

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

**September 28, 2016**

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### **AGENDA**

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

Wednesday, September 28, 2016

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

**AGENDA**

- I. Welcome/Introductions**
- II. SBD Reports** *(Provided on SBD Website)*  
*Section Chiefs will not recite reports, but are available to answer questions.*
  - a. SBE – A&E Certification Update Report
  - b. SBE – A&E Utilization Report
  - c. SBE – A&E Bonding & Financial Assistance and Outreach
- III. New Business**
  - a. 2016 – 2017 Meeting Schedule
  - b. Recap on the Professional Services Task Force Meeting
  - c. New Legislation..... *SBD Staff*
    - 1) Mentor-Protégé
    - 2) Joint Venture
- IV. Old Business**
  - a. EDP Discussion Continuation
  - b. Approval of July 27, 2016 Meeting Minutes
- V. Adjournment**

**NEXT BOARD MEETING: Wednesday, November 30, 2016 at 10:30 a.m.**

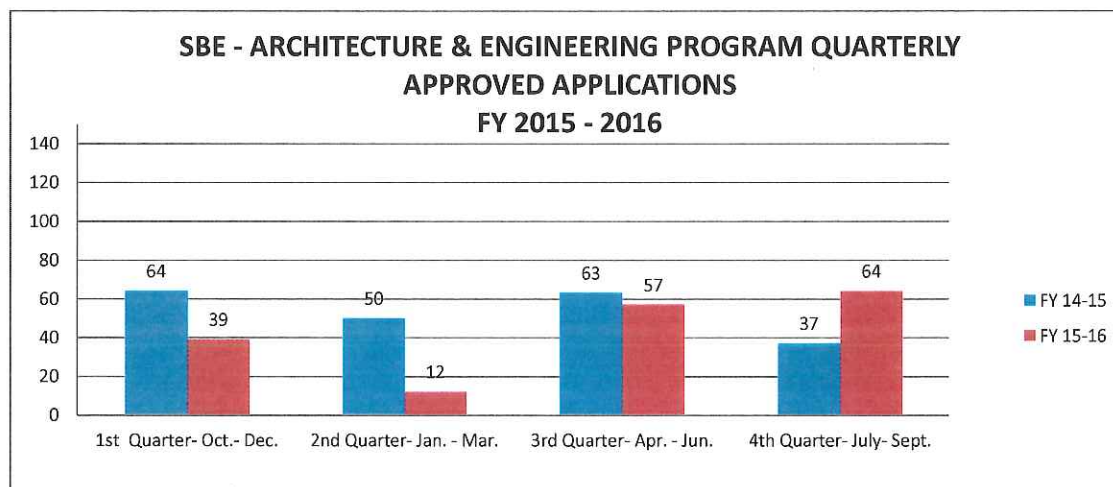
**INTERNAL SERVICES DEPARTMENT**  
**SMALL BUSINESS DEVELOPMENT (SDB) DIVISION**  
**SMALL BUSINESS ENTERPRISE - ARCHITECTURE & ENGINEERING PROGRAM QUARTERLY REPORT**  
**FY 2015-2016**

\*PERIOD: July 1, 2016- September 30, 2016

	3rd Quarter	YTD Amount Total All Tiers	YTD Tier 1	YTD Tier 2	YTD Tier 3
<b>Total Certified SBE A&amp;E Firms as of June 30, 2016</b>		<b>244</b>	<b>116</b>	<b>84</b>	<b>44</b>
<b>1 New Applications Received:</b>	6	<b>16</b>			
<b>2 New Applications Under Review and Pending Review:</b>	4	<b>4</b>			
<b>3 Approved New, Annual and Recertification Applications :</b>	64	<b>186</b>			
<b>4 Recertification and Annual Applications Received:</b>	27	<b>186</b>			
<b>5 Recertification and Annual Applications Under Review:</b>	12	<b>27</b>			
<b>6 Denied</b>	0	<b>0</b>			
<b>7 Graduated</b>	0	<b>0</b>			

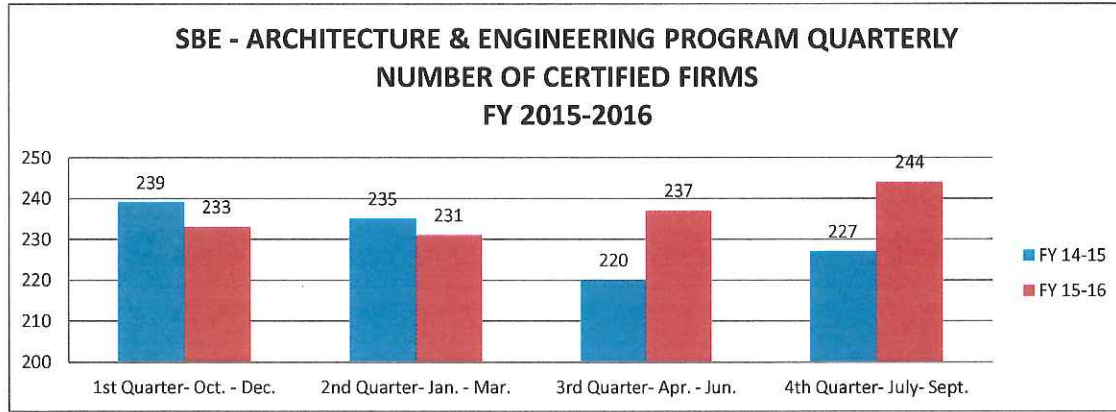
\*This report was printed on September 19, 2016

Chart#1



**INTERNAL SERVICES DEPARTMENT**  
**SMALL BUSINESS DEVELOPMENT (SDB) DIVISION**  
**SMALL BUSINESS ENTERPRISE - ARCHITECTURE & ENGINEERING PROGRAM QUARTERLY REPORT**  
**FY 2015-2016**  
PERIOD: July 1, 2016- September 30, 2016

Chart #2



**Miami-Dade County**  
**SBE/Architectural & Engineering Program**  
 Applicable Contracts  
*(October 1, 2015 – August 31, 2016)*

There were 21 projects approved for award during this period totaling \$120,204,882.

- Of the \$120 million, 19 projects have Small Business Enterprise measures totaling \$29,278,097 or 24.36%
  - \$5,665,487 (Set-asides)
  - \$23,402,610 as Subconsultants (Goal/A&E)
  - \$210,000 as Subcontractors (Goal/G&S)
  - \$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
<b>SET- ASIDE</b>	\$0	\$1,168,049	\$4,497,438	\$0	\$5,665,487
<b>GOALS/ A&amp;E</b>	\$3,435,275	\$11,880,958	\$5,368,780	\$4,902,980	\$25,587,993
<b>GOALS/ G&amp;S</b>	\$0	\$0	\$210,000	\$0	\$210,000
<b>TOTAL MEASURES</b>	\$3,435,275	\$13,049,007	\$10,076,218	\$4,902,980	\$31,463,480
<b>OPEN MARKET</b>	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	\$3,435,275	\$13,049,007	\$10,076,218	\$4,902,980	\$31,463,480

**Miami Dade County**  
**Small-Business Development**  
**Projects Awarded**  
**Award Date Between October 1, 2015 and August 31, 2016**

	Contract Measure	RC Date	Adv. Date	Award Amount	Paid	Measure Amount	Firm Name
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**A&E**

**AVIATION**

<b>E14-MDAD-02 1</b> Inspection Services And Environmental Oversight	SET ASIDE TIER 2 (W/EXEMPT)-SBE/AE: 100%		05/29/2015 04/05/2016	\$1,428,438		\$1,428,438	Nova Consulting, Inc. SBE/AE, SBE/GS HISPANIC - F
<b>E14-MDAD-03 1</b> Fueling Systems Consulting Services At Mia And Gaa'S	GOAL-SBE/AE: 25%		06/01/2015 12/01/2015	\$2,305,500		\$576,375	Stantec Consulting Services, Inc.
<b>E14-MDAD-03 2</b> Fueling Systems Consulting Services At Mia And Gaa'S	GOAL-SBE/AE: 28%		06/01/2015 12/01/2015	\$2,305,500		\$645,540	T.Y. Lin International
<b>E15-MDAD-01 1</b> Photogrammetric Mapping And Light Detection And Ranging (Lidar) Services	NO MEASURE INSUFFICIENT AVAILABILITY		07/17/2015 05/17/2016	\$7,057,600		\$0	Aerial Cartographics Of America, Inc.
<b>E15-MDAD-02 1</b> Utilities Master Plan (Sanitary Sewer)	GOAL-SBE/AE: 10%		08/17/2015 03/08/2016	\$2,288,206		\$228,820.6	Hazen And Sawyer, P.C.
				<b>\$15,385,244</b>		<b>\$2,879,173.6</b>	
						<b>18.71%</b>	

**CULTURAL AFFAIRS**

<b>A13-CUA-01 1</b> Professional Services Agreement For A/E Services	GOAL - CBE-SBE/AE: 28%		02/25/2014 05/17/2016	\$880,000		\$246,400	Zyscovich Architects, Inc.
				<b>\$880,000</b>		<b>\$246,400</b>	
						<b>28.00%</b>	

**PUBLIC HEALTH TRUST**

<b>A15-JHS-01 (A) 1</b> A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction Administration Services For Various Jackson Health System Facilities (Jhs North Medical Center)	GOAL-SBE/AE: 15%		10/22/2015 04/15/2016	\$12,130,193		\$1,819,528.95	Gresham, Smith And Partners
<b>A15-JHS-01 (B) 1</b> A/E Consultant Services For Schematic And Comprehensive Design, Procurement And Construction	GOAL - CBE-SBE/AE: 20.5%		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 August 31, 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)						
<b>A15-JHS-01 (C) 1</b> 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
<b>A15-JHS-01 (D) 1</b> 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	\$14,109,972		\$3,245,293.56	Perkins + Will Architects, Inc.
<b>A15-JHS-01 (E) 1</b> 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.
			<b>\$67,884,589</b>		<b>\$11,879,844.79</b>	
					<b>17.50%</b>	

**PUBLIC WORKS AND WASTE MANAGEMENT**

<b>E11-PWWW-01 (EXTENSION) 1</b> Bond Engineering Services (Sic 871)		06/07/2016	\$2,184,000		\$0	Arcadis U.S., Inc.
<b>E14-PW-02 1</b> Roadway Improvements To Nw 58 Street From Nw 97 Avenue To Sr-826	NO MEASURE INSUFFICIENT AVAILABILITY	11/19/2014 10/06/2015	\$620,302.21	\$124,450.41	\$620,302.21	Srs Engineering, Inc. SBE/AE, SBE/GS HISPANIC - M
<b>E14-PWWW-05 1</b> Design Services For The Replacement Of The North Miami Avenue Bridge (No. 874035) North Of Nw 146 Street	1ST TIER SETASIDE - CBE-SBE/AE: 100%	06/04/2014 02/02/2016	\$327,800.21		\$327,800.21	Robayna And Associates, Inc. DBE, SBE/AE, SBE/GS HISPANIC - M
<b>E14-PWWW-06 1</b> Design Services For The Replacement Of The Nw 32 Avenue Bridge (No. 874032) North Of Nw 151 Street	SET ASIDE TIER 1- SBE/AE: 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 August 31, 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>
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**REGULATORY AND ECONOMIC RESOURCES**

<b>E14-RER-01 1</b>	Environmental Cleanup, Compliance And Related Services For Miami-Dade County Facilities	SET ASIDE TIER 2- SBE/AE: 93% GOAL-SBE/GS: 7%	06/05/2015 07/06/2016	\$3,300,000		\$3,300,000	Nova Consulting, Inc. SBE/AE, SBE/GS HISPANIC - F
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<u>\$3,352,049.42</u>	<u>\$124,450.41</u>	<u>\$1,168,049.42</u>	<u>34.85%</u>
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**SEAPORT**

<b>E13-SEA-02 1</b>	Non-Exclusive Professional Services Agreement For Civil Infrastructure Engineering Services (Sic 871)	GOAL-SBE/AE: 18%	01/28/2015 12/15/2015	\$2,200,000		\$396,000	T.Y. Lin International
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<u>\$2,200,000</u>		<u>\$396,000</u>	<u>18.00%</u>
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**WATER AND SEWER**

<b>E15-WASD-10 1</b>	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-SBE/AE: 35%	08/07/2015 04/15/2016	\$8,800,000		\$3,080,000	Mwh Americas, Inc.
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<b>E15-WASD-11 1</b>	Engineering Services For Proposed Upgrades To The Miami-Dade North District Wastewater Treatment Plant And Its Appurtenant Facilities	GOAL-SBE/AE: 35%	08/07/2015 04/28/2016	\$8,800,000		\$3,080,000	Brown And Caldwell (Corporation)
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<b>E15-WASD-12 1</b>	Engineering Services For Proposed Upgrades To The Miami-Dade South District Wastewater Treatment Plant And Its Appurtenant Facilities	GOAL-SBE/AE: 35%	08/07/2015 05/09/2016	\$8,800,000		\$3,080,000	Ch2m Hill, Inc.
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<u>\$26,400,000</u>		<u>\$9,240,000</u>	<u>35.00%</u>
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**DESIGN/BUILD**

**Miami Dade County**  
**Small Business Development**  
**Projects Awarded**  
**Award Date Between October 1, 2015 and August 31, 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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**PUBLIC WORKS AND WASTE MANAGEMENT**

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

GOAL-SBE/AE: 21%  
 02/11/2016  
 06/21/2016

\$803,000  
 \$168,630  
 SBE/CONS  
 HISPANIC - M

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

**Grand Totals:** \$120,204,882.42 \$124,450.41 \$29,278,097.81 24.36%

There were 21 projects approved for award totaling \$120,204,882.42  
 Of the Award Amounts, 19 projects have Small Business Enterprise measures totaling \$29,278,097.81

HISPANIC F \$4,728,438  
 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 August 31, 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  
Business Outreach and Education  
July 15, 2016 – September 2, 2016**

		Total for Period
Activity #	Assistance Provided to Small Business Enterprise-Architecture & Engineering (SBE-A&E) Program	
1	Certification Applications Reviewed	8
2	Prompt Payment Issues (Received and Resolved)	1
3	Contract Issues (Received and Resolved)	0
4	Needs Assessment Meetings (NAMS)	5
5	Contact with SBEs (Weekly Calls / Phone Blitz)	37
6	Technical Assistance	15
7	Contact with SBE-Goods & Services firms (emailing and highlighting contract opportunities)	829

		Total for Period
Activity #	Training, Education and Outreach Activities	
1	Small Business Development (sponsored) Workshops and Forums	4
2	Number of Attendants	89
3	Partnership Workshops & Forums	4
4	Number of Firms (with whom contact was made)	78

**Small Business Programs**  
**Proposal for Joint Venture Legislation**

1. A joint venture is an association of two or more firms, where one firm is a SBE, established to carry on a single business activity that is limited in scope and duration.
2. Joint ventures must submit agreements for pre-approval no later than 30 calendar days prior to the date set for receipt of bids on an eligible project. SBD shall review for approval the joint venture agreements by considering the following factors:
  - a. Allocation of profits and losses to each venture partner
  - b. The allocation of the management and control
  - c. Capital investment from each venture partner
3. As a joint venture under the SBE Programs, a written joint venture agreement must be completed by all parties, submitted to the State, and executed before a notary public, which clearly delineates the rights and responsibilities of each member or partner. The agreement must state that the joint venture will continue for, at minimum, the duration of the project.
4. SBD may qualify a joint venture for a period of two years
  - a. Joint Venture will remain qualified throughout life of contract
5. A qualified Joint Venture may bid on all County projects. All projects valued over \$5,000,000 shall require the bidder to be a joint venture (with the approval by department and SBD).
6. Joint ventures will receive a Bid Preference or Selection Factor based on the percentage ownership of the SBE, as follows:
  - a. Less than 10% SBE ownership will result in 0% bid preference or selection factor
  - b. Between 10% to 20% SBE ownership will result in 3% bid preference or 3 points selection factor
  - c. Between 21% to 50% SBE ownership will result in a 5% bid preference or 5 points selection factor
  - d. Fifty one (51%) and above SBE ownership will result in a 10% bid preference or 10 points selection factor
7. A proposal/bid submitted by a Joint Venture that does not include written joint venture agreement approved by SBD in accordance with the requirements of this IO, shall not be deemed a qualified Joint Venture.
8. The Joint Venture will receive credit towards the goal based on the percentage ownership of the SBE that is part of the joint venture.

**Small Business Enterprise Architecture and Engineering**  
**July 27, 2016**  
**Meeting Summary**

**Start Time: 10:32am**  
**Stop Time: 11:43am**

**Appointed: 7**  
**Quorum: 5**

<b>Present</b>	<b>Absent</b>
Juan Crespi (Chairperson)	James Englehardt
Michael Joseph	Barton Fye
Deborah Swain	
Ivette Argudin (Vice Chairperson)	
Berrin Tansel	

Others Present: Laurie Johnson (SBD), Vivian Walters (SBD), Claudious Thompson (SBD), Cynthia France (SBD), Shawn Gannon (SBD), Elizabeth Zabowski (SBD), Teodoro Carrasco (JMH), Lawanda Wright-Robinson (SBD), Alecia Anderson (SBD), Crystal Williams (SBD), Roberto Tirado (SBD), LaQuita Oliver (SBD), Scarlet Rico (Architects International Inc.), Nati Soto, Maria Molina, Jason Hogopeini

**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.

**ii. New Business- Small Business Development Week Firm Recognition**

**Maria Molina, President of Nova Consulting-** Small Business Development (SBD) recently celebrated their first Small Business Week, during which, a certified firm from each program was recognized and presented a plaque for their good work. Maria Molina, President of Nova Consulting was selected from the A&E program. Mrs. Clark present the firm with the award and plague. Ms. Molina gave a brief history of her firm, and thanked SBD for the recognition.

**iii. Old Business**

**a. EDP Discussions –** Board member Swain gave a detailed summary of the March and May Advisory meetings. Board member Swain would like to present revised recommendations once approved by the full committee of the Miami Dade A&E Society. Nati Soto shared complaints she has heard from firms regarding the EDP and Miscellaneous Contract program and why they are hesitant to utilize the program, such as no element of mentorship or guidance available, and that the same firms continuously being awarded contracts without a true rotation. Chairperson Crespi asked

for the next steps to get the EDP program modified. Mrs. Clark advised there is some recommendations being made, but SBD will need the final recommendations from the A&E Society. Once the final recommendations are presented and approved by the Board, those recommendations will be considered as well.

Chairperson Crespi expressed his concerns with local preference and shared the challenges with the current rotation, such as larger firms creating local versions of themselves and being awarded a contract and/or small firms lacking the experience necessary to be awarded certain projects. Mrs. Clark advised that SBD reviews all contracts to remove artificial barriers, and SBD is currently working on a mentor program that will offer the opportunity for small firms to gain experience by joining a larger firm. Mrs. Clark suggested one meeting focus on the mentor-protégé program to discuss A&E specific needs for mentorship.

Board member Swain advised that larger firms need to have some resources available to implement participation goals properly on large contracts. For example, large firms perform basic tasks early on in the project and scurry at the end to meet goals and expect the small businesses to fulfill tasks that may be too much for a small firm to take on, such as sewer lines. Board member Swain suggested that large firms be educated to allow the small businesses to be involved at onset of the project to map how the large firm will meet the goal.

Board member Argudin stated that contracts are being reviewed at fifty percent and advised that the contract be reviewed prior to fifty percent. Chairperson Crespi advised the utilization report is perfect to assess this matter. Staff should review it and notify firms that they are not meeting their goals. Board member Argudin suggested that high dollar contracts be reviewed at 25% of contract completion and random checks throughout the process. Board member Swain advised that every time a MUR is submitted and the goal isn't met, the firm should be required to explain when they plan to meet their participation goal. Nati Soto suggested that the contract should be reviewed based on the term. Mrs. Clark advised that at pre-work/pre-proposal meetings staff goes over participation goals, SBD has recently reinstituted congratulatory letters which provides a snapshot of the entire contract to all involved parties listed on the SOI/LOA, and the new software will ease tracking of contracts at various stages. There is new legislation there must be at least 85% utilization before any changes or amendments, departments are eager to get this information because the BCC will call the department to the floor and have them explain why goals are not being met. This new legislation will help to force firms to use their small businesses as required.

Chairperson Crespi advised that he would like the next meetings to be focused on contracts, specifically one sided contracts, and compensation, specifically the multiplier the County chooses and its negative effect on small businesses. Board member Swain

explained billing rates/multipliers and the costs associated with A&E firms. Board member Swain suggested that the County negotiates a floor with the industry of what the multiplier should be and give the firm the opportunity through an audit to demonstrate that it should be a higher number. Nati Soto gave insight on the true costs of doing business as a small business in Miami-Dade, such as and providing insurance (auto, professional, and medical) and the higher cost of living in comparison to large firms and firms that are headquartered elsewhere.

Chairperson Crespi asked the process of informing firms of the meetings. Mr. Walters advised the firms are sent an email notification 30 days before the meeting and again closer to the date and the meetings are posted on the County website.

- b. Approval of May 25<sup>th</sup>, 2016 Minutes-** Board members reviewed the minutes from the March 23<sup>rd</sup> 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.



## MEMORANDUM

Agenda Item 14(B)1

TO: Honorable Chairman Jean Monestime and  
Members, Board of County Commissioners

DATE: July 6, 2016

FROM: Honorable Harvey Ruvin, Clerk  
Circuit and County Court

SUBJECT: Nominations for Appointment to the  
Professional Services Task Force

Christopher Agrippa, Director  
Clerk of the Board Division

The Miami-Dade County Board of County Commissioners' adoption of Resolution R-414-16 provides for the creation a Professional Services Task Force, comprised of no less than thirteen (13) and no more than twenty-six (26) members, to make recommendations for improvements to the County's applicable legislation and administrative processes, procedures and competitive selection documents related to the purchase of professional services covered under the intent and requirements of the Consultants Competitive Negotiation Act (CCNA).

The Task Force shall contain professional representatives of firms delivering services under the CCNA, including firms with offices in the County which are not locally headquartered and locally headquartered firms. Additionally, the Task Force shall contain a balance of the professions regulated by the CCNA and be representative of the community to reflect the gender, racial, ethnic and cultural makeup of the community.

The Clerk of the Board received the names and resumes of the following nominees:

- Alberto D. Argudin, PE, CGC, LEED AP / A.D.A. Engineering / Principal
- Rosa Bazo / Merritt Engineering Consultants, P.C. / Senior Project Manager
- Barron Channer / Bach Real Estate / Chief Executive Officer
- Adebayo Coker, P.E. / HBC Engineering Company / President
- Carlos M. Gil-Mera, P.E., C.G.C. / A&P Consulting Transportation Engineers Corp. / Vice-President
- Darryl Holsendolph / Holsen Inc. / President/CEO
- Gordon "Eric" Knowles / Miami-Dade Chamber of Commerce / President/CEO
- Godfrey A. O. Lamptey, P.E., PTOE / GOAL Associates, Inc. / Vice-President
- Robert Linares, PE / Metric Engineering / Principal/Sr. Vice-President
- Jeff Lozama / CMS International Group, Corp / President/CEO
- Jose A. Munoz, PE / BCC Engineering, Inc. / President
- Victor J. Pujals, PE, BCEE / CDM Smith / Senior Vice-President
- Scarlett Rico / Architects International / Business Operations Manager
- Eduardo M. Suarez, P.S.M. / Longitude Surveyors, LLC / President
- Deborah D. Swain / MSA Milian Swain & Associates, Inc. / Vice-President
- Manuel G. Vera, Jr., PSM / M.G. Vera & Associates, Inc. / Principal/Senior Surveyor
- Cliff Walters / Cliff Walters Consulting, L.L.C. / Principal

NEW — BRENDA — in person  
Westhamp  
Kirk Crooks EAC



Honorable Chairman Jean Monestime and  
Members, Board of County Commissioners  
July 6, 2016  
Page 2

Resolution R-414-16 also provides that individuals wishing to serve on the Professional Services Task Force may submit their qualifications to the Clerk of the Board. The following individual expressed an interest to serve on the Task Force:

- Enrique "Rick" Crooks, P.E. / EAC Consulting, Inc. / President

The resume of each nominee has been attached for the Board's review and consideration in selecting the members of the Task Force.

CA/lc

Attachments

## MEMORANDUM

Agenda Item No. 11(A)(5)

**TO:** Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

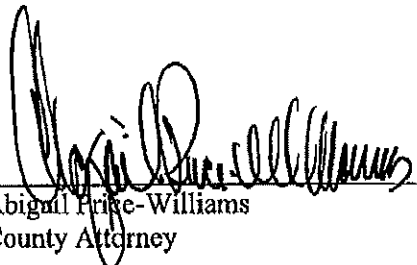
**DATE:** May 17, 2016

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Resolution creating the  
Professional Services  
Task Force; providing for  
membership, organization  
and procedures and setting  
forth purpose, function,  
responsibility and sunset  
provision

Resolution No. R-414-16

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Vice Chairman Esteban L. Bovo, Jr.



Abigail Price-Williams  
County Attorney

APW/smm



# MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners

DATE: May 17, 2016

FROM: Abigail Price-Williams  
County Attorney

SUBJECT: Agenda Item No. 11(A)(5)

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 \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) 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. 11(A)(5)  
5-17-16

RESOLUTION NO. R-414-16

RESOLUTION CREATING THE PROFESSIONAL SERVICES  
TASK FORCE; PROVIDING FOR MEMBERSHIP,  
ORGANIZATION AND PROCEDURES AND SETTING  
FORTH PURPOSE, FUNCTION, RESPONSIBILITY AND  
SUNSET PROVISION

WHEREAS, Miami-Dade County is a large purchaser of architectural, engineering and other professional services covered under Section 287.055 of the Florida Statutes, the Consultants Competitive Negotiation Act ("CCNA"); and

WHEREAS, the CCNA provides criteria for selection of firms to deliver professional services including ability of professional personnel, past performance, location, workload and work previously awarded to a firm, with a view to effect an "equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms"; and

WHEREAS, to give effect to the purpose and requirements of the CCNA in the County, the County has enacted implementing legislation including Section 2-10.4 and Administrative Order 3-32, and has adopted processes, procedures and competitive solicitation documents; and

WHEREAS, the County wishes to improve the equitable distribution of its contracts to provide for the well-being of this community, and to enhance the economic opportunities of its businesses and residents, all consistent with the requirements and objectives of the CCNA; and

WHEREAS, to accomplish those purposes, this Board wishes to empanel a task force of industry professionals and affected individuals to make recommendations for improvements to applicable legislation and administrative processes, procedures and competitive solicitation documents, all in the manner more specifically set forth below,

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

**Section 1.**     *Creation.* The Professional Services Task Force (the "Task Force") is hereby created.

**Section 2.**     *Purpose.* The purpose of the Task Force is to review the County's existing legislation, administrative practices and procedures, and competitive solicitation documents for the purchase of professional services covered under the CCNA, including without limitation, Section 2-10.4 of the Code of Miami-Dade County and Administrative Order 3-32, and to offer recommendations for their improvement to achieve a more equitable distribution of County contracts, all consistent with the intent and the requirements of the CCNA. In particular, and without limitation to the generality of the foregoing, the Task Force shall evaluate the existing local preference and the possibility of creating a locally headquartered preference for professional firms, defining the thresholds and other parameters of such proposed enactments. Additionally, the Task Force shall evaluate the efficacy of the County's local preference program. To that end, the Task Force shall consider whether the local business tax receipt continues to be the most effective method of identifying local businesses eligible for preferential treatment in the procurement process. If not, the Task Force shall make recommendations concerning alternative methods of identifying local businesses. The Task Force shall also consider and evaluate comparable models for the procurement and contracting of professional services.

**Section 3.**     *Membership.* The Task Force shall be composed of not fewer than 13 or more than 26 members. The Task Force shall contain professional representatives of firms delivering services under the CCNA, including firms with offices in the County which are not locally headquartered and locally headquartered firms. The composition of the Task Force shall

contain a balance of the professions regulated by the CCNA. The Task Force shall be representative of the community at large and should reflect the gender, racial, ethnic and cultural makeup of the community. The members shall be appointed in the following manner:

- (a) Within 20 days of the effective date of this resolution each member of the Board may nominate persons to be considered for service on the Task Force. Nominations shall be submitted to the Clerk of the Board.
- (b) Within 20 days of the effective date of this resolution interested persons may submit their qualifications to the Clerk of the Board to be considered for service on the Task Force.
- (c) In the event that within 30 days following the effective date of this resolution the Clerk of the Board has not received sufficient number of nominations to constitute the Board, the Clerk shall immediately provide the Board with written notice and the deadline for nominations and submissions shall be extended for an additional 15 days following such notice or notices.
- (d) Upon receipt of sufficient nominations the Clerk of the Board shall place an item on the agenda of the Board's next regularly scheduled meeting for the Board's selection of the members of the Task Force.
- (e) In making the selection of who shall serve on the Task Force the Board shall consider, among other factors, the member making the nomination, the availability of nominees, and other criteria set forth in this resolution.
- (f) Any member vacancies shall be filled in the manner provided for in the initial appointment.

**Section 4.** *Conduct of Meetings.* The Task Force shall select one member to serve as chairperson and one member to serve as the vice-chairperson, who shall discharge the office of chair in the chair's absence. In order to transact any business or to exercise any power vested in

the Task Force, a quorum consisting of a majority of those persons duly appointed shall be present. The Task Force shall adopt any rules which it deems necessary for the conduct of its meetings. The members of the Task Force shall serve without compensation.

All proceedings of the Task Force shall be conducted in accordance with the Government in the Sunshine Law (Section 286.011 Fla. Stats.) and the Citizens Bill of Rights of the Miami-Dade County Home Rule Charter. The Task force shall be deemed an "agency" for all purposes under the Public Records Law. The Task Force shall be governed by all applicable State and County conflict of interest laws, including the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, Section 2-11.1 of the Code of Miami-Dade County.

The Task Force shall meet within 15 days of the appointment of its members, and shall meet not less than every 30 days from the date of the initial meeting. Additional meetings may be held at the discretion of the Task Force.

Section 5. *Reports.* The Task Force shall provide its final report to the Board, containing the Task Force's findings and recommendations consistent with this resolution, within 180 days following its initial meeting. The report shall be placed on an agenda of the Board pursuant to Ordinance No. 14-65 for consideration by the Board. The Board may then request such further work of the Task Force as may be in the public interest.

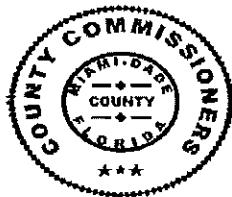
Section 6. *Staff.* The Task Force shall be provided adequate staff and support services by the County Mayor or County Mayor's designee. The staff shall maintain records of the Task Force, in coordination with the chairperson, prepare agendas and minutes of Task Force meetings and perform such other duties as may be reasonably required to conduct the affairs of the Task Force subject to budgetary limitations. The County Attorney's Office shall provide legal counsel, as needed, to the Task Force.

**Section 7.** *Sunset.* The Task Force shall sunset and stand dismissed 300 days following the effective date of this resolution unless the Board extends the term of service by majority vote.

The Prime Sponsor of the foregoing resolution is Vice Chairman Esteban L. Bovo, Jr. It was offered by Commissioner **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **José "Pepe" Diaz** and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	aye		
Esteban L. Bovo, Jr., Vice Chairman	aye		
Bruno A. Barreiro	aye	Daniella Levine Cava	aye
Jose "Pepe" Diaz	aye	Audrey M. Edmonson	aye
Sally A. Heyman	absent	Barbara J. Jordan	aye
Dennis C. Moss	absent	Rebeca Sosa	aye
Sen. Javier D. Souto	aye	Xavier L. Suarez	aye
Juan C. Zapata	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 17<sup>th</sup> day of May, 2016. 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

HARVEY RUVIN, CLERK

By: **Christopher Agrippa**  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

Hugo Benitez



**Jackson Health Systems**  
**Miracle Building Bond A/E Awarded Projects (May 2015 - June 2016)**

**Miami-Dade County EDP Projects**

**"Signature Six" Projects**

Firm	SBE	Total Project	SBE Prime	SBE %	Project	SBE	Total Project	SBE Prime	SBE %
CMF International	\$ 79,959.00	\$ 79,959.00	Y	100.00%	Jackson North Renovations	\$ 2,467,281.26	\$ 12,130,193.00	Gresham Smith	20.34%
Naya Architects	\$ 157,120.00	\$ 157,120.00	Y	100.00%	Jackson West Campus	\$ 3,620,448.74	\$ 15,625,588.00	Perkins + Will	23.17%
Gresham Smith	\$ 13,485.09	\$ 18,680.00		72.19%	Jackson Memorial Renovations	\$ 6,484,395.79	\$ 22,161,298.00	HKS Architects	29.26%
Axioma3	\$ 169,486.28	\$ 189,476.00	Y	89.45%	Jackson Main Floor Modernizations	\$ 3,272,102.51	\$ 14,109,972.00	Perkins + Will	23.19%
Red Design Group	\$ 83,268.00	\$ 83,268.00	Y	100.00%	Jackson South Renovations	\$ 509,195.02	\$ 3,857,538.00	Bermello Ajamil	13.20%
Gresham Smith	\$ 9,364.61	\$ 14,780.00		63.36%	Rehabilitation Facility	\$ 1,448,043.66	\$ 8,044,687.00	HDR Architecture	0.18%
MGE Architects	\$ 27,207.60	\$ 59,250.00		45.92%					
Carty Architecture	\$ 69,914.39	\$ 126,040.00	Y	55.47%	<b>Signature Six Total</b>	<b>\$ 17,801,466.98</b>	<b>\$ 75,929,276.00</b>		
MGE Architects	\$ 23,962.40	\$ 56,000.00		42.79%	<b>Overall SBE %</b>	<b>23.44%</b>			
MGE Architects	\$ 2,632.50	\$ 58,500.00		4.50%					
Carty Architecture	\$ 7,266.35	\$ 14,766.00	Y	49.21%	<b>EDP + Signature Six Total</b>	<b>\$ 18,600,404.72</b>	<b>\$ 77,222,643.00</b>		
Gresham Smith	\$ 29,683.11	\$ 43,333.00		68.50%	<b>Overall SBE %</b>	<b>24.09%</b>			
Gresham Smith	\$ 36,368.58	\$ 68,362.00		53.20%					
Gresham Smith	\$ 22,469.66	\$ 55,208.00		40.70%					
Axioma3	\$ 44,212.80	\$ 48,000.00	Y	92.10%					
Gresham Smith	\$ 7,624.39	\$ 192,535.00		3.96%					
Gresham Smith	\$ 14,912.98	\$ 28,090.00		53.09%					
<b>EDP Total</b>	<b>\$ 798,937.74</b>	<b>\$ 1,293,367.00</b>							
<b>Overall SBE %</b>	<b>61.77%</b>								

Handout #2  
Jackson A&E  
Projects