

Memorandum



Date: August 14, 2017

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

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

Subject: Recommendation of Contract Measures:
Cost Estimating and Scheduling Services
MDAD, Project No. RFQ-MDAD-17-02

RECOMMENDATION:

This is a request for Small Business Development (SBD) to approve the subject project in order for the Aviation Department to proceed with the Cost Estimating and Scheduling Services for MDAD, Project No. RFQ-MDAD-17-02.

The Contract Estimated Amount is \$30,000,000.00. The term of the professional services agreement is for seven (7) years, with an option to extend the agreement for three (3) separate one (1) year extensions. The Miami-Dade Aviation Department staff has reviewed the subject project and recommends a 20% SBE/Goods & Services Goal. The previous solicitation was approved with an SBE Goal of 20%. (See attached previous SBD Worksheet RFQ No. MDA-13-02 dated 07/01/2012).

SCOPE OF SERVICES:

The services to be provided by the Respondent will be related to and be used in association with current construction projects, projects in design, projects in planning, and proposed construction projects, such projects being a part of the County's airport system. At the request of the Department, at any given time, the Respondent may be required to provide services for more than one (1) project, and/or for more than one (1) airport. Services to be provided by the Respondent may include, but are not limited to, the following:

- A. Prepare project estimates at various stages of construction, establish budgets, prepare cost escalations, analyze bids, assess proposals, participate in negotiations, and support project coordination, pre-construction services and administration.
- B. Prepare and analyze project schedules using Primavera Project Planner version 7, or other software as required, at various levels of planning, funding, design and construction. The Respondent will support the development of specifications, contract requirements, review contractor's schedules, delay claims and time impact analyses.
- C. Provide cost and cash flow projections for funding needs.
- D. Assist in providing data for official statements for bond offerings.
- E. Support modification of procedures, processes and systems to meet evolving needs and departmental goals.

- F. Analyze monthly schedules, track progress and timely completion of construction projects and prepare recommendations as a result of such analyses.
- G. Recommend language to be included in the Contract Documents relating to schedules, payments and claims to allow for project completion.
- H. Upon request of the Department, analyze/evaluate claims arising from the design and construction of projects including, but not limited to, the following services:
 - 1. Review and organize relevant project schedules, cost estimates, and claim information.
 - 2. Prepare and present reports, diagrams, sketches, illustrations, and spreadsheets.
 - 3. Identify crucial documents to assist in claims processing.
 - 4. Analyze the impact of delays, inefficiencies, interferences and schedule accelerations by use of claims analysis methodologies such as windows or time impact analyses.
 - 5. Prepare project schedules (as planned, as built and as adjusted).
 - 6. Formulate cost estimates for disputed items.
 - 7. Prepare detailed reviews of existing projects, costs and contractor/consultant costs regarding performance, problems and delays.
 - 8. Prepare a chronological list of major problems and delays segregated by cause (owner, contractor or other).
 - 9. Calculate damages and assisting in development of back charges.
 - 10. Write technical reports, prepare evidentiary tools, design and construct demonstration models.
 - 11. Review and coordinate claim findings with MDAD staff.
 - 12. Recommend procedures to be undertaken to minimize the impacts of continuing actions for which claims have been asserted.
 - 13. Participate in meetings and provide MDAD staff, as it relates to contractor claims.

Please advise our office if additional information is needed.

c: L. Johnson, SBD
B. Jimenez, MDAD
M. Clark-Vincent, MDAD
J. Gonzales, MDAD
P. Betancourt, 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: Cost Estimating and Scheduling Services
PROJECT/CONTRACT NUMBER: RFQ-MDAD-17-02
DEPARTMENT: Miami Dade Aviation Department
ESTIMATED PROJECT COST: \$30,000,000.00
FUNDING SOURCE: Aviation Bonds and Operating Budget

DESCRIPTION OF PROJECT/BID:

The services to be provided by the Respondent will be related to and be used in association with current construction projects, projects in design, projects in planning, and proposed construction projects, such projects being a part of the County's airport system. At the request of the Department, at any given time, the Respondent may be required to provide services for more than one (1) project, and/or for more than one (1) airport.

CONTRACT MEASURES RECOMMENDATION:

Measures: SBE/Goods & Services 20%

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-41 SBE/Goods & Services 20% Program Goal(s) are appropriate for this contract.

**MIAMI-DADE AVIATION DEPARTMENT
ANTICIPATED SERVICES BREAKDOWN**

Project Name: Cost Estimating and Scheduling Services

Project Number: _____

Estimated Fee and Funding Source: \$30,000,000.00 / **Aviation Revenue Bonds and Operating Budget**

Term of Agreement: 10 Years

Type of Services (Consulting, etc.) Consulting

DESCRIPTION OF SERVICES (BREAKDOWN)	PRIME WORK %	SUB WORK %	TOTAL % OF WORK REQUIRED
1 Prepare project estimates at various project stages; planning, design, bid, and construction. Cost estimate escalation based on schedules, performing bid cost analysis, and participating in cost negotiations. Provide project management support in the following: budget expenditures tracking, contract tracking, preparation and publication of monthly cost reports at different levels, allowance account tracking, budget changes tracking, maintaining SharePoint 2016 or higher up to date with all project information, preparation of cash flows, performing value engineering, and performing financial project close outs.	20	10	30
2 Prepare and analyze project schedules using Primavera Project Planner version 15.1 or higher, or other schedule software. Support the development of schedule specifications, review contractors' baseline schedules, and monthly updates. Prepare and update project close-out schedules. Track schedule progress to ensure project completion within time and budget. Prepare recommendations to get project back on schedule and budget. Prepare and publish monthly schedules reports.	20	10	30
3 Support modification of procedures, processes and systems to meet evolving needs and departmental goals.	10		10

4 Perform risk analysis on project changes, develop risk mitigation registry, develop risk mitigation options, and support the execution of risk mitigation options.	10		10
5 Maintain estimating, cost, and schedule databases.	10		10
6 Upon request of the Department, analyze/evaluate claims arising from the design and construction of projects and provide recommendations.	10		10
User PM (Initial)			TOTAL 100%



Small Business Development Division Project Worksheet

Project/Contract Title: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL COST ESTIMATING AND SCHEDULING SERVICES FOR THE MIAMI-DADE AVIATION DEPARTMENT **Received Date:** 07/01/2013
Project/Contract No: RFQ NO. MDAD-13-02 **Funding Source:**
Department: MIAMI DADE AVIATION DEPARTMENT **Resubmittal Date(s):**
Estimated Cost of Project/Bid: \$6,000,000.00
Description of Project/Bid: To establish a contract for services for the services of an experienced and qualified firm to provide professional estimating and scheduling services to ensure projects are accurately budgeted, funded, and scheduled. These services will be required for Miami International Airport and the five (5) County owned auxiliary airports.

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Goal	SBE	20.00%

Reasons for Recommendation

This project meets all the criteria set forth in I.O. # 3-41.

SBD polled SBE firms certified in the required Commodity Codes (on the scope of work and the minimum requirements) in an effort to make it a SBE Set-Aside; none responded with the required verifiable previous experience (as required of the Prime). However, based on the responses SBD concurs with MDAD's recommendation of a 20% SBE sub-consultant goal (with the prime meeting the specified minimum and special requirements).

Commodity Code: 91800-Consulting Services; 91815-Architectural Consulting; 91831-Construction Consulting; 91842-Engineering Consulting

Small Business Contract Measure Recommendation

<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
	SBE	\$1,200,000.00	20.00%	0
Total		\$1,200,000.00	20.00%	

Living Wages: YES NO
Responsible Wages: YES NO

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.



Small Business Development Division
Project Worksheet

Project/Contract Title: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL COST ESTIMATING AND SCHEDULING SERVICES FOR THE MIAMI-DADE AVIATION DEPARTMENT
Received Date: 07/01/2013
Project/Contract No: RFQ NO. MDAD-13-02
Funding Source: MDAD OPERATING FUNDS
Department: MIAMI DADE AVIATION DEPARTMENT
Resubmittal Date(s):
Estimated Cost of Project/Bid: \$6,000,000.00

REVIEW RECOMMENDATION

Form with fields: Tier 1 Set Aside, Tier 2 Set Aside, Set Aside (Level 1, 2, 3), Trade Set Aside (MCC), Goal, Bid Preference, No Measure, Deferred, Selection Factor, CWP. Includes a signature and date (7/19/13) for County Mayor Designee.