

# Memorandum



**Date:** May 19, 2017

**To:** **Laurie Johnson**  
SBD Section Chief, Internal Service Department  
Small Business Department

**From:** Carolyn Francis-Royer, PCO, Public Housing and  
Community Development

**Subject:** Review Committee - Notification Only for Federally Funded **Carpentry at  
scattered sites of Annie Coleman**

## SENT VIA EMAIL

PHCD respectfully requests that the following **federally funded** item be submitted to the Review Committee (RC) for **information purposes only** for **Carpentry at scattered sites of Annie Coleman**

Project RPQ 5265

Thank you for your assistance, I can be reached at (786) 469-2250 Email:

[carolfr@miamidade.gov](mailto:carolfr@miamidade.gov) .

CC: Gary Hartfield, SBD Director

**ANALYSIS FOR CSBE GOAL RECOMMENDATION**

**PROJECT TITLE:** Carpentry at scattered sites of Annie Coleman

**PROJECT NUMBER:** RPQ 5265

**DEPARTMENT:** PHCD

**ESTIMATED COST OF CONSTRUCTION:** \$35,000.00

**FUNDING SOURCE:** Federal-US HUD

**DESCRIPTION OF PROJECT:** Carpentry at scattered sites of Annie Coleman

**TOTAL CONSTRUCTION** \$35,000.00

Carolyn Francis-Royer, PHCD Procurement Contracting Officer

5/19/17  
Date Submitted to DBD

**DEPARTMENT INPUT**  
**CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Check applicable Ordinance(s): ☐ 90-143 Responsible Wage and Benefits ☐ 03-237 (formerly 03-1) Community Workforce Program

**PROJECT INFORMATION** See attachment ☐

Contract/Project/\*Work Order No.: RPQ 5265 MCC 7360 Plan CICC 7360-0/08 \*Reference corresponding project number when submitting a work order

Contract/Project Title: Backlog Carpentry Work Orders -MCC 7360 Plan-CICC7360-0/08 RPQ 5265

Description/Scope of Work: Description of the Work (Project):

**Carpentry repair/replacement of closet doors, bathroom and bedrooms doors, kitchen cabinets and counter tops of scattered sites at Annie Coleman Development.**

Approximate Construction Budget for this project is: \$ 35,000.00

Estimated Cost: \$35,000.00

Funding Source: US HUD

Location of Project Annie Coleman Development- 5125 NW 22<sup>nd</sup> Avenue  
Annie Coleman

**PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP)** See attachment ☐

Engineer/Department or Agency's estimated required workforce for Project ☐ Work Order ☐:

Trade/Skills Required	Est. # of workforce required per trade	Est. # of total days to complete job 150
Carpentry-Scattered site of Annie Coleman		<b>30 days</b>

Comments: \_\_\_\_\_  
\_\_\_\_\_

**PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE)** See attachment ☐

Sub-Trade	Est. Cost	% of Item to Base Bid	Availability
<b>n/a</b>			

**RECOMMENDATION**

Set-Aside: Level 1 ☐ Level 2 ☐ Level 3 ☐ Trade Set-Aside ☐ Sub-Contractor Goal ☐ Workforce Goal ☐ No Measure ☒

Basis for Recommendation: PHCD respectfully requests that the following federally funded item be submitted to the Review Committee (RC) for information purposes only for Carpentry work at Annie Coleman.

Date submitted to DBD: May 19, 2017

Contact Person: Carolyn Francis-Royer

Telephone No.: 786-469-2250