




Date: June 11, 2012

To: Jack Osterholt, Director
Regulatory and Economic Resources

From: 
Irma San Roman, Interim Director
Metropolitan Planning Organization (MPO) Secretariat

Subject: Recommendation for Non-Exclusive Professional Services Agreement (PSA) for the 2040 Regional Transportation Plan for Southeast Florida (2040 RTP) Program, Contract #E12-MPO-03

The MPO respectfully requests that the Department of Small Business Development review the attached recommendation for “no measures” for the above referenced contract. This project is federally funded and will be reimbursed through federal and state funds. The Disadvantaged Business Enterprise (DBE) goal established for this contract is 8.60% as recommended by the Florida Department of Transportation (FDOT). FDOT District Six is the funding pass-through agency for the Miami-Dade MPO. Once this recommendation is approved, we will proceed with the advertisement and subsequent bidding of the project.

Background:

The 2000 Census combined portions of Miami-Dade, Broward, and Palm Beach counties into the Miami Urbanized Area (UZA). However, the Governor and the Miami-Dade, Broward and Palm Beach MPOs agreed to maintain the three MPOs with enhancements to address regional mobility of people and goods in Southeast Florida. The Southeast Florida Transportation Council (SEFTC) was created by the three MPOs to coordinate and carry out the activities necessary to meet the regional transportation planning and coordination needs. The Regional Transportation Plan for Southeast Florida (RTP) is the key tool linking the three county Metropolitan Planning Organizations (MPO’s) long range plans together. In 2010, SEFTC adopted the 2035 Regional Long Range Transportation Plan (RLRTP) for the region. The 2040 RTP will provide an update to the 2035 RLRTP and be coordinated with the current update cycles of the respective county long range transportation plans.

Professional Services Agreement (PSA):

A regional consultant will be retained by the Miami-Dade MPO on behalf of the three Southeast Florida (Broward, Miami-Dade and Palm Beach) Metropolitan Planning Organizations (MPO’s) to carry out the identified tasks in the 2040 Regional Transportation Plan (RTP) for Southeast Florida scope of work which supports the preparation and adoption of the 2040 RTP. In addition to the 2040 RTP, the consultant will be responsible to provide administrative support for activities under the Southeast Florida Transportation Council (SEFTC) including but not limited to the preparation of agendas, meeting minutes, web site updates and presentations for SEFTC and its committees.

The 2040 RTP represents an update of the 2035 Regional Long Range Transportation Plan which provided a set of highway and transit improvements for the region developed in coordination with the respective local long range transportation plans using local and regional costs and revenues.

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Contact:

Oscar Camejo, Financial Manager

(305) 375-1837

osc@miamidade.gov

Attachments

C: Vivian Walters - RER

DEPARTMENT INPUT
CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Check applicable Ordinance(s): 90-143 Responsible Wage and Benefits 03-237 (formerly 03-1) Community Workforce Program

PROJECT INFORMATION See attachment

Contract/Project/*Work Order No.: _____ E12-MPO-03

*Reference corresponding project number when submitting a work order

Contract/Project Title: 2040 Regional Transportation Plan Southeast

Description/Scope of Work: See Attachment

Estimated Cost: \$900,000 Funding Source: Federal

Location of Project (street address or beginning and ending points) i.e. 12345 NE 23rd Ct or Starts at 135 St. ends at 145 St.

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP) See attachment

Engineer/Department or Agency's estimated required workforce for Project Work Order :

Trade/Skills Required	Est. # of workforce required per trade	Est. # of total days to complete job
N/A	N/A	N/A

Comments: _____

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE) See attachment

Sub-Trade	Est. Cost	% of Item to Base Bid	Availability
N/A	N/A	N/A	N/A

RECOMMENDATION

Set-Aside: Level 1 Level 2 Level 3 Trade Set-Aside Sub-Contractor Goal Workforce Goal No Measure
Basis for Recommendation: "No Measures" - Federally Funded Project

Date submitted to DBD: 6/13/12

Contact Person: Oscar Camejo

Telephone No.: (305) 375-1837

ATTACHMENT

1. **Contract/Project #:** E12-MPO-03
2. **Project Title:** 2040 Regional Transportation Support (2040 RTP) for Southeast Florida
3. **Project Description:** The purpose of this contract is to retain a regional consultant to conduct the 2040 RTP. The scope of work includes the following major tasks: update regional transportation network; update regional goals, objectives and measurements of effectiveness; identify Transportation Demand Management (TDM) and Transportation System Management and Operations (TSM&O) measures for the regional transportation network; prepare a financial plan that lays out the existing and potential funding sources and mechanisms required to implement the strategies of the RTP; prepare a transportation system performance evaluation; develop a Regional Needs Assessment, Strategic and Cost Feasible Transportation System Plans; prepare a regional prioritized plan of projects for implementation; conduct regional public involvement activities; and provide administrative support to the SEFTC and its committees.
4. **Number of firms:** One (1)
5. **Contract Duration:** Three (3) years
6. **Estimated Cost:** \$900,000 for the 3-year period
7. **Funding Source:** Federal Highway Administration (FHWA)
8. **DBE Goal:** 8.60%

This goal is based on Florida Department of Transportation (FDOT) DBE goal for federal Fiscal Years 2012-2014
See attached e-mail and Chapter 14 of the FDOT's Local Agency Program Manual for Disadvantaged Business Enterprises (DBE).
9. **Technical Certifications:**
 - 1.01 – Urban Area and Regional Transportation Planning
 - 1.02 – Mass and Rapid Transit Planning

Equal Opportunity Office
Florida Department of Transportation
605 Suwannee Street, MS 65
Tallahassee, FL 32399-0450
(850) 414-4753 Phone
(850) 414-4879 Fax
charlotte.thomas@dot.state.fl.us

From: Wright, Arthur

Sent: Monday, September 19, 2011 8:56 AM

To: FDOT-DCA; FDOT-PSA; Autry, Alan; FDOT-Contract Compliance Managers; Febres, Sammy; Greene, Carol; Jackson, Nita; Klump, Michael; L' Hommedieu, Frank; Martin, Kathy; McCall, Debra; Miller, Erica; Moore, Dwayne; Pace, Angela; Render, Cassandra; Sibanda, Nonhlanhla- Chikoti; Smith, Victoria; Thomas, Charlotte; Watson, Terry

Subject: DBE Goal

The Department just received official approval from FHWA for our new DBE goal.

Effective October 1, 2011, the DBE goal is **8.60%**. The federal regulations recently changed the DBE goal setting to be done every 3 years instead of every year. So unless there is any significant changes in our program, the 8.60% goal will be in place until September 30, 2014.

Please let me know if you have any questions.

Art Wright, Manager
Equal Opportunity Office
Florida Department of Transportation
(850) 414-4749
arthur.wright@dot.state.fl.us

CHAPTER 14 - DISADVANTAGED BUSINESS ENTERPRISES

14.1 GENERAL

14.1.1 It is the policy of the United States Department of Transportation (USDOT) that Disadvantaged Business Enterprises (DBEs) have an equal opportunity to participate in the performance of federally financed contracts or subcontracts. (DBEs are defined in 49 Code of Federal Regulation, Part 23). To achieve this goal, all Local Agencies and their contractors must take steps to make sure that DBEs are encouraged to compete for construction contracts, procurement contracts, grants, services, financial aid or other benefits. DBEs must have full access to these opportunities.

14.1.2 In accordance with guidance provided by the Federal Highway Administration (FHWA), contracts issued by Local Agencies that have FHWA funds must be in compliance with the FDOT DBE Program. The FDOT DBE Program is race-neutral and has a goal for the 2007-2008 Federal Fiscal Year to spend at least 8.60% of the highway dollars received from the Federal Government on projects with Certified DBEs as prime contractors/subcontractors and prime consultants/sub consultants. Race-neutral means that the Department will not be assigning individual goals on each project. Instead, the Department believes that the 8.60% overall goal can be achieved through the normal competitive procurement process. According to 49 CFR Part 26, if the 8.60% goal is not achieved, the Department may be required to return to a race-conscious program. In this program, goals are imposed on individual contracts. The Department encourages all of their contractors to obtain bids and quotes from Certified DBEs. The Department's DBE Program Plan goal methodology can be found at: www.dot.state.fl.us/equalopportunityoffice/.

14.1.3 The District Administrator will arrange for the Department's Equal Opportunity Office (EOO) to provide training to Local Agencies, as necessary.

14.2 ESTABLISHMENT OF PROJECT DBE AVAILABILITY GOAL PERCENTAGES

The Local Agency will review each project to determine if the work allows for DBE participation. The Local Agency must also set up a DBE availability goal percentage. This DBE availability goal percentage is not a fixed contract requirement. It is a guide to inform the contractor of the work that could reasonably be contracted to a DBE. The Local Agency considers the following criteria when making a goal: (1) the dollar amount of the contract to make sure that it is large enough to allow efficient subcontracting, (2) the work

of the project that can be subcontracted, and (3) the availability of DBE firms in the project area able to do the required work.

14.3 ANTICIPATED DBE PARTICIPATION STATEMENT

The contractor must complete and submit the "Anticipated DBE Participation Statement," (shown in Appendices 14.7.1) at the pre-construction or pre-work conference. The Statement must only include companies certified as a DBE. The contractor can and should update the Statement when additions or deletions are made through the life of the contract.

This will not become a binding part of the contract. It will assist the Department in tracking planned or estimated DBE use. The contractor must mail or fax the Statement to the Department's Equal Opportunity Office at the following address within 3 days of the pre-construction or pre-work conference:

Florida Department of Transportation
Equal Opportunity Office, MS-65
605 Suwannee Street
Tallahassee, Florida 32399-0450
Fax Number: (850) 414-4879

14.4 EQUAL OPPORTUNITY REPORTING (EOR) SYSTEM

To comply with federal changes in the DBE Program Plan, the Department is also collecting actual payments made to subcontractors in addition to the planned use. The Local Agency reports data on actual payments, minority status, and the type of work of all subcontractors and major suppliers. Reports can be made through the Equal Opportunity Reporting System (EOR) on the Internet at www.dot.state.fl.us/equalopportunityoffice/. Each month the Local Agency must report actual payments to all DBE subcontractors and suppliers. Payments to all non-DBE subcontractors can be reported either monthly or at the end of the project. The EOR is working to revise the reporting system so contractors can enter this information instead of the Local Agency.

14.5 DBE CERTIFICATION

The DBE firm(s) named by the contractor in the "Anticipated DBE Participation Statement" and the EOR System must be certified as a DBE firm in order to be counted as a DBE. To verify whether a firm is certified as a DBE for the work being performed, the contractor must refer to the Business Directory published by the Department's Equal Opportunity Office on the Internet at: www.dot.state.fl.us/equalopportunityoffice/. If the Internet is not available, the contractor can call the Equal Opportunity Office for verification at (850) 414-4747.

14.6 BIDDERS LIST

Federal regulations require States to maintain a database of all firms that are participating or attempting to participate in FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBEs and non-DBEs. The Bid Opportunity List is used to record bidders' information for all subcontractors or sub consultants who submitted bids to primes. This information should be returned with the bid package or proposal package on the Bidders Opportunity List form. The local agency should mail or fax the form to the Equal Opportunity Office.

14.7 MONITORING DBE REPORTING

The Local Agency must monitor the contractor to ensure that it submits the "Anticipated DBE Participation Statement" at the pre-construction or pre-work conference and then forwards it to the Equal Opportunity Office. The Equal Opportunity Office will monitor the EOR System to ensure that the Local Agency is providing the necessary information.

14.8 APPENDICES

Anticipated DBE Participation Statement (275-030-12) and Bidders Opportunity List (275-030-11).