

ACTIONS FROM THE MARCH 5, 2012 PROCUREMENT ACTIONS REVIEW AND APPROVAL COMMITTEE MEETING

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

Meeting Date	Item	Proposed Action	Committee's Decision	Comments	Project Manager
3/5/2012	12616 / 12617	Final Selection	Approved	Consultant Selections Committee. Construction engineering and inspection (CEI) services for various projects on State Road (S.R.) 997/Krome Avenue, grouped into South and North. Two contracts will be awarded from this advertisement. The Technical Review Committee (TRC) ranked the four shortlisted firms by interviews. The committee selected New Millennium Engineering, Inc. and Bermello, Ajamil & Partners, Inc.	Erik Padron / Sara Howard
3/5/2012	12650 / 12651	Final Selection	Approved	Consultant Selections Committee. Transportation statistics support #1 and #3. Two contracts will be awarded from this advertisement. The scopes for the two contracts are the same. The TRC ranked the five shortlisted firms by interviews. Debora Rivera recused herself from this item. The committee selected F. R. Aleman & Associates, Inc. and Caltran Engineering Group, Inc.	Jennifer Barrow / Neil Lyn
3/5/2012	12653	Final Selection	Approved	Consultant Selections Committee. Venetian Causeway from North Bayshore Drive to Purdy Avenue, project development and environment (PD&E) study. The TRC ranked the three shortlisted firms by presentations. The contract should be executed in April 2012. There were no other comments. The committee selected EAC Consulting, Inc.	Dat Huynh
3/5/2012	12655	Final Selection	Approved	Consultant Selections Committee. S.R. 25/U.S. 27/Okeechobee Road from NW 79 Avenue to S.R. 997/Krome Avenue PD&E study. The TRC ranked the three shortlisted firms by presentations. Debora Rivera recused herself from this item. The committee selected Metric Engineering, Inc.	BaoYing Wang
3/5/2012	12613	Shortlist Selection	Approved	Consultant Selections Committee. S.R. 823/NW 57 Avenue 2012 CEI. The district received eight letters of response from this advertisement. The TRC will rank the shortlisted firms by interviews. Debora Rivera recused herself from this item. The committee shortlisted three firms: A2 Group, Inc.; Carnahan Proctor & Cross, Inc. and Tamayo Engineering, Inc.	Albert Salas

3/5/2012	12656	Shortlist Selection	Approved	Consultant Selections Committee. SW 328 Street/N Canal Drive from SW 152 Avenue to SW 137 Avenue, PD&E consultant. This study is funded with a federal earmark. The district received ten letters of response from this advertisement. The TRC will rank the shortlisted firms by presentations. Debora Rivera recused herself from this item. Gus Pego acknowledged that Carol Cann was right. The committee shortlisted three firms: BCC Engineering, Inc.; HNTB Corporation and T.Y. Lin International.	Jorge Gomez
3/5/2012	13608	Shortlist Selection	Approved	Consultant Selections Committee. Long Key Bridge CEI. The district received four letters of response from this advertisement, but one was non-responsive because it was received after the deadline. The TRC will rank the shortlisted firms by interviews. The committee shortlisted all three responsive firms: Eisman & Russo, Inc.; Figg Bridge Inspection, Inc. and Parsons Brinckeroff, Inc.	Charlie Phinizy
3/5/2012	Consultant Selections Committee Procedures			When e-mailing copies of all the letters of response or letters of interest from advertisements for professional services contracts to the project manager (PM), blind copy (bcc) Debora Rivera. Debora needs to know all the firms that submitted these letters, and their subconsultants, even if those firms are not longlisted. Also advise Debora if any firms change their subconsultants during the procurement process.	
3/5/2012	Procurement Awards Committee			None	
3/5/2012	Old Business			None	
3/5/2012	New Contract Actions			None	
3/5/2012	Request for Supplements, Amendments, Time Extensions			None	
3/5/2012	MIC Business/Update			None	

3/5/2012	APT62	Time Extension	Approved	Time Extension 1. Joint Participation Agreement (JPA) with Monroe County for security enhancements at Key West International Airport (KWIA). Original contract amount \$520,000; current amount \$868,676; 100% of contract committed; no additional funds requested. Three year contract, executed on March 12, 2010, and due to expire on June 30, 2012. A one year time extension, to June 30, 2013, is requested to finish this ongoing work. The county has spent about 80% of the funds so far.	Dionne Richardson
3/5/2012	APG06	Time Extension	Approved	Time Extension 1. JPA with Port of Miami for design, permitting and construction of Cruise Terminal D and E Intermodal Facility. Original and current contract amount \$1,670,000; 100% of contract committed; no additional funds requested. Three year contract, executed on April 10, 2009, and due to expire on March 31, 2012. A time extension of one year and three months, to June 30, 2013, is requested. Approval of this project by Miami-Dade County was delayed when the mayor was recalled and the manager resigned.	Dionne Richardson
3/5/2012	AOI99	Time Extension	Approved	Time Extension 2. JPA with Miami-Dade Seaport Department for cargo gateway complex at the Port of Miami. Original contract amount \$3,398,116; current amount \$4,791,801; 100% of contract committed; no additional funds requested. Five year contract, executed on October 23, 2006, and due to expire on March 31, 2012. A time extension of one year and three months, to June 30, 2013, is requested to finish these repairs. Approval of this project by Miami-Dade County was delayed when the mayor was recalled and the manager resigned.	Dionne Richardson
3/5/2012	New LFA with Sunny Isles Beach for Crosswalks on S.R. A1A and 193 Street	Execute Agreement	Approved	Locally Funded Agreement (LFA) with City of Sunny Isles Beach for installation of pattern pavement crosswalks on S.R. A1A/Collins Avenue and 193 Street. Original amount \$21,600 of local funds (LF). The city will sign a maintenance agreement for these crosswalks, including skid testing.	Heidi Solaun-Dominguez
3/5/2012	CIGP			None	
3/5/2012	Construction Supplemental			None	

3/5/2012	Procurement Process			<p>When are the most appropriate times in the procurement schedule for the Executive Committee to review evaluation criteria for various procurement actions? Sometimes the project manager (PM) writes the criteria, and sometimes the Technical Review Committee (TRC) writes them. No less than one month before the contract is advertised, the PM receives a sample e-mail showing how to submit his/her recommendations for the TRC members and the method of ranking shortlisted firms in the technical phase (by written proposals, presentations, interviews or other). Before the advertisement, the PM recommends to the Selection Committee the criteria and the people to be on the TRC for that project. After the Selection Committee approves the TRC members, those members will hold a 'page turner' meeting to review the project scope and evaluate what's important based on that.</p>	
3/5/2012	Evaluation Criteria			<p>Gus Pego indicated that some projects are 'very unique.' The department must work thoughtfully and deliberately; ask if there are questions. Debora Rivera agreed that there are no 'cookie-cutter' projects. Harold Desdunes indicated that the criteria require an understanding of the details of the project scope and the input of various offices' perspectives. Once the criteria are written, the PM could submit them to Carol Cann with the method of ranking the shortlisted firms and Carol could forward these to the Selection Committee. It is easier for the Selection Committee to change a decision by one person (the PM) than one by the whole TRC. If the TRC later has issues with the criteria, they can send the criteria back to the Selection Committee. However, if the TRC is told that 'Gus and Debora' approved the criteria, the TRC may hesitate to change them. Debora Rivera suggested including the evaluation criteria in the project's advertisement, but Carol Cann said that only could be done with advertisements that use final selection from letters (note 4); the standard ad does not allow including the criteria.</p>	

3/5/2012	Scope of Services Meeting			<p>Before the TRC members receive the letters of response from the ad, they hold a process meeting to discuss the project scope and any pertinent information, and examine the evaluation form. Based on the letters, the TRC recommends some of the responding firms for shortlisting. Based on various factors including the TRC recommendations, the Selection Committee shortlists some of the responding firms. Afterwards, the TRC and consultants hold a scope of services meeting, which can cost the consultants considerable time and expense to attend. Procedure number 375-030-002-i (Acquisition of Professional Services) section 5 (Scope of Services Meeting) indicates that "scope of services meetings are optional, but should be held for complex projects or where procedural issues exist." The PM and the Professional Services Unit (PSU) will determine the need for this meeting. The meeting should be done by teleconference when practical. If some consultants attend by teleconference, don't hold that against them. From after the scope of services meeting until one week prior to the technical phase, consultants can ask questions by e-mail. The department sends the questions and the answers to all the involved consultants.</p>	
3/5/2012	TRC Items			<p>The Selection Committee decided that the PM will send to the committee and to Margaret Higgins the recommendation of people to be on the TRC and of the weight to be given to various aspects of the evaluation (such as awareness, approach, staffing and other). Gus Pego will take the lead. There may be a standing item at Gus' staff meeting (held every two weeks) to address any pending 'TRC items.' Also Margaret will keep a running list of pending 'TRC items.' If there are problems with the evaluation criteria at the scoping meeting, bring the criteria back to the Selection Committee. Whenever the criteria come to the Selection Committee for approval, this step must not stop the process of procuring the contract, which is on a tight schedule.</p>	
3/5/2012	List of Project Managers			<p>Preparation of list; uses and needs. Brian Arena will make a draft list. The office managers will review and return the list. Jeannie Cann wants the list. Also the people on the list should receive the training for TRC members.</p>	

3/5/2012	TRC Training			What training do members of the TRCs have? What additional training do they need? The PSU checked what other districts are doing, got materials and is putting together something. The PARA Committee could suggest other things to add. One district has quarterly training for new project managers. Debora Rivera suggested that PMs should have a refresher training (or 'update meeting') every two or three years.	
3/5/2012	PARA Committee Procedures			Brian Arena is making a matrix of which actions the PARA Committee does and does not review. By instituting better business practices, some things may come off the list eventually. The district always is looking at the process for ways to improve. PSU will start to include a reference to non-selected firms so they will know that their responses were read. The PMs should have a checklist for preparing items to submit to the PARA Committee, including questions the committee typically asks.	
3/5/2012	Meeting Time			The meeting began at approximately 12:35 PM and ended at approximately 2:05 PM.	