

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="checked" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No. 8818-0/18
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: __ YES __ NO				

Requisition/Project No: ROID1800064

TERM OF CONTRACT: 6 year with 0 three-year options-to-renew

Requisition/Project Title:- Testing & Certification Services

Description: Testing and examination services for certification of construction trade contractors.

User Department(s): RER & DTPW

Issuing Department: ISD

Contact Person: Caroline Burgos

Phone: 3053752037

Estimated Cost: \$450,000

Funding Source: General Funds

REVENUE GENERATING:

ANALYSIS

Commodity/Service No: <u>924-20 Examination and Testing Services</u>		SIC: <u> </u>	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <u> </u> Yes <u> </u> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Caroline Burgos

Date to SBD: 02/14/2018

Date Returned to PM:

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The Regulatory and Economic Resources Department (RER) and Department of Transportation and Public Works (DTPW) are tasked with certifying individuals attaining licensure in a specific construction trade category. Therefore, Miami-Dade County is requesting bids from firms experienced in preparing competency examinations for construction trade contractors, masters, journeymen, and maintenance personnel needing certifications, as established under Chapter 10 of Miami-Dade County Code and the Florida Building Code, as well as special examinations as directed by RER and DTPW.

Specifically, the County requires the services of a firm that will prepare, proctor and grade examinations for the certification of construction trade contractors, masters, journeymen and maintenance personnel. The selected Bidder shall certify the results of the examinations to the County and shall conduct examinations at either Miami-Dade or Broward County sites.

The services requested under this solicitation will include examination and testing for the:

- Regulatory and Economic Resources Department for Certification Categories as listed Attachment 1, Examination Categories for RER.
- Department of Transportation and Public Works (DTPW) for Certification Categories as listed Attachment 2, Examination Categories for DTPW.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, and contingent upon the completion and submittal of all required bid documents and shall continue through the last day of the seventy-second (72nd) month. The County reserves the right to exercise its option to extend this Contract for up to one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners.

2.3 METHOD OF AWARD

Award will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its offer may be deemed non-responsive. The County will award one (1) contract to a single vendor.

If the awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. If the awarded Bidder defaults, the County shall have the right to negotiate with the next lowest priced responsive, responsible Bidder.

2.4 MEMBERSHIPS

Membership in Institute for Credentialing Excellence (ICE), the National Commission for Certifying Agencies (NCCA), the American National Standards Institute (ANSI), or the Council on Licensure, Enforcement, and Regulation (CLEAR)

is desired for selected Bidder providing this service to Miami-Dade County.

2.5 PRICES

The prices shall remain fixed and firm during the term of contract, including any extension periods.

2.7 REFERENCES

Submit three (3) references from prior or current customers for whom the bidder has provided the services described in this solicitation within the past five (5) years. To include the customer's company name, and the name, title, address and telephone number of the contact person, and project start and end dates, who can verify that the Bidder has successfully provided the services that the Bidder is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in testing, proctoring and grading services. The County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility

2.6 WORK ASSIGNMENTS IDENTIFIED BY THE COUNTY

All work assignments during the contract period will be on an "as needed" basis, complying with notification requirements. Miami-Dade County will notify the awarded Bidder via email or telephone when work assignment is needed. Bidders shall assume no guarantees as to the number or frequency of work assignments or a guaranteed amount under the terms of this contract.



SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 BACKGROUND

Miami-Dade County is requesting bids from firms experienced in preparing competency examinations for construction trade contractors, masters, journeymen, and maintenance personnel needing certifications, as established under Chapter 10 of Miami-Dade County Code and the Florida Building Code, as well as special examinations as directed by RER and DTPW.

3.2 SCOPE OF WORK

A. Responsibilities of the County

The County shall:

- a) Provide the selected Bidder with a list of exam categories, a list of current codes and other relevant material that will assist in the preparation of the examinations.
- b) Review examination developed by the selected Bidder ninety (90) days before the date of the examinations is to be conducted. Provide the selected Bidder with copies of all changes or amendments to the relevant building code and licensing regulations pertaining to examinations and/or new trade categories, as they are approved. Such changes or amendments shall not relieve the selected Bidder of the responsibility for preparing the examinations.
- c) Notify the selected Bidder, at least two (2) weeks in advance, of scheduled examination:
 - i) The number of applicants taking the examinations for each of the categories to be examined.
 - ii) The names of applicants taking the examinations.
 - iii) The number of applicants that have difficulty with the written or spoken English language or other impediment or affliction and which may require special provisions as described below for taking the examinations pursuant to Section 10-11 of the Miami-Dade County Code. The County will supply a list of the applicants for a special scheduling.
- d) Advise applicants of the type of materials that are required for taking the exam and what is allowed in the examination room.

B. Responsibilities of the Selected Bidder

The selected Bidder shall:

- a) Make available to the County copies of all the examinations to be conducted. A copy of these examinations shall be delivered to the Director of RER or DTPW or designee upon request. The selected Bidder shall adhere to suggested changes to the examinations as considered appropriate by the County.
- b) Send any notices, examinations, results or other written communications from the selected Bidder to the County via certified mail.
- c) Adhere to scheduled examinations in any category at any time and in any number categories, as specified by the County. Special provisions shall be made by the selected Bidder to accommodate exam applications to those who request to take exams on alternate days due to religious observances. Special provisions are to include administering the exam on an alternate date.

- d) Provide special accommodations for American Disabilities Act (ADA) candidates in accordance with ADA regulations.
- e) Receive approval by the County on its quality and legibility of each examination prior to issuing examination to examinees. All services shall be performed by the selected Bidder to the satisfaction of the RER and DTPW.
- f) Retain all examinations material and other data developed by the selected Bidder for the purpose of this Solicitation. Such examinations materials and other data developed shall be made available by the selected Bidder at any time upon request of the County up to five (5) years from the time the examinations were certified, after which such examination material may be destroyed by the selected Bidder upon agreement by the County.
- g) Provide exam in English, Spanish and Creole.

C. Examinations

The selected Bidder shall:

- a) Develop exams, as needed, and administer monthly examinations in English for construction trade contractors, masters, journeyman, and maintenance personnel needing certifications as established under Chapter 10 of the Miami-Dade County Code and the Florida Building Code, as well as special examinations as directed by RER and DTPW. Exams should be prepared in one (1) or two (2) parts as described below.
- b) In preparing the examinations, the bidder must conform to the following:
 - i) Test may be administered as a written or computerized exam, however computerized testing is preferred in order to provide applicants of results on the same day of the exam.
 - ii) Exam shall contain multiple-choice or fill-in-the-blank types and shall include questions with diagrams, plans or sketches in which the applicant is required to demonstrate knowledge of circuits, installations or the like by answering multiple-choice or one-word fill-in questions keyed to such diagrams, plans or sketches.
 - iii) Develop examinations with reference to test knowledge of such portions of the Florida Building Code, Chapter 10 of the Miami-Dade County Code or other rules, laws, or principles as may be relevant to the trade or specialty involved.
 - 1. The examinations shall be prepared and administered based on the most updated edition of the Florida Building Code.
 - 2. Questions taken from Chapters containing High Velocity Hurricane Zone Provisions should be taken from those sections exclusively.
 - 3. Reference shall be made on the exams to the specific standard when questions are not taken from the Florida Building Code.
 - iv) Passing grade shall be seventy-five percent (75%) for all journeyman and general engineering license category, and seventy percent (70%) for all other skills levels.

- v) Exams shall be open book however the County may opt to request partial closed book questions.
- vi) For exams consisting of only one (1) part, there should be a minimum of 75 questions. For two (2) part exams, the first part shall consist of a minimum of 75 questions and second part must consist of a minimum of 50 questions.
- vii) A different examination shall be prepared by the selected Bidder each time the examinations are conducted. By different, it is meant that the selected Bidder may ask questions that deal with the same subject matter, but answers must not coincide with answers from the previous examination.
- viii) There shall be three (3) types of examinations as specified in Attachment 1 and Attachment 2:

One part shall test knowledge of business and finance principles pertaining to contracting work in the trades and contractor licensing regulations under Chapter 10 of the Miami-Dade County Code, and the Florida Building Code. The second part should test knowledge of applicable codes, business, finance and technical application of trade knowledge and codes.

1. Business Exam (One Part):
Test shall consist of business and finance principles pertaining to contracting work in the trades and contractor licensing regulations under Chapter 10 of the Miami-Dade County Code.
2. Technical Exam (One Part):
Shall test the knowledge of applicable codes and technical application of trade knowledge and codes.
3. Business and Technical Exam (Two Part):
One part (Business) shall test knowledge of business and finance principles pertaining to contracting work in the trades and contractor licensing regulations under Chapter 10 of the Miami Dade County Code. Part two (Technical) should reflect knowledge of applicable codes and technical application of trade knowledge and codes.

- ix) Administer examinations at least twenty-four (24) times for two (2) years in all categories as directed by the County.
- x) Revise and update examinations as necessary by the County to include amendments to code and other applicable regulations and controls, and prepare new examinations for each successive examination in the same categories.
- xi) Cooperate fully with the County in order for all phases of work to be properly scheduled and coordinated.
- xii) The selected Bidder shall provide examinations for any candidate wishing to take the examinations at other than the regular scheduled date, at the candidate's expense.

D. Development of New Exams

From time to time, the County may make, based on the requirements of the departments and changes to the Florida Building Code or Chapter 10 Code of Miami-Dade County Code, requests for the development of new examinations. These examinations shall follow the general specifications and the guidelines established for examinations in this solicitation.

E. Examination Site

The selected Bidder must provide, at its own expense, a local examination site for the administration of examinations in Miami-Dade County and Broward County.

F. Grading

The selected Bidder shall be responsible for providing candidate on-site scoring on the day of the examination, if test is a computer-administered test. The selected Bidder shall also:

- i. Report the examination results to Miami Dade-County within three (3) business days via certified mail. Notification of results must be mailed to the individual taking the examination, within three days (3) of examination.
- ii. Provide additional copies of grades to Miami-Dade County within five (5) business days after date of request.
- iii. Notify all applicants and Miami-Dade County, via mail and/or email, of any changes in status as a result of review or re-grade.
- iv. Include, whenever applicable, isometrics and practical exercises as a part of the test.

G. Reviews

Selected Bidder must conduct reviews of examination results.

The selected Bidder shall also:

- i. Allow examinees a thirty (30) day period (this period starting on the date the results of the examinations are mailed out) the opportunity to request review results. Review by the selected Bidder shall be conducted in Miami-Dade County within thirty (30) days of the request for review by examinees. Date(s) for review and the number of examinees per review shall be at the discretion of the selected Bidder.
- ii. Notify applicants that reviews of examination results will be offered and that applicant must contact the selected Bidder in order to obtain these services.
- iii. Provide candidates reviewing their exams with a list of the questions missed and the answer choices they selected.
- iv. Notify the County at least two (2) weeks in advance of the date(s) the reviews shall be conducted.
- v. Allow the County and the Construction Trades Qualifying Board members to be present during these reviews. The County and Board member involvement shall be limited to observation and shall be at County's discretion.

- vi. Shall conduct these reviews in a matter that will not jeopardize the integrity of the examination procedures.

H. Proctoring

The selected Bidder shall be responsible for administering the examinations. In proctoring the examinations, the selected Bidder shall:

- i. Provide one (1) proctor per twenty (20) applicants.
- ii. Provide for observation during examinations by the County staff and by members of the Construction Trades Qualifying Board. Such observation shall be at the discretion of the County.
- iii. Provide for review of examination material by the County at examination site.
- iv. Assume responsibility for the integrity of the examination procedure and provide the necessary mechanisms to avoid dishonesty by applicants during the taking of examinations. The selected Bidder should provide written report of any incidents of cheating or unacceptable behavior to the County department.

3.3 TIME SCHEDULE

The selected Bidder shall furnish all copies of examinations requested by the County within fourteen (14) calendar days after receipt of written notification that such copies are required. All such notifications shall be directed to the contact provided by the selected Bidder on file with the County.

3.4 RELEASE OF INFORMATION

The selected Bidder shall be prohibited from publishing or releasing any information related to the requested services without prior written permission of the County.

3.5 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the selected Bidder at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

3.6 ADDITIONAL SERVICES

While the County has listed all major services within this Solicitation which are utilized by County departments in conjunction with their operations, there may be similar services that must be purchased by the County. Under these circumstances, a County representative will contact the selected Bidder to obtain a price quote for the similar service. The County reserves the right to award these similar services to the contract selected Bidder or to acquire the services from another vendor.