

ACTIONS FROM THE JULY 25, 2011 PROCUREMENT ACTIONS REVIEW AND APPROVAL COMMITTEE MEETING

Committee Members: Gus Pego (Present), Harold Desdunes (Present), Debora Rivera (Present), Alicia Trujillo (Absent)

Meeting Date	Item	Proposed Action	Committee's Decision	Comments	Project Manager
7/25/2011	12602	Final Selection	Approved	Consultant Selections Committee. Districtwide local government in-depth bridge inspection on/off system. This contract has federal funds. The Technical Review Committee (TRC) ranked the three shortlisted firms by written proposals. The committee selected Avart Ammann & Whitney, Inc.	Pablo Orozco
7/25/2011	12662	Shortlist Selection	Approved	Consultant Selections Committee. Districtwide Traffic Operations safety studies consultant. This contract work will include about 50% road safety audits and 50% high crash location investigations. District Six does not have a contract currently for road safety audits. Another district routinely includes road safety audits in its projects. District Six received thirteen letters of response from this advertisement. The TRC will rank the shortlisted firms by presentations, including a work sample. The committee shortlisted three firms: Corzo Castella Carballo Thompson Salman, P.A. (C3TS); Kittelson & Associates, Inc. and Stanley Consultants, Inc.	Misleidys Leon
7/25/2011	Consultant Selections Committee Procedures			The committee directed that each TRC should continue to write up all the firms on the long list and include an alphabetical list of five firms from which the TRC recommends that the Consultant Selections Committee choose the firms to shortlist. The TRC should identify three technical items in the write up of the longlisted firms.	
7/25/2011	Procurement Awards Committee			None	
7/25/2011	New Business: Request for New Procurement Action			None	

7/25/2011	E-6G39 Old Business	Supplement	Approved	Supplement 1. New fence installation and existing fence repair. Gomez & Son Fence. Original and current contract amount \$125,000.00; 100% of contract committed; requested amount -\$0.15. One year contract, executed on December 6, 2010, and due to expire on December 5, 2011. The additional work (high security fence and gate) will be covered by an added pay item, which will be offset by reduction in the quantities of the existing pay items for standard and vinyl fence, leaving a net reduction of \$0.15. Reportedly the original contract scope was not clear on what was meant by a 'security fence,' and this term was understood differently by the contractor and the department when the contractor bid on this item. No questions were raised about the security fence item at the time of bidding. The district negotiated a fair price for the security fence, based on statewide averages for this item. The committee deferred this item on June 20, 2011. On July 25, Rudy Garcia reported that the Maintenance Office got quotes from two other vendors for high security fence and gate. Next time, add a separate pay item for this work. If information is found to be missing from a	B. Keith Jimmerson
7/25/2011	BDO26	Amendment	Approved	Amendment 7. Government intergovernmental affairs and community liaison services. Kommunikatz, Inc. Original contract amount \$550,000; current amount \$718,735; 100% of contract committed; requested amount \$236,000. Two year contract, executed July 21, 2009, renewed, and due to expire on July 20, 2012. This amendment will increase the budgetary ceiling to cover activities from August 2011 to July 2012.	Maribel Lena
7/25/2011	DMT45	Time Extension	Approved	Time Extension 1. Districtwide right of way demolition and removal services. Cross Environmental Services, Inc. Original contract amount \$2,000,000; current amount \$3,512,492; 93% of contract committed; no additional funds requested. Two year contract, executed on September 15, 2006, and due to expire on September 14, 2011. A six month time extension is requested so the contractor can continue to provide services until the new contract for these services is awarded.	Jesus Alvarez
7/25/2011	MIC Business/Update			None	

7/25/2011	New JPA with Bal Harbour Village for Turf and Landscape	Execute Agreement	Approved	Joint participation agreement (JPA) with Bal Harbour Village for turf and landscape maintenance. Original amount \$6,201. One year contract, to begin approximately on September 1, 2011. Fiscal year (FY) 2011/12 funds have been gamed. This item comes to the committee to be reviewed in concept.	Shany lanotti
7/25/2011	New JPA with City of Hialeah Gardens for Turf and Landscape	Execute Agreement	Approved	JPA with City of Hialeah Gardens for turf and landscape maintenance. Original amount \$16,600. One year contract, to begin approximately on September 1, 2011. FY 2011/12 funds have been gamed. This item comes to the committee to be reviewed in concept.	Shany lanotti
7/25/2011	New JPA with Village of Biscayne Park for Turf and Landscape	Execute Agreement	Approved	JPA with Village of Biscayne Park for turf and landscape maintenance. Original amount \$3,980.01. One year contract, to begin approximately on October 14, 2011.	Shany lanotti
7/25/2011	Construction Supplemental			None	
7/25/2011	Recommendation for BDI Contracts			Harold Desdunes and Debora Rivera will review a list of projects to see if they meet the criteria for Business Development Initiative (BDI) contracts. One criterion is that if the project has state funds, it must be less than \$500,000, and if it has federal funds, it must be less than \$100,000.	
7/25/2011	District Contracts Procedure - Bulletin No.: 2011-02			The District Contracts Procedure (department procedure number 375-000-001) was amended to say that "For bids of \$250,000 or less, a separate individual appointed by the District Secretary may be used to make recommendations and award decisions. A committee will be utilized when the award is not being made to the low bidder." The Procurement Actions Review and Approval (PARA) committee expressed concern that if only one person looks at something, it is more likely that some detail or aspect will be overlooked. The Florida Turnpike Enterprise requested the change to allow one person, and they will use the new provision. Debora Rivera suggested that an analysis could be done after one year to see if there is any effect on the Turnpike contracts.	

7/25/2011	Unbalanced Bids			<p>Debora Rivera expressed a concern about materially unbalanced bids. The new procedure language refers only to the total bid amount. Ruben Rivero has not been running estimates for maintenance to see if the bids are unbalanced. The department can estimate the quantities needed for the various pay items on maintenance contracts, but it is not possible to predict the exact quantities needed in advance, because that will be affected by unforeseeable events. Debora suggested that when a maintenance contract closes, the department could run an analysis based on the actual quantities used of the various pay items, and determine which bid would have been lowest if it were calculated with those quantities.</p>	
7/25/2011	Discuss LAP Agreements Inclusion			<p>The following items no longer need to come to the PARA committee for approval: construction contract supplementals, maintenance contract supplementals, JPA's for the Maintenance Office (also known as turf and landscape agreements), Local Agency Program (LAP) agreements, renewals for maintenance contracts and contract time extensions which are only for post design services. Construction supplementals have a process so they don't need pre-approval from the committee. Handle supplementals for maintenance agreements as for construction supplemental agreements (SA), by maintenance procedure or Construction Project Administration Manual (CPAM). Someone is trying to streamline the form for supplementals. The members of the committee will review the agreements above programmatically, because they are in the work program, and the district will implement that work program.</p>	
7/25/2011	PARA Committee Procedures			<p>The following items still should come to the PARA committee for approval: new JPA's, Supplemental JPA's (SJPA's), time extensions for JPA's, termination of contracts, sole source agreements, supplementals of \$100,000 and over for consultant contracts, Local Funds Agreements (LFA's) and time extensions based on the contractor not being able to do the work during the contract term. If informational items are brought to the committee, the committee members don't have to sign a [conflict of interest] sheet for each one.</p>	

7/25/2011	Meeting Time			The meeting began at approximately 1:30 PM and ended at approximately 3:30 PM.	
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