

**Small Business Enterprise
Architecture and Engineering
Advisory Board Meeting**

July 27, 2016

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**Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting**

Wednesday, July 27, 2016

Stephen P. Clark Center, 111 N.W. 1st Street
19th Floor SBD Main Conference Room
@10:30 a.m.

AGENDA

- I. Welcome/Introductions**
- II. New Business**
 - a. Small Business Development Week Firm Recognition
Ms. Maria Molina, President of Nova Consulting..... *SBD Staff*
- III. Old Business**
 - a. EDP Discussions
 - b. Approval of May 25, 2016 Meeting Minutes
- IV. SBD Reports** *(Provided on SBD Website)*
 - a. SBE – A&E Utilization Report
 - b. SBE – A&E Certification Update Report
 - c. SBE – A&E Bonding & Financial Assistance and Outreach
- V. Adjournment**

NEXT BOARD MEETING: Wednesday, September 28, 2016 at 10:30 a.m.

Delivering Excellence Every Day

Small Business Enterprise
Architecture and Engineering
May 25, 2016
Meeting Summary

Start Time: 10:15am
Stop Time: 11:40am

Appointed: 6
Quorum: 4

Present	Absent
Juan Crespi (Chairperson)	James Englehardt
Barton Fye	Berrin Tansel
Deborah Swain	
Ivette Argudin (Vice Chairperson)	

Others Present: Veronica Clark (SBD), Laurie Johnson (SBD), Vivian Walters (SBD), Claudious Thompson (SBD), Alice Hidalgo-Gato (SBD), Cynthia France (SBD), Shawn Gannon (SBD), Elizabeth Zabowski (SBD), Teodoro Carrasco (JMH), Sheila Hoilett (MDAD), Audra McCafferty and Juan Villegas (McCafferty Brinson Consulting), Sandens Howell (Radise International), Sandra Rico (JMH), Emilion Zamora (Pinnacle Consulting Enterprises), Scarlet Rico (Architects International Inc.), Gayna McDonald (MDAD), Rajiv Suri and Tariq Farouqi (ATM Engineering), Arvind Kumbhojkar (HP Consultants Inc.), Jason Tapia (Building Center No. 3)

i. Welcome and Introductions-

The meeting was called to order by Chairman Juan Crespi. Advisory board members introduced themselves. Chairman Crespi stated the board would like to focus on the EDP program and the challenges of small businesses.

The Board would like to speak to issues effecting businesses outside of the EDP program and work together to come up with solutions. Chairman Crespi emphasized that the board would like to focus on EDP first and strengthen the program. Chairman Crespi gave an overview of the previous meeting, when Mr. Crooks came to speak (March 2016).

ii. Reports Presented:

- a. Awards based on Certified vs Non-Certified Firms**
- b. EDP SBE Assignments 2011-2016**
- c. EDP NON-SBE Assignments 2011-2016**

Ms. Clark explained that Small Business Development (SBD) only gets gross receipts of certified firms, therefore we cannot identify firms by size, we will identify certified versus non certified firms. Ms. Clark explained the details of the reports, which covered

over a five year period January 2011 through April 2016. Miami-Dade County (MDC) awarded 25% of all A&E projects to small businesses during this time period. The next report compared certified small businesses versus noncertified businesses; based on this report open market projects going to small businesses totaled 4.99%. Ms. Clark stated that the I.T. department is preparing another report to compare local versus non-local firms based on the main contact address of the firms. Board member Argudin asked if the report included goals and set aside projects. Ms. Clark confirmed yes the report included both.

Ms. Johnson presented the reports with EDP awards (EDP projects awarded to SBEs) and (All EDP projects awarded) covering January 2011 through December 2015. Board member Swain read the report aloud for the audience, because the audience was not provided a copy of the report. The board members reviewed the reports and asked various questions, which were answered by Ms. Johnson. *** Board member Swain requested that the report be posted online.

Chairman Crespi advised that Board member Swain has volunteered to help with expressing concerns with the EDP program. Chairperson Crespi and Board member Swain have created a board under the Miami Dade A&E Society (MDAES), which is made up of about 70 A&E firms. Board member Swain gave a brief history of MDAES and explained what the society does, who it consists of, and how they vote on issues. If the board cannot reach a consensus on an issue, then they do not pursue it.

The Society created an EDP committee and anyone interested in revising or protecting the program could join. The subcommittee came up with a recommendation; it is considered a draft, because it has not gone to the full board for review and approval. Board member Swain went over the position statement in detail, which included the following recommendations;

- 1) EDP should only be open only to certified SBE A&E firms that are headquartered in MDC and meet two of the three following Local Business Eligibility Criteria.
 - a) The individuals who collectively own 60% of the firm must reside in MDC.
 - b) The firm's main office must be located MDC for a minimum for three years. Main office is defined by the Miami-Dade Expressway Authority is "the full operational office of the firm where the majority of its employees and principals are located".
 - c) At the time of certification the majority of the firm's personnel must reside in MDC.
- 2) EDP should be SBE A/E exclusive. SBE A/E would have to meet the eligibility criteria
- 3) The program should comply with CCNA limits which is two million dollars per project and \$200,000 for fees.
- 4) Out of rotation selections are limited to one per year by each department per discipline

- 5) Miscellaneous contracts should be reinstated to make up for the above limitations being placed on EDP.
- 6) Establish a goal SBE A&E participation on the County's procurement of Miscellaneous Services.

Board member Swain then discussed firms' outlook of the program. Many firms that she has spoken to were surprised that large firms were awarded projects, because the perception is that this program is only for small businesses.

She discussed the rotation issues with EDP, and how new firms go to the top of the list. She also explained the out of rotation project awards, but expressed that it should be limited.

Chairman Crespi emphasized the recommendations presented. Board member Fye had questions regarding the position statement, specifically about the three year minimum requirement and about reciprocity. He asked if a firm hasn't been around for three years, would they be eligible and if neighboring counties offered true reciprocity would they be eligible. Board member Swain offered to take those questions back to the Society committee for discussion.

Board member Argudin stated that EDP is allowing new firms to acquire new project experience and helping them become technically certified and small businesses are missing out on gaining experience if these EDP projects are not going to them.

Ms. Clark responded that SBD is working on making some changes that are similar to the committee's recommendations, such as the EDP pool being open first to certified small businesses if there is availability among small businesses then the project is set aside; if not, it would open up to the general pool. Ms. Clark stated that the locally headquartered recommendation will be reviewed as a second round in the rotation. The projects will open to certified small businesses, then to locally headquartered businesses, then the general pool. Ms. Clark advised that the department will review and discuss the committee's recommendations.

Chairman Crespi also pointed out companies that make a smaller version of themselves just to qualify for the program, and visits should be made to the office and do more investigating. Some firms come down and do the work for a few months then fly back to whatever city they are from. Board member Swain pointed out that the one firm has 13 tasks as a prime of sub for EDP and their only office listed on the website is in Pompano Beach. Another firm that is getting EDP contracts has an address that is listed as a private home that does not belong to the owner.

An audience member (name inaudible) asked if there is a way to force neighboring counties to offer true reciprocity. Chairperson Crespi answered that neighboring counties have no

incentive to work with us, they are getting their counties' work along with Miami-Dade County's work. Board member Swain suggested that if Miami-Dade closed out neighboring counties then that would open negotiations for true reciprocity.

Chairperson Crespi advised the focus is currently on EDP, and suggested the next focus should be County Contract Agreements. He spoke about one sided contracts and non-negotiable compensation. He would like to discuss how to come up with a fair contract and how projects are pre-evaluated to have determine categories and certification requirements. Ms. Clark answered that all projects come to SBD for review for measures and we have a construction manager on staff that reviews all projects too. But it is Procurement's A&E unit's responsibility to review and ensure that all technical categories are included and correct. Chairperson Crespi asked about when a project is overly tailored to exclude small business. Ms. Clark answered that when a project is posted, SBD encourages firms to review them and contact SBD if they think there are unnecessary categories, extensive experience requirements, or certifications. ***Ms. Clark suggested to invite procurement to that meeting.

Board member Swain had a suggestion for another item to discuss in the future, regarding recommendations from Procurement regarding changes to I.O.s that would affect the selections of architects and engineers. MDAES received a draft copy of that and gave recommendations and had several meetings, and it seems unlikely that any changes will be made to the department's recommendations when it goes to the Commissioners. Ms. Clark advised that SBD does plan to present I.O. 3-39 to the Board, and a portion of the I.O. is being revised.

Board member Argudin asked about businesses being precluded after the fact from participating on certain contracts because of being on a team. Mr. Walters advised that unfortunately you do not know what is coming down the pipeline when you sign up for a team. Board member Swain advised that her company had not done any work, but were precluded. Board member Argudin agreed that because she is on a team there have been at least three NTCPs that she cannot go after. Ms. Clark advised that on the original contract the department should add standard language that states in the event that other projects are let the original team may not be able to participate.

- iii. **March 23, 0216 Meeting Minutes-** Board members reviewed the minutes from the March 23rd meeting, Board member Swain motioned to approve the minutes, Board member Argudin seconded the motion, and the minutes were approved unanimously.

- IV. **Adjournment** - Having no further business, Chairperson Crespi adjourned the meeting, and Board member Swain seconded the motion.

*******Directives*******

- 1) Board member Swain requested that the report be posted online.
- 2) Ms. Clark suggested to invite Procurement to the September meeting to discuss how to come up with a fair contract, and to make modifications to the original contract that included standard language that states "...in the event that other projects are let the original team may not be able to participate...".
- 3) Board member Argudin requested an Organizational Chart that shows the departments under ISD be emailed.

Miami-Dade County
SBE/Architectural & Engineering Program
 Applicable Contracts
(October 1, 2015 – June 30, 2016)

There were 20 projects approved for award during this period totaling \$116,904,882.

- Of the \$116 million, 18 projects have Small Business Enterprise measures totaling \$25,978,097 or 22.2%
 - \$2,596,487 (Set-asides)
 - \$23,381,610 as Subconsultants (Goals)
 - \$0 as Open market (Non-set-aside)

Contracted

	SBE-A&E/Black	SBE-A&E /Hispanic	SBE-A&E /Women	SBE-A&E /Other (Unidentified)	Total SBE-A&E
SET- ASIDE	\$0	\$1,168,049	\$1,428,438	\$0	\$2,596,487
GOALS	\$3,435,275	\$11,880,958	\$5,368,780	\$4,902,980	\$25,587,993
TOTAL MEASURES	\$3,435,275	\$13,049,007	\$6,797,218	\$4,902,980	\$28,184,480
OPEN MARKET	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,435,275	\$13,049,007	\$6,797,218	\$4,902,980	\$28,184,480

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and June 30, 2016

	<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
A&E							
AVIATION							
E14-MDAD-02 1	Inspection Services And Environmental Oversight		05/29/2015 04/05/2016	\$1,428,438		\$1,428,438	Nova Consulting, Inc. SBE/AE, SBE/GS HISPANIC - F
E14-MDAD-03 1	Fueling Systems Consulting Services At Mia And Gaa'S		06/01/2015 12/01/2015	\$2,305,500		\$576,375	Stantec Consulting Services, Inc.
E14-MDAD-03 2	Fueling Systems Consulting Services At Mia And Gaa'S		06/01/2015 12/01/2015	\$2,305,500		\$645,540	T.Y. Lin International
E15-MDAD-01 1	Photogrammetric Mapping And Light Detection And Ranging (Lidar) Services		07/17/2015 05/17/2016	\$7,057,600		\$0	Aerial Cartographics Of America, Inc.
E15-MDAD-02 1	Utilities Master Plan (Sanitary Sewer)		08/17/2015 03/08/2016	\$2,288,206		\$228,820.6	Hazen And Sawyer, P.C.
				<u>\$15,385,244</u>		<u>\$2,879,173.6</u>	
						18.71%	
CULTURAL AFFAIRS							
A13-CUA-01 1	Professional Services Agreement For A/E Services		02/25/2014 05/17/2016	\$880,000		\$246,400	Zyscovich Architects, Inc.
				<u>\$880,000</u>		<u>\$246,400</u>	
						28.00%	
PUBLIC HEALTH TRUST							
A15-JHS-01 (A) 1	A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction Administration Services For Various Jackson Health System Facilities (Jhs North Medical Center)		10/22/2015 04/15/2016	\$12,130,193		\$1,819,528.95	Gresham, Smith And Partners
A15-JHS-01 (B) 1	A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction		10/22/2015 04/15/2016	\$15,625,588		\$3,203,245.54	Perkins + Will Architects, Inc.

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and June 30, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
Administration Services For Various Jackson Health System Facilities (West Campus)						
A15-JHS-01 (C) 1 A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction Administration Services For Various Jackson Health System Facilities (Main Campus)		10/22/2015 04/15/2016	\$22,161,298		\$3,102,581.72	Hks, Inc. D/B/A Hks Architects, Inc
A15-JHS-01 (D) 1 A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction Administration Services For Various Jackson Health System Facilities (Main Campus Floor Modernizations)		10/22/2015 04/15/2016	\$14,109,972		\$3,245,293.56	Perkins + Will Architects, Inc.
A15-JHS-01 (E) 1 A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction Administration Services For Various Jackson Health System Facilities (Jhs South Community Hospital)		10/22/2015 04/15/2016	\$3,857,538		\$509,195.02	Bermello, Ajamil & Partners, Inc.
			\$67,884,589		\$11,879,844.79	
					17.50%	

PUBLIC WORKS AND WASTE MANAGEMENT

E11-PWWM-01 (EXTENSION) 1 Bond Engineering Services (Sic 871)		06/07/2016	\$2,184,000		\$0	Arcadis U.S., Inc.
E14-PW-02 1 Roadway Improvements To Nw 58 Street From Nw 97 Avenue To Sr-826	1ST TIER SETASIDE - CBE: 100%	11/19/2014 10/06/2015	\$620,302.21		\$620,302.21	Srs Engineering, Inc. SBE/AE, SBE/GS HISPANIC - M
E14-PWWM-05 1 Design Services For The Replacement Of The North Miami Avenue Bridge (No. 874035) North Of Nw 146 Street	SET ASIDE TIER 1: 100%	06/04/2014 02/02/2016	\$327,800.21		\$327,800.21	Robayna And Associates, Inc. DBE, SBE/AE, SBE/GS HISPANIC - M
E14-PWWM-06 1 Design Services For The Replacement Of The Nw 32 Avenue Bridge (No. 874032) North Of Nw 151 Street	SET ASIDE TIER 1: 100%	06/30/2014 02/02/2016	\$219,947		\$219,947	Robayna And Associates, Inc. DBE, SBE/AE, SBE/GS HISPANIC - M

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and June 30, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
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SEAPORT

E13-SEA-02 1
Non-Exclusive Professional Services Agreement For Civil Infrastructure Engineering Services (Sic 871)

GOAL: 18% 01/28/2015 12/15/2015 \$2,200,000 T.Y. Lin International

\$3,352,049.42 \$1,168,049.42 34.85%

\$2,200,000 \$396,000 \$396,000 18.00%

WATER AND SEWER

E15-WASD-10 1
Engineering Services For Proposed Upgrades To The Miami-Dade Central District Wastewater Treatment Plant And Its Appurtenant Facilities Including Pump Station 1 And 2

GOAL: 35% 08/07/2015 04/15/2016 \$8,800,000 Mwh Americas, Inc.

\$3,080,000

E15-WASD-11 1
Engineering Services For Proposed Upgrades To The Miami-Dade North District Wastewater Treatment Plant And Its Appurtenant Facilities

GOAL: 35% 08/07/2015 04/28/2016 \$8,800,000 Brown And Caldwell (Corporation)

\$3,080,000

E15-WASD-12 1
Engineering Services For Proposed Upgrades To The Miami-Dade South District Wastewater Treatment Plant And Its Appurtenant Facilities

GOAL: 35% 08/07/2015 05/09/2016 \$8,800,000 Ch2m Hill, Inc.

\$3,080,000

\$26,400,000 \$9,240,000 35.00%

DESIGN/BUILD

PUBLIC WORKS AND WASTE MANAGEMENT

DB15-PWWW-01 (DESIGN) 1
Roadway Improvements To Ne 2 Avenue From Ne 69 Street To Ne 84 Street

GOAL: 21% 02/11/2016 06/21/2016 \$803,000 Jva Engineering Contractor, Inc. DBE, SBE/CONS HISPANIC - M

\$168,630

\$803,000 \$168,630 21.00%

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and June 30, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
Grand Totals: \$116,904,882.42 \$25,978,097.81 22.22 %						

There were 20 projects approved for award totaling \$116,904,882.42

Of the Award Amounts, 18 projects have Small Business Enterprise measures totaling \$25,978,097.81

HISPANIC	F	\$1,428,438
HISPANIC	M	\$1,971,049.42
PRIME NO ETHNICITY NO GENDER		\$113,505,395

(Multiple Firm's Award Amount are not include on the breakdown)

Report Criteria: Award Date Between October 1, 2015 and June 30, 2016
 Project Type: DESIGN/BUILD, A&E
 Project Exclude the following Measure Business Enterprise Certification Category: DBE
 Summary Breakdown by Prime-Ethnicity

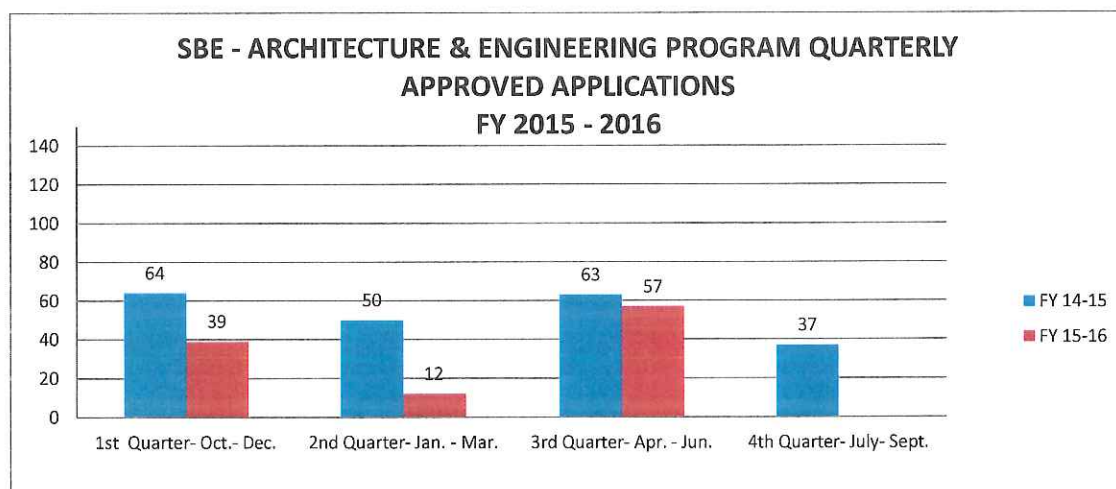
INTERNAL SERVICES DEPARTMENT
 SMALL BUSINESS DEVELOPMENT (SDB) DIVISION
 SMALL BUSINESS ENTERPRISE - ARCHITECTURE & ENGINEERING PROGRAM QUARTERLY REPORT
 FY 2015-2016

*PERIOD: April 1, 2016- June 30, 2016

		3rd Quarter	YTD Amount Total All Tiers	YTD Tier 1	YTD Tier 2	YTD Tier 3
Total Certified SBE A&E Firms as of June 30, 2016			237	108	86	43
1 New Applications Received:	3					
2 New Applications Under Review and Pending Review:	2					
3 Approved New, Annual and Recertification Applications :	57					
4 Recertification and Annual Applications Received:	56					
5 Recertification and Annual Applications Under Review:	34					
6 Denied	0					
7 Graduated	0					

*This report was printed on July 20, 2016

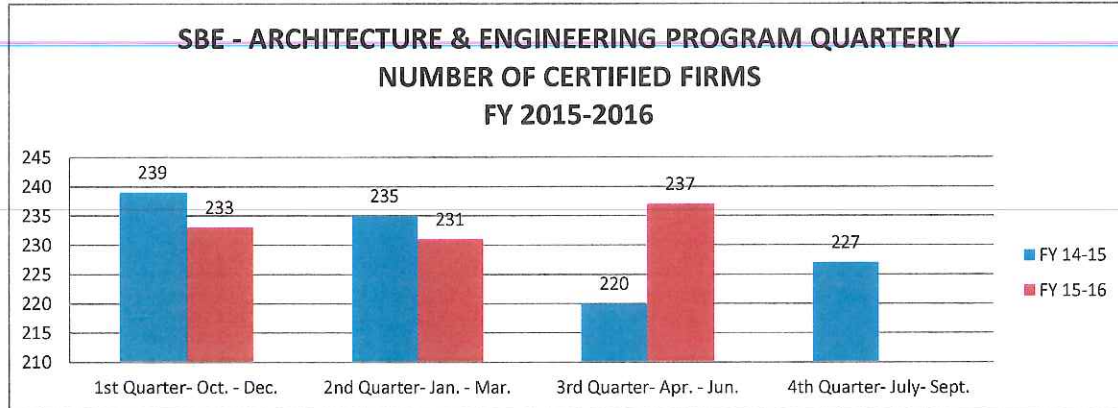
Chart#1



INTERNAL SERVICES DEPARTMENT
SMALL BUSINESS DEVELOPMENT (SDB) DIVISION
SMALL BUSINESS ENTERPRISE - ARCHITECTURE & ENGINEERING PROGRAM QUARTERLY REPORT
FY 2015-2016

PERIOD: April 1, 2016- June 30, 2016

Chart #2



**Internal Services Department
Small Business Development
Business Outreach and Education
May 19, 2016 - July 8, 2016**

		Total for Period
Activity #	Assistance Provided to Small Business Enterprise-Construction Program	
1	Certification Applications Reviewed	6
2	Prompt Payment Issues (Received and Resolved)	0
3	Contract Issues (Received and Resolved)	0
4	Needs Assessment Meetings (NAMS)	5
5	Contact with SBEs (Weekly Calls / Phone Blitz)	312
6	Technical Assistance	3
7	Contact with SBE-A&E firms (emailing and highlighting contract opportunities)	760

		Total for Period
Activity #	Training, Education and Outreach Activities	
1	Small Business Development (sponsored) Workshops and Forums	5
2	Number of Attendants	117
3	Partnership Workshops & Forums	14
4	Number of Firms (with whom contact was made)	119