

## CONDUCTING ENVIRONMENTAL WORK UNDER DERM CONTRACTS

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### SUMMARY

All departments are required to use agreements administered by Department of Regulatory and Economic Resources – Environmental Resources Management (DERM) to perform environmental work related to:

1. Performing environmental investigation and/or rehabilitation and related tasks at Miami-Dade County owned and/or operated sites.
2. Performing services related to the modification, repair, removal, replacement, installation or abandonment of any underground or aboveground pollutant storage system and related tasks.
3. Performing other related environmental work necessary for investigation or prevention of potential or known contamination, compliance with applicable regulations, protection of the environment and public health, and cleanup of environmental contamination.

### PROCEDURE

To access DERM agreements to perform the above services:

1. The user department may initially contact the DERM Airports & Contracts Section (305-372-6885) to discuss work and accessing the agreements.
2. The user department then requests, by memorandum to the DERM Assistant Director, the use of the agreements for specified task(s). An initial cost estimate, if available, should be included.
3. DERM may schedule a preliminary meeting with the user department, to discuss and agree on the project scope, cost estimates, timeframes, payment method, etc.
4. DERM assigns the work to a firm currently under contract with the County.
5. DERM may schedule a meeting with both the user department and the firm to discuss the details of the project and to agree on the scope of work and proposal submittal date.
6. DERM reviews the proposal for environmental sufficiency, completeness and cost reasonableness, with input from the user department, negotiates as necessary, then prepares the work order for routing and signature. DERM charges a fee to the user department for administrative and related costs.
7. DERM continues in the role of project management/oversight through completion of the work, including reviewing invoices. However, all invoices are paid by the user department directly to the firm.
8. Urgent or emergency work may bypass some of these steps as necessary.

If you have any questions regarding the above, please contact the DERM Assistant Director at 305-372-6754 or the DERM Airports & Contracts Section at 305-372-6885.

### CONTACT(S):

#### Department/Division

Department of Regulatory and Economic Resources – Environmental Resources Management  
(DERM) Assistant Director's Office, 305-372-6754  
DERM Airports & Contracts Section, 305-372-6885