

# Memorandum



**Date:** October 13, 2020

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

**From:** Sylvia Novela, Strategic Procurement Director  
Miami-Dade Aviation Department  
Contracts Administration Division

**Subject:** General MEP Engineering & Design Services  
ISD Project No. E20-MDAD-02A

*S. Novela*

It is requested that the referenced project be reviewed for contract measures in order to proceed with the advertisement and subsequent consultant selection.

Similar to ISD Project Nos. E17-MDAD-02A&B, MDAD is recommending that contract measures for ISD Project No. E20-MDAD-02A for one Professional Services Agreement (PSA) be established as a SBE Set Aside Tier 3 with a SBE G/S 1% goal. MDAD is also recommending that contract measures for ISD Project No. E20-MDAD-02B for two (2) PSAs be established with a SBE A/E 15% goal and SBE G/S 1% goal. Both projects will be advertised and selected concurrently. A formal contract measure request for E20-MDAD-02B is being submitted concurrently with this request.

**Project:** General MEP Engineering & Design Services

**ISD Project No.:** E20-MDAD-02A

## Project

**Description:** The scope of services to be provided the selected A/E firm includes, but is not limited to renovations and improvements of mechanical, electrical, plumbing and fire suppression systems terminal wide. These are multiple projects and require specialties such as paging systems, as well as evaluations of air conditioning mechanical rooms.

**Term of the Agreement:** One (1) PSA with a five (5) year term

**Contract Estimated Amount:** \$5,000,000 (Base Estimate not including Contingency or IG fees)

**Funding Source:** Future financing

**Technical  
Certification  
Category**

**Prime:** 4.01 Aviation Systems – Engineering Design (10%)  
12.00 General Mechanical Engineering (35%)  
13.00 General Electrical Engineering (35%)  
17.00 Engineering Construction Management (5%)

**Sub-consultants:** 12.00 General Mechanical Engineering (5%)  
13.00 General Electrical Engineering (5%)  
17.00 Engineering Construction Management (5%)

**Project Preferred  
Experience:** None

**Recommended SBE  
A/E and G/S**

**Measures:** SBE A//E Set Aside Tier 3; SBE G/S goal - 1% - Commodity Code - 61500 -  
Office Supplies, General

Please advise if additional information is needed to complete this request.

Your assistance with this matter is appreciated.

c: Laurie Johnson, ISD/SBD  
Pedro Hernandez MDAD  
Barbara S. Jimenez, MDAD  
Marie Clark-Vincent, MDAD\  
Caroline Burgos, MDAD  
Felix Pereira, MDAD