

Date: October 28, 2020

Memorandum



To: Gary Hartfield, Director
Small Business Development Division

From: Monique Perez Medina, PROS Contract Administrator
Parks, Recreation and Open Spaces Department *MPM*

Subject: Notice of Professional Services – Goal Memo
Request to Advertise for Parks, Recreation and Open Spaces (PROS) Construction Engineering and Inspection Services for Rickenbacker Causeway Hobie Island North Side Shoreline and Roadway Protection Contract: 422003-18-010.
Project No: E21-PROS-03.

Miami-Dade County Parks, Recreation and Open Spaces Department (PROS) seeks a Engineering Construction Management professional for the Construction Engineering and Inspection (CEI) Services, for this roadway protection and shoreline construction project. The construction scope includes shoreline stabilization, beach re-nourishment, seawalls, storm water management system, pavement for parking, parkways, bike lanes and trails, paver walkways, guardrails, and extensive landscapes in upland area. It also includes removal of invasive vegetation, clearing and grubbing, removal of retaining wall and concrete berm south side of Hobie Island along the Rickenbacker Causeway frontage road eastbound.

The Department is recommending a 10% CBE goal for Geotechnical Engineering Services and Concrete, Asphalt Testing Services, Landscape Architecture and General Structural Engineering.

The breakdown for the A/E services is as follows:

The project design consultant (Prime and Sub-Consultants) will not be eligible for award of any Design, Construction, or Laboratory testing service contracts related to the specific service work order.

TECHNICAL CERTIFICATION CATEGORIES

Miami-Dade County Certification

		Percentage	Percentage SBE	
17.00	Engineering Construction Management (Prime)	90%		
9.02	Geotechnical Engineering Services (Sub)	2%	2%	
9.03	Concrete and Asphalt Testing Services (Sub)	2%	2%	
11.00	General Structural Engineering (Sub)	4%	4%	
20.00	Landscape Architecture (Sub)	2%	2%	
	Total Professional Services	100%	10%	

cc: Humberto Cabanas, Chief, Design & Construction Excellence, PROS
Lin Li, Construction Manager 3, PROS
Dorothy Mills-Mayers, Grants Manager, PROS

EXHIBIT "A"

The selected consultant will report directly to PROS Project Manager.

1. Act as County's representative and provide project inspection;
2. Assist the County with constructability reviews, cost estimate reviews, technical plan reviews, and "Value Engineering" reviews as necessary for plan revisions before project advertisement and during construction. Successful CEI consultants will not be allowed to perform any of the described scope of work on projects that they or their sub consultants are involved in including design, design management, and construction;
3. Analyze construction project requirements in terms of personnel required for observation/inspection of workmanship, materials onsite, and construction progress to determine reasonable conformance with the design intent of the plans and specifications. Assign field personnel to perform services for the project, once awarded and obtain approval of assignment from County;
4. Deliver material samples to County's designated lab provider. Provide coordination with County's designated lab, assignment of testing/inspection personnel, review invoices to verify accuracy and coordinate shop drawing/submittal reviews and approvals process. Review testing-lab report results for compliance with the contract and notify the contractor and County of failures;
5. Inspect the project to verify general compliance with the design intent of the plan and specification requirements.
6. Prepare, distribute and file project correspondence;
7. Review the contractor's CPM schedule and verify general compliance with the specifications associated with the project;
8. Maintain complete, accurate records of all activities and events relating to the project and properly document project changes;
9. Produce an independent estimate in order to review and recommend the contractor's monthly, pre-final and final pay estimates for construction of the project;
10. Review and recommend payment or rejection of the contractor's monthly pay estimates of work performed associated with the project;
11. Prepare monthly progress report of construction activities with outstanding issues outlined for review. Report will include time expended, cost of work in place, anticipated completion date and other information as requested by County. Monthly progress information associated with the project will be submitted to County for review and approval;
12. Have Resident Compliance Specialist on board, as required by FDOT LAP.
13. Review contractor's request for additional compensation for extra work and submit findings and recommendations to County;
14. Review the contractor's request for time extensions and submit findings and recommendations to County;
15. Assist in the preparation and issuance of construction change orders and supplemental agreements. Forward recommendations associated with time and costs to County for approval prior to implementation. Coordinate with County and County's design;
16. Review, make recommendations and/or coordinate the response to the contractor's requests for information ("RFI") and submittals. Coordinate with County and County Design;

17. Provide oversight review on review of contractor's claims for additional compensation for extra work and submit findings and recommendations to County for hearings or litigation as required. Assist County in preparation and documentation of factual evidence;
18. Maintain files for correspondence, change orders, submittals and RFI's;
19. Assist County with public outreach efforts to include attending necessary public meetings and coordinating with stakeholders and other entities during construction;
20. Coordinate and host a CPM baseline schedule review meeting with the contractor and County;
21. Participate in the pre-construction meeting to establish appropriate lines of communication and pre-construction requirements associated with the project and the contractor;
22. Coordinate and host weekly construction meetings to address the current status of the contractor's work schedule, outstanding issues, submittals, shop drawings, and change orders;
23. Coordinate and host month-ending construction meeting as part of weekly progress meeting to determine schedule changes and facility adjustments required to maintain the contractor's schedule for project completion;
24. Prepare and distribute meeting minutes from all hosted meetings;
25. Review project for final acceptance and coordinate final review with County personnel.
26. Coordinate outstanding issues with County personnel to verify resolutions prior to final acceptance;
27. Coordinate final documentation processing, in accordance with County and FDOT standards, and submit to County upon completion of the project;
28. Maintain project daily log documenting daily construction activities, weather conditions, time charges and contractor's resources as well as project specific information associated with the project. This daily log will also incorporate contract items of observation and decisions associated with the construction of the project;
29. Observe and monitor the Contractor's operation and determine, in general, compliance with the construction plans and specifications on each item of work underway and confirm that specified material is incorporated into the work;
30. Confirm that the contractor has obtained necessary permits;
31. Review contractor's daily quantities of work completed;
32. Complete daily construction activity reports;
33. Notify County immediately in the event of an on-site accident;
34. Consultant will coordinate and perform all Quality Assurance / Verification construction field materials sampling and testing. Contractor to perform Quality Control Testing;
35. Coordinate utility adjustment activities, utility installation verification, monitoring, record management, reporting and as-built drawings;
36. Monitor the contractor's traffic control plan for compliance with plans and specifications and provide recommendations to County, if needed;
37. Coordinate material-testing needs with the contractor's schedule and schedule required tests with the County designated lab. Verify test frequencies adhere to sampling frequencies outlined in the specifications;

38. Review test reports for accuracy and maintain filing system for test reports and material compliance as required;
39. Prepare photographic project documentation to include individual activities and overall progress as well as impacts to the public;
40. Review contractor's videos and photographs taken in accordance with the construction contract;
41. Attend construction, utility coordination and scheduling meetings;
42. Upon receipt of the contractor's Request for Substantial Completion Inspection, conduct substantial completion inspection, prepare the project punch list of discrepancies for the various construction items and monitor the completion and acceptance of the items as required by the specifications. The "Certificate of Acceptance for Substantial Completion" will be recommended when the project meets minimum requirement for substantial completion in accordance with the contract requirements;
43. Coordinate with County's maintenance department for input on substantial completion inspection and project punch list;
44. Ensure all closeout documentation is received from the contractor, including but not limited to all guarantees, operating and maintenance manuals, releases of claims and certificate required and then deliver them to the County;
45. After satisfactory completion of the punch list, the Certificate of Final Acceptance and final payment will be recommended to the contractor;
46. Providing services that comply with FDOT manuals, procedures, and memoranda in effect as of the date of execution of the Agreement unless otherwise directed in writing, including being responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with Federal cost principles. Such FDOT manuals, procedures, and memorandums are found at the FDOT State Construction Office's website.
47. Verifying that the contractor is in compliance with the requirements of the FDOT Materials Acceptance and Certification System (MAC), confirming that the materials, samples and records are accurate;
48. Monitoring the Contractor and Subcontractor's performance for compliance with all requirements of the Equal Employment Opportunity (EEO), Affirmative Action (AA), Disadvantage Business Enterprise (DBE), On-the-Job Training (OJT) and federal Wage Rate Provisions required by the FHWA 1273 Required Contract Provisions Federal-Aid Construction Contracts and applicable Florida Statutes;
49. Meeting with FDOT designee in order to respond to construction and post construction audits.