

Memorandum



Date: February 24, 2014

To: Gary Hartfield, Division Director
Internal Services Department,
Small Business Development

From: Milton L. Collins, Associate Director *MSC*
Miami-Dade Aviation Dept. Minority Affairs Division

Subject: Request for Qualifications for Airline Liaison Office
Consulting Servicing, RFQ No. MDAD-13-03 Resubmission

RECOMMENDATION:

This is a re-submittal request for the Small Business Development Division to approve the attached project in order for the Aviation Department to proceed with the **Request for Qualifications for Airline Liaison Office Consulting Servicing, RFQ No. MDAD-13-03 Resubmission**. This project was previously approved by the Review Committee on October 15, 2013 and approved as recommended with a 20% SBE Goal. We were informed by our User Division that scope has been revised.

The Minority Affairs staff has re-evaluated the subject project and recommends **20% SBE goal** as the contract measure, as set forth in Implementing Order#3-41, the attached MDAD Contract Measures Analysis Worksheet findings and other supporting documents attached.

The Term of the Agreement will be seven (7) years. The compensation for Basic Services, including reimbursable expenses, shall not exceed \$3.5 million for the Term of the Agreement. The Compensation for Additional Services, including reimbursable expenses shall not exceed \$1,750,000.00 for the term of the Agreement.

SCOPE/BASIC SERVICES/ MINIMUM QUALIFCAITONS:

The Successful Respondent will provide a single point of contact for the Miami-Dade Aviation Department ("MDAD") as it relates to coordination of issues with the Miami Airport Affairs Committee ("MAAC") on matters with broad implications to airlines related to financial, technical, operations, and airport affairs. The work includes:

A. Coordination and Representation Activities:

- Establish and maintain effective lines of communication between the MAAC, MDAD, MDAD consultants, and other County departments (i.e., Regulatory and Economic Resources).
- Establish processes to encourage MDAD and the MAAC to work together to identify and resolve areas of potential disagreement.
- Assist the MAAC Chairperson related to coordinating activities of all airline committees (i.e., Local Station Managers, Specialty Working Groups) with MDAD staff and its consultants as may be necessary.
- Coordinate scheduling of meetings and conference calls among airlines as well as between airlines and MDAD and others as necessary.
- Participate in certain regularly scheduled and impromptu meetings that are called by MDAD and/or the airlines.

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- Prepare materials and participate in meetings with airline representatives (i.e., MAAC, Local Station Managers, Specialty Working Groups) as well as with MDAD staff representatives on behalf of airlines when airline representatives are unable to participate and as directed by the Chair of the MAAC from time to time.
- Attend all MAAC monthly meetings and serve as scribe for compilation and distribution of minutes to participants.
- Facilitate communications between MDAD staff and the MAAC on issues when disagreements arise.
- Distribute MDAD documents to the airlines serving Miami International Airport ("MIA").
- Provide a single, coordinated response to MDAD that represents the consensus view of the MAAC on project matters and issues. To the extent that a consensus does not exist, provide the different viewpoints that exist without prejudice.
- Respond to requests for information and/or assistance from individual airline representatives.

B. Future and Ongoing Capital Improvement Program Review/Validation/Prioritization Activities

- Participate as a voting member in the MIA User Group meetings to review and prepare written comments regarding the need for, timing, and order of magnitude reasonableness of the scope/budget of the funded projects not yet in construction and unfunded Capital Improvement Program ("CIP") as described in pre-design phase related documents that are available.
- Coordinate airline industry review of program level planning and pre-design phase documents in an effort to facilitate establishment of a consensus airline industry position regarding the proposed CIP.
- Facilitate discussions early on between MAAC and MDAD in an effort to address those areas of disagreement that may exist related to the proposed CIP.
- Coordinate MAAC input in program level planning and pre-design phase related activities undertaken by MDAD.
- Coordinate the majority-in-interest ("MII") vote of MAAC member airlines on capital projects as required in the Airline Use Agreement ("AUA").

C. Pre-Design Phase Activities

- Assist MDAD and MAAC in establishing programmatic requirements for projects to be implemented as part of the CIP.

D. Design Phase Activities

- Review and prepare written comments as requested by the MAAC Chair on design phase submittals received from MDAD staff and its consultants. These submittals may include:
 - Design Drawings and Design Criteria Reports/Specifications.
 - Project Cost Estimate and Schedule Reports.
 - Various Project Reports/Studies (e.g., Value Engineering Reports, Simulation Analysis Reports, Hazardous Material Remediation Reports, Specialty System Reports, Aircraft Parking Studies).
 - Miscellaneous Correspondence.
 - Coordinate MAAC's review of above referenced design phase submittals from MDAD and its consultants and such other issues that arise during the design phase of a project.
 - Assimilate comments and facilitate discussions as may be necessary to develop a consensus industry position/comments among MIA airlines as well as preparation of correspondence to MDAD on behalf of the MAAC.

- Provide technical input to the MAAC, MDAD staff, and its consultants on an advisory basis.
- Prepare and present technical/analytical support documentation and/or alternative conceptual plans, specifications, ideas and perspective viewpoints as may be appropriate and/or requested to address design phase that arise.

E. Construction Phase Activities

- Participate in program level and project level construction meetings of certain, but not all projects as may be requested by the MAAC Chair to provide a MAAC perspective for consideration by MDAD.
- Participate in project level activation meetings as requested by the MAAC Chair from time to time to help coordinate airline tenant improvement construction activities with base building construction activities.

F. Financial Submittal Review, Comment and Issue Resolution Activities

- Assist the MAAC in its efforts to review CIP related financial submittals (e.g., Financial Feasibility Reports) to facilitate its understanding of the impact implementation of the CIP will have on airline rates and charges.
- Prepare financial capacity analyses to assist the MAAC and MDAD in understanding the general level of capital expenditure supportable based on targeted cost measures such as unit rates or cost per enplanement.
- Review MDAD financial plans to provide the MAAC with an understanding of opportunities to reduce airline costs by implementing alternative financial approaches.
- Coordinate the MAAC's involvement in the review of annual Airport MDAD operating budgets and rates and charges calculated.
- Produce independent rate models to validate and verify MDAD rate calculations. Use rate model to develop alternate approaches to rate making as operating conditions change at the Airport.
- Prepare analysis for review/consideration by the MAAC in preparation for meetings with MDAD as may be necessary to evaluate the financial impacts attributable to miscellaneous issues that arise.

G. Airport Operations Review, Comment and Issue Resolution Activities

- Assist airlines and MDAD in their mutual efforts to address airline/airport operational issues as they may arise.
- Prepare and present analytical support documentation and/or alternative conceptual plans, ideas and perspective viewpoints as may be appropriate and/or requested to address miscellaneous operational issues that arise.

H. Miscellaneous Airport Affairs Issues Review, Comment and Resolution Activities

- Assist the MAAC and MDAD in their mutual efforts to address miscellaneous airport affairs and related issues as they may arise.

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I. Prohibited Activities

- The Successful Respondent in its role as the Airport Liaison Office ("ALO") will not represent the airlines or interface directly with County government beyond appropriate interface with the MAAC, unless approved in advance by the MAAC.
- The Successful Respondent, in its role as the ALO, will not interface with the Board of County Commissioners individually or in a public forum unless approved in advance by the MAAC.

Additional Services: Subject to the approval of MDAD and the MAAC, the ALO Consultant may be requested to perform additional services, including but not limited to the services listed below.

- In the event MDAD proceeds with a major Capital Improvement Program ("CIP"), MDAD may request the ALO Consultant to provide various program administration services to assist MDAD and the MAAC in monitoring of the CIP.
- Review and provide best practices for the installation, maintenance and operations of the airport's baggage system.
- Other closely related work as requested by the Department and approved by the MAAC.

Minimum Qualifications:

- Should have at least three (3) years, within the last five (5) years, of experience serving in an ALO capacity or ten (10) years of executive airline airport operational experience.
- Should have operational experience at an airport that (a) included international operations and (b) handled at least eight million (8,000,000) annual total passengers as reported by the Airports Council International – North America for calendar year 2012.

If you have questions, my contact number is (305) 876-7221 or C. Corrales at (305) 876-7991.

cc: V. Clark, ISD
L. Johnson, ISD
B. Jones-Wilfork, MDAD
M. Clark-Vincent, MDAD
L. Allen-Johnson, MDAD
M. Hawkins-Moss, MDAD
V. Walters, ISD
C. Corrales, MDAD
File

MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

To: Gary Hartfield, Division Director
Department of Regulatory and Economic Resources
Small Business Development, Business Affairs Division

From: Milton L. Collins, Associate Director
Miami-Dade Aviation Department
Minority Affairs Division



PROJECT/CONTRACT TITLE: Airline Liaison Office Consulting Services
PROJECT/CONTRACT NUMBER: RFQ No. MDAD-13-03
DEPARTMENT: Miami Dade Aviation Department
ESTIMATED PROJECT COST: \$3,500,000.00
FUNDING SOURCE: MDAD Operations Funds

DESCRIPTION OF PROJECT/BID:

The Successful Respondent will provide a single point of contact for the Miami-Dade Aviation Department ("MDAD") as it relates to coordination of issues with the Miami Airport Affairs Committee ("MAAC") on matters with broad implications to airlines related to financial, technical, operations, and airport affairs.

CONTRACT MEASURES RECOMMENDATION:

Measures 20% SBE Goal

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-41 indicates that an SBE Goal is appropriate for this contract.

<u>Trade Category</u>	<u>Estimated Project Cost</u>	<u>% of Item to Base Bid</u>	<u>Availability</u>
91800 Consulting Services	\$350,000.00	10%	3
91815 Architectural Consulting	\$175,000.00	5%	3
91842 Engineering Consulting	\$175,000.00	5%	3
TOTAL	<u>\$700,000.00</u>	<u>20%</u>	

Task Description	Prime -- Consultant	Sub- Consultant	% of Total Consultant Fee	
			Prime	Sub
Coordination and Representation Activities	X		30%	
On-going and future Capital Improvement Program Review	X		20%	
Validation / Prioritization Activities				
Capital Improvement Program Monitoring & Reporting Activities		X		10%
Pre-Design Phase Activities		X		5%
Design Phase Activities	X		5%	5%
Construction Phase Activities	X		5%	
Start-up Phase Activities	X		5%	
Financial Submittal Review	X		5%	
Comment and Issue Resolution Activities				
Airport Operations Review Comment & Resolution Activities	X		5%	
Miscellaneous Airport Affairs Issues Review	X		5%	
Comment & Resolution Activities				
Prohibited Activities				

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

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No. EPP-RFP8514-3/13
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: _YES_ <input checked="" type="checkbox"/> _NO_				

Requisition/Project No: RQID140050 TERM OF CONTRACT: 5 year with options-to-renew

Requisition/Project Title: Forensic Casework for DNA Analyses

Description: Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Police Department (MDPD), is soliciting proposals for outsourced forensic casework for Deoxyribonucleic Acid (DNA) analysis. The MDPD Crime Laboratory Bureau requires samples from backlogged DNA criminal cases to be outsourced to a certified laboratory for analysis.

User Department(s): Miami-Dade Police Department
 Issuing Department: Internal Services Department Contact Person: Ingrid Bernal Phone: 305-375-4211
 Estimated Cost: \$3,000,000.00 Funding Source: Federal Funded REVENUE GENERATING: NO

ANALYSIS

Commodity/Service No: <u>96222</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	CELL MARK FORENSICS INC	CELL MARK FORENSICS INC	CELL MARK FORENSICS INC
Small Business Enterprise:			
Contract Value:	\$450,000.00	\$540,000.00	\$940,000.00
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

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

Basis of Recommendation:

Signed: Ingrid Bernal Date to SBD: 2/25/2014
 Date Returned to DPM: _____

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1



Small Business Development Division Project Worksheet

Project/Contract Title: AIRLINE LIAISON OFFICE CONSULTING SERVICES
Project/Contract No: RFQ NO. MDAD-13-03
Department: MIAMI DADE AVIATION DEPARTMENT
Estimated Cost of Project/Bid: \$3,500,000.00
Description of Project/Bid: To establish a contract for a consultant to provide Airline Liaison Office (ALO) services between MDAD and the airlines through the Miami Airport Affairs Committee (MAAC). The successful respondent will provide a single point of contact for MDAD as it relates to coordination of issues with MAAC on matters with broad implications to airlines related to financial, technical, operations, and airport affairs.

Received Date: 10/15/2013
Funding Source: MDAD OPERATIONS
Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Goal	SBE	20.00%

Reasons for Recommendation

20% SBE GOAL

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

SBD-RER concurs with the 20% SBE Goal recommendation by MDAD, with the understanding that the minimum requirements stipulated are only applicable to the prime.

Commodity Code: 918-Consulting Services; 91800-Consulting Services; 91815-Architectural Consulting; 91842-Engineering Consulting

Small Business Contract Measure Recommendation

<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
	SBE	\$700,000.00	20.00%	179
Total		\$700,000.00	20.00%	

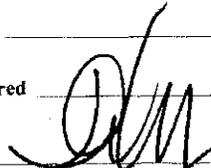
Living Wages: YES NO

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 _____


 County Mayor/Designee _____ Date _____