


Memorandum



Date: April 12, 2024

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

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

Subject: DTPW Project No: 20230138, 20230139, and 20230140
ISD Project No: E23TP08
Project Name: Professional Planning, Design, and Engineering services for DTPW
Infrastructure Project Management

The Department of Transportation and Public Works (DTPW) is forwarding this memorandum to the Miami-Dade County (County) Small Business Development for informational purposes regarding the referenced FTA funded project. The DTPW's Office of Civil Rights (OCR) has analyzed the Department's workload based on anticipated projects' scope of work, cost estimate. As a result, an overall DBE goal will not be assigned to the three agreements; however, work orders generated under the individual agreements with federal and/or state funding, will be assigned individual DBE goals. The Department has had tremendous success in assessing DBE goals at the work order level and has maintained an average DBE participation rate of 18-20%.

Scope of Services

The Department of Transportation and Public Works (DTPW) requires professional services from general consulting design firms for a wide range of planning, design, and management services as needed to assist in executing and expediting projects in the DTPW Capital Improvement Plan. The qualified professional firm will be responsible for all specific phases of a project through implementation to achieve quality construction documents, cost, and schedule goals.

DTPW intends to retain three (3) consultants under a separate, but identical non-exclusive Professional Service Agreement (PSA). No minimum amount of work or compensation will be guaranteed to the selected consultant. The Consultants will primarily support the Infrastructure Project Management section of DTPW with the following activities: Planning, Project Development & Environmental Studies, Design & Engineering, Public Involvement, Right-of-Way & Utilities Coordination, Construction Administration, Project Control, Estimating Services, Plans Review and Quality Assurance, Geotechnical Studies, and other professional services required for DTPW projects. The Infrastructure Project Management section is composed of the following divisions: Highway Design, Stormwater Design, Transportation Engineering and Design, Bridge Design, Safety Analysis, Maintenance of Traffic, and Traffic Impact Studies.

DTPW may request Consultant services on an as-needed basis through the issuance of Work Orders for the required work to be performed and the estimated fees to be paid for the services authorized pursuant to the Scope of Services. Services to be provided by the Consultant will be initiated and completed as directed by DTPW's Project Manager for each assignment authorized under this agreement. There is no guarantee that any or all of the services described in this agreement will be assigned during the term of the agreement. No minimum amount of work or compensation will be guaranteed to the selected Consultant. Further, the Consultant is providing these services on a nonexclusive basis. DTPW, at its sole discretion, may elect to have any of the services set forth herein performed by other Consultant or DTPW staff.

Funding for these services will be provided by the state or local sources, on a project-by-project basis, and in accordance with the negotiated fees and tasks described in each individual Work Order. Work Orders which solely utilize local funds will be forwarded to the Office of Small Business Development for determination of small business measures.

The estimated project cost of \$4,500,000.00 (exclusive of contingencies and allowances).

Gary Hartfield, Division Director
SBD/ISD
ISD No. E23TP08
Page 2

Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), CDBG Reimbursement, FEMA Reimbursement, or other federal and state sources on a project-by-project basis.

The prime consultant should demonstrate experience with two previously designed projects with similar scope. Additionally, the prime consultant should have experience with Right-of-Way acquisition. The sub consultants should demonstrate experience with two previously designed projects of similar scope in their respective categories

Should you have any questions, or require additional information, please contact Alfredo Muñoz, Chief, Capital Improvement Division, at (305)375-4891 or Alfredo.Munoz@miamidade.gov

cc:

Katherine Fernandez, DTPW
Laurie Johnson, SBD
Ceasar Suarez, SBD
Orlando Martinez, DTPW

Memorandum



Date: April 4, 2024
To: Eulois Cleckley, Director and CEO
Department of Transportation and Public Works
From: Nathaniel Surrancy, OCR/LR/ Manager, DBELO
Office of Civil Rights and Labor Relations
Department of Transportation and Public Works
Subject: Disadvantaged Business Enterprise Goal Recommendation for:
Request to Advertise for Professional Planning, Design, and Engineering services for
DTPW Infrastructure Project Management (Project No: E23TP08; Contract No:
20230138, 20230139, and 20230140)

The Disadvantage Business Enterprise (DBE) unit has reviewed the above Request to Advertise for Professional Planning, Design, and Engineering services for DTPW Infrastructure Project Management (Project No: E23TP08).

This Request to Advertise (RTA) for PSA for consultants selection for the above Infrastructure Project Management item that has been prepared by the Department of Transportation and Public Works (DTPW) and is recommended for approval pursuant to Section 287.055, Florida Statutes (F.S.), 23 CFR 172, the Federal Brooks Act (40 USC 1101-1104), and Section 2-8.1 of the Code of Miami-Dade County (County) with an estimated project cost of \$4,500,000.00 (exclusive of contingencies and allowances).

Recommendation

An overall DBE goal will not be assigned to the three agreements; however, work orders generated under the individual agreements with federal and/or state funding, will be assigned individual DBE goals. The Department has had tremendous success in assessing DBE goals at the work order level and has maintained an average DBE participation rate of 18-20%.

The DBE Office encourages bidders, in good faith efforts, to make full use of the certified DBE firms listed in the Unified Certification Program (UCP), who by their certification(s) are ready, willing, and able to provide the services delineated in the scope of work when submitting their bids.

DBE firmly believes that this is the most feasible and responsible manner to comply with and/or administer the application of the DBE federal guidelines in accordance with 49 CFR Part 26.

Should you have any questions, please do not hesitate to contact me at (786) 469-5405 or at Nathaniel.Surrancy@miamidade.gov.

Reviewed and Approved:



Eulois Cleckley, Director and CEO
Department of Transportation and Public Works

Date 4/5/24

c: Gary Hartfield, Director, Small Business Development Division
Melissa Rolle-Scott, Assistant Director, Chief Administrative Officer, DTPW
James Rowan, Chief, Office of Civil Rights and Labor Relations, DTPW
Alfredo Munoz, PE, Chief, Capital Improvement Division, DTPW
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