

Memorandum



Date: November 10, 2016

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

From: Milton L. Collins, Division Director *MLC*
Miami-Dade Aviation Department, Minority Affairs Division

Subject: Recommendation of Contract Measures
Employee and Public Remote Parking Lot Shuttle Bus Service
RFP MDAD-11-16

RECOMMENDATION:

This is a request for Small Business Development to proceed with the approval of the Recommendation of Contract Measures request for the **Employee and Public Remote Parking Lot Shuttle Bus Service, RFP MDAD-11-16**. MIA staff has evaluated the subject project and recommends an **SBE-Selection Factor. The Prime will be providing 100% of Services. See Scope of Services and Minimum Qualifications for specialized services to be performed below. (Previous Worksheet issued 10/18/2006 attached).**

The initial Term of the Management Agreement shall be five (5) years with an option of five (5) separate one year (1) term extensions at the sole discretion of the Department. The Estimated Fee of this project will be \$609,000.00 (Projected 5-year period).

INTRODUCTION/BACKGROUND:

Miami-Dade County (the "County"), as represented by the Miami-Dade Aviation Department ("MDAD"), requires the services of a qualified firm ("Operator") to enter into a Management Agreement to manage and operate the Employee and Public Remote Parking Lot Shuttle Bus Service ("Shuttle Bus") at Miami International Airport ("Airport").

The County is seeking an experienced and qualified Operator who will enhance the quality of services offered to the employees and the public at Miami International Airport. It is also the intention of the County to have the Shuttle Bus managed and operated in a premier, first class manner, providing prompt, safe and courteous service, and including the maintenance of County-owned buses.

SCOPE OF SERVICES:

The Board of County Commissioners, as well as the Miami Dade Aviation Department is committed to providing first class service to all Airport employees and the public. The Shuttle Bus Service is operated twenty-four (24) hours per day, seven (7) days a week. This service is provided for employees of the County, airlines and various companies conducting business at the Airport. The 2015/2016 operating schedule is comprised of forty three (43) employee shuttle shifts each day.

Shuttle bus service is also provided on an "as needed" basis to the public when the Economy Park and Ride overflow parking facility is utilized.

Shuttle bus service is also provided between Building 5-A and the main passenger terminal for MDAD employees and various companies conducting business at the airport. This service operates five (5) days a week, Monday through Friday, between the hours of 7:00 a.m. and 6:00 p.m. Two (2) employee shifts are used per day.

To support these various transportation systems, the Operator shall maintain thirty (30) County owned buses dedicated to the employee parking lot, two (2) van/mini-buses for the Building 5-A shuttle and Government Parking, and five (5) buses used by MDAD Airside personnel to provide airline transportation service for passengers on the airside portion of the airport.

The following are stated objectives to be achieved at Miami International Airport through the full implementation of the Employee and Public Remote-Parking Lot Shuttle Bus Service Management Agreement:

1. To manage, operate and maintain the buses in a first-class manner and condition and to provide such service as required or requested.
2. To provide additional drivers and service as required or requested.
3. To comply with all local, State and Federal laws.

MINIMUM QUALIFICATIONS:

1. Proposer should have had not less than three (3) full years (36 full months) of experience in the ownership and operation of a transportation service business with gross revenues of not less than \$3,000,000 per year. The Proposer should demonstrate experience in the management, operation and maintenance of a high frequency transportation service primarily through the use of a fleet of buses, operated on a timely basis under peak traffic and peak customer service conditions, within an urban complex or within an airport in the scope and manner similar to that required in the Management Agreement. The Proposer shall demonstrate that it meets or exceeds this minimum qualification by providing the information on Appendix A.
2. If the Proposer is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, should have met the specified minimum qualifications. If the Proposer is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications. A Proposer, whether a joint venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary ("an affiliated company") in meeting these minimum qualifications. However, given the unique nature of individual corporate relationships. Proposers seeking to rely on the experience of an affiliated company should be advised that the Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience on a case-by-case basis, and may base such decision on the relationship between the Proposer and the affiliate, as evidenced by whatever documentation is provided in the proposal submission or otherwise presented at the request of the Selection Committee.
3. Must be authorized to do business in the State of Florida by the time of award.

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4. Proposers who are less qualified than is suggested above may be considered for award. However, such Proposers may receive less points or no points from the Selection Committee, or may be found non-responsible.

Please advise our office if additional information is needed to complete this process.

Attachments

cc: L. Johnson, SBD
E. Etienne, SBD
B. Carlo, MDAD
M. Mitros, MDAD
M. Clark-Vincent, MDAD
M. Kosoko, MDAD
C. Corrales, MDAD
File

MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

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

From: Milton L. Collins, Associate Director
Miami-Dade Aviation Department
Minority Affairs Division



PROJECT/CONTRACT TITLE: Employee and Public Remote Parking
Lot Shuttle Bus Service

PROJECT/CONTRACT NUMBER: RFP MDAD-11-16

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$609,000.00 (Projected 5-year period)

FUNDING SOURCE: Operating Funds

DESCRIPTION OF PROJECT/BID:

The County is seeking an experienced and qualified Operator who will enhance the quality of services offered to the employees and the public at Miami International Airport. It is also the intention of the County to have the Shuttle Bus managed and operated in a premier, first class manner, providing prompt, safe and courteous service, and including the maintenance of County-owned buses.

CONTRACT MEASURES RECOMMENDATION:

Measures: SBE-Selection Factor

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-41 SBE Program, an SBE Selection Factor is appropriate for this contract.

**Miami-Dade Aviation Department
Anticipated Services Breakdown**

Project Name:	Employee and Public Remote Parking Lot Shuttle Bus Service RFP MDAD-11-16
Estimated Fee:	\$609,000 (Projected 5-year period)
Type of Services:	Management Agreement for Operation of Shuttle Bus Service
Service Description:	Manage and operate the Employee and Public Remote Parking Lot Shuttle Bus Service.
Prime % of Service:	100
% of Service:	100



Dept. of Business Development
Project Worksheet

To: 3058760382

P.1-2

Note to file: On 2/28/07 this project worksheet was adjusted to reflect Living Wages.

Project/Contract Title: RFP FOR EMPLOYEE AND PUBLIC REMOTE PARKING LOT SHUTTLE BUS
Project/Contract No: RFP-MDAD-06-06
Department: MIAMI DADE AVIATION DEPARTMENT
Estimated Cost of Project/Bid: \$609,000.00
Funding Source: OPERATING FUND
RC Date: 10/18/2006
Item No: 6-05
Resubmittal Date(s):

Description of Project/Bid: THE OPERATOR SHALL MANAGE, OPERATE AND MAINTAIN SHUTTLE SERVICES ON THE AIRPORT BETWEEN THE DESIGNATED EMPLOYEE AND PUBLIC PARKING LOTS AND THE TERMINAL BUILDING AND OTHER ON-AIRPORT SHUTTLE SERVICES SPECIFIED BY THE DEPARTMENT ON A SCHEDULED BASIS, SEVEN (7) DAYS PER WEEK, TWENTY-FOUR (24) HOURS PER DAY, YEAR-ROUND, WITHOUT INTERRUPTION, USING THE SPECIALLY EQUIPPED PASSENGER BUSES PROVIDED BY THE COUNTY ("SHUTTLE SERVICES"). TERMS OF THIS MANAGEMENT AGREEMENT ARE FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR FIVE (5) SEPARATE ONE YEAR (1) PERIODS.

Contract Measures Recommendation		
Measure	Program	Goal Percent
Selection Factor	SBE	

Reason for Recommendation
SELECTION FACTOR. This project meets all the criteria set forth in A. O. #3-41. (8 SBE certified firms, 1 SBE firm responded but did not comply with bid specifications). Commodity Code: 96216 Bus Transportation Services, School. 96217 Bus & Taxi Services, Limousines and Vans (Including Operations, Management and Terminal).

Analysis for Recommendation of Goal			
Subtrade	Cat.	Estimated Value	% of Items to Base Bid Availability
Total			

Living Wages: YES ☒ NO ☐
Responsible Wages: YES ☐ NO ☒

Ordinance 90-143 is applicable to all construction projects over \$100,000 that do not utilize Federal Funds

REVIEW COMMITTEE RECOMMENDATION			
Tier 1 Set Aside			
Set Aside	Level 1	Level 2	Level 3
Trade Set Aside (MCC)		Goal	Bid Preference
No Measure		Deferred	Selection Factor
Chairperson, Review Committee	Date	County Manager	Date