

Memorandum



Date: May 14, 2020

To: Gary Hartfield, Division Director
Small Business Development
Internal Services Department

From: *EN* Elia Nunez, P.E, Assistant Director
Engineering, Planning and Development
Department of Transportation and Public Works

Subject: Project No: CIP207
ISD Project No: E20-DTPW-04
Project Name: Construction Engineering and Inspection Services (CEI) for the
Dadeland South Intermodal Station Project
FCSC: 8.23
Description: Upcoming Solicitation for CEI services
Contract Number: CIP207-DTPW20-CEI

The Department of Transportation and Public Works (DTPW) respectfully requests that the Miami-Dade County (County) Internal Services Department's (ISD) Division of Small Business Development (SBD) evaluate ISD Project No. E20-DTPW-04 - Construction Engineering and Inspection Services (CEI) for the Dadeland South Intermodal Station Project (the "Project"), to assign Small Business Enterprise measures, in order to proceed with the advertisement and subsequent bidding of the project. Below is a summary of the project details.

Scope of Services

DTPW has a need to establish a Professional Services Agreement (PSA) to provide CEI services for contract administration, inspection, and materials sampling and testing in support of the Project. The Project will construct direct ramps to and from a proposed elevated Bus Rapid Transit (BRT) platform at the Dadeland South Metrorail Station platform level to provide a seamless transfer between the Transitway BRT service and the Metrorail service. The Project will also include improvements/refurbishment to the existing station to enhance passenger amenities and experience.

The Scope of Services for ISD Project No. E20-DTPW-04 includes:

General: The Consultant will administer, monitor and inspect the work performed by the selected Design-Builder to ensure compliance with the Design-Build Contract requirements, construction and design criteria, standards, plans, specifications and special provisions. The Consultant will observe the work to determine the progress and quality of work; identify and report discrepancies to DTPW and direct the Design-Builder to correct such observed discrepancies. In addition, the Consultant will inform the DTPW Construction Project Manager of any significant omissions, substitutions, defects and deficiencies noted in the work of the Design-Builder and the corrective actions necessary.

The Consultant will provide support to DTPW including, but not limited to: administration during the design and construction phases of the Design-Build Contract, performance of duties such as design-build program logistics; planning; schedule reviews and monitoring; monitoring of permits; design support; plans review and resident engineering; office engineering; on-site inspection services; quality control; testing analyses; contract administration; construction safety and security coordination and compliance; construction survey checks and analysis; manage budget for the project; assist with cash flow reports; monitor the Design-Builder's progress; monitor and review construction cost estimates, invoices/requisitions analyses and recommendations; process shop drawings; review, prepare and

respond, track and process requests for information and field change requests; analysis, negotiation with recommendations for approval/rejection of supplemental agreements and change orders; safety certification; and perform contract closeout phases of the Project.

The Consultant shall provide these professional services on-site, consistent with the daily activities of the Design-Builder, per the Design-Builder's schedule, to provide quality assurance and compliance with plans, specifications, appropriate codes, and adherence to schedules. Since bus service must be maintained at all times during construction with minimum service disruptions, it is anticipated that the Design-Builder's schedule may include work done during nights, weekends, holidays, etc., year-round.

On-Site Inspections: The Consultant will monitor the Design-Builder's on-site construction activities and inspect materials entering into the work in accordance with the Design Criteria Package, plans, specifications, and special provisions for the Design-Build Contract to determine that the Project is constructed in reasonable conformity with such documents. The Consultant shall maintain detailed, accurate records of the Design-Builder's daily operations and of significant events that affect the work. In addition, the Consultant will monitor and inspect the Design-Builder's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan in accordance with the DTPW requirements.

Sampling and Testing: The Consultant will perform sampling and testing of component materials and completed work in accordance with the construction contract documents, including all specifications and special provisions. In complying with this scope, the Consultant will provide daily surveillance of the Design-Builder's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance. Documentation reports on sampling and testing performed by the Consultant shall be submitted during the same week that the construction work is done. The Consultant may be required to perform inspection and sampling of materials and components at locations remote from the project site and may perform testing of materials normally done in a laboratory remote from the project site.

Engineering Services: The Consultant will be responsible to coordinate the Design-Build contract administration activities of all parties involved in completing the project. Engineering services shall include maintaining the required level of surveillance of Design-Builder activities, and interpreting plans, specifications, and special provisions for the Design-Build contract. The Consultant will maintain complete, accurate records of all activities, meetings, and events relating to the Project and properly document all project changes. The following services shall be performed: scheduling and attendance to weekly progress meetings, as well as attendance to pre-construction meetings, internal meetings with DTPW staff, meetings with regulatory agencies, utility agency owners and any other meetings required prior to project final acceptance.

The Consultant will verify that the Design-Builder is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the Project. If the Project requires the use of the National Pollutant Discharge Elimination System (NPDES) general permit, the Consultant will provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The Consultant's inspector will be familiar with the requirements set forth on pages 4412 to 4435 of the Federal Register, Volume 57, Number 187, issued Friday, September 5, 1992, titled "Final NPDES General Permits for Storm Water Discharges from Construction Sites" and the Department's guidelines.

In addition, the Consultant will analyze the Design-Builder's schedule(s) [i.e. baseline(s), revised baseline(s), updates, as-built, etc.] for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. The Consultant will verify the schedule conforms with the construction phasing and Maintenance Of Traffic sequences, including all contract modifications, and will provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns.

The Consultant will analyze problems that arise on the Project and proposals submitted by the Design-Builder, work to resolve such issues, and process the necessary paperwork. The Consultant will be responsible to monitor, inspect and document utility construction for conformance with Utility Agency's Standards and the Utility Agency's Approved Materials List; facilitate coordination and communication between Utility Agency's representatives, DTPW staff and Utility Agency contractors that may be executing the work. The Consultant will assist with potential utility conflicts and the resolution of utility issues including DTPW and local government owned facilities.

The Consultant will identify, review, and track progress of any local, state, and/or other DTPW and utility agreements. The Consultant will address work progress, track reimbursement activities, and address any betterment and salvage determination, as well as prepare all necessary documentation to support reimbursement activities, betterment and salvage determination.

Public Information Services: The Consultant will provide Public Information Services and be proactive in keeping the community aware of the status, project phasing, bus service, and vehicular and pedestrian traffic impacts of the Project. With approval from DTPW, the Consultant may prepare and disseminate information to the public, elected officials and the media of any upcoming events, which will affect bus service and traffic flow. The Consultant will be responsible to produce and distribute all publications (letters, flyers, brochures and news releases) necessary for this contract. Prior to release, DTPW will approve all responses, letters, news releases and the like. For work in the Florida Department of Transportation (FDOT) right-of-way, the Consultant shall also coordinate with the FDOT Public Information Office and FDOT shall also approve all responses, letters, news releases and the like. It is expected that the Consultant will provide timely, professional responses to project inquiries including emails, telephone calls and other correspondence. In addition, the Consultant will coordinate general public information meetings, open houses, and community meetings as directed by DTPW's representatives.

Project Documentation and Reporting: The Consultant will prepare and submit to the DTPW Construction Project Manager daily inspection reports and a monthly Construction Status Report in a format agreed upon by DTPW. In addition, the Consultant will prepare all meeting agendas and meeting minutes associated with the Project. It is expected that the Consultant will video tape the pre-construction conditions throughout the project limits, document noteworthy incidents or events during construction, as well as provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy. Photographs shall be taken the day prior to the start of construction and continue as needed throughout the Project. Photographs shall be taken the days of Substantial Completion and Final Acceptance. Services will be in compliance with Florida Statute 287.055.

Cost Estimate

The PSA will have an effective term of two and one-half years, with one, one-year Option to Extend period. The maximum total compensation is set at \$3,551,593.10 (which is inclusive of a 10% contingency allowance).

The Consultant team must be certified in the technical categories listed below. The Architectural/Engineering Section of ISD has reviewed the technical certifications and provided concurrence.

TC No.	Description	Percentage	Amount
16.00	General Civil Engineering (Prime)	49%	\$1,740,280.63
17.00	Engineering Construction Management (Prime)	40%	\$1,420,637.24
2.01	Mass Transit Systems - Mass Transit Program (Systems) Management	1%	\$ 35,515.93
2.04	Mass Transit Systems - Mass Transit Controls, Communications & Information Systems	1%	\$ 35,515.93
2.05	Mass Transit Systems – General Quality Engineering	1%	\$ 35,515.93
2.06	Mass Transit Systems – Safety Certification for System Elements	2%	\$ 71,031.86
9.02	Soils, Foundations and Materials Testing – Geotechnical and Materials Engineering Services	3%	\$ 106,547.79
9.03	Soils, Foundations and Materials Testing – Concrete and Asphalt Testing Services	2%	\$ 71,031.86
26.00	Claims Analysis Services	1%	\$ 35,515.93
Total Estimated Professional Fees (inclusive of the Contingency Allowance Amount)		100%	\$3,551,593.10

The Prime Consultant must hold Technical Certifications in Categories 16.00 – General Civil Engineering and 17.00 – Engineering Construction Management. Interested Professional Firms (Consultants) shall be certified by Miami-Dade County (County) at the time of qualifications submittal in the Technical Certification Categories identified above.

Minimum Qualifications

The Prime Consultant should be able to demonstrate its competence through prior comparable project experience and is preferred to have completed at least two (2) projects in the last ten (10) years of similar scope and budget.

The expertise must be met by a qualified individual(s) of the Prime and/or sub-consultant firm(s), as applicable. The experience must be demonstrated by direct or substantial involvement of the individual(s) in a supervisory capacity at the Project Manager level or above. The determination of the individual’s qualifications and compliance with the experience and qualifications and preference stipulations shall be at the sole discretion of the County.

Participation Restriction

Consistent with Section 2-11.1 of the County Code – Conflict of Interest and Code of Ethics Ordinance, any firm or its sub-consultants that have previously performed any design or design management work that is in any way related to any work orders to be issued under the agreement resulting from the referenced solicitation shall be precluded from participating in this competitive process. The Design Criteria Professional, AECOM Technical Services, Inc. and its subconsultant, T.Y. Lin International, are not eligible to render services for ISD Project No. E20-DTPW-04. The County reserves the right to disqualify any proposal from a team, which includes any sub-consultant and/or individual who has played a substantial role in the development of the design criteria package or whose involvement with

Gary Hartfield, Division Director
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the design-build team would confer upon that team an unfair competitive advantage because of such sub-consultant's or member's prior involvement in the Project. Therefore, WSP USA, Inc. and its subconsultants, AMBRO, Inc. and Perez & Perez Architects Planners, Inc. are not eligible to render services for ISD Project No. E20-DTPW-04.

Should you require additional information, please contact Leticia Smith, Chief, Contract Services Division, at (786) 469-5291.

cc: Laurie Johnson, SBD/ISD
Jhonnatan Escalante, SBD/ISD

DEPARTMENTAL INPUT
**CONTRACT/PROJECT MEASURE ANALYSIS AND
 RECOMMENDATION**

Contract/Project Title Civil Infrastructure Engineering Services
 Contract/Project No. CIP207-DTPW29-CEI / E20-DTPW-04
 Description See attached Scope of Work
 Department Transportation and Public Works Contact Bassam Moubayed Phone (305) 3275-2116
 Estimated Cost 1 Agreement for \$3,551,593.10 Funding Source People's Transportation Plan Bond Program Funds

ANALYSIS

Commodity/Service No. _____ SIC _____

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) years
 Check Here if this is a New Contract/Purchase with Previous History

	<u>Existing</u>	<u>2nd Year</u>	<u>1st Year</u>
Contractor	_____	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____
Comments	_____		

RECOMMENDATIONS

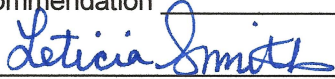
<u>SBE-A/E GOAL</u>	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>	
_____	_____	_____	
<u>Analysis for Goal Recommendation</u>			
<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
<u>16.00 General Civil Engineering (Prime)</u>	<u>\$1,740,280.63</u>	<u>49%</u>	_____
<u>17.00 Engineering Construction Management (Prime)</u>	<u>\$1,420,637.24</u>	<u>40%</u>	_____
<u>2.01 Mass Transit Systems - Mass Transit Program (Systems) Management</u>	<u>\$ 35,515.93</u>	<u>1%</u>	_____
<u>2.04 Mass Transit Systems - Mass Transit Controls, Communications & Information Systems</u>	<u>\$ 35,515.93</u>	<u>1%</u>	_____
<u>2.05 Mass Transit Systems – General Quality Engineering</u>	<u>\$ 35,515.93</u>	<u>1%</u>	_____
<u>2.06 Mass Transit Systems – Safety Certification for System Elements</u>	<u>\$ 71,031.86</u>	<u>2%</u>	_____
<u>9.02 Soils, Foundations and Materials Testing - Geotechnical and Materials Engineering Services</u>	<u>\$ 106,547.79</u>	<u>3%</u>	_____
<u>9.03 Soils, Foundations and Materials Testing - Concrete and Asphalt Testing Services</u>	<u>\$ 71,031.86</u>	<u>2%</u>	_____

RECOMMENDATIONS

Analysis for Goal Recommendation

<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
<u>26.00 Claims Analysis Services</u>	<u>\$ 35,515.93</u>	<u>1%</u>	<u> </u>
<u>Total</u>	<u>\$ 3,551,593.10</u>	<u>100%</u>	<u> </u>

Basis for Recommendation



By: Leticia Smith, Chief of Contract Services
Department of Transportation and Public Works

May 14, 2020
Date to SBA/DPM