

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. **02-47**  
Contract  
 Re-Bid     Other    LIVING WAGE APPLIES:     YES     NO

Requisition No./Project No.: **RQID2100056**    TERM OF CONTRACT **5** YEAR(S) WITH  OTR

Requisition /Project Title: **Facility Condition Assessment**

Description: The County, as represented by OMB is soliciting proposals from experienced and qualified firms to provide a comprehensive Facility Condition Assessment (FCA), inclusive of a physical analysis of identified Facilities, grounds, and miscellaneous structures. Services to be provided will include; but are not limited to, the identification of current Facility conditions, deficiencies, and recommended corrective actions for those deficiencies, cost estimates for corrections, and forecasting Future Capital Renewal Cost. Through this comprehensive evaluation of the physical conditions of existing Facilities, the FCA will provide to the County an understanding of the general condition of all Facilities listed in this solicitation and their Major Components; a prioritization plan for recommended upgrades, repairs, and maintenance projects; the Annual Maintenance Costs for each Facility; and the timing and cost of future Facility component maintenance and replacement based on a life cycle cost analysis through algorithms given the intricacies of each facility.

Issuing Department: **ISD-Procurement**    Contact Person: **Alonzo Joseph**    Phone: **305-375-2774**

Estimate Cost: **\$ 8,552,960.00**    Funding Source:    GENERAL    FEDERAL    OTHER **CIIP Program Revenue**

**ANALYSIS**

Commodity Codes: [REDACTED]

Contract/Project History of previous purchases three (3) years  
 Check here  if this is a new contract/purchase with no previous history.

**EXISTING**                       **2<sup>ND</sup> YEAR**                       **3<sup>RD</sup> YEAR**

Contractor [REDACTED]

Small Business Enterprise: [REDACTED]

Contract Value: [REDACTED]

Comments: [REDACTED]

Continued on another page (s):     Yes     No

**RECOMMENDATIONS**

SBE                      Set-aside                      Sub-contractor goal                      Bid preference                      Selection factor

Basis of recommendation: [REDACTED]

Signed: **Alonzo Joseph**

Date sent to SBD: 03/04/2021

Date returned to DPM: [REDACTED]

## **1.1 Introduction**

Miami-Dade County (County), as represented by the Office of Management and Budget (OMB) is soliciting proposals from experienced and qualified firms to provide a comprehensive Facility Condition Assessment (FCA), inclusive of a physical analysis of identified Facilities, grounds, and miscellaneous structures. Services to be provided will include; but are not limited to, the identification of current Facility conditions, deficiencies, and recommended corrective actions for those deficiencies, cost estimates for corrections, and forecasting Future Capital Renewal Cost. Through this comprehensive evaluation of the physical conditions of existing Facilities, the FCA will provide to the County an understanding of the general condition of all Facilities listed in this solicitation and their Major Components; a prioritization plan for recommended upgrades, repairs, and maintenance projects; the Annual Maintenance Costs for each Facility; and the timing and cost of future Facility component maintenance and replacement based on a life cycle cost analysis through algorithms given the intricacies of each facility.

The County anticipates awarding a contract to a single Proposer for a five (5) year term. It is anticipated that the selected Proposer would perform at least one assessment of all Facilities listed in this Solicitation with the potential for additional locations or assessments to be performed.

### **The anticipated schedule for this Solicitation is as follows:**

**\*\*\*TBD\*\*\***

## **1.2 Definitions**

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The words "American with Disabilities Act" or acronym "ADA" to mean the law that prohibits discrimination based on disability.
2. The words "Animal Welfare Act" to mean the minimum standards of care and treatment provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public.
3. The words "Annual Maintenance Cost" to mean the operational and preventative maintenance cost of each Facility.
4. The word "Asset" to mean a useful or viable thing; property owned by the County.
5. The words "American Section for Testing Materials International" or "ASTM International" to mean international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.
6. The words "Component Level Inspection" to mean the inspection of parts within a System.
7. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
8. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
9. The word "Critical" to mean, but not limited to, high priority; immediate action is necessary to avoid failure of the existence of the System; to avoid endangering life and/or property; or to comply with local, State, or Federal guidelines.
10. The word "Facility" to mean all Assets and Systems located within the property boundary, which can include, but not be limited to, buildings (animals and human occupied), pools, playgrounds, parking lots, canopy systems, walkways, fitness equipment, sport courts, lighting fixtures, underground utilities, access control fencing, signs, monorails, historic facilities, seawalls, marine docks, tactical range, fueling stations, beach structures, skateboard park, motocross/BMX tracks, artificial and natural turfs, etc.
11. The words "Facility Condition Assessment" or acronym "FCA" to mean the process of analyzing the condition of a Facility or a group of Facilities to understand and maintain the physical condition, develop capital budgets, and prioritize resources.
12. The words "Facility Condition Index" to mean a benchmark that is utilized to compare and contrast the condition of one Facility against another similar Facility or group of Facilities, in an effort to gauge the current and future condition of a Facility.
13. The words "Future Capital Renewal Cost" to mean the forecasting of cyclic repair and replacement requirements that extend the life and retain usable condition of Facilities and Systems.
14. The words "Maintainable System" to mean any System that would need or can receive periodic maintenance to extend and/or improve the System performance, extend the life of the System, or for any other reason that would benefit the System.
15. The words "Major Component" to mean a part of a System or Facility that is essential; if it fails, prevents the operation and/or efficiency of the System or Facility.
16. The words "Normal Business Hours" to mean the hours during which business is typically conducted at each County Facility.
17. The word "Proposal" to mean the properly signed and completed written good faith commitment by the Proposer submission in response to this Solicitation by a Proposer for the Services, and as amended or modified through negotiations.

18. The word “Proposer” to mean the person, firm, entity or organization, as stated on the Proposal Submittal Form, submitting a Proposal to this Solicitation.
19. The words “Scope of Services” to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
20. The word “Solicitation” to mean this Request for Proposals (RFP) document, and all associated addenda and attachments.
21. The word “Subcontractor” to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
22. The word “System” to mean combination or set of components working together as parts of a mechanism; things or parts forming a complex or unitary whole.
23. The words “System Level Inspection” to mean an inspection of an entire System.
24. The words “Work”, “Services”, “Program”, or “Project” to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services, and the terms and conditions of this Solicitation.

## 2.0 SCOPE OF SERVICES

### 2.1 Background

Miami-Dade County (County) is one of the largest counties in the nation encompassing more than 2,000 square miles, which is larger than the states of Rhode Island and Delaware. The County provides municipal services, such as police and fire rescue to the residents of the unincorporated areas as well as metropolitan services, including emergency management, airport and seaport operations, and public housing. The County Mayor oversees the day-to-day operations of the County; which is comprised of over 25 unique departments. Services provided by these various departments include, but are not limited to: animal protection; pet vaccination; domestic violence intervention and prevention services; social services to economically disadvantaged individuals; inmate custody; services to at risk juveniles including detention; access to parks, recreational centers, beaches, and Zoo Miami; public transportation; and libraries; as well as strategically creating and promoting opportunities for artists and cultural organizations.

The County has implemented a Countywide Infrastructure Investment Program (CIIP). The intent of the program is to provide funding to renovate existing Facilities, bring Facilities up to the current Building Code implemented since they were constructed, focus on safety and security, provide for improved energy usage and technology access, address issues such as aging heating, ventilation, and air conditioning (HVAC) and plumbing systems. For the past several years, the County has been engaged primarily in responding to emergencies, rather than in a coordinated and proactive effort to comprehensively address needs of its aging Facilities.

The CIIP is being facilitated by the OMB, but individual departments will be responsible for managing projects as a result of the CIIP. OMB will provide funding for various capital improvement projects and monitor the use of County, State, Federal and/or private funding to ensure compliance with the funding source requirements.

This Solicitation includes approximately 633 County owned Facilities totaling over 23,135,300 square feet, which service thousands of employees and visitors on a daily basis. The County’s portfolio of Facilities include state of the art buildings, such as the Miami-Dade County Children’s Courthouse, which was completed in 2015. This building was implemented with the Johnson Controls Metasys Building Management System (BMS), which manages various aspects of the building including: HVAC, security access, and fire alarm system. However, the County has Facilities that are over sixty (60) years old, such as the Turner Guilford Knight Correctional Center (TGK), for which the original 55,000 square feet of the Facility was built in 1953. In contrast, the Parks, Recreation and Open Spaces Department (PROS) has over 270 facilities at locations that include beaches, golf courses, marinas, and ZooMiami. The diversity of these contrasting Facilities is typical of the Facilities listed in this solicitation.

Since these Facilities were constructed there have been numerous hurricanes, cold weather seasons, and scorching summers, which may have caused or contributed to the deterioration and deficiencies throughout the various Facilities. Aside from the physical structures, many of the associated Systems or components may have surpassed their intended life expectancies.

The Services provided through this Solicitation will also include but is not limited to maintaining a close coordination with the County’s Enterprise Asset Management System (EAMS) vendor, Infor, and the Information Technology Department (ITD) EAMS support team. The selected Proposer will work with the County to ensure the data is collected in a mutually agreed format to be transferred into EAMS as further detailed in Section 2.2.4.

Upon completion of the FCA, it is the intent of OMB to use the reports and data generated to derive short-term and long-term budgeting plans that will prioritize deficient areas within each Facility; especially those areas that are Critical to Facility patrons safety and necessary to comply with applicable Federal, State, County, and municipal regulations.

## **2.2 Facility Condition Assessment**

The selected Proposer shall conduct a comprehensive FCA. The assessment shall be based on a well-designed plan tailored to the County's diverse portfolio of Facilities that will take into consideration each County Facility's unique characteristics, intended usage, current usage, and future usage if applicable. The FCA shall provide an analysis of each Facility in regards to compliance with all applicable building codes and applicable federal, state, and local regulatory requirements governing the use and occupancy of each Facility to include, but not be limited to, complying with the Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA) standards, and Animal Welfare Act (AWA). The selected Proposer shall utilize the ASTM International standards (ASTM E2018-15) or the most current for preparing the FCA.

The selected Proposer's assessment shall include, but is not limited to the following Facility elements: aquatics (bathhouses, deck areas, pools, pool tanks, and slides); exterior systems (roofs, roof openings, walls, window systems, and doors); parking (surface lots, structures and garages); fire and life safety (sprinkler systems, stand-pipe and hose, fire protection specialties, fire alarm, and smoke detection systems); Electrical service equipment/systems; Heating, ventilation, and air conditioning (HVAC) systems; interior construction and finishes (ceilings, walls, partitions, doors, flooring, visible structural components, finishes, stairs, elevator systems, escalators, and stair construction); seawalls (to include consideration of the impact of sea-level rise impact in the facility); marinas (wet slips, dry storage, boat ramps, transient dockage, fueling stations, diving and landing facilities); various types of recreational courts, fields, field houses, cabanas, shelters, and playgrounds; plumbing (fixtures, distribution, sanitary systems, storm drainage, automatic sprinkler systems); substructure/foundations; and transportation (monorail systems and tram equipment); and other building systems (emergency power, telecommunications, security, building automation systems/building management systems audio-visual).

### **2.2.1 Project Plan/Timeline**

The selected Proposer shall work with County Project Manager(s) to develop a project plan that is designed to provide a comprehensive FCA of the Facilities listed in this Solicitation. The project plan should include a detailed timeline for the complete assessment of each Facility. The plan should take into consideration that there may be some Facilities that require special access and/or escorts in order to assess the Facility. Some Facilities may also require that the selected Proposer work before and/or after normal business operating hours, including on weekends, in order to minimize disruption to daily operations. The selected Proposer should consult with the County and ensure that the project plan takes into account projected projects that may result in the System/Facility data and projections changing during the FCA. The project plan will require County approval; if rejected or revisions are requested to the project plan, the selected Proposer shall provide a revised project plan within three (3) business days; unless otherwise agreed upon by the County and selected Proposer.

### **2.2.2 Team of Technical Experts**

The selected Proposer shall deploy a team(s) of technical experts to perform onsite walk-throughs to understand the conditions and challenges of each Facility and to complete the FCA. These team(s) of technical experts should have all the necessary experience, training, and expertise necessary to observe, assess, and measure the Facility condition of each Facility in accordance with this solicitation.

### **2.2.3 Assessment**

The assessment should include both a Component Level and System Level Inspection. Based on a visual assessment of but not limited to: architectural, structural, mechanical, plumbing, and electrical components/Systems of each Facility. The selected Proposer shall identify and report all component/System deficiencies and recommended upgrades and improvements. The selected Proposer shall avoid recommending upgrades and improvements of proprietary systems that can only be maintained by single vendor or has a limited market. The selected Proposer shall include alternatives that will allow for a more open market of potential vendors to provide the good or services required to acquire and maintain the system or improvement.

The selected Proposer should not disassemble any components/Systems while conducting the FCA. All assessments should be made through on-site visual inspection of accessible assets and building components. It is expected that the inspection team will, for example, lift ceiling tiles in suspended ceilings and open access doors to reveal hidden Systems and building components that are integral to the FCA.

If the visual inspection of a System/component indicates the need for an in-depth study, analysis, or specialized inspection, the estimated cost of the recommended specialized inspection shall be included in the report. In addition, Facilities/Systems that have been identified as being Critical should be noted in the assessment reports and immediately brought to the County's attention for corrective action.

The selected Proposer shall inventory the Maintainable Equipment at each Facility. Equipment data that should be collected include, but are not limited to: equipment type, manufacturer, model number, serial number, capacity, location, function, age, and photograph. Equipment to be inventoried should include, but not limited to: boilers, chillers, cooling towers, air handling units (AHU), packaged heating, heating ventilation and air conditioning (HVAC), condenser units, exhaust equipment, pumps, compressors, elevators, fire alarm panels/Systems, intrusion alarm panels/Systems, electrical service equipment, generators, automated door Systems, automatic gates and commercial overhead doors, escalators, playground equipment, canopies, fitness equipment, shade structures, and furnishings.

In addition to inventorying the Maintainable Equipment, photographs shall be taken at each Facility to record the general composition and visual condition of each Facility/System deficiency. Reports should include recommended timeline that details when work need/should be done in order to avoid additional deficiencies or unnecessary cost. Detailed photographs shall be taken of Critical deficiencies in order to supplement the selected Proposers recommendation.

In an effort to validate the information collected from the assessment of Facilities, the selected Proposer shall provide periodic detailed reports for the County Project Manager. The County Project Manager shall review/comment/approve this report before additional assessments are performed on additional facilities. Should there be any discrepancies with the information collected, the selected Proposer shall re-evaluate those areas of concern at no additional cost to the County.

#### **2.2.4 Data and Reports**

The selected Proposer shall develop a strategic plan to assist the County with decision-making for the best use of County funds. The selected Proposer should investigate and provide to the County potential opportunities to accomplish corrective actions through alternative means, such as construction, renovation, improvement, and alteration projects. These opportunities should also include converting Facilities from septic systems to sewer system; sustainability and resilience recommendations; and alternatives such as water catching systems in situations when new roofs may be required. This report should also identify and calculate estimates for projects over a twenty (20) year capital replacement plan. The report should also identify replacement cycles for facility equipment such as HVAC systems, etc.

This information and all information collected, created, and analyzed during the FCA should be provided to the County in a format(s) that would best communicate the information to include but not limited to: executive reports, PowerPoint presentation, and/or prioritization list.

The selected Proposer shall also prepare reports aggregating the results of the individual building reports to provide an overview. The report should include; but not limited to, a summary of information providing:

- Deficiency costs summarized by building System across all Facilities;
- Deficiency costs summarized by priority across all Facilities;
- Deficiency costs summarized by category type across all Facilities;
- Deficiency costs summarized by department for all department's Facilities;
- Calculation of an aggregated Facility Condition Index (FCI); and
- Multi-year annual expenditure forecast across all Facilities.

To ensure the success of this Project, a Kick-Off meeting will be conducted with ITD, Infor, and the selected Proposer, at which time the selected Proposer shall fully convey their planned methodology for the assessment of County Facilities. Through a collaborative effort it is expected that the algorithms used to achieve equipment ranking provided (or developed) and tested. As a result, EAMS should be able to convert and interpret the data into useful information via formulas to identify and determine projects over a twenty (20) year capital replacement plan.

ITD and Infor will jointly develop data upload specifications that will be provided to the selected Proposer. Data uploads spreadsheets provided by the selected Proposer shall be .CSV formatted. The selected Proposer shall work closely with ITD

and Infor to ensure that the data is properly mapped and converted into EAMS. In addition, the selected Proposer shall work with ITD and Infor to conduct all necessary test to ensure that EAMS is functionally ready to accept the data collected through the FCA.

During the transition of data, the selected Proposer shall be responsible for maintaining the integrity of the data collected during the assessment of Facilities. Should the County have any updates after the assessment of a Facility and before the data can be transferred to EAMS, the selected Proposer shall be responsible for updating these changes to ensure the accuracy of the data transferred to EAMS.

All documents and data related to the work performed must be delivered to the County within seven (7) business days after completion of each Facility or termination of the contract; unless otherwise mutually agreed by the selected Proposer and the County.

Additionally, if requested by the County the selected Proposer should provide hard copy reports for each facility.

### **2.3 Addition And Deletion Of Facilities**

Although specific Facilities have been identified to be assessed, it is hereby agreed and understood that the County may add additional Facilities. Should that County determine that additional Facilities need to be added a quote shall be obtained from the selected Proposer. If the County determines the quote to be fair and reasonable, the change will be memorialized through a formal written modification of the Contract.

### **2.4 Security Requirements**

The selected Proposer shall be responsible to adhere to security requirements set forth by the County to enter specific Facilities. The selected Proposer shall ensure its employees are distinctively uniformed or appropriately attired so as to be distinguishable as the selected Proposer's employees and not as employees of the County.

#### **2.4.1 Shannon Melendi Act - Parks, Recreation and Open Spaces (PROS)**

- Have had nationwide criminal background checks conducted by a Professional Background Screener;
- Have been screened through the Florida Department of Law Enforcement Sexual Predator/Offender Database, and a check of the National Sex Offender Public Registry;
- Have been verified as being United States Citizens or having legal immigrant status employment;
- Complete an affidavit affirming that no work or volunteer duties will be performed on Park property owned or operated by Miami-Dade County in violation of this Ordinance and that an arrest will be reported to the selected Proposer within forty-eight (48) hours of such arrest;
- Wear picture identification at all times while on County property and when in direct contact with patrons and the general public; and
- Retain all records demonstrating compliance with the background screening required herein for not less than three (3) years beyond the end of the contract term. The selected Proposer shall provide the County with access to these records annually, or at the request of the County.

#### **2.4.2 Background Checks – Corrections and Rehabilitation**

The selected Proposer must provide a legible copy of the "Application for Contractor Pass" Corrections and Rehabilitations Form R6-25-12, and a copy of a current Florida Driver License, or Florida Identification Card, for all employees assigned to the work in support of this contract. Upon submission of each of the required documents, the selected Proposer will be notified approximately 4 to 8 weeks following submission on whether their employee(s) have passed the background check. The background check will be paid by the County and will be at no additional cost to the selected Proposer.

Employees that pass will report to Dr. Martin Luther King (MLK) Plaza, Corrections and Rehabilitations Department Headquarters, Program Services, 2525 NW 62 Street, Suite 1166A, Miami, FL 33147 for a required photo and completion of mandatory training video prior to entrance into any Correctional facility. Employees shall wear a company shirt with company logo and ID during all working hours.

All tools transported to the work area must be in tool box or enclosed during transport. No hanging tools from the waist or other areas will be permitted unless previously approved. The selected Proposer shall have a pre-typed inventory

check list of all the tools that will be brought into the work site on a company letterhead for the correctional officer inventorying of tools entering and exiting the facility.

The inventory check list will be turned in daily to the control booth upon arrival and tool check will be performed. Strict tool control will be required due to the Correctional setting which will require full adherence to tool control standards.

Failure of the selected Proposer to complete the necessary background checks successfully for his or her staff and other security requirements may lead to the cancellation of this contract.

### **2.4.3 Community Action and Human Services**

The selected Proposer shall provide twenty-four (24) hour prior notice and a courtesy call prior to arrive to Facility listed as emergency shelters or residential treatment centers before any visits are to occur so that staff can be notified and coordinate access to any secure areas as required.

## **2.5 County Responsibilities**

The County will:

- Will coordinate and provide access to each Facility as needed and mutually agreed upon, with respect to the activities and needs of the sites occupants.
- Provide guidance to aid the selected Proposer in regards to finalizing and revising the project plan/timeline; as needed.
- Assign a Project Manager per Department(s) and a County project manager who will serve as the primary point of contact for the selected Proposer. The Project Manager(s) will be able to communicate with the selected Proposer and have full authority to act on behalf of that County department on all matters related to the FCA.
- Once data is accepted by the County, the County will assume the responsibility of maintaining the data. However, if it is found that the data provided is incomplete or erroneous, at no additional cost to the County the selected Proposer shall take the necessary steps to provide accurate and complete data.

## **2.6 Optional Services**

The optional services as detailed below and their associated pricing, if applicable, are considered optional services and are not included in the Scope of Services. As such, information provided for such optional items will NOT BE SCORED as part of the evaluation process, but may be considered at the sole discretion of the County in the future resultant contract.

- In the event that the configuration of the County's EAMS extends beyond the estimated time allotted for completion, the County may desire to use the selected Proposers software in order to maintain the integrity of the information gathered through the FCA.