

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

November 30, 2022

**Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting**
Wednesday, November 30, 2022
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 (15 min)**
- II. SBD Section Reports (30 min)**
 - a. SBE-A&E Business Outreach and Education Report – Lawanda Wright-Robinson (SBD Section Chief)
 - b. SBE-A&E Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)
 - c. SBE-A&E Utilization Report– Rossi Siewnarine (SBD Section Chief)
- III. Report (5 min)**
 - a. Jackson Health System– Kenneth Robertson (JHS)
- IV. Old Business (5 min)**
 - a. Approval of July 27, 2022, Meeting Minutes
 - b. Approval of 2023 Meeting Dates
- V. New Business (20 min)**
 - a. A&E Taskforce Update – ISD/Strategic Procurement Division - Pablo Valin
 - b. Prompt Payment Policy
- VI. Future agenda Items (5 min)**
- VII. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (5 min)**
- VIII. Adjournment (5 min)**

NEXT BOARD MEETING: TBD

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SBE Business Outreach and Education

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise –Architect & Engineers
Business Outreach and Education Section
September 1, 2022 to October 31, 2022

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Architecture & Engineering Program		
1	Certification Assistance	11	67
2	Needs Assessment Meetings (NAMS)	1	7
3	Technical Assistance	30	148
4	Payment Issues	0	2
4.1	Payment Issues Related Dollars	0	\$266,236
5	Prompt Payment Issues	0	0
5.1	Prompt Payment Related Dollars	0	0
6	Contract Issues (Non-dollar related)	0	1
7	Contact with SBE-Architecture & Engineering Firms (emails highlighting contract opportunities)	608	2,572

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	1	6
1.1	Number of Attendants	27	91
2	Partnership Workshops & Forums	1	6
2.1	Number of Firms (with whom contact was made)	15	93
Activity	Technical Training & Development Workshops		
3	None		
3.1	n/a		

SBE A&E Certification Report

Certification Type: SBE-A&E
PERIOD: Sept 1, 2022 to Oct. 31, 2022

				Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other		Female	Male	Total Amount
	Total Certified SBE-A&E as of 10/31/22			239	19	34	173	9	0	4		54	185	239
		New	3 year Recert											
1	Approved Applications (New & Recertification)	2	1	3										
2	Graduated			1										
3	Denied			0										

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

Small Business Development Division
Architectural & Engineering (SBE-A&E) Program
Firms Graduated for the Period: 9/1/2022 - 10/31/2022

Business Name	Certification Type	Certification Action	Certification Status	Graduation Date	Comments
300 Engineering Group, P.A.	SBE-A&E	Recertification	Graduated	9/12/2022	Owner exceeded PNW

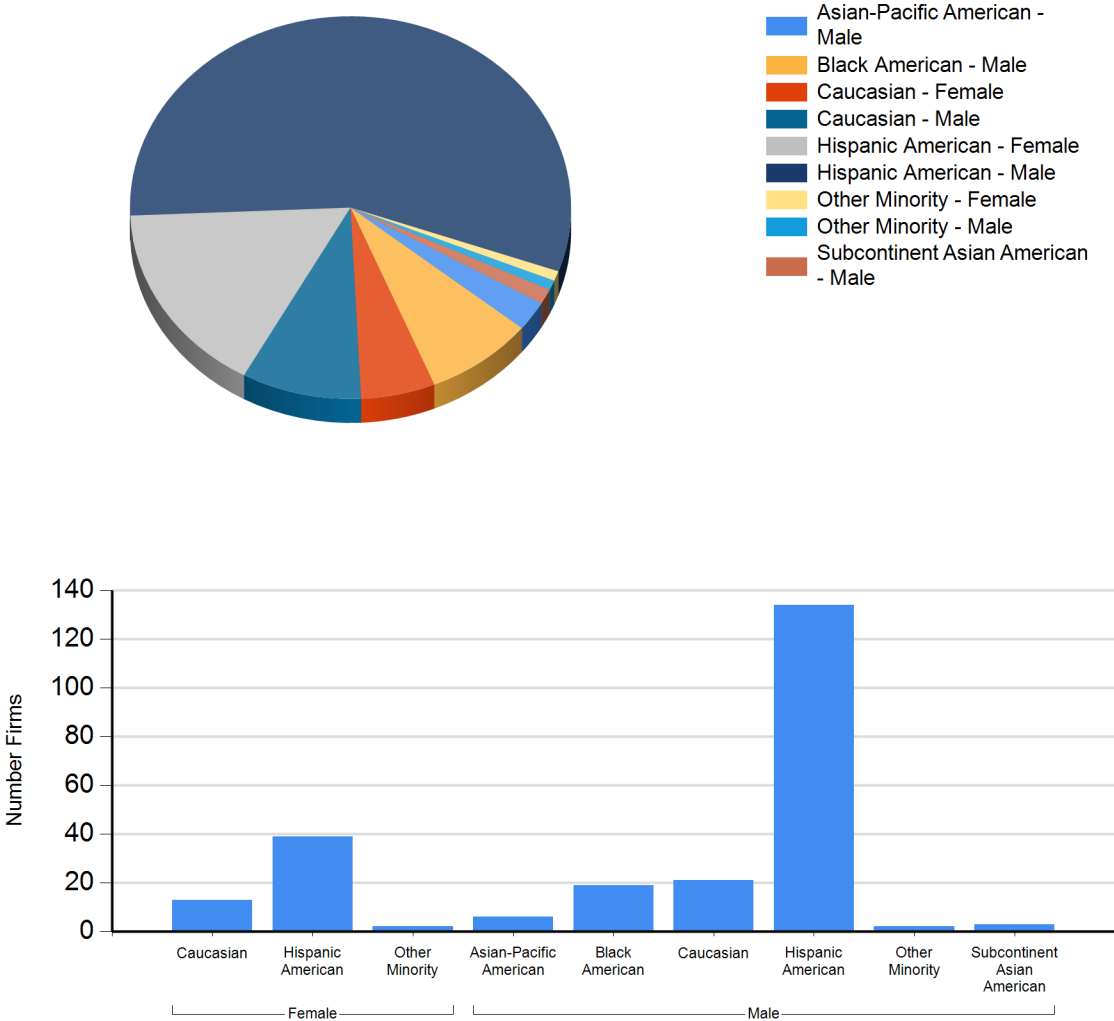
Certified Directory - Ethnicity & Gender Summary

Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms	Percent of Total
Asian-Pacific American	Male	6	2.51%
Black American	Male	19	7.95%
Caucasian	Female	13	5.44%
Caucasian	Male	21	8.79%
Hispanic American	Female	39	16.32%
Hispanic American	Male	134	56.07%
Other Minority	Female	2	0.84%
Other Minority	Male	2	0.84%
Subcontinent Asian American	Male	3	1.26%
Total Firms		239	

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

Certified Directory - Ethnicity & Gender Summary

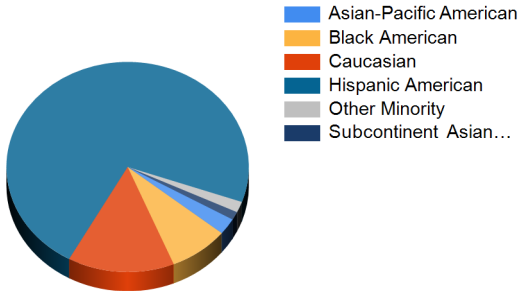


Note: The SBE program is race and gender neutral. This report is for informational purposes only

Certified Directory - Ethnicity & Gender Summary

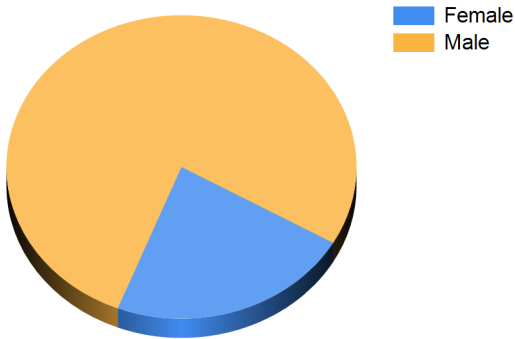
Ethnicity Summary

Ethnicity	Number Firms	Percent of Total
Asian-Pacific American	6	2.51%
Black American	19	7.95%
Caucasian	34	14.23%
Hispanic American	173	72.38%
Other Minority	4	1.67%
Subcontinent Asian American	3	1.26%
Total Firms	239	



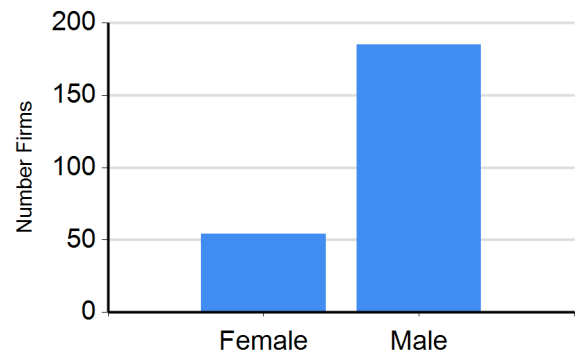
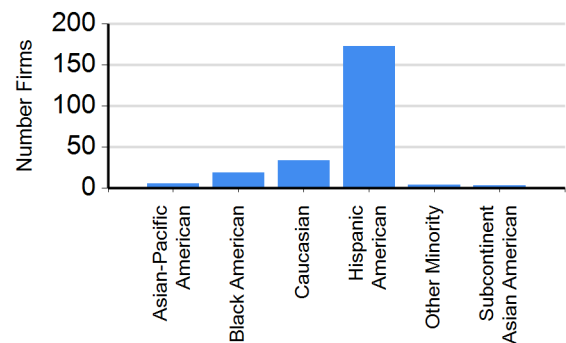
Gender Summary

Gender	Number Firms	Percent of Total
Female	54	22.59%
Male	185	77.41%
Total Firms	239	



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

Certified Directory - Ethnicity & Gender Summary



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

SBE A&E Utilization Report

Miami-Dade County Small Business Enterprise (SBE) Architectural & Engineering Program

CONTRACTS AWARDED																		
Reporting Period: 9/1/22 to 10/31/22																		
SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)						
Contract Type	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Architectural					-						-	0%	-		-		-	0%
2. Design					-						-	0%	-		-		-	0%
3. EDP					-		3,375,160	35%	6,349,771	65%	9,724,931	100%	3,375,160	35%	6,349,771	65%	9,724,931	100%
4. Engineering					-						-	0%	-		-		-	0%
TOTAL	-		-		-	0%	3,375,160	35%	6,349,771	65%	9,724,931	100%	3,375,160	35%	6,349,771	65%	9,724,931	100%

CONTRACTS PAID																		
Reporting Period: 9/1/22 to 10/31/22																		
SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)						
Contract Type	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Architectural	570,375	47%	640,956	53%	1,211,331	10%	261,724	98%	5,408	2%	267,132	4%	832,099	56%	646,364	44%	1,478,463	7%
2. Design					-	0%					-	0%	-		-		-	0%
3. EDP					-	0%	1,470,762	38%	2,379,730	62%	3,850,492	51%	1,470,762	38%	2,379,730	62%	3,850,492	19%
4. Engineering	2,251,668	20%	8,941,766	80%	11,193,434	90%	523,802	15%	2,977,393	85%	3,501,195	46%	2,775,470	19%	11,919,159	81%	14,694,629	73%
TOTAL	2,822,043	23%	9,582,722	77%	12,404,765	100%	2,256,288	30%	5,362,531	70%	7,618,819	100%	5,078,331	25%	14,945,253	75%	20,023,584	100%

	CONTRACTS AWARDED DEMOGRAPHICS																							
	Reporting Period: 9/1/22 to 10/31/22																							
	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES								TOTAL (SBE + NO SBE GOALS/MEASURES)									
Ethnicity Type	Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL	
1. Asian Pacific American							-		800,000	100%		0%		0%	800,000	8%	800,000	100%	-	0%	-	0%	800,000	8%
2. Black American							-		560,000	100%		0%		0%	560,000	6%	560,000	100%	-	0%	-	0%	560,000	6%
3. Caucasian							-		3,039,090	100%		0%		0%	3,039,090	31%	3,039,090	100%	-	0%	-	0%	3,039,090	31%
4. Hispanic American							-		3,377,000	76%	1,078,960	24%		0%	4,455,960	46%	3,377,000	76%	1,078,960	24%	-	0%	4,455,960	46%
5. Native American							-								-	0%	-		-		-		-	0%
6. Other Minority							-			0%		0%	400,000	100%	400,000	4%	-	0%	-	0%	400,000	100%	400,000	4%
7. Subcontinent Asian American							-								-	0%	-		-		-		-	0%
8. Unknown							-			0%		0%	469,881	100%	469,881	5%	-	0%	-	0%	469,881	100%	469,881	5%
TOTAL	-		-		-		-	0%	7,776,090	80%	1,078,960	11%	869,881	9%	9,724,931	100%	7,776,090	80%	1,078,960	11%	869,881	9%	9,724,931	100%

	CONTRACTS PAID DEMOGRAPHICS																							
	Reporting Period: 9/1/22 to 10/31/22																							
	SBE GOALS/MEASURES								NO SBE GOALS/MEASURES								TOTAL (SBE + NO SBE GOALS/MEASURES)							
Ethnicity Type	Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL	
1. Asian Pacific American	415,386	100%		0%		0%	415,386	3%	126,595	100%		0%		0%	126,595	2%	541,981	100%	-	0%	-	0%	541,981	3%
2. Black American	467,240	84%	86,474	16%		0%	553,714	4%	189,073	92%	16,912	8%		0%	205,985	3%	656,313	86%	103,386	14%	-	0%	759,699	4%
3. Caucasian	1,455,452	54%	1,203,345	45%	43,333	2%	2,702,130	22%	2,847,957	91%	273,191	9%	19,042	1%	3,140,190	41%	4,303,409	74%	1,476,536	25%	62,375	1%	5,842,320	29%
4. Hispanic American	3,373,035	73%	1,242,154	27%		0%	4,615,189	37%	2,738,371	83%	562,192	17%		0%	3,300,563	43%	6,111,406	77%	1,804,346	23%	-	0%	7,915,752	40%
5. Native American							-	0%							-	0%	-		-		-		-	0%
6. Other Minority	8,641	100%		0%		0%	8,641	0%	97,195	84%		0%	19,155	16%	116,350	2%	105,836	85%	-	0%	19,155	15%	124,991	1%
7. Subcontinent Asian American							-	0%							-	0%	-		-		-		-	0%
8. Unknown	31,007	1%		0%	4,078,698	99%	4,109,705	33%		0%		0%	729,136	100%	729,136	10%	31,007	1%	-	0%	4,807,834	99%	4,838,841	24%
TOTAL	5,750,761	46%	2,531,973	20%	4,122,031	33%	12,404,765	100%	5,999,191	79%	852,295	11%	767,333	10%	7,618,819	100%	11,749,952	59%	3,384,268	17%	4,889,364	24%	20,023,584	100%

NOTES

¹As a result of two landmark cases (Engineering Contractors Association v. Metropolitan Dade County and Hershell Gill Consulting Engineers, Inc. v. Miami-Dade County) Miami-Dade County's three Small Business Enterprise (SBE) programs in Construction, A&E, and Goods and Services are race and gender neutral.

²The capturing of demographic data is based on voluntary information provided and or entered by prime and sub-contractors.

³Payments reported may be from contracts awarded outside the reporting period.

Miami-Dade County Small Business Enterprise (SBE) Architectural & Engineering Program

Contract Type	CONTRACTS AWARDED ANNUAL REPORTING: 2019						CONTRACTS AWARDED ANNUAL REPORTING: 2020						CONTRACTS AWARDED ANNUAL REPORTING: 2021						CONTRACTS AWARDED ANNUAL REPORTING: 2022					
	TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Architectural	11,244,153	60%	7,643,259	40%	18,887,412	18%	5,098,254	51%	4,929,540	49%	10,027,794	15%	16,844,506	20%	66,916,044	80%	83,760,550	27%	10,243,010	45%	12,647,005	55%	22,890,015	22%
2. Design					-	0%					-	0%	1,823,789	14%	11,203,361	86%	13,027,150	4%					-	0%
3. EDP	13,826,257	46%	16,018,502	54%	29,844,759	29%	11,876,376	31%	26,623,833	69%	38,500,209	58%	17,888,980	35%	32,968,929	65%	50,857,909	16%	11,027,736	35%	20,263,891	65%	31,291,627	30%
4. Engineering	14,539,002	26%	41,445,583	74%	55,984,585	53%	3,562,791	20%	14,045,453	80%	17,608,244	27%	22,120,147	14%	140,399,763	86%	162,519,910	52%	5,170,000	10%	44,072,117	90%	49,242,117	48%
TOTAL	39,609,412	38%	65,107,344	62%	104,716,756	100%	20,537,421	31%	45,598,826	69%	66,136,247	100%	58,677,422	19%	251,488,097	81%	310,165,519	100%	26,440,746	26%	76,983,013	74%	103,423,759	100%

Contract Type	CONTRACTS PAID ANNUAL REPORTING: 2019						CONTRACTS PAID ANNUAL REPORTING: 2020						CONTRACTS PAID ANNUAL REPORTING: 2021						CONTRACTS PAID ANNUAL REPORTING: 2022					
	TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Architectural	3,718,387	21%	14,359,394	79%	18,077,781	14%	7,597,086	50%	7,569,249	50%	15,166,335	12%	3,698,809	49%	3,915,390	51%	7,614,199	8%	2,677,881	38%	4,462,526	62%	7,140,407	8%
2. Design					-	0%		0%	20,145	100%	20,145	0%	17,098	14%	104,970	86%	122,068	0%	8,100	9%	84,934	91%	93,034	0%
3. EDP	3,066,597	46%	3,550,427	54%	6,617,024	5%	4,512,388	58%	3,328,692	42%	7,841,080	6%	4,682,121	36%	8,272,003	64%	12,954,124	13%	5,861,735	37%	10,141,886	63%	16,003,621	19%
4. Engineering	22,536,942	21%	85,927,500	79%	108,464,442	81%	20,310,263	20%	79,337,310	80%	99,647,573	81%	17,033,127	22%	61,437,275	78%	78,470,402	79%	13,361,270	21%	49,020,076	79%	62,381,346	73%
TOTAL	29,321,926	22%	103,837,321	78%	133,159,247	100%	32,419,737	26%	90,255,396	74%	122,675,133	100%	25,431,155	26%	73,729,638	74%	99,160,793	100%	21,908,986	26%	63,709,422	74%	85,618,408	100%

	CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2019								CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2020								CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2021								CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2022							
	TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)							
Ethnicity Type	Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL	
1. Asian Pacific American	2,854,405	100%		0%		0%	2,854,405	3%	712,153	100%		0%		0%	712,153	1%	1,800,051	100%		0%		0%	1,800,051	1%	550,000	100%		0%		0%	550,000	0%
2. Black American	4,407,913	98%	104,247	2%		0%	4,512,160	4%	1,851,577	100%		0%		0%	1,851,577	3%	17,304,298	100%	15,210	0%		0%	17,319,508	6%	5,862,488	100%	1,000	0%		0%	5,863,488	2%
3. Caucasian	31,980,570	86%	5,254,406	14%	49,860	0%	37,284,836	36%	21,929,423	68%	7,175,959	22%	3,056,000	10%	32,161,382	49%	120,121,810	92%	9,956,142	8%		0%	130,077,952	42%	31,492,950	69%	13,835,262	30%	150,660	0%	45,478,872	15%
4. Hispanic American	36,763,335	78%	10,269,468	22%		0%	47,032,803	45%	17,637,298	71%	7,214,935	29%		0%	24,852,233	38%	37,068,484	68%	16,727,274	30%	1,075,181	2%	54,870,939	18%	19,139,572	81%	4,559,310	19%		0%	23,698,882	8%
5. Native American							-	0%							-	0%							-	0%							-	0%
6. Other Minority	346,315	100%		0%		0%	346,315	0%							-	0%	824,967	65%		0%	444,760	35%	1,269,727	0%		0%	455,000	53%	400,000	47%	855,000	0%
7. Subcontinent Asian American	130,000	100%		0%		0%	130,000	0%	366,563	100%		0%		0%	366,563	1%	1,029,118	100%		0%		0%	1,029,118	0%	646,238	100%		0%		0%	646,238	0%
8. Unknown		0%		0%	12,556,237	100%	12,556,237	12%		0%		0%	6,192,340	100%	6,192,340	9%		0%		0%	103,798,224	100%	103,798,224	33%		0%			26,331,280	100%	26,331,280	8%
TOTAL	76,482,538	73%	15,628,121	15%	12,606,097	12%	104,716,756	100%	42,497,014	64%	14,390,894	22%	9,248,340	14%	66,136,248	100%	178,148,728	57%	26,698,626	9%	105,318,165	34%	310,165,519	100%	57,691,248	56%	18,850,572	18%	26,881,940	26%	103,423,760	33%

	CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2019								CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2020								CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2021								CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2022											
	TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)											
Ethnicity Type	Male			Female			Unknown			Male			Female			Unknown			Male			Female			Unknown			Male			Female			Unknown		
1. Asian Pacific American	5,244,138	100%			0%		5,244,138	4%	4,518,145	100%			0%	4,518,145	4%	4,201,961	100%			0%		0%	4,201,961	4%	2,802,125	97%	84,553	3%			0%	2,886,678	3%			
2. Black American	10,289,184	93%	760,998	7%		0%	11,050,182	8%	7,105,683	91%	698,274	9%		0%	7,803,957	6%	5,533,762	91%	562,980	9%		0%	6,096,742	6%	4,489,090	92%	365,563	8%		0%	4,854,653	6%				
3. Caucasian	44,447,154	77%	12,687,389	22%	231,082	0%	57,365,625	43%	38,814,847	79%	9,711,197	20%	374,318	1%	48,900,362	40%	23,434,211	77%	6,824,511	22%	290,928	1%	30,549,650	31%	23,504,493	73%	7,360,005	23%	1,168,756	4%	32,033,254	37%				
4. Hispanic American	28,471,706	78%	8,077,696	22%		0%	36,549,402	27%	32,827,330	79%	8,876,029	21%		0%	41,703,359	34%	30,472,544	79%	8,235,624	21%		0%	38,708,168	39%	25,297,168	78%	7,277,633	22%		0%	32,574,801	38%				
5. Native American							-	0%							-	0%							-	0%							-	0%				
6. Other Minority	1,478,754	95%	12,911	1%	70,673	5%	1,562,338	1%	1,281,665	99%	4,483	0%	9,529	1%	1,295,677	1%	1,393,218	85%		0%	246,417	15%	1,639,635	2%	639,020	85%		0%	114,387	15%	753,407	1%				
7. Subcontinent Asian American	156,820	77%	47,414	23%		0%	204,234	0%	67,336	87%	10,480	13%		0%	77,816	0%	4,611	38%	7,400	62%		0%	12,011	0%	206,689	100%		0%		0%	206,689	0%				
8. Unknown	8,820	0%		0%	21,174,508	100%	21,183,328	16%	39,950	0%		0%		0%	18,335,867	100%	18,375,817	15%	44,782	0%		0%	17,907,845	100%	17,952,627	18%	9,781	0%		0%	12,299,145	100%				
TOTAL	90,096,576	68%	21,586,408	16%	21,476,263	16%	133,159,247	100%	84,654,956	69%	19,300,463	16%	18,719,714	15%	122,675,133	100%	65,085,089	66%	15,630,515	16%	18,445,190	19%	99,160,794	100%	56,948,366	67%	15,087,754	18%	13,582,288	16%	85,618,408	100%				

NOTES

¹As a result of two landmark cases (Engineering Contractors Association v. Metropolitan Dade County and Hershell Gill Consulting Engineers, Inc. v. Miami-Dade County) Miami-Dade County's three Small Business Enterprise (SBE) programs in Construction, A&E, and Goods and Services are race and gender neutral.

²The capturing of demographic data is based on voluntary information provided and or entered by prime and sub-contractors.

³Payments reported may be from contracts awarded outside the reporting period.

Jackson Health System Report

Jackson Health System A/E Awards September 2022 - October 2022						
Miami-Dade County EDP / Continuing Term Contracts / RFQs						
SBE Part.	Total Award	SBE Prime?	Firm	SBE Part.	Project Title	
\$198,556.62	\$198,556.62	Y	Ferguson Glasgow Schuster Soto	100.00%	A/E Services for JMMC East Tower Pediatric Cath Lab Project	
\$217,036.01	\$217,036.01	Y	F.R. Aleman & Associates	100.00%	Surveying and Subsurface Utility Engineering Services for JMMC ED Expansion Project	
\$0.00	\$192,190.00	N	HKS Architects	0.00%	A/E Services CO#1 for JMMC ED Expansion Project Addt'l Services	
\$1,340.00	\$33,140.00	Y	ESI Consulting Engineers	4.04%	Underground Locate Services CO#1 for JMMC Chilled Water Loop Project	
\$45,060.23	\$45,060.23	Y	Ferguson Glasgow Schuster Soto	100.00%	A/E Services for Jackson South X-Ray Unit Replacement Project	
\$20,861.00	\$20,861.00	Y	Mobio Architecture	100.00%	A/E Services CO#2 to Install a Pedestrian Bridge at Jackson South Addt'l Services	
\$76,131.75	\$76,131.75	Y	Red Design Group	100.00%	A/E Services for ACC-West 5th Floor Renovation Project	
\$57,891.29	\$57,891.29	Y	HR Engineering Services	100.00%	Geotechnical Services for a New Drainage System for JMMC ED Expansion Project	
\$616,876.90	\$840,866.90	7 of 8 projects to SBE primes		73.36%	Overall SBE A/E Participation	Sept./Oct. 2022 (Current Period)
\$2,331,408.22	\$11,330,594.42	7 of 12 projects to SBE primes		20.58%	Overall SBE A/E Participation	July/Aug. 2022
\$987,159.75	\$989,272.25	12 of 14 projects to SBE primes		99.79%	Overall SBE A/E Participation	May/June 2022
\$172,924.32	\$242,575.32	5 of 7 projects to SBE primes		71.29%	Overall SBE A/E Participation	March/April 2022
\$1,100,041.82	\$1,213,291.82	9 of 10 projects to SBE primes		90.67%	Overall SBE A/E Participation	Jan./Feb. 2022
\$5,208,411.01	\$14,616,600.71	40 of 51 projects to SBE primes		35.63%	Overall SBE A/E Participation	Running Average to Date

Sept./Oct. 2022 (Current Period)

July/Aug. 2022

May/June 2022

March/April 2022

Jan./Feb. 2022

Running Average to Date

Prompt Payment Policy

3. In the event that the Contracting Officer receives a recommendation of non-compliance from the Compliance Monitor, he or she may conduct a meeting or hearing at which the respondent shall be afforded an opportunity to present data supporting its compliance with the goal. The Contracting Officer shall consider the evidence and make a determination as to compliance.

X. DESIGN-BUILD CONTRACTS

The design portion of the design-build contract is subject to the procedures outlined in this Implementing Order.

XI. PROMPT PAYMENT

It is the County's intent that all firms, including CBE-A/Es providing professional services to the County, shall receive payments promptly in order to maintain sufficient cash flow.

A. PRIME CONSULTANT RESPONSIBILITIES

1. A prime consultant shall include in its billing to Miami-Dade County or the Public Health Trust copies of those portions of the billings from CBE-A/E subconsultants utilized to meet the subconsultant goal applicable to the agreement which the prime consultant approves and whose cost is included in the payment amount requested from Miami-Dade County or the Public Health Trust.
2. Prime consultant agreements to which a CBE-A/E subconsultant goal has been applied shall require that billings from CBE-A/Es be promptly reviewed and payment made to such CBE-A/Es on those amounts not in dispute within two (2) business days of receipt of payment therefore. The foregoing notwithstanding, the prime consultant shall pay billings from CBE-A/E subconsultants with whom they are in direct privity that are not in dispute within the timeframe and implemented by this Implementing Order.
3. The prime consultant on an agreement to which a CBE-A/E subconsultant goal has been applied shall inform SBD, the Contracting Officer, and the CBE-A/E subconsultant, in writing, of those amounts billed by the CBE-A/E which are in dispute, and the specific reasons why they are in dispute, within seven (7) calendar days of submittal of such billing by the CBE-A/E subconsultant to the prime consultant.
4. Failure of the prime consultant to comply with the applicable requirements of Section XI (A) (3) above shall result in the prime consultant's forfeiture of the right to use the dispute as justification for not paying the CBE-A/E subconsultant and payment shall be forthcoming from the prime consultant.

B. COUNTY RESPONSIBILITIES

1. Proposal documents for agreements with CBE-A/E agreement set-asides, or subconsultant goals shall require that billings from subconsultants under prime consultant agreements with Miami-Dade County or the Public Health Trust that are a CBE-A/E agreement set-aside or which contain a subconsultant goal shall be promptly reviewed and payment made by the County or Trust on those

amounts not in dispute within fourteen (14) calendar days of receipt of such billing by the County or the Trust.

2. SBD may investigate reported instances of late payment to CBE-A/Es.

C. FINANCE DEPARTMENT RESPONSIBILITIES

The Finance Department shall review billings from prime consultants under prime consultant agreements with Miami-Dade County or the Public Health Trust that are a CBE-A/E agreement set-aside or which contain a subconsultant goal and make payment on those amounts not in dispute within fourteen (14) calendar days of receipt of billing.

XII. AGREEMENT ADMINISTRATION - COMPLIANCE AND MONITORING

A. Compliance Review

1. The Compliance Monitor shall review respondent's submission for compliance with this Implementing Order on every agreement to which a CBE-A/E agreement set-aside, or subconsultant goal has been applied. The purpose of this review shall be for the Compliance Monitor to consider whether to recommend the respondent's proposal is determined to be in compliance or noncompliance with the requirements of this Implementing Order. The Compliance Monitor may consider relevant information from any person in making this decision. The Compliance Monitor may require the respondent to produce information deemed pertinent and appropriate and may obtain further information from whatever sources the Compliance Monitor deems appropriate.
2. The Compliance Monitor shall notify the respondent in writing stating the facts and the reasons on which the non-compliance is based. The respondent may request a meeting within five (5) business days from the date of the notification of non-compliance. The respondent shall supply further relevant information as required by the Compliance Monitor. No new altered Utilization Plan will be accepted.
3. The Compliance Monitor shall make a written recommendation to the Contracting Officer, which shall include a statement of the facts and reasons for which the non-compliance is based.
4. Following receipt of a recommendation of non-compliance from the Compliance Monitor, the Contracting Officer shall review the Compliance Monitor's recommendation of respondent's noncompliance with this Implementing Order. The Contracting Officer shall notify the respondent of such non-compliance. The respondent may request a meeting within five (5) business days from the date of notification of non-compliance with the Contracting Officer if the Contracting Officer was not present at the first meeting referenced in Subsection (A)(2) above. The respondent shall supply further relevant information as required by the Compliance Monitor. No new altered Utilization Plan will be accepted.

July 27, 2022, Meeting Minutes

Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting
July 27, 2022, Meeting Minutes

Start: 10:38 AM

Stop: 11:48 AM

Appointed: 6

Quorum: 4

(E)=Excused (U) = Unexcused

Members Present (4)	Members Absent (2)
Juan A. Crespi (Chairman)	Berrin Tansel
Ivette O. Argudin	Renee Webley
Brett Moss	
Deborah Swain	

Staff: Rossi Siewnarine (SBD Section Chief), Lawanda Wright-Robinson (SBD Section Chief), Michou Jean (SBD Section Manager), Courtney Anderson (Administrative Officer 2), Kenneth Robertson (JHS), Pablo Valin (ISD)

I. Welcome/Introductions:

- i. Chairman Juan A. Crespi called the Architecture and Engineering (A&E) Advisory Board meeting to order at 10:38 AM. Advisory Board members & SBD staff introduced themselves.

II. Small Business Update

a. Mid-Tier Program – Gary T. Hartfield (SBD Division Director)

- i. Item Deferred

III. SBD Section Reports

a. SBE-A&E Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)

- i. Lawanda Wright-Robinson (SBD Section Chief) presented the report on behalf of Jeanise Cummings-Labossiere (SBD Section Chief). The reporting period was May 1, 2022, to June 30, 2022. Mr. Crespi requested for the Full Disclosure of Gender, Race, & Ethnicity Summary be placed on each page of the report. He would also like an active log to keep track of graduated firms and would like to eventually bring some of the graduated firms in to hear their testimony. Ms. Wright-Robinson stated that SBD brings in graduated firms during workshops for testimonials.

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

- i. Mr. Siewnarine was not present to present the report, but it was included in the agenda. The reporting period was from May 1, 2022, to June 30, 2022. The Board would like Mr. Siewnarine to be present to breakdown the report in detail next meeting for their clarity.

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

- i. Ms. Wright-Robinson presented the report for Business Outreach and Education. The reporting period was from May 1, 2022, to June 30, 2022. Mr. Crespi asked if outreach has been occurring online or in person. She stated that the team is hosting both online and in person but are moving towards more in person. Mr. Crespi spoke on getting more Architecture and Engineering firms to do business with Miami-Dade County. Ms. Swain pointed out that a lot of bad stigma comes from finally getting work with

Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting
July 27, 2022, Meeting Minutes

Miami-Dade County and then struggling to get paid for months. She states that often times invoices are rejected due to small details. Ms. Lawanda Wright-Robinson stated that the Mayor recently sent a memo reminding departments of the prompt payment guidelines and reformed them that must adhere to it for SBE's. The board would like the Prompt Payment Ordinance added to the next agenda packet.

IV. Report

a. Jackson Health System Report – Kenneth Robertson (JHS)

- i. Mr. Robertson presented the report for May 1, 2022, until June 30, 2022. He stated that current SBE participation overall was 99.79%. Mr. Crespi commended Jackson Health system on all of the opportunities that they are bringing to Small Businesses.

V. Old Business

a. Approval of March 30, 2022, Meeting Minutes

- i. Brett Moss motioned to approve the minutes; Deborah Swain seconded the motion (Approved 4-0).

VI. New Business

a. A&E Taskforce Update – Pablo Valin (ISD/ Strategic Procurement Division)

- i. Pablo Valin (ISD) provided an update on IO 3-39 and advised that there are a few things to review internally before it becomes available to be shared with the committee and put on the board for the first reading. Mr. Crespi inquired about a sponsor. Mr. Valin stated that he believes there is a sponsor however the name is not ready to be made public. Rick Crooks informs Pablo Valin that he has been very helpful to get the recommendations to this point. He is anxious to finish and move forward. Mr. Valin will try to have a timeline for the recommendations by the next Advisory Board meeting.

VII. Future agenda Items

- i. Mr. Crespi would like to Invite County Attorney Miguel Gonzalez to the next Advisory Board meeting to speak on IO 3-39.
- ii. Active log of graduated firms including name, when they graduated, and reason for graduation
- iii. Quote full race and gender-neutral disclosure in next packet
- iv. Forward support letter from Brett Moss to the members of the board.
- v. Include Prompt Payment Ordinance in the next agenda packet

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

- i. No speakers

IX. Adjournment

- i. Chairman Juan A. Crespi adjourned the meeting at 11:48 am.

2023 Meeting Dates

2023 Small Business Enterprise Architecture and Engineering Advisory (A&E) Board Meeting Dates

The A&E Advisory Board Meeting dates for 2023 are as follows:

When: January 25, 2023
March 29, 2023
May 31, 2023
July 26, 2023
September 27, 2023
November 29, 2023

Time: 10:30am- 12:00pm

Location:

Board Members- In person

Small Business Development
Stephan P. Clark Center
111 N.W. 1st, 19th Floor- Main Conference Room
Miami, FL 33128

Public – Virtual Meeting - Zoom

Register in advance for this webinar:

https://miamidade.zoom.us/webinar/register/WN_4iCGKmXFRr28d61uJ6cnjw

Note: The A&E Advisory Board meetings are held Bi-Monthly on the last Wednesday of the designated month unless a County observed holiday falls on that Wednesday. Pursuant to the A&E Code the advisory board shall meeting Bi-Monthly or in special sessions as required.

**THANK YOU FOR ATTENDING THE
SBE/A&E
ADVISORY BOARD MEETING**

THE NEXT MEETING IS SCHEDULED FOR:

TBD