



# Small Business Development Division Project Worksheet

Project/Contract Title: PUBLIC OUTREACH FOR CAPITAL IMPROVEMENT PROJECTS Received Date: 09/11/2015  
 Project/Contract No: RQWS1500027/ RTQ-00291 Funding Source: PROPRIETARY REVENUE  
 Department: WATER AND SEWER  
 Estimated Cost of Project/Bid: \$500,000.00 Resubmittal Date(s):

**Description of Project/Bid:** To establish a contract for this Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing public outreach services for capital improvement projects for the Miami-Dade County Water and Sewer Department (WASD). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

| Contract Measures Recommendation |           |              |
|----------------------------------|-----------|--------------|
| Measure                          | Program   | Goal Percent |
| Set Aside                        | MICRO/SBE | 100.00%      |

**Reasons for Recommendation**

SBE SET-ASIDE

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

Twenty-eight (28) certified SBE/G & S firms in this Commodity Code were polled; responses were received from ten (10); which is sufficient to support the recommendation. Certified SBE/G & S firms can be added to the pool.


Commodity Code: 91826-Communications: Public Relations Consulting

| Small Business Contract Measure Recommendation |          |                 |                        |              |
|--|----------|-----------------|------------------------|--------------|
| Subtrade                                       | Cat.     | Estimated Value | % of Items to Base Bid | Availability |
| Communications: Public Relations Consulting    | MICRO/SB | \$500,000.00    | 100.00%                | 28           |
| <b>Total</b>                                   |          | \$500,000.00    |                        |              |

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.*

| REVIEW RECOMMENDATION       |  |                        |                  |
|-----------------------------|--|------------------------|------------------|
| Tier 1 Set Aside _____      | Tier 2 Set Aside _____   |                        |                  |
| Set Aside _____             | Level 1 _____  | Level 2 _____          | Level 3 _____    |
| Trade Set Aside (MCC) _____ | Goal _____   | Bid Preference _____   |                  |
| No Measure _____            | Deferred _____   | Selection Factor _____ |                  |
| CWP _____                   | <br>SBD Director |                        | 10/14/15<br>Date |