

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

January 31, 2024

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

Wednesday, January 31, 2024

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 (5 min)

II. Old Business (5 min)

- a. Approval of September 27, 2023 – Meeting Minutes

III. SBD Section Reports (15 min)

- a. SBE-A&E Business Outreach and Education Report – Lawanda Wright (SBD Section Chief)
- b. SBE-A&E Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)

IV. Report (10 min)

- a. Jackson Health System – Kenneth Robertson

V. New Business (20 min)

- a. A&E Taskforce Update – ISD/Strategic Procurement Division - Pablo Valin
- b. Task Log
- c. Advisory Board Refresher – Michou Jean (SBD Section Manager)
 - Attendance/Quorum
 - Required Trainings
 - Term Limits
 - Expectations

VI. Presentation (20 min)

- a. Ethics Opinions Requests – Etta Akoni (Staff Attorney - Miami Dade County Commission on Ethics & Public Trust)

VII. Future agenda Items (5 min)

Delivering Excellence Every Day

VIII. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (5 min)

IX. Adjournment (5 min)

NEXT BOARD MEETING: March 27, 2024

TABLE OF CONTENTS

AGENDA

September 27, 2023, Meeting Minutes	1
SBE A&E Business Outreach and Education	2
SBE A&E Certification Report	3
Jackson Health System	4
SBE A&E Task Log	5
2024 Advisory Board Meeting Dates	6

September 27, 2023, Meeting Minutes

Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting
September 27, 2023, Meeting Minutes

Start: 10:37 AM

Stop: 12:37 PM

Appointed: 6

Quorum: 4

(E)=Excused (U) = Unexcused

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

Staff present & online: Gary T. Hartfield (Director), Rossi Siewnarine (SBD Section Chief), Jeanise Cummings-Labossiere (SBD Section Chief), Lawanda Wright (SBD Section Chief), Laurie Johnson (SBD Section Chief), Michou Jean (SBD Section Manager), Carlos Ansuarez (SBD Section Manager), Courtney Anderson (SBD), Pablo Valin (SPD)

I. Welcome/Introductions:

- i. Chairman Juan A. Crespi called the Architecture and Engineering (A&E) Advisory Board meeting to order at 10:37 AM. and the Advisory Board members & SBD staff introduced themselves.

II. Old Business

a. Approval of July 26, 2023, Meeting Minutes

- i. It was moved by Ms. Deborah Swain to approve the (A&E) meeting minutes for July 26, 2023. This motion was seconded by Mr. Berrin Tansel, and upon being put to a vote, the motion passed by a vote of 4-0.

b. Approval of 2024 Advisory Board meeting dates

- i. It was moved by Ms. Deborah Swain to approve the 2024 meeting dates while moving the November meeting date to November 13, 2024. This motion was seconded by Ms. Ivette Argudin, and upon being put to a vote, the motion passed by a vote of 4-0.

III. Discussion

a. Personal Net Worth (PNW)

- i. Ms. Cummings-Labossiere advised that a proposal of an increase to the Personal Net worth had been presented, but the specific amount was currently undetermined.
- ii. Mr. Hartfield provided an overview of the proposed PNW increased changes. He agreed that the rising cost of living necessitates a prompt review of the PNW.
- iii. Ms. Deborah Swain highlighted the issue of age discrimination associated with the low PNW, noting as individuals age, they typically accumulate

Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting
September 27, 2023, Meeting Minutes

more wealth. Ms. Swain also pointed out that the PNW unfairly impacted individuals who have saved money. She expressed her full support for increasing or eliminating the PNW. The board was in full agreement with Ms. Swain.

- iv. Mr. Hartfield proposed that a joint meeting be held with the other Small Business Enterprise (SBE) boards to discuss the PNW. He noted that the legislation should be implemented across all boards.
- v. It was moved by Ms. Deborah Swain that the SBE A&E Advisory board recommends that the PNW be completely removed or increased no less than the rate of inflation or double its current value. This motion was seconded by Ms. Ivette Argudin, and upon being put to vote, the motion passed by a vote of 4-0.

b. Office of Small Business Development

- i. Mr. Gary Hartfield informed the board members that on August 31, 2023, the Mayor officially signed off on a memorandum establishing Small Business development as an independent office, known as the Office of Small Business Development.
- ii. He added that while the ultimate objective was to elevate as a department, this was a step towards that goal. The board collectively supports this as a positive move.

IV. SBD Section Reports

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

- i. Lawanda Wright presented the report for the period of June 1, 2023, to July 31, 2023.
- ii. There were no questions or comments regarding the report.

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

Ms. Cummings-Labossiere presented the report for the period of June 1, 2023, to July 31, 2023. Ms. Cummings-Labossiere noted that there were no firms that graduated or got denied during this period.

- i. Mr. Juan A. Crespi pointed out that the Equitable Distribution Program (EDP) had experienced an increase, whereas, the Small Business Enterprise (SBE) program had not seen similar increases. He stressed the need to explore the findings on the dissimilarities between EDP and SBD program.
- ii. Mr. Crespi also inquired about the complexity of the SBE certification application process. In response, Ms. Labossiere clarified that it was not a complicated process and it was conducted online.

Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting
September 27, 2023, Meeting Minutes

- c. SBE-A&E – A&E Utilization Report– Rossi Siewnarine (SBD Section Chief)**
 - i. Mr. Rossi Siewnarine presented the report for the period of June 1, 2023, to July 31, 2023.
 - ii. Mr. Rossi Siewnarine reported that in the past four (4) years, there had been a consistent rise in spending within the (Architecture and Engineering) A&E sector.

V. Report

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

- i. Mr. Kenneth Robertson presented the report for June 1, 2023, until July 31, 2023. Mr. Robertson noted that during this reporting period Jackson awarded thirteen (13) (Architecture and Engineering) A&E Awards. He noted eight (8) of those projects went to Small Business Enterprise (SBE) primes.
- ii. Mr. Juan Crespi commended the continued high number of (SBE's) receiving awards and the dollar value associated with them and thanked Mr. Robertson for his role in this success.

VI. New Business

a. A&E Taskforce Update – Pablo Valin (Strategic Procurement Department)

- i. Mr. Pablo Valin Strategic Procurement Department (SPD) provided an update on IO 3-39, stating the IO 3-39 had some slight modifications regarding Small Business Development (SBD) and Internal Services Department (ISD) responsibilities. He noted they did receive a final response about the section that allowed changes in key personnel after the submission date under specific circumstances. Mr. Valin stated the revised version was shared with the chairs' office, and once the revisions have been reviewed, it was anticipated to proceed forward.
- ii. Ms. Swain requested for a copy of the most recent draft of the IO 3-39.

b. Selection Committee Legislation

- i. Ms. Deborah Swain pointed out that IO 3-34 had an impact on Selection Committees, and there had been changes that the board was not previously informed about. Ms. Swain expressed disappointment at discovering these changes after they had already been implemented.
- ii. Ms. Laurie Johnson advised that the new legislation required a deputy or assistant director for projects of a specific dollar amount. However, she noted the committee structure remained the same for Architecture and Engineering (A&E).

Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting
September 27, 2023, Meeting Minutes

- iii. Mr. Crespi indicated that he would like to be informed about such matters in advance, rather than finding out about the changes after it had already been enacted. Mr. Hartfield advised that Small Business Development was informed after the legislation was already adopted.
- iv. Mr. Hartfield explained that the number of members on the selection committee will be increased when the project exceeds \$10 million dollars.

VII. Future agenda Items

- i. None

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

- i. No speakers

IX. Adjournment

- i. There being no further business to come before the Architecture and Engineering Advisory Board, Chairman Juan A. Crespi adjourned the meeting at 12:37 pm.

SBE Business Outreach and Education

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Architect & Engineers
Business Outreach and Education Section
October 1, 2023 to November 30, 2023

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Architecture & Engineering Program		
1	Certification Assistance	60	60
2	Needs Assessment Meetings (NAMS)	5	5
3	Technical Assistance	63	63
4	Payment Issues	0	0
4.1	Payment Issues Related Dollars	0	0
5	Prompt Payment Issues	0	0
5.1	Prompt Payment Related Dollars	0	0
6	Contract Issues (Non-dollar related)	0	0
7	Contact with SBE-Architecture & Engineering Firms (emails highlighting contract opportunities)	1,247	1,247

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	0	0
1.1	Number of Attendants	0	0
2	Partnership Workshops & Forums	2	2
2.1	Number of Firms (with whom contact was made)	50	50
Activity	Technical Training & Development Workshops		
3	SE Tier and Preference Training	0	0
3.1	n/a		

SBE A&E Certification Report

Certification Type: SBE-A&E
PERIOD: Oct. 1, 2023 to Nov 30, 2023

			Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other	Female	Male	Total Amount
	Total Certified SBE-A&E as of 11/30/23		246	18	33	180	10	0	5	56	190	246
		New	3 year Recert									
1	Approved Applications (New & Recertification)	1	1	2								
2	Graduated			0								
3	Denied			0								

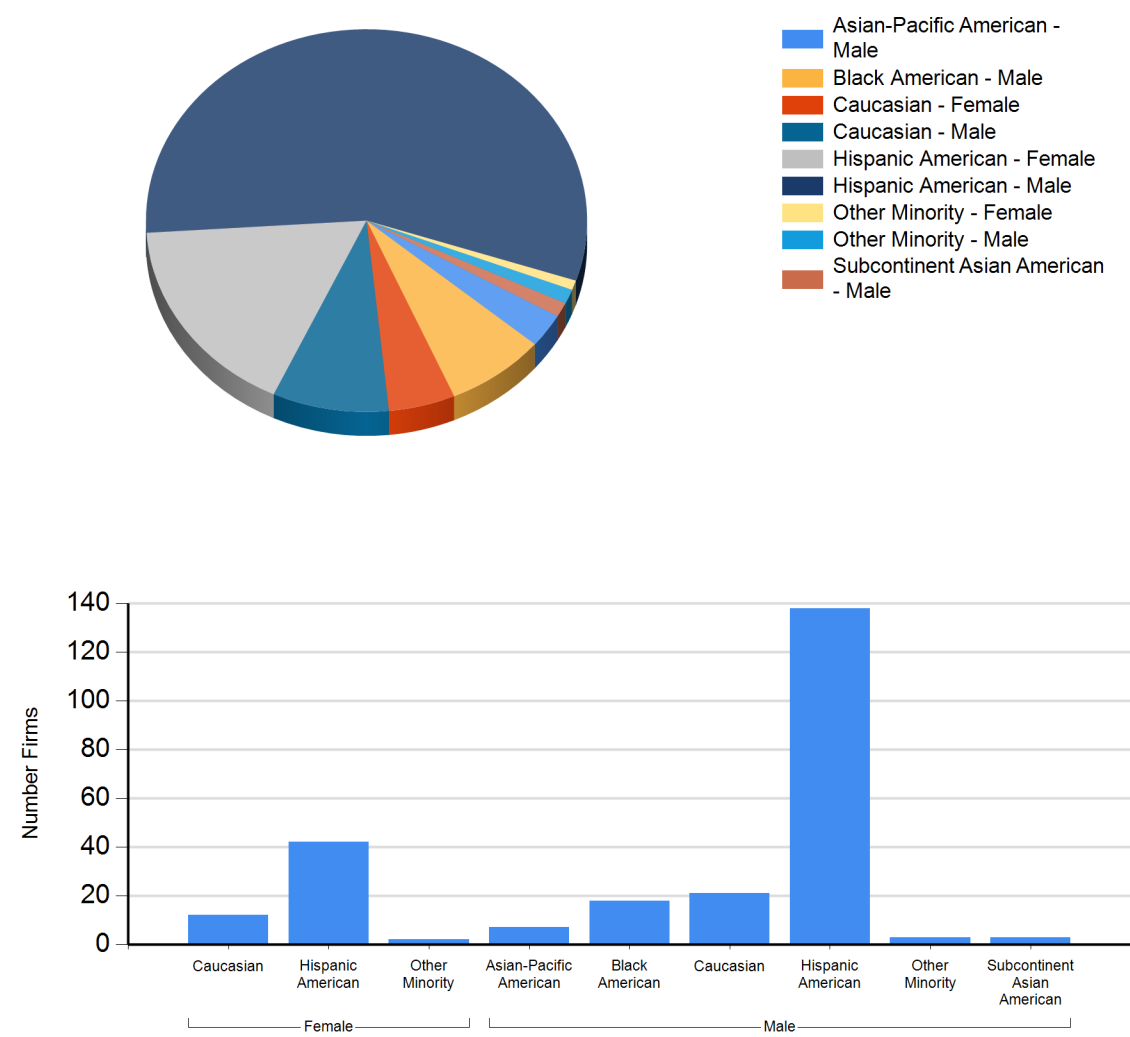
This is a race and gender neutral program. This report is for informational purposes only.

Certified Directory - Ethnicity & Gender Summary

Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms	Percent of Total
Asian-Pacific American	Male	7	2.85%
Black American	Male	18	7.32%
Caucasian	Female	12	4.88%
Caucasian	Male	21	8.54%
Hispanic American	Female	42	17.07%
Hispanic American	Male	138	56.10%
Other Minority	Female	2	0.81%
Other Minority	Male	3	1.22%
Subcontinent Asian American	Male	3	1.22%
Total Firms		246	

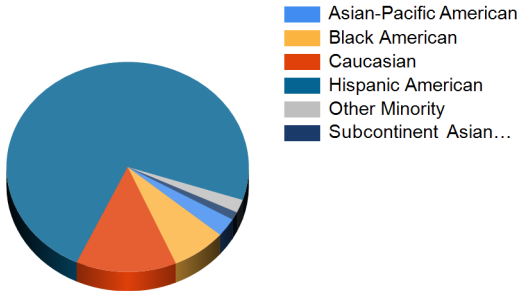
Certified Directory - Ethnicity & Gender Summary



Certified Directory - Ethnicity & Gender Summary

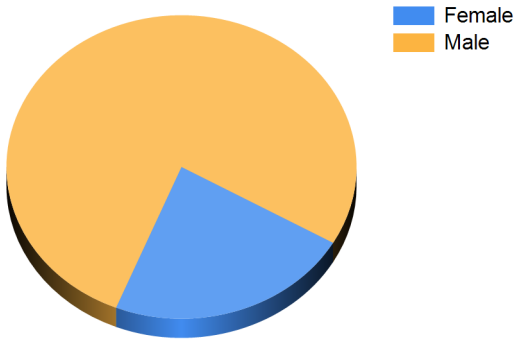
Ethnicity Summary

Ethnicity	Number Firms	Percent of Total
Asian-Pacific American	7	2.85%
Black American	18	7.32%
Caucasian	33	13.41%
Hispanic American	180	73.17%
Other Minority	5	2.03%
Subcontinent Asian American	3	1.22%
Total Firms	246	

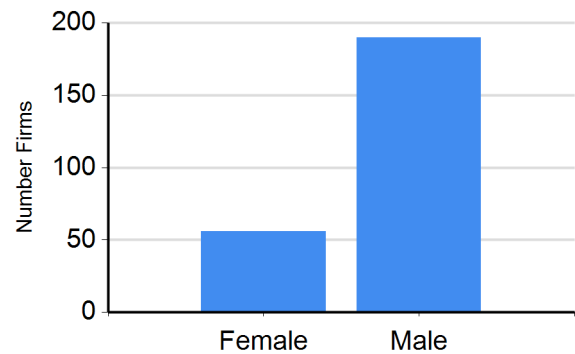
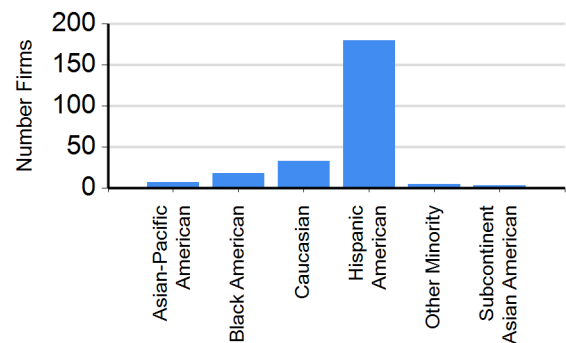


Gender Summary

Gender	Number Firms	Percent of Total
Female	56	22.76%
Male	190	77.24%
Total Firms	246	



Certified Directory - Ethnicity & Gender Summary



Jackson Health System Report

Jackson Health System A/E Awards October - November 2023					
Miami-Dade County EDP / Continuing Term Contracts / RFQs					
SBE Part.	Total Award	SBE Prime?	Firm	SBE Part.	Project Title
\$24,998.57	\$24,998.57	Y	Ferguson Glasgow Schuster Soto	100.00%	A/E Services CO#3 for JMH Behavioral Health Project
\$3,953.60	\$3,953.60	Y	Ferguson Glasgow Schuster Soto	100.00%	A/E Services CO#2 for Jackson South CT Scanner Replacement
\$19,741.40	\$19,741.40	Y	F.R. Aleman & Associates	100.00%	Surveying and Subsurface Utility Engineering Services CO#3 for JMMC ED Expansion Project
\$118,695.00	\$240,125.00	N	Nelco Architecture	49.43%	A/E Services for LTCC Window Retrofits (RFQ)
\$31,280.00	\$552,486.00	N	HKS Architects	5.66%	A/E Services CO#5 for JMMC ED Expansion Project Addt'l Services
\$1,584.82	\$1,584.82	Y	F.R. Aleman & Associates	100.00%	Surveying Sketch of the MDC Lot and Legal Description
\$154,764.40	\$671,720.50	N	Finrock Construction	23.04%	A/E Services for Jackson South Parking Garage Design-Build Services (RFP)
\$355,017.79	\$1,514,609.89	4 of 7 projects to SBE primes		23.44%	Overall SBE A/E Participation
\$669,774.21	\$680,527.97	9 of 10 projects to SBE primes		98.42%	Overall SBE A/E Participation
\$374,603.75	\$453,488.55	8 of 13 projects to SBE primes		82.60%	Overall SBE A/E Participation
\$449,998.25	\$1,149,326.76	8 of 12 projects to SBE primes		39.15%	Overall SBE A/E Participation
\$170,637.39	\$177,837.39	3 of 4 projects to SBE primes		95.95%	Overall SBE A/E Participation
\$22,229.72	\$56,298.21	2 of 3 projects to SBE primes		39.49%	Overall SBE A/E Participation
\$2,042,261.11	\$4,032,088.77	34 of 49 projects to SBE primes		50.65%	Overall SBE A/E Participation

Oct.-Nov. 2023 (Current Period)

Aug.-Sept. 2023

June-July 2023

April-May 2023

Feb.-March 2023

Jan. 2023

Running Year to Date

Task Log

**SBE - A&E Advisory Board Task Log
As of January 2024**

#	Task	Department	Comment	Status
1	IO 3-39	PROCUREMENT	Update provided by Pablo Valin	Pending
2	Selection & Scoping of Projects that are SBE Set Asides			
3	The volume of these Set-Asides projects... proportionate to the amount of sbe firms			
4	MDC A/E Agreements that are fair to all parties			
5	Fee negotiations- fees negotiated need to be commensurate with the tasks- that follow state CCNA			
6	MDC needs to consider SBE firms overhead rates (either recognize State of Florida audited/certified OH rates ex: FDOT or conduct their own audit) Essentially all small firms have overhead rates much higher than that of larger firms.			
7	Early tracking of payments to SBE Sub-consultants starting at 25% of billings			
8	Design-Build Projects 3rd Tier SBE Subs - payments in a timely manner			

2024 Advisory Board Meeting Dates

OFFICE OF SMALL BUSINESS DEVELOPMENT
Small Business Enterprise (SBE) Program
2024 SBE Advisory Board Meeting Schedule

SBE A&E BI-MONTHLY ON THE LAST WEDNESDAY

January 31, 2024..... 10:30am – 12:00pm
March 27, 2024 10:30am – 12:00pm
May 29, 2024..... 10:30am – 12:00pm
July 31, 2024 10:30am – 12:00pm
September 25, 2024 ... 10:30am – 12:00pm
November 13, 2024.... 10:30am – 12:00pm

SBE CONSTRUCTION BI-MONTHLY ON THE 3RD MONDAY

January 22, 2024 1:00pm – 3:00pm
March 18, 2024 1:00pm – 3:00pm
May 20, 2024 1:00pm – 3:00pm
July 15, 2024 1:00pm – 3:00pm
September 16, 2024 1:00pm – 3:00pm
November 18, 2024 1:00pm – 3:00pm

SBE GOODS & SERVICES BI-MONTHLY ON THE 3RD THURSDAY

January 18, 2024 10:30am – 12:00pm
March 21, 2024..... 10:30am – 12:00pm
May 16, 2024 10:30am – 12:00pm
July 18, 2024 10:30am – 12:00pm
September 19, 2024 10:30am – 12:00pm
November 21, 2024..... 10:30am – 12:00pm

Board Members – Must Attend In person: Small Business Development - Stephen P. Clark Center
111 NW First Street, 19th Floor Main Conference Room, Miami, FL 33128

Public – Attend In Person or Virtual Meeting: Register in advance for the Board meeting:

- Construction - https://miamidade.zoom.us/webinar/register/WN_HbnjI1CDQiyOndyQmOGL8Q
- Goods and Services - https://miamidade.zoom.us/webinar/register/WN_2kweuYcQRQCD4j4MEVju3g
- A&E - https://miamidade.zoom.us/webinar/register/WN_4iCGKmXFRr28d61uJ6cnjw

GENERAL INFORMATION AND AGENDAS FOR SBE ADVISORY BOARDS ARE AVAILABLE AT:

[HTTPS://WWW.MIAMIDADE.GOV/SMALLBUSINESS/ADVISORY-BOARDS.ASP](https://www.miamidade.gov/smallbusiness/advisory-boards.asp)

FOR ANY QUESTIONS, PLEASE CONTACT SMALL BUSINESS DEVELOPMENT AT (305) 375-3111 OR SBDMAIL@MIAMIDADE.GOV.



To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any County-sponsored program or meeting, please contact Michou Jean via email at Michou.Jean@miamidade.gov or phone at 305-375-3161, five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service)

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

THE NEXT MEETING IS SCHEDULED FOR:

March 27, 2024