

# Memorandum



**Date:** November 7, 2023

**To:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Agenda Item No. 8(N)(4)

**Subject:** Resolution Approving Work Order No. EDP-MT-CIP228-R0 for Equitable Distribution Program Special Request for SMART Plan Support Services – Contract No. EDP-460523964-2024, Dept. Project No. CTP3002318 to Exp US Services, Inc.

## Executive Summary

This resolution seeks the approval of Work Order EDP-MT-CIP228-R0, awarded to Exp US Services, Inc. (EXP). The work order is intended to enlist EXP's specialized Federal Transit Administration (FTA) expertise in providing Miami-Dade County's Executive Management and project team federal and state project delivery and policy support services and guidance to DTPW's Executive Office and the Transportation Planning and Policy and Project Delivery. The expert support will allow to streamline and expedite the implementation of the Strategic Miami Area Rapid Transit (SMART) Plan corridors, with a focus on the Northeast and Beach Corridors.

EXP has profound technical proficiency and a proven track record in collaborating, submitting, and moving transit projects forward with the FTA, and collaborating with FRA, FHWA, FDOT and other stakeholders, including rail agencies. Their distinguished capabilities are particularly notable in navigating the intricacies of the New Starts discretionary grant program, where they have consistently excelled in preparing and reviewing essential technical documentation and steering DTPW leadership through FTA's New Starts approval process. These critical documents include, but are not limited to, the meticulous compilation of Environmental Impact Statements (EIS), the precision of Ridership Forecasting and Traffic Modeling Reports, the robustness of Operational Plans, other required documentation. This selection supplements, not duplicates, existing consultant project development efforts and represents a strategic move to leverage EXP's extensive experience to ensure the successful realization of the SMART Plan corridors.

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve Work Order No. EDP-MT-CIP228-R0, Contract No. EDP-460523964-2024, ISD Project No. EDP-MT-CIP228 to EXP, pursuant to Section 2-8.1 of the Miami-Dade County Code, for a total lump sum amount not to exceed \$500,000 to deliver SMART Program support services.

This item is placed for Board review pursuant to Miami-Dade County Code Section 29-124(f). The Board may only consider this item if the Citizens' Independent Transportation Trust (CITT) has forwarded a recommendation to the Board. If the CITT has not forwarded a

recommendation and 45 days have not elapsed since the issuance of this recommendation, a withdrawal of this item will be requested.

**Scope**

**Project Name:** SMART Plan Support Services

**Project No.:** EDP-MT-CIP228-R0

**Contract No.:** EDP-460523964-2024

**Project Description:** The Consultant shall provide staff support services to DTPW’s Infrastructure Planning Division of the Transportation Planning and Policy Office to support a variety of technical tasks to expedite the project development of the SMART Plan. Tasks include, but are not limited to, preliminary design projects, existing conditions assessments, traffic modeling development and assessment, Project Development and Environment (PD&E) studies and National Environmental Policy Act (NEPA) formal documentation and any additional technical assessments needed for the expedite delivery of rapid transit projects.

**Project Location:** SMART Corridor locations

**Primary Commission Districts:** Countywide

**Approval Path:** Board of County Commissioners

**ISD EDP Project Number:** EDP-MT-CIP228-R0

**Using Department:** Department of Transportation and Public Works

**Managing Department:** Department of Transportation and Public Works

**Fiscal Impact / Funding Source**

<b>Funding Source:</b>	<b><u>Source</u></b>	<b><u>Amount:</u></b>
	Charter County Transit System	\$500,000
<b>Operations Costs Impacts/Funding:</b>	Not applicable as this is a Work Order for professional services.	
<b>Life Expectancy of Asset:</b>	Not applicable as this is a Work Order for professional services.	
<b>Capital Projects Funding:</b>	<b><u>Capital Project # - Description</u></b>	<b><u>Award Estimate</u></b>
	Northeast Corridor Planning and Design Program # 2000002796 / Project # 3005782	\$375,000
	Beach Corridor Planning and Design Program # 6639470 / Project # 71408	\$125,000
	<b>CAPITAL BUDGET PROJECTS TOTAL:</b>	<b>\$500,000</b>

**Project Technical Certification Requirements:** **Type:** Prime **Code:** 2.02 **Description:** Mass Transit Systems - Mass Transit Feasibility & Technical Studies

Prime 2.05 Mass Transit Systems - General Quality  
Engineering

**Delegation of Authority**

The authority of the County Mayor or County Mayor’s designee to execute and implement this Work Order is consistent with those authorities granted under the Code of Miami-Dade County. No further delegation is necessary for this contract.

**Fiscal Impact/Funding Source**

The Work Order for these services is for a total lump sum contract of \$500,000. These services will be funded through the Charter County Transit System (Fund Code ET047).

**Track Record/Monitor**

Gabriella Serrado, DTPW Chief of Infrastructure Planning, is responsible for monitoring this contract.

**Explanation:**

In accordance with the procedures of the Equitable Distribution Program (EDP) as outlined in Administrative Order No. 3-39, Section II.H1, on May 31, 2023, the DTPW Director asked for a Special Request through the EDP to utilize EXP to provide support services for the SMART Plan. The EDP Special Request was approved on June 26, 2023.

**Due Diligence:**

Pursuant to Resolution No. R-187-12, and in accordance with ISD’s Procurement Guidelines, DTPW staff exercised due diligence to determine Consultant responsibility for EXP US Services, Inc.

**Estimated Notice to Proceed:**

June 26, 2023

**Prime Consultant:**

EXP US Services, Inc.

**Company Principal:**

Jose Clavell, P.E.  
Vice President, Transportation, US South

**Explanation:**

EXP has extensive experience in rapid transit project delivery including preliminary design projects, existing conditions assessments, Project Development and Environment (PD&E) studies and National Environmental Policy Act (NEPA) experience in getting projects approved by the Federal Transit Administration (FTA), which is crucial for all the SMART Corridors.

**Company Qualifiers:**

2.02 Mass Transit Systems – Feasibility & Technical Studies  
2.05 Mass Transit Systems – General Quality Engineering

**Company Email:**

[jose.clavell@exp.com](mailto:jose.clavell@exp.com)

**Company Address:**

201 Alhambra Circle, Suite 800

**Company** Coral Gables, Florida, 33134  
**City/State/Zip:**  
**Years in Business:** 17  
**Contract Manager:** Jose Clavell, PE - 786-208-1326, [jose.clavell@exp.com](mailto:jose.clavell@exp.com)  
**(Name/Phone/Email)**  
**Project Manager:** Jose Clavell, PE - 786-208-1326, [jose.clavell@exp.com](mailto:jose.clavell@exp.com)  
**(Name/Phone/Email)**

### **Background**

DTPW is seeking approval for a Special Request within the Equitable Distribution Program (EDP), aimed at retaining the expertise of EXP US Services, Inc. (EXP). EXP will deliver management staff support services, offering critical guidance to DTPW's Executive Office and the Transportation Planning and Policy and Project Delivery sections. This support is integral to navigating the intricate technical facets of the FTA's New Starts discretionary grant program. The objective is to expedite the implementation of the SMART Plan, including the Northeast and Beach Corridors.

The personnel from EXP bring to the table an in-depth comprehension of the nuanced technical documentation required by the FTA's New Starts discretionary grant program. This includes expertise in preparing and reviewing National Environmental Policy Act (NEPA) Environmental Impact Statements (EIS), crafting Ridership Forecasting and Traffic Modeling Reports, developing Operational Plans, conducting Financial Capacity Assessments, devising Project Management Plans, and fulfilling various other high-level technical prerequisites. EXP's extensive portfolio features successful involvement in a myriad of transit projects throughout the United States, all of which garnered FTA approval, spanning streetcar systems, metro rail networks, bus rapid transit systems, commuter rail services, and bus transit ways.

EXP's selection is not intended to duplicate existing efforts but rather to complement them strategically. Their appointment is rooted in the goal of harnessing EXP's profound federal transit expertise to ensure the effective realization of the SMART Plan corridors. EXP's contributions will significantly enhance DTPW's capabilities, particularly in the technical review of Categorical Exclusion Environmental Impact Statement (EIS) reports and Request to Enter Engineering documents crafted for federal grant submissions. Furthermore, EXP will provide valuable guidance to DTPW's Executive Office and the Transportation Planning and Project Delivery sections in areas such as organization management, governance, project development, funding and finance, and Plan execution in alignment with FTA standards. Additionally, EXP's representatives will actively participate in various meetings with DTPW leadership to advocate for the SMART Program as a whole and specific corridors with the FTA.

It will be in the best interest of the County, both in terms of efficacy and cost efficiency, to entrust EXP with this task as they have also managed and supported multiple SMART Corridors efforts in the County. Notably, some of their staff members are currently engaged with the Northeast Corridor and Beach Corridor projects, making the continuation of their services and support for other SMART Corridor's PD&E studies an imperative necessity.

Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners  
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Jimmy Morales  
Chief Operations Officer



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**DATE:** November 7, 2023

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(N)(4)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(N)(4)  
11-7-23

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING WORK ORDER NO. 1 TO EXP US SERVICES, INC. FOR EQUITABLE DISTRIBUTION PROGRAM PROFESSIONAL SERVICES FOR SMART PLAN SUPPORT SERVICES, CONTRACT NO. EDP-460523964-2024, ISD PROJECT NO. EDP-MT-CIP228-R0, IN AN AMOUNT NOT EXCEEDING \$500,000.00 AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS FOR THE SMART PLAN SUPPORT SERVICES WHICH INCLUDE PROJECTS WHICH WERE ADDED TO THE FIVE-YEAR IMPLEMENTATION PLAN ON FEBRUARY 19, 2020 AND IN THE APPROVED FY2023-2024 BUDGET; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE THE SAME AND TO EXERCISE THE PROVISIONS CONTAINED THEREIN

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein in reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** This Board approves the issuance of a Professional Services Work Order through the Equitable Distribution Program between Miami-Dade County and EXP US Services Inc. for SMART Plan Support Services, Contract No. EDP-460523964-2024, ISD Project No. EDP-MT-CIP228-R0, in an amount not exceeding \$500,000.00, and authorizes the use of Charter County Transportation Surtax funds for such purposes, which include projects which were added to the Five-Year Implementation Plan on February 19, 2020 and are in the approved FY2023-2024 budget.

**Section 2.** This Board authorizes the County Mayor or County Mayor’s designee to execute the Work Order, in substantially the form attached hereto and made a part hereof, and to exercise all provisions contained therein.

The foregoing resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

- |                                  |                      |
|----------------------------------|----------------------|
| Oliver G. Gilbert, III, Chairman |                      |
| Anthony Rodríguez, Vice Chairman |                      |
| Marleine Bastien                 | Juan Carlos Bermudez |
| Kevin Marino Cabrera             | Sen. René García     |
| Roberto J. Gonzalez              | Keon Hardemon        |
| Danielle Cohen Higgins           | Eileen Higgins       |
| Kionne L. McGhee                 | Raquel A. Regalado   |
| Micky Steinberg                  |                      |

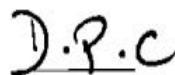
The Chairperson thereupon declared this resolution duly passed and adopted this 7<sup>th</sup> day of November, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as to form and legal sufficiency.



Dale P. Clarke



**Date:** 5/31/2023

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

**From:** Eulois Cleckley *EC*  
Director and CEO  
Department of Transportation and Public Works

**Subject:** Special Request – Equitable Distribution Program  
SMART Program Support Services - Project No. CTP3002318 / CIP228

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The Department of Transportation and Public Works (DTPW) is respectfully asking for a Special Request through the Equitable Distribution Program (EDP) to utilize EXP US Services, Inc. (EXP) to provide support services to the Infrastructure Planning Section of the Transportation Planning and Policy Office. The proposed personnel for this task have specialized previous experience and involvement in managing and leading federally funded transportation projects and programs. DTPW is working on the Strategic Miami Area Rapid Transit (SMART) Program with a vision to connect communities through the enhancement of a rapid transit network that is accessible, integrated, efficient and sustainable. The purpose of the program is to provide enhanced affordable modal options that reduce congestion and help manage growth while effectively and appropriately aligning funding for capital, operating and infrastructure improvements with a defined, implementable strategy.

The staff being proposed have the experience and understanding of the synergies between local, state, and federal agencies to provide the needed services to support the SMART Program efforts. They have worked on several transit projects including streetcar, metro rail, bus rapid transit, commuter rail, and bus transit ways. The staff being proposed have experience in product delivery managing multimodal planning and preliminary design projects, existing conditions assessments, feasibility studies, master plans, Project Development and Environment (PD&E) studies and scoping unit/conceptual design support projects. The proposed engineers for the above subject project have extensive National Environmental Policy Act (NEPA) experience in getting projects approved by the Federal Transit Administration (FTA), which is crucial for all the SMART Corridors, and the firm is most suitable to support the development of the SMART Program and to be an extension of staff requiring no training. It will be in the best interest of the County, and most cost efficient, that EXP perform this task as they have also managed and supported multiple SMART Corridors efforts in Miami-Dade County. Some of the staff is currently working with the Northeast Corridor and continuation of these services as well as support with the other SMART Corridor's PD&E studies is absolutely necessary.

The scope of work will include reviewing the SMART Program to provide advice on organization management, governance, project development, funding and finance and delivery of the program. EXP will also attend various meetings with DTPW to support on the management of the program and review related documents.

The anticipated fee for these services is \$500,000.00. These services will be funded through Transit Operation Revenues (Fund Code ET047).

Should you have any questions or require additional information, please do not hesitate to contact Miss Lisa Colmenares, AICP Chief Planning Officer at (786) 469-5394.

APPROVED:

  
\_\_\_\_\_  
Gary T. Hartfield, SBD Division Director  
Internal Services Department

6-26-23  
Date

c: Lisa Colmenares, AICP Chief Planning Officer, DTPW

# **SCOPE OF WORK**

## **DTPW Strategic Miami Area Rapid Transit (SMART) IN-HOUSE/STAFF AUGMENTATION SUPPORT**

The SMART Plan intends to advance six of the PTP's rapid transit corridors, along with a network system of Bus Express Rapid Transit (BERT) service, in order to implement mass transit projects in Miami-Dade County.

The Department of Transportation and Public Works (DTPW) has initiated the Project Development phase per FTA Capital Investment Grants (CIG) Program Guidelines and the Project Development and Environment (PD&E) FDOT process to evaluate proposed transportation improvements for the SMART Plan corridors as adopted by the Miami-Dade TPO Governing board in April 2016. The SMART Plan serves as an actionable plan that seeks to improve mobility within Miami-Dade County through the prioritization of premium transit services. The studies being conducted serve as the next step in the planning process to make premium transit service a reality along the corridors that directly support the mobility of Miami-Dade Counties future population and employment growth.

The Miami-Dade County Department of Transportation and Public Works (DTPW) is working in multiple corridors as part of SMART, with a vision to connect communities through the enhancement of a rapid transit network that is accessible, integrated, efficient and sustainable. The purpose of the program is to provide enhanced affordable modal options that reduce congestion and help manage growth while effectively and appropriately aligning funding for capital, operating and infrastructure improvements with a defined, implementable strategy.

### **1 PROJECT MANAGEMENT**

The In-House Consultant will support DTPW with managing tasks to support and record decisions and agreements made during the planning process. The decision needs to be documented by the CONSULTANT and retained in the project files for future reference. The In-House Consultant will support DTPW staff to keep records of all meetings, coordination, budgeting, scheduling, milestones, and quality control items. In addition, the In-House Consultant will support DTPW performing administrative duties related to oversight and support the SMART Plan, assisting in preparing scopes and cost estimates; coordinating and corresponding with internal staff and external agencies, providing professional opinions and assessments, reviewing the products of other consultants; responding to public inquiries; preparing and delivering presentations and disseminating program and project information reports. The consultant will assist in providing assistance for technical assistance for directives and reports requested by the Project Manager.

### **2 PROJECT DEVELOPMENT AND ENVIRONMENT SUPPORT (PD-FTA/PD&E-FDOT)**

The In-House Consultant will assist DTPW and the consultant team, on an as-needed basis supporting all of the requirements of the National Environmental Policy Act (NEPA), federal law and executive orders, applicable federal regulations. The In-House Consultant will support DTPW with the administration and technical expertise for those engineering services required for PD-FTA/PD&E studies, including consideration of all social, economic, environmental effects, and

mitigation as required by FTA as the lead federal agency and FDOT as a partner, along with the required environmental documents, engineering reports, graphical visualization, preliminary plans, public involvement, and right-of-way needs analysis. The CONSULTANT will support with the overview and preparation of the necessary FTA/FDOT documentation. In addition, the In-House Consultant will provide contract administration, management services and technical reviews of all work associated with the development and preparation of the engineering/environmental study reports for the transportation facility.

### **3 QUALITY CONTROL**

The In-House Consultant and Consultant Team shall be responsible for ensuring that all work products conform to DTPW's and FTA standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the In-House Consultant to support DTPW overseeing the work of the Consultant Team. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.



DATE: 2/23/2013

**exp**

FREE PROPOSAL BREAKDOWN FORM #FT-163

WORK ORDER NO: [ ] DIVISION/PROJECT NO: [ ] CONTRACTOR NAME: EXP US SERVICES, INC.

SUMMARY OF PROPOSED SCOPE OF WORK AND TOTAL FEE

PART	PAK #	PAK TITLE	TOTAL COST
A.		LABOR FEE @ TIME AND MATERIALS	\$
B.		LABOR FEE @ LUMP SUM	\$
C.		RE INBURSABLE (DIRECT) EXPENSES	\$
D.		SUPERVISING SERVICES PER PW CONTRACT	\$
E.		SUB/MATERIALS TESTING SERVICES PER PW CONTRACT	\$
<b>GRAND TOTAL</b>			<b>\$ 0.00 (0.00)</b>
















## Memorandum



**To:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**From:** Javier A. Betancourt, Executive Director 

**Date:** September 29, 2023

**Re: CITT AGENDA ITEM 7F:**  
RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT) RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) APPROVE WORK ORDER NO. 1 TO EXP US SERVICES, INC. FOR EQUITABLE DISTRIBUTION PROGRAM PROFESSIONAL SERVICES FOR SMART PLAN SUPPORT SERVICES, CONTRACT NO. EDP-460523964-2024, ISD PROJECT NO. EDP-MT-CIP228-R0, IN AN AMOUNT NOT EXCEEDING **\$500,000.00** AND AUTHORIZE THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS FOR THE SMART PLAN SUPPORT SERVICES WHICH INCLUDE PROJECTS WHICH WERE ADDED TO THE FIVE-YEAR IMPLEMENTATION PLAN ON FEBRUARY 19, 2020 AND IN THE APPROVED FY2023-2024 BUDGET; AND AUTHORIZE THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO EXECUTE THE SAME AND TO EXERCISE THE PROVISIONS CONTAINED THEREIN (**DTPW – BCC LEGISLATIVE FILE NO. 231850**) **SURTAX FUNDS ARE REQUESTED**

On September 27, 2023, the CITT voted (7-0) to forward a favorable recommendation to the Board of County Commissioners (BCC) for the approval of the above referenced item, CITT Resolution No. 23-022. The vote was as follows:

Oscar J. Braynon, Chairperson – Aye  
Robert Wolfarth, 1<sup>st</sup> Vice-Chairperson – Aye  
Paul J. Schwiep, Esq. – Absent

Hon. Peggy Bell – Absent  
Joseph Curbelo – Aye  
Qjuezari Harvey – Aye  
Mary Street, Esq. – Aye

Omar K. Bradford, Esq. – Aye  
Meg Daly – Absent  
Robert Ruano – Aye

c: Jimmy Morales, Chief Operations Officer  
Bruce Libhaber, Assistant County Attorney