

**SMALL BUSINESS ENTERPRISE
ARCHITECTURE AND ENGINEERING
ADVISORY BOARD MEETING**

July 28, 2021

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

Wednesday, July 28, 2021

10:30 a.m. to 12:00 p.m.

Virtual Meeting -Zoom

URL: <https://miamidade.live/SBE-AEAdvisoryBoard>

Webinar ID: 958 1106 2618

AGENDA

- I. Welcome/Introductions (10 min)**
- II. SBD Section Reports (20 min)**
 - a. SBE-A&E Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)
 - b. SBE-A&E Utilization Report– Rossi Siewnarine (SBD Section Chief)
 - c. SBE-A&E Business Outreach and Education Report – Lawanda Wright-Robinson (SBD Section Chief)
- III. Old Business (10 min)**
 - a. Approval of May 26, 2021 Meeting Minutes
 - b. Update on MDC Professional Services Task Force recommendations – Rick Crooks
- IV. New Business (30 min)**
 - a. Discussion
 - Discuss a plan to improve the volume of work that small businesses receive to allow them to grow and graduate.
 - Develop a method to separate Architecture and Engineering small business’s participation and to separate civil engineering from the remaining engineering.
 - Begin developing a plan to work on limiting the Architecture and Engineering Design Process to local small businesses.
- V. Future agenda Items (10 min)**
- VI. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (5 min)**
- VII. Adjournment (5 min)**

NEXT BOARD MEETING: **September 29, 2021**

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SBE A&E Certification Report

Certification Type: SBE-A&E															
PERIOD: May 1, 2021 to June 30, 2021															
				Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other		Female	Male	Total Amount	
	Total Certified SBE-A&E as of 6/30/21			234	20	39	161	10	0	4		50	184	234	
		New	1 year Renewal	3 year Recert											
1	Approved Applications (New, Annual Renewal, Recertification)	42	93	99											
2	Graduated			1											
3	Denied			0											

This is a race and gender neutral program. This report is for informational purpose only.

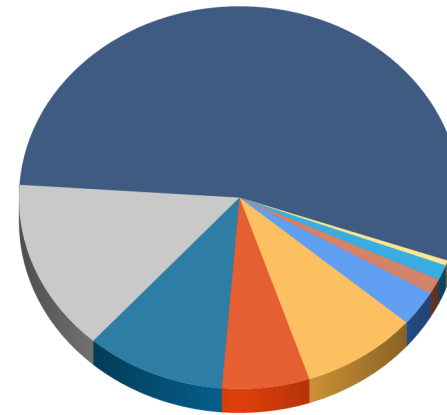
Note: The SBE program is race and gender neutral. This report is for informational purposes only.

Certified Directory - Ethnicity & Gender Summary

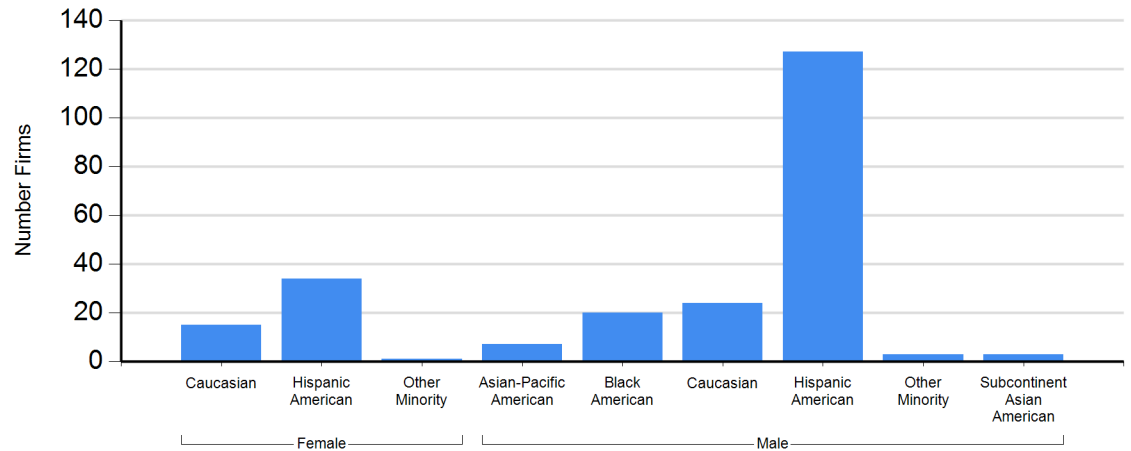
As of 6/30/2021

Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Male	7
Black American	Male	20
Caucasian	Female	15
Caucasian	Male	24
Hispanic American	Female	34
Hispanic American	Male	127
Other Minority	Female	1
Other Minority	Male	3
Subcontinent Asian American	Male	3
Total Firms		234



- Asian-Pacific American - Male
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Female
- Other Minority - Male
- Subcontinent Asian American - Male

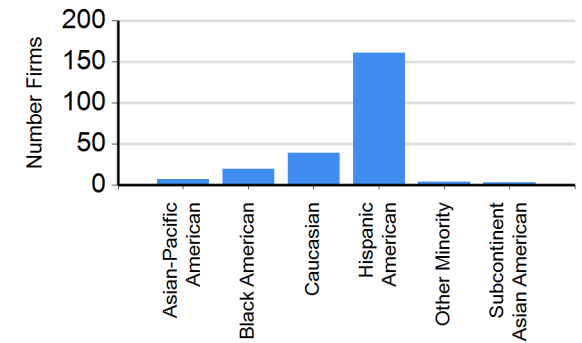
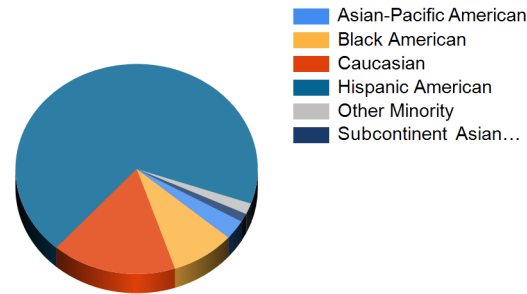


Certified Directory - Ethnicity & Gender Summary

As of 6/30/2021

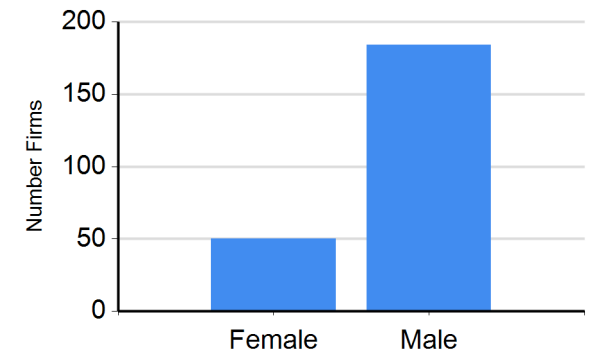
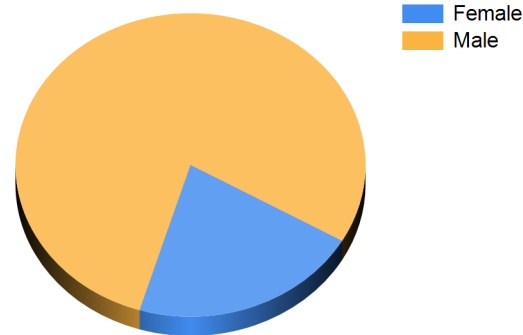
Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	7
Black American	20
Caucasian	39
Hispanic American	161
Other Minority	4
Subcontinent Asian American	3
Total Firms	234



Gender Summary

Gender	Number Firms
Female	50
Male	184
Total Firms	234



SBE A&E Business Outreach and Education

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Architect & Engineers
Business Outreach and Education Section
May 1, 2021 to June 30, 2021

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Architecture & Engineering Program		
1	Certification Assistance	21	69
2	Needs Assessment Meetings (NAMS)	1	7
3	Technical Assistance	39	126
4	Payment Issues	0	6
4.1	Payment Issues Related Dollars	\$0	\$152,078
5	Prompt Payment Issues	4	4
5.1	Prompt Payment Related Dollars	\$42,641	\$42,641
6	Contract Issues (Non-dollar related)	0	1
7	Contact with SBE-Architecture & Engineering Firms (emails highlighting contract opportunities)	557	4,225

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	2	5
1.1	Number of Attendants	81	124
2	Partnership Workshops & Forums	2	8
2.1	Number of Firms (with whom contact was made)	19	94
Activity	Technical Training & Development Workshops		
3	None	0	0
3.1	n/a		

May 26, 2021 Meeting Minutes

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Start: 10:35 AM
 Stop: 11:50 AM

Appointed: 7
 Quorum: 4

(E)=Excused (U) = Unexcused

Members Present (5)	Members Absent (2)
Juan A. Crespi (Chairman)	Jevaan Lewis (U)
Ivette O. Argudin	Renee Wilby (U)
Brett Moss	
Deborah Swain	
Berrin Tansel	

I. Welcome/Introductions:

- i. Chairman Juan Crespi called the Architecture and Engineering (A&E) Advisory Board meeting to order at 10:35 AM. Advisory Board members, SBD staff, and online participants introduced themselves.

II. A&E Taskforce Update

- i. Rick Crooks (Chairman of the A&E Taskforce) provided an update regarding the A&E Taskforce. He discussed the A&E recommendations that were made and taken to the Board of County Commissioners (BCC) and approved in 2017. He asked Gary T. Hartfield (SBD Director) and Namita Uppal (Chief Procurement Officer), to provide an update in addition to the next steps of getting the recommendations implemented. Ms. Uppal stated that they are ready for submittal and she is in full commitment to get the recommendations implemented. Director Hartfield added that there are no issues regarding section 2 of AO 3-39. He clarified that there are four sections included, with regards to the Miscellaneous Construction Contract Program, there were change orders, amendments, and modifications. An opinion was made from the county attorney’s office stating that we should move forward with moving acquisition and professional service department to the AO 3-39 and approve sections one, three and four to IO 3-53, which pertains to the Miscellaneous Construction Contract Program. Director Hartfield stated that his main concern is to ensure that if the AO is modified and responsibilities are shifted, additional work will be required by SBD. The position and scope of work has been identified but a policy decision is required to move forward. Ms. Uppal presented the idea of leaving the IO as it is if SBD was comfortable with doing so. Director Hartfield provided the next steps which consists of reconvening with Eddie Gonzalez (CAO) immediately to discuss leaving the IO as is. Mr. Crooks advised he is willing to meet with anyone regarding this matter. Ms. Uppal stated that she will schedule the meeting with the County Attorney and will include Mr. Crooks and Ms. Swain in it. Once the County attorney approves, a meeting will be scheduled with the Mayor’s Office. Deborah Swain added that she is happy with the direction that this is going.
- ii. Director Hartfield presented the board with the upcoming changes that are being made in the Makeup plan legislation. He explained that in addition to the violation that is assessed when a prime deviate from its utilization plan, the prime would now be required to pay a 10% fee to compensate the subcontractor that was supposed to be utilized. Chairman Crespi questioned whether this would further delay anything that

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is being done with the Taskforce's recommendations. Director Hartfield clarified that this is a separate matter and will not affect the recommendations. Ivette Argudin stated that she agrees and is happy to hear these proposed changes to the ordinances. Ms. Swain questioned whether the only change was to add the 10% fee to compensate the subcontractor and Director Hartfield clarified that the double makeup factor goes away with these proposed changes as well. Finally, Mr. Crooks added that he is happy to see the commitments that are being made.

- iii. Due to time constraints Chairman Crespi requested to defer the remaining items on the agenda until the next meeting. Deborah Swain moved the motion and Brett Moss seconded the motion. (Approved 5-0).

III. SBD Section Reports

a. SBE-A&E Certification Report – Laurie Johnson (SBD Section Chief)

Item Deferred.

b. SBE-A&E Utilization Report– Rossi Siewnarine SBD (SBD Section Chief)

Item Deferred.

c. SBE-A&E Business Outreach and Education Report – Lawanda Wright-Robinson (SBD Section Chief)

Item Deferred

IV. Old Business

a. Approval of March 31, 2021 Meeting Minutes

- i. Board member Ivette Argudin made a motion to approve the meeting minutes. The motion was seconded by board member Deborah Swain. The motion passed (Approved 5-0).

V. New Business

a. Discussion

Item Deferred

VI. Future agenda Items

- i. Discuss a plan to improve the volume of work that small businesses receive to allow them to grow and graduate.
- ii. Develop a method to separate Architects and Engineers small business's participation and to separate civil engineering from the remaining of engineering.
- iii. Chairman Crespi would like to begin developing a plan to work on limiting the EDP to local small businesses.

VII. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)

- i. Daphne Gurri, past president of the American Institute of Architects Miami chapter, wanted to reiterate how much the recommendations will impact their membership. She stated that she commends the task force for working diligently and volunteered her time to put in the American institute of Architects to participate in any

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conversations and/or any meetings that are conducted with commissioners and staff to discuss how we can improve the architectural and engineering community. Chairman Crespi thanked Ms. Gurri for her participation and advised her that there are several openings for the board.

VIII. Adjournment

- i. Chairman Crespi adjourned the meeting at 11:50 am.