

Memorandum



Date: June 17, 2022

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

Through: *Andre Ragin*
Andre Ragin, Aviation Small Business Strategic Advisor
Minority Affairs

From: Sylvia Novela, Division Director
Sylvia Novela
Miami-Dade Aviation Department
Procurement and Materials Management Division

Subject: Environmental Management System/ISO 14001:2015 Consulting Services
ISD Project No. E22-MDAD-01

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

Project: Environmental Management System/ISO 14001:2015 Consulting Services

ISD Project No.: E22-MDAD-01

Project

Description:

The consultant will provide consulting services for ISO 14001:2015 or current certification to MDAD including but not limited to; the implementation of Environmental Management System (EMS) enhancement, periodic training of staff and internal audits conducted by ISO 14001 lead auditor, emergency drills, MDAD tenant environmental compliance audit including site visits and reporting, update, and preparation of MDAD Spill Prevention Control and Countermeasure Plan (SPCC Plan). Environmental consulting includes oversight, air quality reporting by certified industrial hygienist, testing, assessments, and inspections. Additionally, maintaining the MDAD Green Point intranet site as an integrated part of EMS. Simplifying, and managing all EMS manuals and documents, procedures, and information in an efficient and centralized manner. Sustaining compliance with the ISO 14001:2015 or current certification standards by keeping the management system constantly updated and in compliance with inspections and audits. Assisting and consulting in Environmental and legal regulatory compliance with local, state, and federal agencies.

Background:

Miami International Airport has been certified in ISO14001 since 2001 to help improve the Airport's environmental performance, reduce the possible environmental impacts of its operation, and avoid conflict in airport operation, keeping it under compliance. The Miami-Dade Aviation Department (MDAD) needs a consulting firm that provides environmental services such as keeping the Environmental Management System (EMS) updated, periodic training of staff, internal audits, emergency drills, MDAD tenant compliance audits and reporting, update and preparation of the SPCC plan and environmental and regulatory compliance with local, state, and federal agencies

Term of Agreement: Five (5) years

Contract Estimated Amount: \$1,102,500

Funding Source: Miami-Dade Aviation Department Operating Budget

Technical Certification Category Prime: 10.05 Environmental Engineering - Contamination Assessment and Monitoring

Sub-consultants: 9.09 Soils, Foundations and Materials Testing - OSHA
10.06 Environmental Engineering - Remedial Action Plan Design
10.07 Environmental Engineering - Remedial Action Plan Implementation/Operation/Maintenance
10.09 Environmental Engineering - Wellfield, Groundwater, and Surface Water Protection and Management
25.00 Aviation Planning Consultant Services

Project Preferred Qualification: The prime consultant should include the following personnel:

- EMS Certified Lead Auditor in ISO 14001:2015
- Certified Industrial Hygienist by the American Board of Industrial Hygiene (ABIH).

Proof of certification should be included in the proposal submittal. This above referenced certifications must be maintained by the prime consultant, at all times, for the duration of this contract. The prime consultant is highly preferred to demonstrate experience with ISO 14001:2015.

Recommended SBE A/E and G/S Measures: SBE A&E 15.00% and SBE G&S 0.75%

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

Your assistance with this matter is appreciated.

c: Laurie Johnson, ISD/SBD
Ana Finol, MDAD
Barbara S. Jimenez, MDAD
Sylvia Novela, MDAD
Gustavo Leal, MDAD

CONSULTANT SELECTION REQUEST

PROJECT NAME: Environmental Management System/ISO14001:2015 Consulting Services PROJECT No: _____ CIP No: _____

REQUESTING DIVISION: Civil/Environmental Engineering DATE 2/07/22

FACILITIES PLANNER: _____ PROJECT MANAGER: Andrey Main
 PROJECT DESCRIPTION (attach additional sheets providing detailed project description as necessary):

The consultant will provide consulting services for ISO 14001:2015 or current certification to MDAD including but not limited to; the implementation of Environmental Management System (EMS) enhancement, periodic trainings of staff and internal audits, emergency drills, MDAD tenant environmental compliance audit including site visits and reporting, update, and preparation of MDAD SPCC Plan. Environmental consulting including oversight, testing, assessments, and inspections. Additionally, maintaining the MDAD Green Point intranet site as an integrated part of EMS. Simplifying, and managing all EMS manuals and documents, procedures, and information in an efficient and centralized manner. Sustaining compliance with the ISO 14001:2015 or current certification standards by keeping the management system constantly updated and in compliance with inspections and audits. Assisting and consulting in Environmental and legal regulatory compliance with local, state, and federal agencies.

SOURCE OF FUNDING: Airport Revenue Funds BUDGET CODE: _____

ANTICIPATED CONSULTANT SERVICES ARE INDICATED ON PAGE 2.

ESTIMATED COST			
Design Cost	<u>\$1,000,000.00</u>		
Construction Cost	<u>\$</u>	Number of Agreements and Amount per Agreement:	
Art Allowance	<u>\$</u>	No. <u>1</u>	x <u>\$1,000,000.00</u>
Other (Specify – e.g., Permitting, HNTB, and any other soft costs)		TOTAL <u>\$1,000,000.00</u>	
_____	<u>\$</u>	Term of Agreement: <u>7 Years, plus</u>	
_____	<u>\$</u>	<u>1 Two Year OTR</u>	
_____	<u>\$</u>		
TOTAL	<u>\$</u>		

TOTAL DOLLARS INDICATED ABOVE ARE IN THE CAPITAL PROJECT FACT SHEET BUDGET YES NO

IF "NO" IS CHECKED, PLEASE EXPLAIN:

FACILITIES PLANNER/ PROJECT MANAGER: Andrey Main Signature Andrey Main Printed Name 2-7-22 Date

DIVISION CHIEF: Gustavo Ival Signature Gustavo Ival Printed Name 2/7/22 Date

AUTHORIZED MDAD SIGNATURE: [Signature] Signature Harvey P. Robinson Printed Name 2/7/22 Date

DIVISION DIRECTOR Title

CAT. NO.	SERVICE DESCRIPTION *	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
1.00	TRANSPORTATION PLANNING			
	1.01 URBAN AREA AND REGIONAL TRANSPORTATION PLANNING			
	1.02 MASS AND RAPID TRANSIT PLANNING			
	1.03 AVIATION SYSTEMS AND AIRPORT MASTER PLANNING			
	1.04 PORT AND WATERWAY SYSTEMS PLANNING			
2.00	MASS TRANSIT SYSTEMS			
	2.01 MASS TRANSIT PROGRAM (SYSTEMS) MANAGEMENT			
	2.02 MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES			
	2.03 MASS TRANSIT VEHICLE & PROPULSION STUDIES			
	2.04 MASS TRANSIT CONTROLS, COMMUNICATIONS, & INFORMATION SYSTEMS			
	2.05 GENERAL QUALITY ENGINEERING			
	2.06 MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS			
3.00	HIGHWAY SYSTEMS			
	3.01 SITE DEVELOPMENT AND PARKING LOT DESIGN			
	3.02 HIGHWAY DESIGN			
	3.02A TUNNEL DESIGN			
	3.03 BRIDGE DESIGN			
	3.04 TRAFFIC ENGINEERING STUDIES			
	3.05 TRAFFIC COUNTS			
	3.06 TRAFFIC CALMING			
	3.07 TRAFFIC SIGNAL TIMING			
	3.08 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION			
	3.09 SIGNING, PAVEMENT MARKING, AND CHANNELIZATION			
	3.10 LIGHTING			
	3.11 SIGNALIZATION			
	3.12 UNDERWATER ENGINEERING INSPECTION			
4.00	AVIATION SYSTEMS			
	4.02 ARCHITECTURAL DESIGN			

CAT. NO.	SERVICE DESCRIPTION *	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
5.00	PORT AND WATERWAY SYSTEMS			
	5.01 ENGINEERING DESIGN			
	5.02 ARCHITECTURAL DESIGN			
	5.03 CRUISE TERMINAL DESIGN			
	5.04 CRUISE TERMINAL EQUIPMENT DESIGN			
	5.05 CARGO TERMINAL DESIGN			
	5.06 CARGO TERMINAL EQUIPMENT DESIGN			
	5.07 SECURITY SYSTEMS			
	5.08 MARINE ENGINEERING DESIGN			
	5.09 ENVIRONMENTAL DESIGN			
	5.10 TRANSPORTATION SYSTEMS DESIGN			
	5.11 CONSTRUCTION MANAGEMENT			
6.00	WATER AND SANITARY SEWER SYSTEMS			
	6.01 WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS			
	6.02 MAJOR WATER AND SANITARY SEWAGE PUMPING FACILITIES			
	6.03 WATER AND SANITARY SEWAGE TREATMENT PLANTS			
7.00	SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
8.00	TELECOMMUNICATION SYSTEMS			
9.00	SOILS, FOUNDATIONS AND MATERIALS TESTING			
	9.01 DRILLING, SUBSURFACE INVESTIGATION AND SEISMOGRAPHIC SERVICES			
	9.02 GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES			
	9.03 CONCRETE AND ASPHALT TESTING SERVICES			
	9.04 NON-DESTRUCTIVE TESTING AND INSPECTIONS			
	9.05 ROOF TESTING AND CONSULTING			
	9.06 MATERIALS TESTING/CONSULTING/TRAINING			
	INDUSTRIAL HYGIENE			
	ASBESTOS			
	AMBIENT AIR			
	BIO-HAZARDOUS			

CAT. NO.	SERVICE DESCRIPTION *	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
	OSHA	5	5	10
10.00	ENVIRONMENTAL ENGINEERING			
	10.01 STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES			
	10.02 GEOLOGY SERVICES			
	10.03 BIOLOGY SERVICES			
	10.04 CHEMISTRY SERVICES			
	10.05 CONTAMINATION ASSESSMENT AND MONITORING	15	5	20
	10.06 REMEDIAL ACTION PLAN DESIGN	15	5	20
	10.07 REMEDIAL ACTION PLAN IMPLEMENTATION/OPERATION/MAINTENANCE	15	5	20
	10.08 PATHOGEN AND CONTAINMENT RISK ANALYSIS			
	10.09 WELLFIELD, GROUNDWATER, AND SURFACE WATER PROTECTION AND MANAGEMENT	15		15
	10.10 COASTAL PROCESSES AND OCEAN ENGINEERING			
11.00	GENERAL STRUCTURAL ENGINEERING			
12.00	GENERAL MECHANICAL ENGINEERING			
13.00	GENERAL ELECTRICAL ENGINEERING			
14.00	ARCHITECTURE			
15.00	SURVEYING AND MAPPING			
	15.01 LAND SURVEYING			
	15.02 AERIAL PHOTOGRAMMETRY			
16.00	GENERAL CIVIL ENGINEERING			
17.00	ENGINEERING CONSTRUCTION MANAGEMENT			
18.00	ARCHITECTURAL CONSTRUCTION MANAGEMENT			
19.00	VALUE ANALYSIS AND LIFE-CYCLE COSTING			
	19.01 TRANSPORTATION PLANNING			
	19.02 MASS TRANSIT SYSTEMS			
	19.03 HIGHWAY SYSTEMS			
	19.04 AVIATION SYSTEMS			
	19.05 PORT AND WATERWAY SYSTEMS			
	19.06 WATER AND SANITARY SYSTEMS			

CAT. NO.	SERVICE DESCRIPTION *	PRIME CONSULTANT	SUB-CONSULTANT	PERCENT OF TOTAL CONSULTANT FEE
	19.07 SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS			
	19.08 TELECOMMUNICATION SYSTEMS			
	19.09 SOILS, FOUNDATIONS, AND MATERIALS TESTING			
	19.10 ENVIRONMENTAL ENGINEERING			
	19.11 GENERAL STRUCTURAL ENGINEERING			
	19.12 GENERAL MECHANICAL ENGINEERING			
	19.13 GENERAL ELECTRICAL ENGINEERING			
	19.14 ARCHITECTURE			
	19.15 GENERAL CIVIL ENGINEERING			
	19.16 LANDSCAPE ARCHITECTURE			
20.00	LANDSCAPE ARCHITECTURE			
21.00	LAND USE PLANNING			
22.00	ADA TITLE II CONSULTANT			
23.00	AVIATION ACOUSTICAL AND LAND USE COMPATIBILITY PLANNING			
24.00	BUILDING PRODUCT EVALUATION SERVICES			
25.00	AVIATION PLANNING CONSULTANT SERVICES	10	5	15
26.00	CLAIMS ANALYSIS SERVICES			

*Detailed descriptions of certification categories may be obtained from MDAD Contracts Administration.