

# Memorandum



**Date:** February 1, 2024

**To:** Gary Hartfield, Division Director  
Small Business Development

A handwritten signature in blue ink, appearing to read "A. Munoz", written over a light blue horizontal line.

**From:** Alfredo E. Munoz, P.E.  
Chief, Capital Improvements Division  
Department of Transportation and Public Works

**Subject:** ISD Project No: E23TP03  
Project Name: Professional Services Agreements (PSA) to Provide Construction, Engineering and Inspection services (CEI) for DTPW's Projects

Description: SBD Review and Assignment of SBE Goals  
Contract Number: CIP268-DTPW22-CEI, SPD Project No. E23TP03

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## RECOMMENDATION

Department of Transportation and Public Works (DTPW) is forwarding this memorandum to the Miami-Dade County, Small Business Development (SBD) for informational purposes regarding the referenced Federal Transit Administration (FTA), State and local funded project. As a result of DTPW's Office of Civil Rights (OCR) analysis of DTPW's workload based on anticipated projects' scope of work, cost estimate and technical certifications, will establish the goals at a work order level.

## SCOPE OF SERVICES

DTPW has the need to establish four (4) non-exclusive Professional Services Agreements (PSA) to provide CEI services required for contract administration and inspection for various DTPW Projects. Services will be in compliance with the applicable federal requirements under the Federal Transit Administration (FTA) Circular 4220.1F, FTA's Best Practices Procurement Manual, and Florida Statutes 287.055.

Engineering Construction Management Services will be provided on an as-needed basis for the Department of Transportation and Public Works (DTPW) projects under the capital improvements program. Four (4) consultants will be retained under separate non-exclusive Professional Services Agreements (PSA) providing for a five (5) year effective term with the option of a two (2) year extension if the compensation ceiling is not reached or until the contract amount limits are reached, whichever occurs first. However, no minimum amount of work or compensation will be guaranteed. Funding for these services will be provided by the FTA, and other state and local sources, on a project-by-project basis, and in accordance with negotiated fees and tasks described in each individual service work order.

## COST ESTIMATE

The maximum total compensation is set at \$20,000,000.00 plus \$2,000,000.00 for contingency, for a total of 22,000,000.00. No minimum amount of work or compensation will be guaranteed to the selected consultants.

The consultant team must be certified in the technical categories listed below. The Architectural and Engineering section of SPD reviewed the technical certifications and provided concurrence.

<b><u>Type</u></b>	<b><u>Code</u></b>	<b><u>Description</u></b>
Prime	16.00	General Civil Engineering
Prime	17.00	Engineering Construction Management
Other	3.01	Highway Systems – Site Development and Parking Lot Design
Other	10.01	Environmental Engineering - Stormwater Drainage Engineering Design Services
Other	10.05	Environmental Engineering - Contamination Assessment and Monitoring
Other	11.00	General Structural Engineering
Other	12.00	General Mechanical Engineering
Other	13.00	General Electrical Engineering
Other	19.01	Value Analysis and Life-Cycle Costing -Transportation Planning
Other	19.02	Value Analysis and Life-Cycle Costing - Mass Transit Systems
Other	26.00	Claim Analysis Services

The Assigned Contract measure recommendation is 21% aspirational DBE goal.

Please, in the matter of sustaining any additional comments or questions regarding what was stated above on this document, either call me at (305) 375-4891, or Katherine Fernandez at (305) 375-2726,

AM/kf

Cc:

Laurie Johnson, ISD/SBD  
Caesar Suarez, SBD  
Eric Perez, SBD

Katherine Fernandez, DTPW  
File

Purpose-Driven Procurement (PDP) Checklist	
Date Completed: 02/21/24	
Department: Department of Transportation and Public Works	
Department Contact Person (Name): Katherine Fernandez & Alex Barrios	
<b>CURRENT CONTRACT/POOL (if applicable):</b>	
Contract/Pool #: N/A, Construction, Engineering and Inspection services for DTPW's Projects, Contract No. CIP268-DTPW22-CEI, SPD Project No. E23TP03	
Action Requested (check one): <input type="checkbox"/> Modification or <input type="checkbox"/> Option to Renew or <input type="checkbox"/> Extension (beyond contract term) or <input type="checkbox"/> Replacement	
Contract Type (check one): <input checked="" type="checkbox"/> Competitive or <input type="checkbox"/> Non-Competitive or <input type="checkbox"/> Pool	
Procurement Type: <input type="checkbox"/> Goods and Services <input checked="" type="checkbox"/> Capital Projects	
Contract/Pool Term and Expiration Date:	
Contract/Pool Amount:	Funding Source(s):
Awarded/Prequalified Vendor(s):	
<b>PROPOSED CONTRACT/POOL:</b>	
Action Requested (check one): <input checked="" type="checkbox"/> New or <input type="checkbox"/> Replacement or <input type="checkbox"/> Spot Market under Pool	
Contract Type (check one): <input checked="" type="checkbox"/> Competitive or <input type="checkbox"/> Non-Competitive or <input type="checkbox"/> Pool	
Contract/Pool Term: 60 Months / 24 Months OTR	
Contract/Pool Estimated Amount: \$22,000,000.00	Funding Source(s): Federal, State, Local
Brief Scope of Work Description (highlight any changes from current contract scope, if applicable): Engineering Construction Management Services will be provided on an as-needed basis for the Department of Transportation and Public Works (DTPW) projects under the capital improvements program. Four (4) consultants will be retained under separate non-exclusive Professional Services Agreements (PSA) providing However, no minimum amount of work or compensation will be guaranteed. Funding for these services will be provided by the FTA, and other state and local sources, on a project-by-project basis, and in accordance with negotiated fees and tasks described in each individual service work order	
Review of Scope of Work	
<b>1. Dividing Scope of Work</b>	
Can the scope of work be divided into smaller scopes to allow for competition by Small Business Enterprise (SBE) firms?	
<input type="checkbox"/> Yes	Explain how: Fed funded
<input checked="" type="checkbox"/> No	Provide reason:
<b>2. Pay Equal to Living Wage</b>	
On labor intensive services, if the services are not covered under the Living Wage ordinance, can the employees be paid a rate equal to or greater than the Living Wage?	
<input type="checkbox"/> Yes	Explain how:
<input type="checkbox"/> No	Provide reason: Fed funded. Responsible Wage & Benefits or Davis Bacon Wages
<input checked="" type="checkbox"/> N/A	(as Living Wage ordinance is applicable or not labor intensive services)

**3. Worker Benefits**

On labor intensive services, is the following criteria included in the evaluation of proposals (check all that apply)?

- Wage structure and benefits Explain how: Responsible Wage & Benefits or Davis Bacon Wages
- Hiring of existing employees by the new vendor Explain how:
- Safe and accessible working conditions Explain how: Supplementary Conditions
- Local hiring commitment Explain how:
- Employee hiring, development, training, evaluation process and promotional opportunities Explain how:

If any of the above are not included, provide reason:

- N/A (not labor intensive services)

**4. Using SBE and Local Businesses**

For qualitative solicitations, is the Proposer using SBE and local businesses on the project (to include beyond any small business goal) included in the evaluation of proposals?

- Yes Explain how:
- No Provide reason: No SBD goal. Project is Federally Funded
- N/A (not qualitative solicitation)

**5. Sustainable Practices**

For qualitative solicitations, are environmentally sustainable practices criteria included in the evaluation of proposals?

- Yes Explain how:
- No Provide reason:
- N/A (not qualitative solicitation)

**6. Accessibility**

For qualitative solicitations, are accessibility considerations to encourage proposers to go above and beyond legislative mandates included in the evaluation of proposals?

- Yes Explain how:
- No Provide reason:
- N/A (not qualitative solicitation)

**7. Labor Peace**

If the services are not covered under the Labor Peace Agreement resolution, are there considerations in the solicitation to require the awarded vendor to provide written evidence of a signed labor peace agreement with each Labor Organization that represents, or seeks to represent its workforce for any hotel or food and beverage operations within the project?

- Yes Explain how:
- No Provide reason:
- N/A (as either Labor Peace Agreement resolution is applicable or not a hotel or food and beverage operation)

**8. Community Benefits**

For project-based or development contracts, are community benefits criteria above and beyond the project requirements included in the evaluation of proposals?

- Yes Explain how:  
 No Provide reason:  
 N/A (not project-based or development contract)

Miami-Dade County has several policies in place to ensure protection of the environment and long-term community resilience. Please refer to the below guidance to determine the applicability of County policies and select those that apply.

County Policy	Legislation	Type of Procurement		General Applicability (if policy might apply, review legislation to be sure)	Check if applicable and identify location in Solicitation/ Contract where it is included
		Goods & Services	Capital Projects		
<b>Special Considerations</b>					
A. Buy American Iron and Steel Products Procurement Program	<a href="#">Section 2-8.2.6.1</a> of the County Code		X	<ul style="list-style-type: none"> <li>Construction contracts for public improvements subject to approval by the Board</li> </ul>	Not Applicable
B. Cybersecurity and Information Technology Procurement and Protection Program	<a href="#">Section 2-8.2.6.2</a> of the County Code		X	<ul style="list-style-type: none"> <li>Contracts for cybersecurity products that are subject to approval by the Board</li> </ul>	Not Applicable
<b>Small Business Enterprise Programs</b>					
A. SBE Architecture & Engineering Program	<a href="#">Section 2-10.4.01</a> of the County Code and <a href="#">IO No. 3-32</a>		X	As determined by SBD	Not Applicable
B. SBE Construction Program	<a href="#">Section 10-33.02</a> of the County Code and <a href="#">IO No. 3-22</a>		X	As determined by SBD	Not Applicable
C. SBE Goods Program	<a href="#">Section 2-8.1.1.1.2</a> of the County Code and <a href="#">IO No. 3-41</a>		X	As determined by SBD	Not Applicable
D. SBE Services Program	<a href="#">Section 2-8.1.1.1.1</a> of the County Code and <a href="#">IO No. 3-41</a>		X	As determined by SBD	Not Applicable
<b>Equity, Inclusion, and Worker Protection</b>					
A. Living Wage	<a href="#">Section 2-8.9</a> of the County Code and <a href="#">IO No. 3-30</a>		X	As determined by SBD	Not Applicable
B. Responsible Wages and Benefits	<a href="#">Section 2-11.16</a> of the County Code and <a href="#">IO No. 3-24</a>		X	Yes, Highway	Davis Bacon Act

C. <b>Community Workforce Program</b>	<a href="#">Section 2-1701</a> of the County Code and <a href="#">IO No. 3-37</a>		X	As determined by SBD	Not Applicable
D. <b>Employ Miami-Dade Program</b>	<a href="#">AO No. 3-63</a>		X	As determined by SBD	Not Applicable
E. <b>Residents First Training and Employment Program</b>	<a href="#">Section 2-11.17</a> and <a href="#">IO No. 3-61</a>		X	As determined by SBD	Not Applicable
F. <b>EmployABILITY 305</b>	Resolution No. <a href="#">R-230-22</a> and <a href="#">EmployABILITY 305</a>		X	<ul style="list-style-type: none"> <li>• Include criterion in scoring of qualitative proposals, utilizing scoring incentives for hiring plans and support</li> <li>• Include in general terms and conditions for bid documents awarded based on price</li> </ul>	Not Applicable
G. <b>First Source Hiring Referral Program</b>	<a href="#">Section 2-2113</a> of the County Code and <a href="#">IO No. 3-58</a>		X	<ul style="list-style-type: none"> <li>• All contracts, except those covered under Community Workforce Program</li> </ul>	Not Applicable
H. <b>Americans with Disabilities Act (ADA)</b>	42 U.S.C. §12101, et. seq. and <a href="#">AO No. 10-10</a>		X	<ul style="list-style-type: none"> <li>• New construction and alterations to County-owned or operated facilities and facilities on County property comply with ADA</li> <li>• Newly acquired or leased facilities comply with ADA</li> </ul>	Supplementary Conditions
I. <b>Paid Sick Leave Requirement for County Service Contracts</b>	<a href="#">Section 2-8.11</a> of the County Code and <a href="#">IO No. 3-66</a>		X	<ul style="list-style-type: none"> <li>• Contracts with a total contract value of over \$100,000 per year for security services</li> </ul>	Not Applicable
J. <b>Labor Peace Agreement at Miami International Airport</b>	Resolution No. <a href="#">R-148-07</a>		X	<ul style="list-style-type: none"> <li>• Solicitations for food or beverage; retail, news or gifts; and hotel services at MIA</li> </ul>	Not Applicable
K. <b>Disclosure of Discrimination Lawsuits</b>	Resolution No. <a href="#">R-828-19</a>		X	<ul style="list-style-type: none"> <li>• Competitive and non-competitive contracts</li> </ul>	Instructions to Bidders
L. <b>Contractor Safety History</b>	Resolution No. <a href="#">R-1181-18</a>		X	<ul style="list-style-type: none"> <li>• Construction or improvement of a public building, structure or other public construction project subject to approval by Board</li> </ul>	Instructions to Bidders
<b>Resilience</b>					
A. <b>Sustainable Buildings Program</b> , Envision and/or LEED Certified construction requirements, including “prescriptive” measures like cool roofs, electric vehicle charging, solar evaluation, and	Chapter 9, Article III, Sustainable Buildings Program; <a href="#">Section 9-71 through 9-75</a> of the County Code; <a href="#">IO No. 8-8</a> ; <a href="#">Sections 33-122.5</a> and <a href="#">30-16</a> County Code; and Resolution Nos. <a href="#">R-1101-</a>		X	<ul style="list-style-type: none"> <li>• Code 9-71 through 9-75 applies to green building practices in planning, design, construction, management, renovation, and maintenance, of infrastructure projects and buildings where owned, financed, leased, or operated by the County or</li> </ul>	Not Applicable

energy star certified products	<a href="#">15, R-1103-10, R-54-18, R-228-09 / R-918-12 / R-795-12, Mayor Report EV Charging Stations</a>			constructed on County property	
B. Sea Level Rise	Resolution No. <a href="#">R-451-14</a> and <a href="#">Ordinance No. 14-79</a> , codified in <a href="#">Section 2-1</a> of the County Code as Board of County Commissioners Rule 5.09 Statement of consideration of sea level rise		X	<ul style="list-style-type: none"> <li>Review other legislation individually for applicability</li> <li>Planning, design and/or construction of County infrastructure projects awarded by Board</li> </ul>	Not Applicable
C. Tree Canopy Enhancement	<a href="#">CDMP CON-8M</a>		X	<ul style="list-style-type: none"> <li>Comprehensive Development Master Plan (CDMP) Goal of reaching a 30% tree canopy</li> </ul>	Not Applicable
D. Cool Pavements	<a href="#">CDMP LU-10I</a>		X	<ul style="list-style-type: none"> <li>County shall consider strategies to reduce the urban heat island effect to include high albedo surfaces, porous pavement, tree canopy, and cool roofs</li> </ul>	Not Applicable
E. Reduction of Greenhouse Gas Emissions	<a href="#">CDMP Objective LU-10 and Policies LU-10A-K</a>		X	<ul style="list-style-type: none"> <li>Opportunities to reduce greenhouse gas emissions for County facilities and operations</li> <li>Reducing fuel consumption, reducing electricity usage and increasing use of renewable energy sources</li> </ul>	Not Applicable
F. Reduction of the Impacts of Climate Change	<a href="#">CDMP Objective LU-13 and Policies LU-13A –LU-13I</a>		X	<ul style="list-style-type: none"> <li>Protections against the impacts of climate change</li> <li>Public buildings and infrastructure vulnerable to sea level rise and other climate change related impacts</li> <li>Design and development of infrastructure and buildings operated by or on behalf of Miami-Dade County</li> </ul>	Not Applicable
G. Life Cycle Cost Analysis	<a href="#">AO 11-3</a>		X	<ul style="list-style-type: none"> <li>Equipment, acquisition of new facilities or the refurbishing or retrofitting of existing facilities</li> <li>Purchases over \$10,000 shall be reviewed to determine the applicability</li> </ul>	Not Applicable
H. Green Procurement Preference Program	Resolution No. <a href="#">R-1053-09</a> and <a href="#">Buy Green Purchasing Guide</a>		X	<ul style="list-style-type: none"> <li>Products and services that can reduce greenhouse emissions, decrease use of hazardous</li> </ul>	Not Applicable

				materials, decrease waste and in use of electricity, fuel, and water consumption	
I. <b>Ban on Polystyrene Products at County Parks</b>	<a href="#">Section 26.1, Rule 36</a> of the County Code		X	<ul style="list-style-type: none"> <li>Contractors on Parks property</li> <li>Persons on Parks property</li> </ul>	Not Applicable
J. <b>Eliminate purchase of polystyrene products</b>	Resolution No. <a href="#">R-500-16</a> and <a href="#">Report</a>		X	<ul style="list-style-type: none"> <li>Identify measures to eliminate purchase of disposable polystyrene products, see report</li> </ul>	Not Applicable
K. <b>Plan to Reduce Consumption of Gasoline</b>	Resolution No. <a href="#">R-969-03</a>		X	<ul style="list-style-type: none"> <li>Specifications for diesel buses and heavy</li> <li>Departments requesting new vehicles</li> </ul>	Not Applicable
L. <b>Integrated Pest Management Services</b>	Resolution No. <a href="#">R-221-17</a>		X	<ul style="list-style-type: none"> <li>Use pre-qualification pool</li> </ul>	Not Applicable
M. <b>Policy Favoring Waste Reduction</b>	Resolution No. <a href="#">R-374-03</a>		X	<ul style="list-style-type: none"> <li>County favors purchasing commodities containing recycled or recyclable content</li> </ul>	Not Applicable
N. <b>Solar Hot Water and Solar Photovoltaic Feasibility Evaluation</b>	Resolution No. <a href="#">R-303-17</a> and <a href="#">Solar Feasibility Study</a>		X	<ul style="list-style-type: none"> <li>Study indicates when feasible should be pursue generating electricity and hot water using solar at County properties</li> </ul>	Not Applicable
O. <b>Use of Herbicides</b>	Resolution No. <a href="#">R-621-19</a>		X	<ul style="list-style-type: none"> <li>County contracts shall prohibit use of products containing glyphosate</li> </ul>	Not Applicable
P. <b>Florida Friendly Fertilizer Use on Urban Landscapes</b>	<a href="#">Chapter 18C</a> of the County Code		X	<ul style="list-style-type: none"> <li>Any application of fertilizer on urban landscapes</li> <li>Management of grass clippings and vegetation</li> <li>Include also golf courses, athletic fields, specialized turf, and parks</li> </ul>	Not Applicable

Additional Programs for Informational Purposes					
County Policy	Legislation	Type of Procurement		General Applicability	Check if applicable and identify location in Solicitation/ Contract where it is included
		Goods & Services	Capital Projects		
A. <b>Green Business Certification Program</b>	<a href="#">IO No. 3-55</a>		X	<ul style="list-style-type: none"> <li>Voluntary program for business to receive certificate, information</li> </ul>	Not Applicable



				added to Local Business Tax receipt and to County website	
B. Plastic 305 Program	Resolution No. <a href="#">R-1179-21</a>		X	<ul style="list-style-type: none"> <li>• Volunteer certification program for businesses to reduce single use plastics</li> </ul>	Not Applicable
C. Leasing Fee for Affordable Housing	Resolution No. <a href="#">R-1205-17</a>		X	<ul style="list-style-type: none"> <li>• Leases for County property</li> </ul>	Not Applicable
D. Construction Contract Fee for Affordable Housing	<a href="#">Section 2.11.16.1</a> of the County Code		X	<ul style="list-style-type: none"> <li>• New County governmental buildings or facilities</li> <li>• Leases and contracts for privately funded construction on County-owned land</li> </ul>	Not Applicable
E. Joint Venture Participation and Mentor Protégé Program	<a href="#">IO No. 3-41</a>		X	<ul style="list-style-type: none"> <li>• Joint ventures registered with SBD</li> </ul>	Not Applicable
F. Testing of Energy Saving Products	<a href="#">AO No. 11-2</a>		X	<ul style="list-style-type: none"> <li>• Testing products that comply with AO</li> </ul>	Not Applicable
G. Water Submeters Required for New Multifamily Residential Developments	<a href="#">Section 8-31 County Code</a> / <a href="#">Section 8A-381(c) County Code</a> and <a href="#">Ordinance No. 08-14</a>		X	<ul style="list-style-type: none"> <li>• Design and permitting process</li> <li>• Application for water service</li> <li>• New Developments of Regional Impact with a projected water demand of one million gallons per day or greater evaluated by WASD to determine the feasibility of an alternative water supply project</li> </ul>	Not Applicable