSULTANT ACKNOWLEDGEMENT

I hereby certify that to the best of my knowledge and belief all the foregoing information is true and correct.

Authorized Prime Consultant's Representative: _____ Title: _____
(Print Name)

Signature Authorized Representative: _____ Date: _____

FOR MIAMI-DADE COUNTY – ISD USE ONLY DO NOT WRITE IN THIS SECTION A/E TECHNICAL CERTIFICATION REQUIREMENTS				
TC #	Team	Pre Q	TC	Additional Comments
1.00		Yes ☐ No ☐	Yes ☐ No ☐	
1.02		Yes ☐ No ☐	Yes ☐ No ☐	
3.01		Yes ☐ No ☐	Yes ☐ No ☐	
3.02		Yes ☐ No ☐	Yes ☐ No ☐	
3.04		Yes ☐ No ☐	Yes ☐ No ☐	
3.05		Yes ☐ No ☐	Yes ☐ No ☐	
3.07		Yes ☐ No ☐	Yes ☐ No ☐	
3.08		Yes ☐ No ☐	Yes ☐ No ☐	
3.09		Yes ☐ No ☐	Yes ☐ No ☐	
3.10		Yes ☐ No ☐	Yes ☐ No ☐	
3.11		Yes ☐ No ☐	Yes ☐ No ☐	
6.01		Yes ☐ No ☐	Yes ☐ No ☐	
8.00		Yes ☐ No ☐	Yes ☐ No ☐	
9.01		Yes ☐ No ☐	Yes ☐ No ☐	
9.02		Yes ☐ No ☐	Yes ☐ No ☐	
10.01		Yes ☐ No ☐	Yes ☐ No ☐	
10.05		Yes ☐ No ☐	Yes ☐ No ☐	
11.00		Yes ☐ No ☐	Yes ☐ No ☐	
12.00		Yes ☐ No ☐	Yes ☐ No ☐	
13.00		Yes ☐ No ☐	Yes ☐ No ☐	
14.00		Yes ☐ No ☐	Yes ☐ No ☐	
15.01		Yes ☐ No ☐	Yes ☐ No ☐	
17.00		Yes ☐ No ☐	Yes ☐ No ☐	
20.00		Yes ☐ No ☐	Yes ☐ No ☐	

FOR MIAMI-DADE COUNTY – ISD USE ONLY DO NOT WRITE IN THIS SECTION ISD FORMS AND OTHER DOCUMENTATION		
Forms	Verification	Additional Comments
ISD Form No. 1	Yes ☐ No ☐	
ISD Form No. 2	Yes ☐ No ☐	
ISD Form No. 3	Yes ☐ No ☐ N/A ☐	
ISD Form No. 4	Yes ☐ No ☐ N/A ☐	
ISD Form No. 5	Yes ☐ No ☐ N/A ☐	
ISD E&Q Compliance Verification Chart	Yes ☐ No ☐	
Table of Organization	Yes ☐ No ☐	
Completed CBE Forms and/or documentation	Yes ☐ No ☐	

EXHIBIT E

MIAMI-DADE COUNTY

Project Overview

Professional services are required from qualified firms to provide engineering services for the 13-mile N.W. 27th Avenue Enhanced Bus Service (EBS) project from the Miami Intermodal Center (MIC) extending north to the Broward County line at NW 215th Street. The scope of work includes Preliminary Engineering and Final Design services for the approximately 13-mile N.W. 27th Avenue Enhanced Bus Service (NW 27th Avenue EBS) project.

At the southern end of the 13-mile project corridor, the MIC serves as an Intermodal transportation hub providing connectivity among Metrorail, Metrobus, Miami International Airport, Tri-Rail (commuter rail), future Amtrak (intercity rail), and future Greyhound (intercity bus). At the northern end of the project corridor, a new bus terminal and Park-and-Ride facility (identified as optional services under this Contract) will be constructed in the vicinity of NW 215th Street to serve as a transit hub for the NW 27th Avenue EBS as well as local Miami-Dade Transit (MDT) and Broward County Transit (BCT) bus routes. Frequent bus service is planned for the corridor consisting of 10-minute peak headway and 20-minute mid-day headway. Existing local bus service will continue to operate along the corridor.

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MIAMI-DADE COUNTY

General Scope of Work

The scope of work, for this Contract, includes Preliminary Engineering (PE) and Final Design (FD) services for the preparation of a complete set of contract documents for the construction and implementation of the NW 27th Avenue EBS project. The design shall be consistent with the approved "NW 27th Avenue Enhanced Bus Service Concepts and Environmental Plan" dated June 2013 prepared by Kimley-Horn and Associates, Inc. for the Miami-Dade Metropolitan Planning Organization (MPO) and the Categorical Exclusion to be approved by the Federal Transit Administration (FTA) this year and any other prior studies available, unless otherwise approved by the COUNTY. The CONSULTANT shall become familiar with concepts developed from prior studies and incorporate all pertinent requirements, commitments, and mitigation measures in the preliminary and final design phases.

Elements of the work, within the scope of work of this Contract, shall include, but not be limited to Bus Stations; roadwork (including pedestrian sidewalks, crossings, ramps, signals, and other features related to the safe movement of pedestrians); transit preferential treatments including transit signal priority & signal timing; queue jump and by-pass operations; signing and pavement markings; signalization; traffic studies, simulations and signal warrant analysis; soils and subsurface investigation; surveying services; drainage; lighting; utility coordination/relocation; landscaping; right-of-way engineering, including but not limited to

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ordering title search reports, land boundary determination for takings either in fee or easement, order of appraisal reports and business/residential relocation support, performing appraisals (requiring two independent appraisals and one review appraisal); maintenance of traffic (design a safe and effective Traffic Control Plan to move vehicular and pedestrian traffic during all phases of construction); define environmental problems, if encountered; define the required environmental permits; environmental mitigation plans, address Americans with Disabilities Act (ADA) requirements & regulations and all necessary incidental items for a complete project.

The scope of work includes the coordination with all applicable entities and the implementation of transit preferential treatments along the corridor that can be applied to improve the operational efficiency, critical for providing the inherent "rapid" service. For example, two (2) specific preferential treatments proposed by the "NW 27th Avenue Enhanced Bus Service Concepts and Environmental Plan", prepared by Kimley-Horn and Associates, Inc. include transit signal priority (TSP), and queue jumps and by-pass operations at several key intersections for improved travel time and schedule adherence.

The scope of work include public information and public involvement activities and development of a Public Information Plan (PIP); providing the necessary support to Miami-Dade County Department of Cultural Affairs - Art In Public Places; maintaining close coordination with

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the all agencies and Authorities Having Jurisdiction (AHJ), municipalities, and governmental entities involved, businesses and general public. These entities/agencies consist but are not limited to: Transportation Aesthetic Review Committee (TARC), Bicycle Pedestrian Advisory Committee, affected municipalities, Miami-Dade County Public Works and Waste Management, Miami-Dade County Planning Department, Bicycle Coordinators (including South Dade Greenway Coordinator), ADA Coordinators, the Florida Department of Transportation (FDOT), Homeowner Associations and community organizations.

Also included in the scope of work is the development of a detailed construction cost estimate at various phases during PE and FD,; preparation of a tree survey listing all trees impacted as applicable, showing their disposition (remain, remove, transplant), and new locations for those to be transplanted and the coordination and interface with on-going or planned projects in the vicinity of the proposed alignment. Also included are obtaining the dry-run permit, the development of a detailed schedule in a format acceptable to the COUNTY, services during the Bid and Award phase and post design services.

As part of the scope of work, the CONSULTANT, will be responsible to provide Miami-Dade Transit (MDT) a branded Bus Station design that is visibly recognizable as a Station for "rapid" service. The Bus Station design will be used for the NW 27th Avenue EBS and other

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similar premium transit corridor planned in the County (i.e. along the Flagler Corridor, SR-836/SW 8 Street Corridor, Biscayne Boulevard Corridor and NW 37 Avenue Corridor).

The stations along the NW 27th Avenue EBS will be spaced approximately every mile and will provide enhanced passenger amenities including level boarding, comfortable seating, and protection from the elements, lighting, bicycle parking and real-time arrival traveler information displays. Accessibility within a ¼ mile radius of the bus stations must be addressed with this project.

A total of approximately eleven (11) intermediary stations in each direction are proposed along the 13-mile NW 27th Avenue EBS corridor between the MIC and NW 215th Street. Right-of-Way acquisition or easements and Right-of-Way engineering are anticipated to be required for some of the proposed bus stations and are a part of this scope of work.

The NW 27th Avenue EBS Concepts and Environmental Plan dated June 2013 prepared by Kimley-Horn and Associates, Inc. for the Miami-Dade Metropolitan Planning Organization (MPO) identifies the location of the stations in the vicinity of the following cross streets:

- NW 54th Street/Brownsville Metrorail
- NW 62nd Street/Dr. Martin Luther King Jr. Metrorail
- NW 79th Street

DRAFT

- NW 103rd Street
- NW 113th Street/Miami-Dade College
- NW 135th Street
- Sesame Street
- NW 160th Street
- NW 175th Street
- NW 183 Street
- NW 199th Street

DRAFT

The design shall avoid, whenever possible, all existing utilities. If this is not possible, the CONSULTANT shall incorporate the existing utilities in the design. Only if all available means are proven not to be feasible, to the satisfaction of the COUNTY, will the utility be considered for relocation. The CONSULTANT shall provide all necessary information, which affects any relocation by the appropriate utility company. The CONSULTANT shall coordinate with utility companies including its Consultants and Contractors.

The selected Consultant shall be responsible for the professional quality control and assurance of the submitted data, technical accuracy and coordination with all affected agencies/departments, and the coordination of final design. The selected consultant shall

develop an effective Quality Assurance Plan (QAP) in accordance with ISO 9000 series standard. The QAP shall be submitted to MDT for review and comments within 5 working days of the effective date of Notice-to-Proceed. The Final QA plan is due 5 working days after receipt of MDT's comments.

The CONSULTANT shall be responsible for providing to MDT with a written monthly progress report describing in detail the work accomplished during that month and the month look ahead. The progress report shall be delivered to MDT concurrent with monthly invoices.

Preliminary Engineering

The Preliminary Engineering phase of the project will refine the definition of the NW 27th Avenue EBS Concepts and Environmental Plan, will modify the NEPA documents and obtain FTA approval (if needed), will refine the schedule and budget to determine environmental, transportation, cultural and social impacts of the proposed project and develop strategies for mitigating them. The product of Preliminary Engineering will include the development of a specific project with definitive scope elements and design features such that project cost and schedule is known with enough certainty. During the PE phase, the Scope, Quality, Capital Cost, and Schedule must be developed and "baselined" for the project. The overall goals of Preliminary Engineering are:

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- To reach detailed decisions on all aspects of project scope and definition that will have an appreciable effect on costs, benefits, and impacts;
- To produce a highly reliable cost estimate;
- To finalize the implementation of the project budget;
- To develop a Project Management Plan (PMP) for Final Design and Construction describing the management approach of the project in PE and for subsequent phases of the project.

For the purposes of defining scope, for these services, PE may be assumed to advance the definition of the project to a level of design and engineering that represents approximately 30 percent of the overall design. However, it is more helpful to think in terms of the level of design required to accomplish the goals of PE. Preliminary Engineering will include but not be limited to:

1. Adopting design policies, procedures, criteria, and standards;
2. Reach informed decisions on the project definition so that the scope of the project is completely established;
3. Develop the project definition sufficiently to support the generation of a reliable cost estimate;
4. Baseline the project with regard to scope, schedule and budget and laid a firm foundation for Final Design;
5. The undertaking of engineering field surveys to ascertain construction needs and requirements; the undertaking of geotechnical surveys;

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6. The identification of all utility conflicts and preparation of preliminary composite existing utility plans. Identified conflicts are analyzed using the appropriate criteria and an approach to mitigate the conflict is identified. Coordination with utility companies during PE to determine the basis for agreement regarding the resolution of facility conflicts;

7. Identification of Right-of-Way boundaries and takings (fee or easement parcels). Develop parcel maps, sketches and legal descriptions, title search, appraisals for acquisition, property management and relocation assistance, as necessary;

8. Perform the necessary data collection and analysis to identify potential environmental site assessment issues. Mitigation commitments are made at the PE phase of the project;

9. Public involvement is a continuing activity throughout the PE phase. By the end of PE public understanding of and support for the project should be achieved. Public comments need to be identified to incorporate into the project's final design;

10. Permit requirements including all necessary permits and types of permits must be identified;

11. Basic operating policies are developed, confirmed or modified;

12. Maintenance policies, frequency and cost is established;

13. Completion of a reliable capital cost estimate to the level of confidence necessary for the establishment of the project's financial plan. Validate capital as well as operating and maintenance costs for the first 20 years or more;

14. Define all required contract or other procurement packages, requirements and strategies to deliver project service;

15. At the end of PE, the project should have adopted supportive policies and actions that will enhance the effectiveness of the transit investment.

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16. Solidification of funding commitments to the project.

Performance Specifications for a "Design-Fabricate-Install" Contract for the Bus Stations

The CONSULTANT will be responsible for the preparation of a detailed performance specifications package for the proposed bus stations and markers to be used by MDT in a Request for Proposals (RFP) to procure a Firm which will perform final design, will obtain the Notice of Acceptance (NOA), will fabricate the bus stations and markers and will install them. In addition the CONSULTANT will be responsible to work with the MDT Project Manager in the coordination of the procurement of the design-fabricate-install Firm as well as preparing cost estimates, participating in the pre-bid meeting, evaluating technical proposals, conducting design reviews during the design-fabricate-install Contract activities

The detailed performance specifications package must clearly and completely identify requirements/services and clearly state the specifications, design criteria, and standards to be used in the design and construction of the project. The design-fabricate-install performance specifications package shall be designed to meet the established budget and schedule. The CONSULTANT shall be responsible for ensuring that all work products conform to MDT, County and Federal Transit Administration (FTA) standards.

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In addition, the CONSULTANT will be responsible for the day to day coordination and technical management of the Design-Fabricate-Install Contract.

Final Design

The CONSULTANT shall perform detailed design services and prepare a permitted and biddable set of Contract documents in full compliance with the most recent edition of the Florida Building Code, Florida Department of Transportation (FDOT) standards and specifications, MDT, PWWM, AASHTO, MUTCD, applicable Federal, State and Local requirements.

The CONSULTANT will obtain the dry-run permit from AHJ, will perform continued Right-of-Way engineering, continued utility coordination, conduct public information activities, and maintain close coordination with the different agencies involved. A detailed construction and Right-of-Way acquisition cost estimate and detailed schedule in a format acceptable to the County, will be prepared. The CONSULTANT shall ensure that the physical design and appearance of the Project is one which is aesthetically pleasing and avoids any disruption to the area's visual or physical integrity. The final design shall adhere to established budget and implemented within the schedule established by MDT

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The PROJECT may be subjected to Value Engineering review by others following the guidelines established by the Federal Transit Administration report titled "Value Engineering Process Overview," dated January 1988 or the most recent version.

The success of the Value Engineering (VE) process is dependent on the full cooperation of the CONSULTANT. The CONSULTANT shall respond to all reasonable requests for information by the VE Consultant. One VE Workshop is anticipated, lasting one week, to be conducted at the end of preliminary engineering.

OPTION FOR ADDITIONAL SERVICES:

OPTION 1 – Post Design Services During Construction

The CONSULTANT will provide design services during construction to include, but are not limited to: attend construction meetings, as necessary, provide construction inspection and inspection reports, review shop drawings, resolve design related issues and conflicts during construction and responding to Request for Information (RFI), review and provide recommendations on construction engineering proposals and substitution requests, perform necessary evaluations and/or analysis of design plan changes submitted by the contractor for review and/or approval, perform site visits, document control for design services during construction, provide building certification as required. If these services are selected, the fees

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will be negotiated during the original negotiation process and will be executed as part of the original contract.

OPTION 2 - Preliminary and Final Design Services for the NW 215th Street Bus Terminal and Park-And-Ride Facility

If directed by the COUNTY, the CONSULTANT shall be responsible for conducting Preliminary and Final Design services for the NW 215th Street Bus Terminal and Park-And-Ride Facility. This Facility will function as an intermodal hub anchoring the northern end of the NW 27th Avenue EBS project. The Facility will be designed to include approximately 350 park-and-ride spaces, bus bays, and kiss-and-ride area. The scope, fee and provisions for such services will be negotiated at the time they are requested by the COUNTY. This work shall be negotiated and authorized through the issuance of a supplemental agreement to the contract. The fee and provisions for such services will be negotiated at the time services are requested by the COUNTY.

OPTION 3 - MDT Public Transit Service Standards and Bus Stop Design Guidelines

If directed by the COUNTY, the CONSULTANT shall be responsible to create a new transit service framework that defines and enhances the role and expectation of each transit mode and service family, update MDT's service standards, and create complementary design guidelines for

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bus stops, stations and hubs. The updated service standards and new transit service framework will guide MDT decisions regarding the expansion, modification, reduction or elimination of service.

It will also include classifying the existing MDT routes within service families and the new service framework, renumbering/ renaming existing routes, updating MDT's existing service and performance standards, and creating design guidelines and drawings for bus stops, stations and terminals associated with each mode in the new transit service framework.

The final product will strengthen the image, identity and performance of all MDT services by creating clear roles for each mode, developing specific stop and station design guidelines for countywide application, and establishing performance measures for each mode.

The stop and station design guidelines are also intended to provide MDT and its municipal partners with implementable stop and station designs that are easy to understand and integrate with local comprehensive plan policies, land use ordinances, pedestrian plans and streetscape design guidelines. This work shall be negotiated and authorized through the issuance of a supplemental agreement to the contract. The fee and provisions for such services will be negotiated at the time services are requested by the COUNTY.

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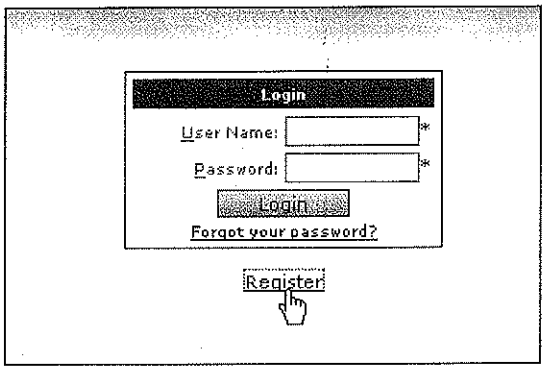
First steps to take using the MyLCM System for Miami Dade Transit (MDT)

STEP 1 – Registering:

Go to: https://app.mylcm.com

Click the Registration button to continue.



Note: You will need to select Miami Dade Transit (MDT) as the Agency you will be working for.
Your company only should register once.

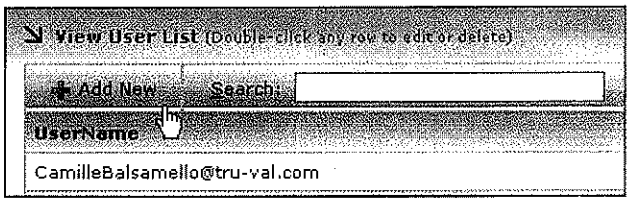
Make sure your email address is spelled correctly; it will be your username.

Password should contain at least 8 characters with at least one number and one special character.
Example: !miami11

You will not see projects until you have contacted Miami Dade Transit to assign a project to you.

STEP 2 - Adding Users See Section 3.2 in the user manual to add users to the account.

From the Admin menu, select "Manage Users"
On the User List screen, click the "Add New" button. This will open a new window.



Select all applicable Groups.

Select all applicable roles. If you choose "Company Admin," you do not need to select any of the other options since Administrators have complete access to the application.

Supply a user ID (should be email address), password, user's full name and title. These fields are mandatory for all users.

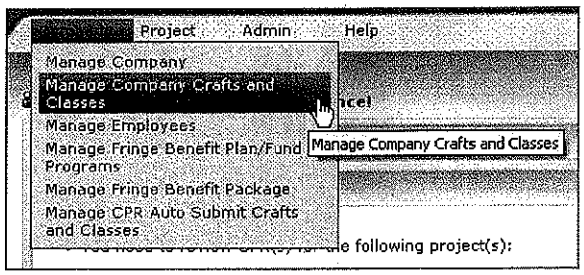
Signature question and answer are only required when you check "Change Password?"

Note: All User IDs should be e-mail addresses. If the password is lost, the system can send an e-mail to this address.

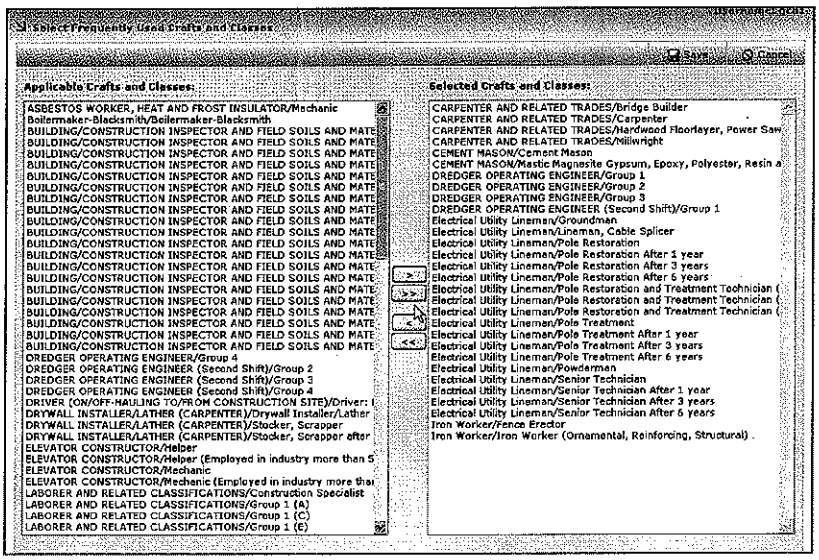
Step 3- Manage Company Classes and Crafts - See Section 3.5 in the user manual

From the Company menu, click on the "Manage Company Classes and Crafts" option.

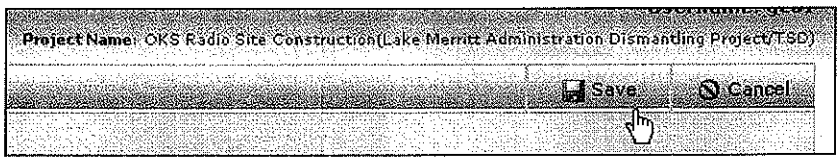
Note: This is to reduce the list of available crafts and counties in the CPR date entry screen.



From the "Available Crafts and Classes" table on the left, highlight the applicable craft and county then click the ">" button. This will create the list of "Selected Crafts and Classes" on the right side of the screen.

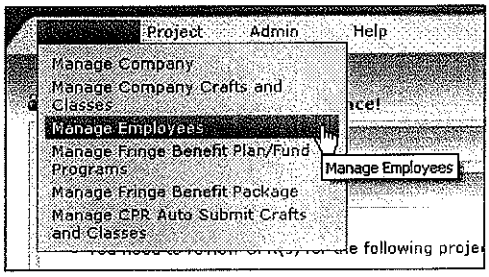


Click on "Save."



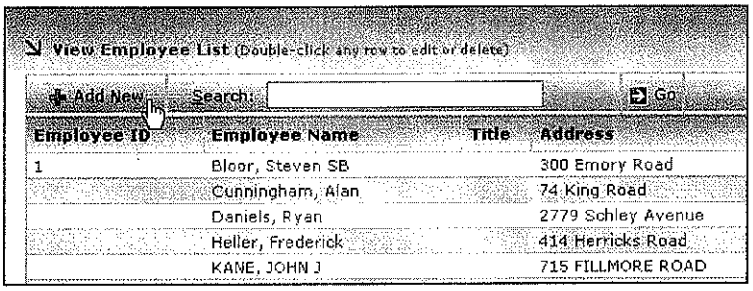
STEP 4 - Manage Employees – See Section 3.6 in the user manual

From the Company menu, select the "Manage Employees" option. The next screen will be the "View Employee List" screen.



Click on "Add New" to add an employee, a screen with two tabs will appear.

- Employee Information
- Craft and Classes



Note: The mandatory fields must be complete prior to submitting employee data. These fields' text is in bold.

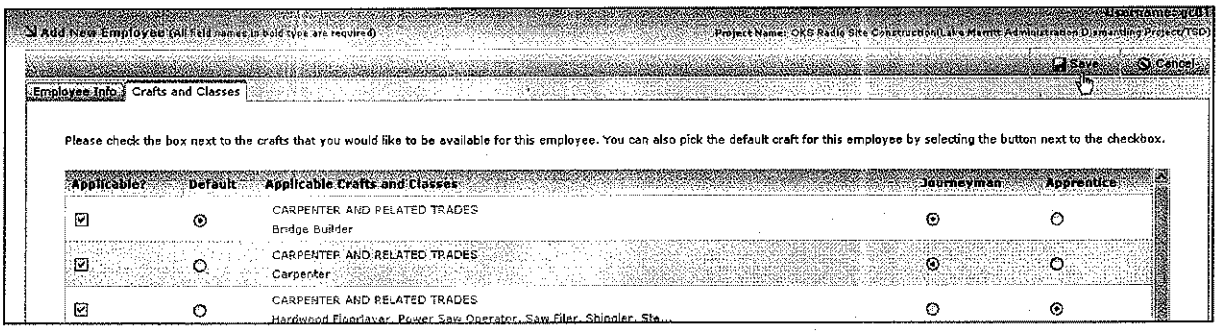
After completing the employee information, click on the "Crafts and Classes" tab.

Select the job class(es) and that this individual works. This list is generated from the selected Classes and Crafts identified in the previous section. It is preferable to always default the employee's craft; identify the default craft by clicking on the "Default" checkbox.

Note: This is to reduce the list of available class and crafts in the CPR date entry screen.

Each employee may only have one default craft.

After completing the employee, crafts and counties information, click "Save" If everything was entered properly the computer will indicate, "Employee has been successfully added/updated!"



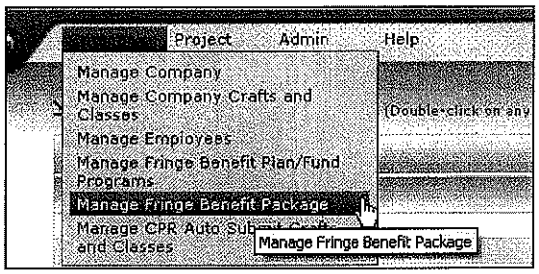
Repeat these steps for each employee who needs to be added to the system.
Note: Employees may be added at any time during the project by repeating this process.

STEP 5 - Adding Fringe Benefit Packages (If Applicable) See Section 3.9 in the user manual

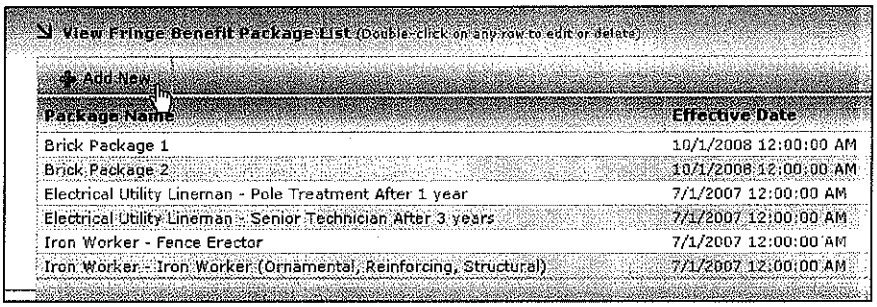
In addition to the basic hourly rate, contractors are generally required to pay fringe benefits either to an employee directly (in cash) or to funds on the employee's behalf. The application has a set of standard fringe benefit categories (such as health & welfare, training, and vacation) as well as fields for other benefit types. The sum of each of the fringe benefit categories and the basic hourly rate equal the total hourly rate paid to the employee.

Fringe Benefit Packages – these are project specific compensation packages for a particular group of employees on the project. Contractors must create Fringe Benefit Packages for each of your projects.

Click "Manage Fringe Benefit Package" from the Company menu. This will open the Manage Fringe Benefit Package screen.



Click the "Add New" button to create a new Fringe Benefit Package for this project. The Benefit Package Summary screen will open.



Provide a name to describe the Fringe Benefit Package.

Indicate the effective date and expiration date of this fringe benefit. Provide the standard, regular time, swing time, graveyard, overtime, double and triple time hourly rates for the package.

For each fund provide the straight time, regular time, swing time, graveyard, overtime, double and triple time rate for each fund and hourly rate.

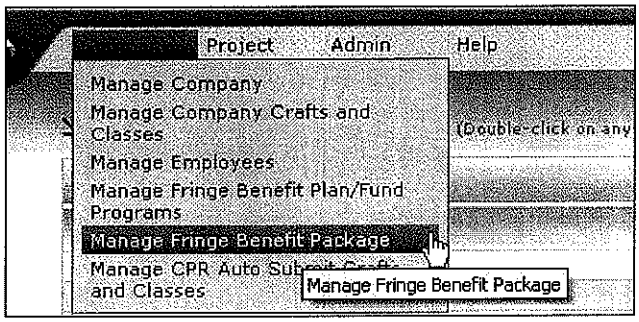
Review to ensure that all the information is complete and then click "Save."

STEP 6 - Defining Fringe Benefit Package Associations (If Applicable) See Section 3.10 in the user manual

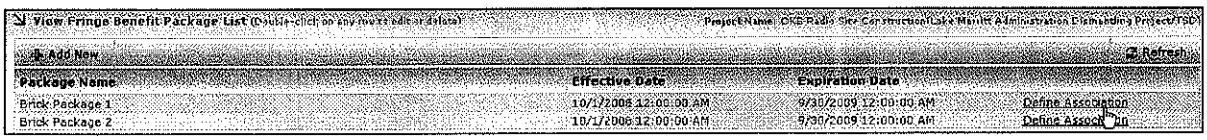
Defining Fringe Benefit Package associations allows users to link Fringe Benefit Packages to particular crafts and/or employees for defaulting purposes. Each employee and each craft may only be associated with a single Fringe Benefit Package. However, on the certified payroll report screen, users will have the opportunity to select a Fringe Benefit Package other than the default.

To define Fringe Benefit Package associations:

Click "Manage Fringe Benefit Packages" from the Company menu. This will open the Manage Fringe Benefit Package screen.



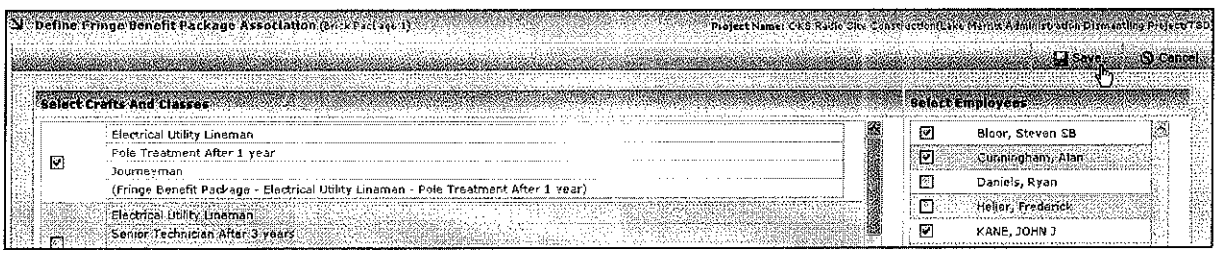
Locate the Fringe Benefit Package for which you want to define associations and click the "Define Associations" link. This will direct your web browser to the Define Associations screen.



The Define Associations screen is divided into two columns. The column on the left lists all of the company identified crafts and classifications. The column on the right lists all of the employees stored in the application. Select all employees and/or crafts that will default to this Fringe Benefit Package by checking the box next to the name and click "Save."

Note: if the individual or craft is already associated with another package, the name will be in gray and the associated Fringe Benefit Package will be listed below. You may still select this, but it will replace the existing association with the new one.

For defaulting purposes, the application first checks to see if an employee has a default benefit package. If so, the application will apply that package. If not, the application will check to see if the employee's craft has a default Fringe Benefit Package and apply that package. If neither condition is met, then the Fringe Benefit Package will not default.



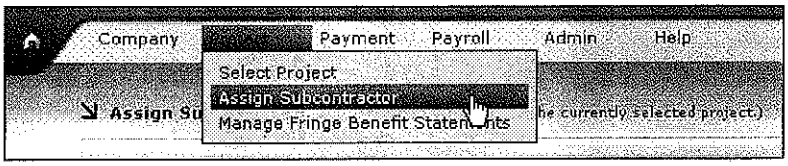
STEP 7 - Assigning Subcontractors (If Applicable) See Section 4.2 in the user manual

A subcontractor has to be assigned to a project prior to submitting certified payrolls.

Select a project to which you need to assign subcontractors.

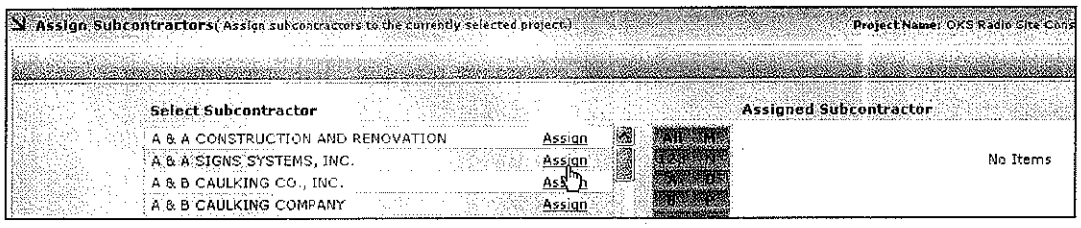
Select from the Project menu "Assign Subcontractor." These firms will be expected to enter weekly payrolls.

Note: The Grantee/Sub recipient must assign first-tier /Contractor/Subcontractors before contractors can assign their own subcontractors. If the project(s) is not listed, contact GEFA to determine the status.



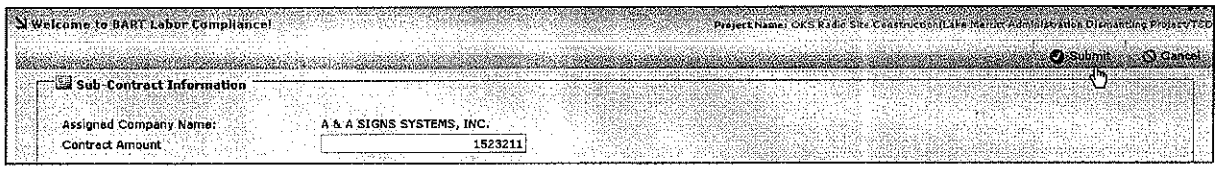
A new screen will appear showing a list of available subcontractors and a list of assigned contractors.

If a subcontractor does not appear on the list, please contact subcontractor and have them register with MyLCM.



Enter the contract value into the contract amount box.

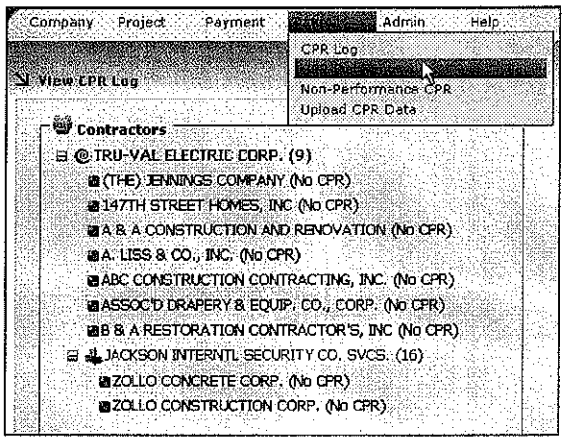
Save the assignment by clicking on "Submit."



STEP 8 - CPR Submittal Process, See Section 5.4 in the user manual

Select a project

From the Payroll menu, scroll down and select "CPR Data Entry". This will direct your web browser to the Employee Selection Screen.

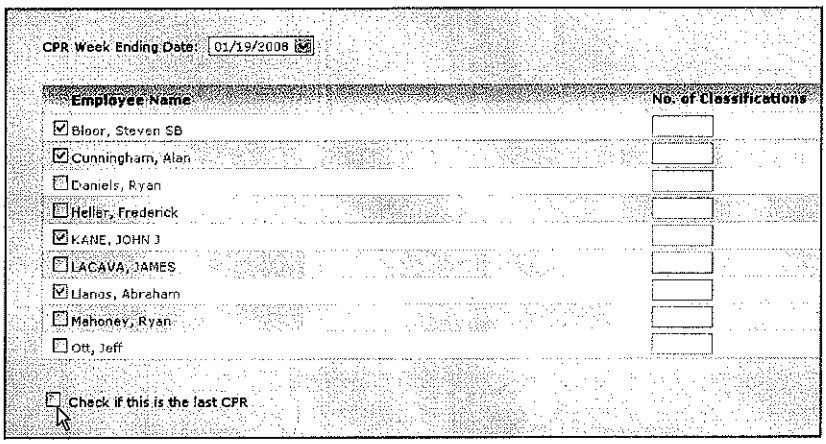


Select the weekending date of the CPR.

Note: Once the initial CPR report weekending date is selected, all other weekending dates will limited to those using the same week day for the weekending date.

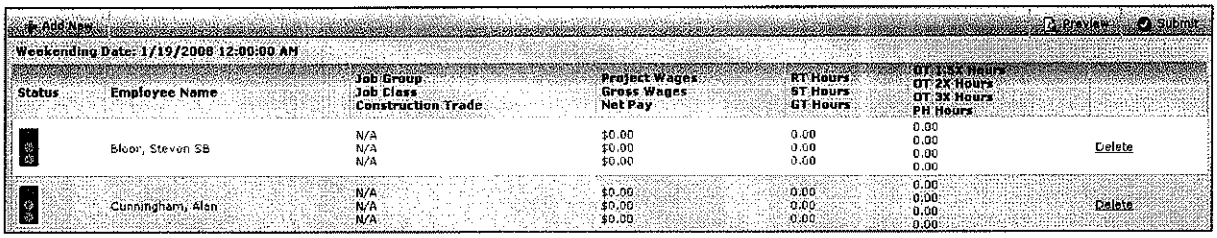
Click on the boxes to the left of employee who worked on this project for the weekending date indicated above.

Note: If any employee performed classification during the week, please indicate the number of counties in the box to the right of the employee's name. This will create an additional record for this employee on the CPR. Leaving this box blank assumes that the employee only performed a single craft during the week.



Indicate by checking the box if this is the last certified payroll report for the project.

Once the above steps are completed, click "Save." This will direct your web browser to the CPR Employees Screen.



Each of the employees who were selected on the previous screen will be listed. The red light indicator to the left of their name indicates that their record is incomplete. To complete the record, double-click on the red signal light. This will direct your web browser to the Employee CPR Record Screen.

If at any time you realize that you need to add another employee record, you may do so by clicking the "Add New" button on the CPR Employees Screen. Similarly, you may delete an employee record by clicking the "Delete" link to the right of the employee name.

click "Save" to save this record. If you are missing any mandatory information, a pop-up window will appear, indicating what is missing. You must complete all mandatory information in order to save the record.

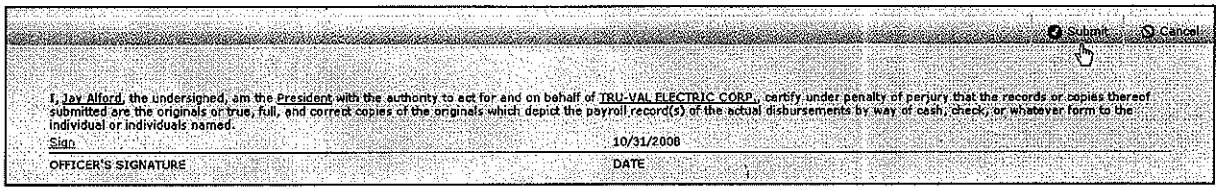
Upon saving, your browser will be redirected to the CPR Employees Screen. The stoplight next to the completed employee record will become green, indicating that the record is complete.

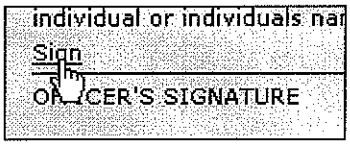
Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be previewed. Click the "Preview" button to see the completed CPR. Review it to ensure all of the data is correct. Click the "Back" button to return to the CPR Employees Screen.

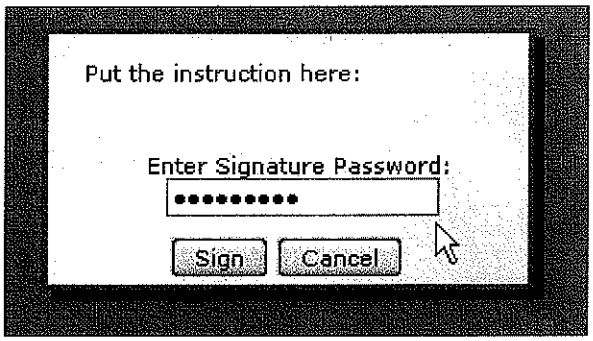
If everything looked correct, click the "Submit" button.

Click on "Next" if things look reasonable. This will direct your web browser to the Statement of Compliance.

Click on "Sign" to electronically sign the report. A new window will open. Type in your signature password and click "Sign."



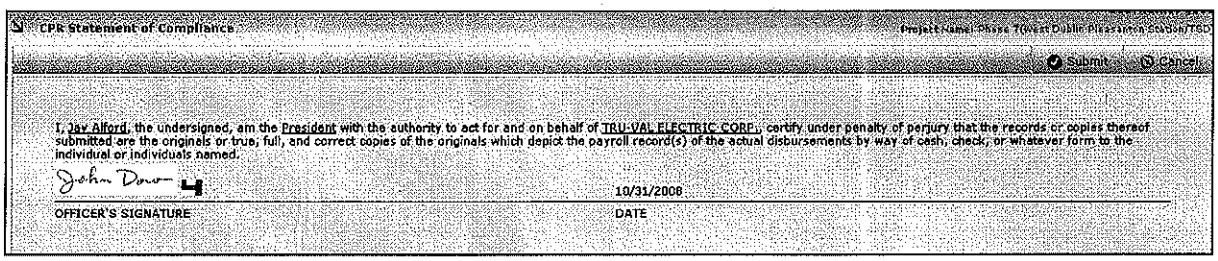


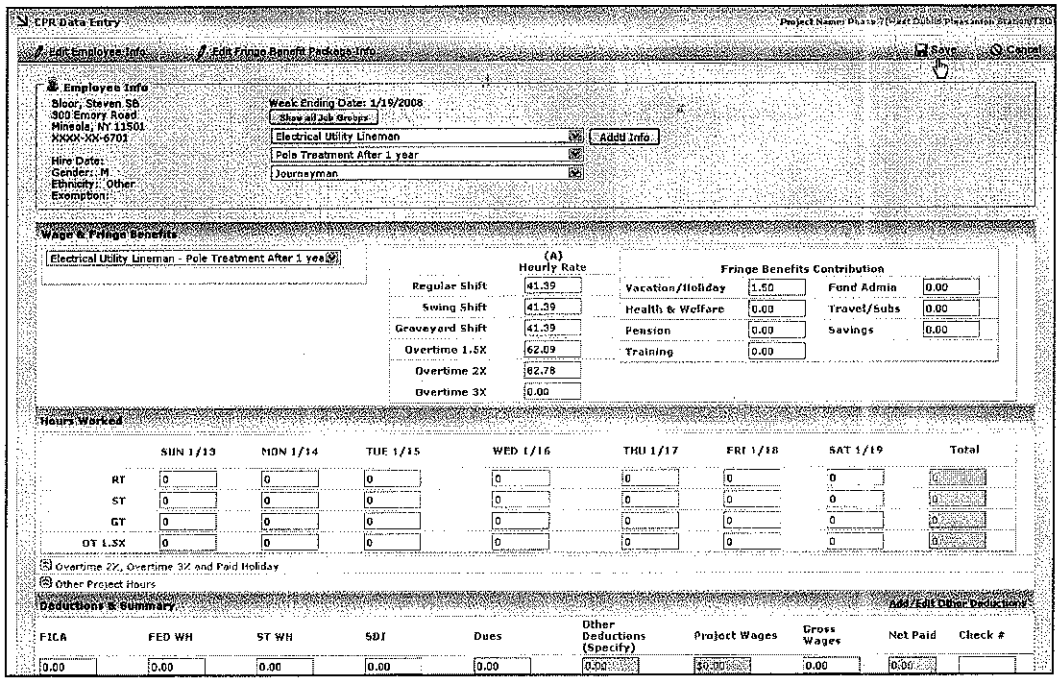


Note: All passwords are case sensitive.

If you see a box containing a circle, triangle, and square, it means you haven't yet uploaded your electronic signature file. See Company-Edit User, Section 3.3.

Click "Submit" on the Statement of Compliance to complete the Certified Payroll and submit it to The City. The prime, and any other firm which may have hired your firm, will also be able to see you payroll to know that is completed.





Upon saving, your browser will be redirected to the CPR Employees Screen. The stoplight next to the completed employee record will become green, indicating that the record is complete.

Note: The CPR is considered a "Work in Progress" from the time it is started until it has been submitted. If you cannot complete a CPR in a single session, you may log back in to the application and complete it at a later time.

Completing a "Work in Progress" CPR

From the time that you start the certified payroll report until you submit it, it is considered a work in progress. If you are unable to finish a work in progress in a single log-in session, you may return to it at any time. Unfinished work will not appear on the CPR Log until submitted.

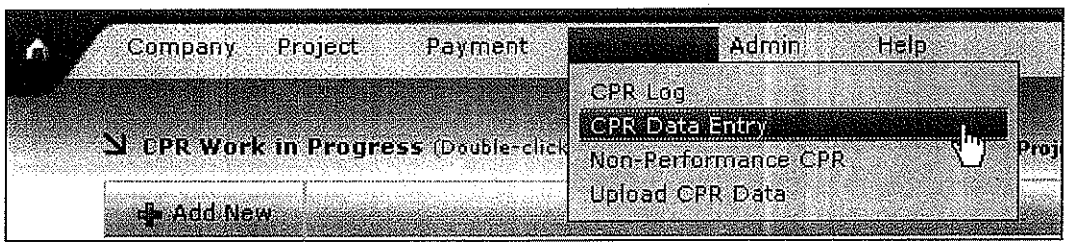
To continue working on a work-in-progress payroll:

Select a project, refer to section 2.4 for which a CPR needs to be prepared.

From the Payroll Reporting menu, scroll down and select "CPR Data Entry".

This will direct your web browser to the Work In Progress screen.

Note: If you do not have any works in progress, then clicking Manual Submit will direct your web browser to the employee selection screen as indicated in Section 5.4.



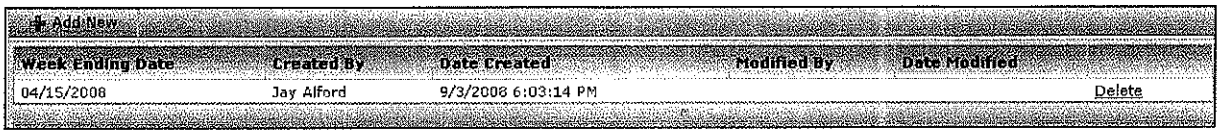


Figure 1 - Work In Progress Screen

Click on the "Weekending Date" payroll shown.
Complete each of the CPR records according to the instructions in section 5.4.

STEP 9 - Submittal of Non-Performance , See Section 5.7 in the user manual

Contractors must account for each week of the project from the time they start work until they have completed the project. For those weeks when they are not performing work on the project, they must submit a Non-Performance Report. This report merely indicates that for a particular week, the contractor did not have any prevailing wage employees performing work on the project.

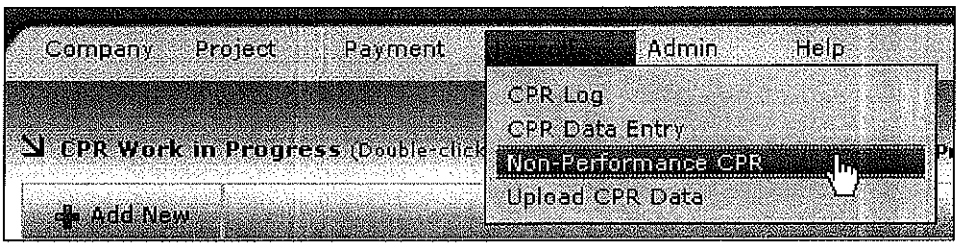
To submit a Non-Performance Report:

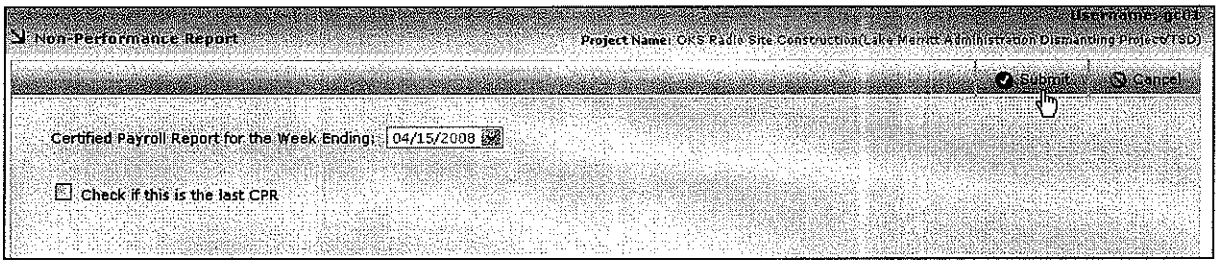
Select a project, refer to section 2.4 for which a CPR needs to be prepared.

From the Payroll Reporting menu, scroll down and select "Non-Performance CPR".

Select the weekending date from the dropdown list and click "Submit." This will direct your web browser to the Statement of Non-Performance screen.

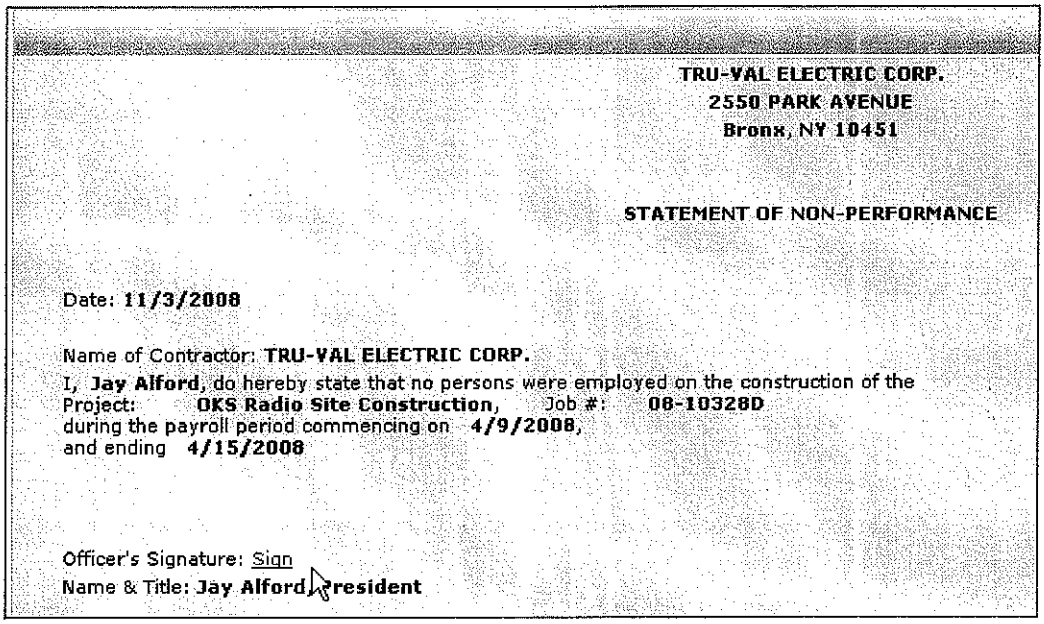
Note: If the non-performance report is the last report for this project, check the box indicating "last CPR."





To sign the report electronically, click the sign button. A new window will appear asking for the signature password. Enter the password and click "Sign." This window will close, and an image of the signature will appear on the Statement of Non-Performance.

Note: All passwords are case sensitive.



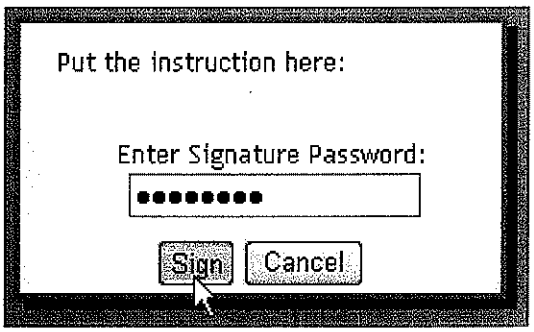
TRU-VAL ELECTRIC CORP.
2550 PARK AVENUE
Bronx, NY 10451

STATEMENT OF NON-PERFORMANCE

Date: **11/3/2008**

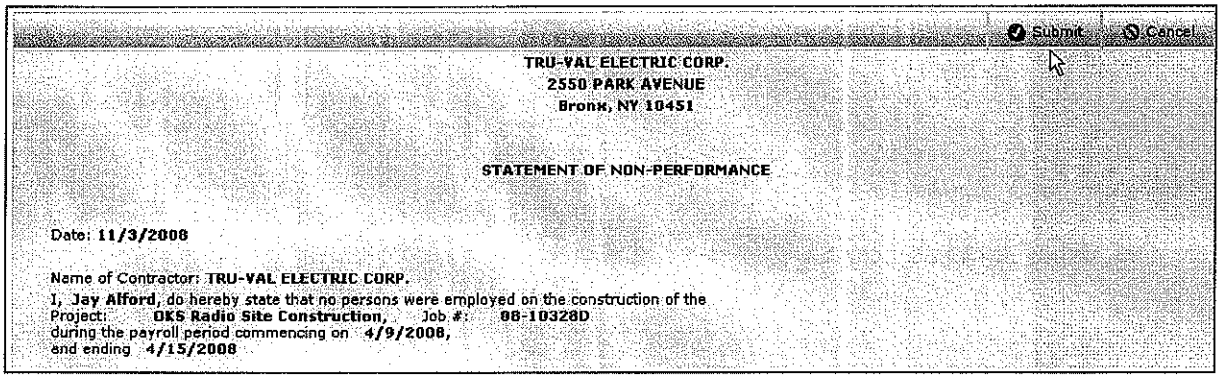
Name of Contractor: **TRU-VAL ELECTRIC CORP.**
I, **Jay Alford**, do hereby state that no persons were employed on the construction of the
Project: **OKS Radio Site Construction,** Job #: **08-10328D**
during the payroll period commencing on **4/9/2008,**
and ending **4/15/2008**

Officer's Signature: Sign
Name & Title: **Jay Alford, President**



Click "Submit" to complete this process and submit the report. You will return to the CPR Log for this same project.

Note: Non-performance reports do not require The City's approval.



Once you have been assigned to a project, the Help menu will appear and you may download or print the user manual.

MyLCM Labor Compliance Monitoring System

Frequently Asked Questions

1. What are the best practices to assist me in using the electronic certified payroll reporting service?
   Here are some best practices:
   a. Your browser must be Microsoft Internet Explorer 6.0 or greater or Mozilla Firefox 1.0 or greater.
   b. You screen resolution should be set to a minimum of 1024x768. The 800x600 resolution will work but it requires a lot of tedious scrolling.
   c. Do not use Microsoft Internet Explorer navigation buttons. Use the system menus and the buttons when in a particular screen.
   d. If you are using a pop-up blocker on your browser, make sure you allow pop-ups to be displayed for the https://app.mylcm.com.
   e. Do not give out passwords to anyone. Create multiple User Names instead.
   f. Submitter and Data Entry roles can only view their own user information. They can change only some of their fields.
   g. In order to delete a user, you must be in their profile. Only a Company Admin can delete a user.
   h. While in the Prevailing Wage Package be sure to enter the Effective Dates to remind you when your package expires. *Note: If a CPR is out of the date range of the Prevailing Wage Package, it will not appear in the CPR Data Entry screen.*
   i. In CPR Data Entry screen, all of the traffic lights must be green before you can submit the certified payroll reports.
2. In Manage Company screen, why is the project name shown when you are editing your company's profile?
   Project Name is always displayed under User Name on the top right of the screen once a project is selected. This is consistent throughout the system.
3. What happens if you forget your password? User needs to click on the "Forgot your password?" hyperlink on log in screen.
   User will then be asked to answer a security question. A temporary password will be automatically generated. If they cannot remember answer to security question, they should click on the link "contact us" located on the bottom of the screen. Note: If you try more than four times to log in unsuccessfully, you will be locked out of the system and you will not be able to use the "Forgot your password?" hyperlink. If you do get locked out, you can contact your Company Administrator to unlock your account or click on the link "contact us."
4. Can I change my username since I no longer use the same e-mail address when I registered?
   No, you cannot, but you can create a new User Name using your Company Admin account by clicking on the Add New icon located in the upper left corner of the screen. Type in the required information and save the new User Name. Make sure the role is a Company Administrator. Next, log out of the system and log in using the newly created User Name. Once you've successfully logged in, go back to Admin > Manage Users screen and delete the old User Name by double clicking on the record and using the delete button in the upper right hand corner of the screen. We recommend that there be at least two Company Admin User Names per company.
5. How do I setup a username/password and what are the requirements?
   The person who registers the company will be the Company Admin. The Company Admin will then add users to the system and select their roles (There can be more than one Company Admin added, we highly recommend you that you have at least two). Once users are added, they can log in and change their passwords. Usernames are the contractor's email address. Passwords must contain 8 or more characters, with at least one character being non-alphanumeric (!, @, #, etc.). Contractors are strongly encouraged to write down their username and password on a piece of paper prior to submitting registration to prevent login problems in the future.

6. Do you have to upload your signature?
   Only if you are the person responsible to sign the Statement of Compliance you do have to upload a digital signature to submit payrolls. A scanned cropped signature must be saved as an imaging file (jpeg); the system does not recognize pdf files.
7. What is the difference between signature and signature password?
   A signature is just a graphical representation of user's actual signature. See point above for more details. A signature password is required if the user role is either Corp Admin or Submitter.
8. Do the data entry users have access to the Crafts and Classes screens?
   Yes, all roles in the system have access to the Crafts and Classes screen. Data entry users will not have the ability to submit certified payroll reports.
9. Can the Submitter or Data Entry person delete a user?
   No, only the Corp Admin person can delete a user for their company only.
10. I am working for more than one awarding agency. How do I select multiple agencies?
    Select one agency in order to complete the initial registration, then navigate to "Manage Company" and select other awarding agencies as needed. Note: You do not have to register your company again.
11. I am a subcontractor. What do I do if I log into service and do not see the project I am supposed to be working on listed?
    You should contact either your General/Prime Contractor or the subcontractor directly above you and ask them to assign you as a subcontractor. Then once you log out and log back in, you will have access to select that project.
12. My prevailing wage rates changed in mid-work week, how I can post two different rates for the same week ending?
    You can add a new prevailing wage package for the new rate (use the Save As function). Then, when you create the CPR for the week ending, under the No. of Classifications column enter the number "2" (to indicate how many classifications this person performed for you this week). This will allow you to create two (2) CPRs under two different rates for one (1) weekending.
13. If my company is not working on a project for some period of time, do I still need to submit a certified payroll report? (Non-Performance)
    Yes, you must submit a Non-Performance Report each week if there is no activity that week. At the end of the project, the contractor would select the "last payroll" choice on the screen.
14. Please explain "No. of Classifications" on the CPR Data Entry Screen.
    If you want to create more than one employee Certified Payroll Report, you can enter a number in this field. If you enter "2" for example, two employee records will be created for the selected employee. This is useful if an employee is working in two different trades or has two different rates during the same period. By leaving the field blank, a "1" is assumed and one employee record will be created.
15. If someone works at one job in the morning and another in the afternoon, do I need to input two different FICA, etc.?
    The system will automatically carry over the FICA for the same employee if they are working on multiple projects. However the system will not calculate it. It must be entered manually on at least one of the projects the employee is working on. The same holds true for the other fields in that section.
16. Regarding the Effective Date and Expiration Date in the Prevailing Wage Package screen, will you be able to select a particular package if you are out of the date range?
    No, if the current date is outside the range of the Prevailing Wage Package you will not be able to select it. This was set up to remind users to enter new rates since they can change each year, especially on July 1st each year.
17. In viewing the CPR log are the numbers in parentheses for each contract on the left-side cumulative?
    No, the number in parentheses is the number of CPR Logs for that general contractor or subcontractor only.
18. In CPR Data Entry, where does the Week Ending date come from?
    It is seven days after the previous Week Ending date. The initial week ending date is selected by user at the time when the first Certified Payroll record is created.

19. What if you checked "Check if this is the last CPR" and it turns out that it is not? Can you go back and uncheck it? If not, who can undo it?

    Yes, next time you navigate to the CPR Log screen you can click on the button called Remove "Last CPR" Flag. All subcontractors and General Contractors control their own flags. There is no need to contact the tier above you.

20. What happens if the subcontractor subcontracts out? Who is in charge?

    It is the responsibility of the subcontractor who subcontracts out to make sure they use the Assign Subcontractor screen to assign their subcontractor to the project. Each subcontractor, regardless of what tier they are, is responsible for entering their own Certified Payroll records. General Contractors must enter their own payrolls for their employees also.

21. What happens if my certified payroll report gets rejected?

    Only when a certified payroll report gets rejected can you do the following, from the hammer icon, you will have options to:

    Edit- Changes can be made to the cpr submitted because you made a mistake, you left an employee out, you forgot to include hours that was paid to an employee but forgot to document it.
    Adjustment - An underpayment was made to an employee.
    Manual Submit - A replacement with a new payroll.
    Upload Submit - A replacement with a new file to upload.
    Non-Performance - A replacement with a non-performance.

OPTIONS TO GET INTO DBE TRACKING SOFTWARE:

FIRST OPTION:

Pop-up blocker settings: https://app.mylcm.com

SECOND OPTION:

Go to the Internet, type in miamidade.gov; click on Departments; then click on Transit; On the left side of the page go down to you see **About Transit** and click; left side go down to **Civil Rights and Labor Relations** and click; click on Disadvantaged Business Enterprises and Contracts Compliance; click on the gray box DBE TRACKING SOFTWARE.

WHEN ASSISTANCE IS NEEDED:

USE THE HELP MANUAL,

CONTACT HILL INTERNATIONAL at (855)496-9526 Monday-Friday 8am-8pm ET,

AND/OR contact Miami-Dade Transit Ms. Sonya Sealy at 786-469-5405 s1214@miamidade.gov or Ms. Tina Golden at 786-469-5302 tgolden@miamidade.gov.