



# CITY OF MIAMI GARDENS CITY COUNCIL MEETING AGENDA

**Meeting Date:** March 23, 2016  
**Miami Gardens, Florida** 33056  
**Next Regular Meeting Date:** April 13, 2016  
**Phone:** (305) 914-9010 **Fax:** (305) 914-9033  
**Website:** [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)  
**Time:** 7:00 p.m.

Mayor Oliver Gilbert  
Vice Mayor Felicia Robinson  
Councilman Rodney Harris  
Councilwoman Lisa C. Davis  
Councilman David Williams Jr.  
Councilwoman Lillie Q. Odom  
Councilman Erhabor Ighodaro, Ph.D.  
City Manager Cameron Benson  
City Attorney Sonja K. Dickens, Esq.  
City Clerk Ronetta Taylor, MMC

**Article VII of the Miami Gardens Code entitled, “Lobbyist” requires that all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay a one-time annual fee of \$250.00. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence “City” action. “City” action is broadly described to include the ranking and selection of professional consultants, and virtually all-legislative, quasi-judicial and administrative action. All not-for-profit organizations, local chamber and merchant groups, homeowner associations, or trade associations and unions must also register however an annual fee is not required.**

- (A) CALL TO ORDER/ROLL CALL**
- (B) INVOCATION**
- (C) PLEDGE OF ALLEGIANCE**
- (D) APPROVAL OF MINUTES**
  - D-1) Regular City Council Minutes – March 9, 2016
- (E) ORDER OF BUSINESS** (Items to be pulled from Consent Agenda at this time)
- (F) SPECIAL PRESENTATIONS (5 minutes each)**
  - F-1) Councilwoman Lisa C. Davis – Women’ Month Presentation
  - F-2) City Manager – Health Foundation of South Florida
  - F-3) Office of the City Clerk –Special Presentation

**(G) PUBLIC COMMENTS**

**(H) ORDINANCE(S) FOR FIRST READING:**

None

**(I) ORDINANCE(S) FOR SECOND READING/PUBLIC HEARING(S)**

None

**(J) RESOLUTION(S)/PUBLIC HEARING(S)**

None

**(K) CONSENT AGENDA:**

**K-1) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, HIGHLIGHTING THE YEAR OF THE WOMAN 2016 AND INTERNATIONAL WOMEN'S DAY ; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (COUNCILWOMAN LISA C. DAVIS)**

**K-2) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH G. BATISTA & ASSOCIATES, FOR CONTINUING CONSTRUCTION ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**

**K-3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH A&P CONSULTING TRANSPORTATION ENGINEERS CORP., FOR CONTINUING ARCHITECTURAL/ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**

**K-4) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CALTRAN ENGINEERING GROUP, INC., FOR TRAFFIC ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**

**K-5) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**

**MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CSA CENTRAL, INC., FOR CIVIL, GIS AND OTHER SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**

- K-6) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH M.C. HARRY & ASSOCIATES, INC., FOR ARCHITECTURAL SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
  
- K-7) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH R.J. BEHAR & COMPANY, INC., FOR PLANNING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
  
- K-8) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH ACAI ASSOCIATES, INC., FOR ELECTRICAL, MECHANICAL AND STRUCTURAL SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
  
- K-9) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH FLORIDA TRANSPORTATION ENGINEERING INC., FOR PLANNING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
  
- K-10) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CPZ ARCHITECTS, INC., FOR ARCHITECTURAL, LANDSCAPE ARCHITECT, ELECTRICAL, STRUCTURAL AND CONSTRUCTION ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**

- K-11) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CHEN MOORE & ASSOCIATES FOR GIS AND SURVEY SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
- K-12) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE PURCHASE ORDERS TO MUSCO SPORTS LIGHTING, LLC, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTY ONE THOUSAND, THREE HUNDRED AND FIFTY DOLLARS (\$161,350.00) FOR SPORTS LIGHTING AND CONTROLS FOR THE BASKETBALL AND TENNIS COURTS AT BUCCANEER PARK, BY RELYING ON CLAY COUNTY RFP# 13/14-8; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
- K-13) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDED A BID TO UNITED STATES SERVICE INDUSTRIES, INC., FOR JANITORIAL SERVICES FOR THE BUDGETED AMOUNT; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE, AND IF NEGOTIATIONS ARE UNSUCCESSFUL, TO NEGOTIATE WITH THE NEXT RANKED FIRM AND SO ON UNTIL NEGOTIATIONS ARE SUCCESSFUL; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
- K-14) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDED A BID TO WEST CONSTRUCTION, INC., FOR THE DESIGN AND CONSTRUCTION OF PARK AND POOL IMPROVEMENTS AT NORWOOD PARK; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
- K-15) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDED A BID TO WEST**

**CONSTRUCTION INC. FOR THE DESIGN AND CONSTRUCTION OF AN IMPROVEMENT PROJECT AT THE BETTY T. FERGUSON RECREATIONAL COMPLEX; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**

**(L) RESOLUTION(S)**

None

**QUASI-JUDICIAL ZONING HEARINGS:**

**(M) ORDINANCES ON FOR FIRST READING(S):**

None

**(N) ORDINANCES ON FOR SECOND READING/PUBLIC HEARING(S)**

None

**(O) RESOLUTION(S)/PUBLIC HEARING(S)**

None

**(P) REPORTS OF CITY MANAGER/CITY ATTORNEY/CITY CLERK**

P-1) City Manager's Quarterly Report

P-2) City of Miami Gardens Police Department monthly report for February 2016

**(Q) REPORTS OF MAYOR AND COUNCIL MEMBERS**

**(R) WRITTEN REQUESTS, PETITIONS & OTHER WRITTEN COMMUNICATIONS FROM THE PUBLIC**

**(S) ADJOURNMENT**

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT RONETTA TAYLOR, MMC, CITY CLERK (305) 914-9010 EXT. 2830, NO LATER THAN 48 HOURS PRIOR TO SUCH PROCEEDINGS. TDD NUMBER 1-800-955-8771.

ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM MAY CONTACT RONETTA TAYLOR, MMC, CITY CLERK (305) 914-9010 EXT. 2830. THE ENTIRE AGENDA PACKET CAN ALSO BE FOUND ON THE CITY'S WEBSITE AT [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov).

ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE CITY OF MIAMI GARDENS WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b>		<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
		X	<b>Public Hearing:</b>		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>			<b>Advertising Requirement:</b>		<b>Yes</b>		<b>No</b>	
					X			
<b>Contract/P.O. Required:</b>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>					
		X						
<b>Strategic Plan Related:</b>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>		<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>			
		X						
<b>Sponsor Name:</b>	Lisa C. Davis, Council Member		<b>Department:</b>		<i>Office of the Mayor &amp; Council</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, HIGHLIGHTING THE YEAR OF THE WOMAN 2016 AND INTERNATIONAL WOMEN’S DAY ; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**Background:**

February 10, 2016, Councilwoman sponsored Resolution No. 2016-27-2928, supporting Women in the Gardens “The Year of the Woman 2016”. “The Year of the Woman 2016”, will shine the spotlight on our unsung heroines, as will our focus on those women who either live or work in the City of Miami Gardens that have contributed greatly to the Miami Gardens Community.

In recognition of Women's History Month Councilwoman Davis wants to highlight the importance of National Women's Day. International Women's Day has marked the plight and achievements of women for more than a century but is now looking ahead another 15 years to the world's gender equality. The United Nations first began celebrating the day on March 8<sup>th</sup>, in 1975, and each year has given focus to women's status around the globe.

Themed this year around "Planet 50-50 by 2030", the United Nations –backed event will be celebrating women's rights in more than 40 countries.

It will look at how to ensure the 2030 Agenda, which positions women's empowerment is at the center of global sustainability plans, which can be concretely achieved over the coming year. Yet the idea itself dates back more than 100 years, and has been various reasons from becoming the established celebration that it is today. The current goals fit in with the 2030 Agenda for sustainable development. This new agenda is meant to build on the unfulfilled Millennium Development Goals, has a stand along goal just for the empowerment of women and girls as a core means of tackling economic underperformance, global overpopulation and poverty worldwide. It also celebrates the achievement of women throughout history.

When it first began, women were demanding that they be given the right to vote, which they received in Britain in 1918, but just last year in Saudi Arabia to hold public office and to be given equal employment rights as men.

Today, when only a fifth of parliamentary seats are held by women and only 19 heads of state out of a possible 196 are women-only seven more women than 20 years ago. There is much progress still to be made.

Aside from the older motivations surrounding political office and the pay gap, there is also increasing awareness of the disproportionate amount of abuse women suffer at the hands of others. As estimated 120 million girls and women under the age of 20 have been subjected to forced sexual intercourse or other forced sexual acts, with the majority going unreported.

Meanwhile, nearly a quarter of a billion more women are in the global workforce today than a decade ago, but they are only earning what men did in 2006, according to the World Economic Forum.

**Proposed Action:**

Councilwoman Davis urges that the City Council to support this resolution.

**Attachments**

RESOLUTION NO. 2016\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, HIGHLIGHTING THE YEAR OF THE WOMAN 2016 AND INTERNATIONAL WOMEN'S DAY ; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, February 10, 2016, Councilwoman sponsored Resolution No. 2016-27-2928, supporting Women in the Gardens "The Year of the Woman 2016", and

WHEREAS, "The Year of the Woman 2016", will shine the spotlight on our unsung heroines as will as focus on those women who either live or work in the City of Miami Gardens that have contributed greatly to the Miami Gardens Community, and

WHEREAS, in recognition of Women's History Month Councilwoman Davis wants to highlight the importance of National Women's Day, and

WHEREAS, International Women's Day has market the plight and achievements of women for more than a century but is now looking ahead another 15 years to the world's gender equality, and

WHEREAS, the United Nations first began celebrating the day on March 8<sup>th</sup> , in 1975, and each year has given focus to women's status around the globe, and

WHEREAS, the themed this year around "Planet 50-50 by 2030", the United Nations-backed event will be celebrating women's rights in more than 40 countries, and

WHEREAS, it will look at how to ensure the 2030 Agenda, which positions women's empowerment is at the center of global sustainability plans, which can be concretely achieved over the coming year, and

WHEREAS, yet the idea itself dates back more than 100 years, and has been various reasons from becoming the established celebration that it is today, and

WHEREAS, the current goals fit in with the 2030 Agenda for sustainable development, and

30 WHEREAS, this new agenda is meant to build on the unfulfilled Millennium  
31 Development Goals, has a stand along goal just for the empowerment of women and  
32 girls as a core means of tackling economic underperformance, global overpopulation  
33 and poverty worldwide, and

34 WHEREAS, it also celebrates the achievement of women throughout history, and

35 WHEREAS, when it first began, women were demanding that they be given the  
36 right to vote, which they received in Britain in 1918, but just last year in Saudi Arabia to  
37 hold public office and to be given equal employment rights as men, and

38 WHEREAS, today, when only a fifth of parliamentary seats are held by women  
39 and only 19 heads of state out of a possible 196 are women-only seven more women  
40 than 20 years ago, there is much progress still to be made, and

41 WHEREAS, aside from the older motivations surrounding political office and the  
42 pay gap, there is also increasing awareness of the disproportionate amount of abuse  
43 women suffer at the hands of others, and

44 WHERAES, as estimated 120 million girls and women under the age of 20 have  
45 been subjected to forced sexual intercourse or other forced sexual acts, with the  
46 majority going unreported, and

47 WHEREAS, meanwhile, nearly a quarter of a billion more women are in the  
48 global workforce today than a decade ago, but they are only earning what men did in  
49 2006, according to the World Economic Forum,

50 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
51 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

52 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
53 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
54 made a specific part of this Resolution.

55 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
56 hereby highlights "The Year Of The Woman 2016" and International Women's Day.

57 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
58 upon its final passage.

59 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
60 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

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PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

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SPONSORED BY: LISA C. DAVIS, COUNCILMEMBER

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Moved by: \_\_\_\_\_

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**VOTE:** \_\_\_\_\_

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Mayor Oliver Gilbert, III \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Vice Mayor Felicia Robinson \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilwoman Lillie Q. Odom \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman David Williams Jr \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilwoman Lisa C. Davis \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman Rodney Harris \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman Erhabor Ighodaro, Ph.D. \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>		
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>	
				X				
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>				
	X							
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>				
		X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>				

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH G. BATISTA & ASSOCIATES, FOR CONTINUING CONSTRUCTION ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to G. Batista & Associates, to negotiate and execute a non-exclusive continuing contract for construction engineering services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires engineering services, staff is recommending renewal of this contract.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with G. Batista & Associates, for construction engineering services.

#### **Attachment:**

None.

1 RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH G. BATISTA &  
6 ASSOCIATES, FOR CONTINUING CONSTRUCTION  
7 ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION  
8 OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE  
9 DATE.

10  
11 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
12 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
13 Professional Fees, inviting qualified firms to provide qualifications for  
14 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

15 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
16 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
17 to G. Batista & Associates, and

18 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
19 City’s option to renew for one year or multiple years under the same terms and  
20 conditions, and

21 WHEREAS, the current contract expires April 10, 2016, and several projects are  
22 on-going and the City still requires architectural, engineering and planning services,  
23 staff is recommending renewing of this agreement, and

24 WHEREAS, staff is recommending that the City Council approve the attached  
25 resolution for the first renewal of a non-exclusive continuing contract with G. Batista &  
26 Associates, for continuing construction engineering services,

27 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
28 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

29 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
30 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
31 made a specific part of this Resolution.

32 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
33 hereby authorizes the renewal of that certain Agreement with G. Batista & Associates,  
34 for continuing construction engineering services.

35 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
36 upon its final passage.

37 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
38 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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\_\_\_\_\_  
OLIVER GILBERT, III, MAYOR

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44 **ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

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PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

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SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

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Moved by: \_\_\_\_\_

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**VOTE:** \_\_\_\_\_

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Mayor Oliver Gilbert, III \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Vice Mayor Felicia Robinson \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilwoman Lillie Q. Odom \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman David Williams Jr \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilwoman Lisa C. Davis \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman Rodney Harris \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman Erhabor Ighodaro, Ph.D. \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
				X			
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
					X		
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>	
				X			
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>			
	X						
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>			
		X					
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH A&P CONSULTING TRANSPORTATION ENGINEERS CORP., FOR CONTINUING ARCHITECTURAL/ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

Item K-3) Consent Agenda  
Agreement Renewal w/ A&P Consulting  
Transportation Engineers Corp.

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to A&P Consulting Transportation Engineers Corp. to negotiate and execute a non-exclusive continuing contract for civil engineering, landscape architect, survey and traffic engineering services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires architectural, engineering and planning services, staff is recommending renewing of this agreement.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with A&P Consulting Transportation Engineers Corp. for civil engineering, landscape architect, survey and traffic engineering services.

#### **Attachment:**

None.

1 RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH A&P CONSULTING  
6 TRANSPORTATION ENGINEERS CORP., FOR CONTINUING  
7 ARCHITECTURAL/ENGINEERING SERVICES; PROVIDING FOR  
8 THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN  
9 EFFECTIVE DATE.

10  
11 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
12 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
13 Professional Fees, inviting qualified firms to provide qualifications for  
14 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

15 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
16 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
17 to A&P Consulting Transportation Engineers Corp., and

18 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
19 City’s option to renew for one year or multiple years under the same terms and  
20 conditions, and

21 WHEREAS, the current contract expires April 10, 2016, and several projects are  
22 on-going and the City still requires architectural, engineering and planning services,  
23 staff is recommending renewing of this agreement, and

24 WHEREAS, staff is recommending that the City Council approve the attached  
25 resolution for the first renewal of a non-exclusive continuing contract with A&P  
26 Consulting Transportation Engineers Corp., for civil engineering, landscape architect,  
27 survey and traffic engineering services,

28 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
29 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

30 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
31 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
32 made a specific part of this Resolution.

33 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
34 hereby authorizes the renewal of that certain Agreement with A&P Consulting  
35 Transportation Engineers Corp.,for continuing architectural/engineering services.

36 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
37 upon its final passage.

38 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
39 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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45 **ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

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52 PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

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54 SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

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56 Moved by: \_\_\_\_\_

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58 **VOTE:** \_\_\_\_\_

59

60 Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
61 Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
62 Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
63 Councilman David Williams Jr	_____ (Yes)	_____ (No)
64 Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
65 Councilman Rodney Harris	_____ (Yes)	_____ (No)
66 Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>		
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>	
				X				
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000</b>				
	X							
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>				
		X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>				

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CALTRAN ENGINEERING GROUP, INC., FOR TRAFFIC ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008, for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to Caltran Engineering Group, Inc., to negotiate and execute a non-exclusive continuing contract for traffic engineering services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires engineering and planning services, staff is recommending renewing of this agreement.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with Caltran Engineering Group, Inc., for traffic engineering services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CALTRAN ENGINEERING GROUP, INC., FOR TRAFFIC ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 19, 2012, staff issued Request For Qualifications (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to Caltran Engineering Group, Inc., and

WHEREAS, the initial term of the contract is for a three (3) year period, with the City’s option to renew for one year or multiple years under the same terms, and

WHEREAS, this is the first renewal, the current contract expires April 10, 2016, and several projects are on-going and the City still requires engineering and planning services, and

WHEREAS, staff is recommending that the City Council approve the attached Resolution for the first renewal of a non-exclusive continuing contract with Caltran Engineering Group, Inc., for traffic engineering services,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with Caltran Engineering  
32 Group, Inc., for traffic engineering services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>		
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>	
				X				
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>				
	X							
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>				
		X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>				

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CSA CENTRAL, INC., FOR CIVIL, GIS AND OTHER SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to CSA Central, Inc., to negotiate and execute a non-exclusive continuing contract for Civil, GIS and other services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires architectural, engineering and planning services, staff is recommending renewing of this agreement.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with CSA Central, Inc., for Civil, GIS and other services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH CSA CENTRAL, INC., FOR  
6 CIVIL, GIS AND OTHER SERVICES; PROVIDING FOR THE  
7 ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN  
8 EFFECTIVE DATE.  
9

10 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
11 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
12 Professional Fees, inviting qualified firms to provide qualifications for  
13 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

14 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
15 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
16 to CSA Central, Inc., and

17 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
18 City’s option to renew for one year or multiple years under the same terms, and

19 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
20 and several projects are on-going and the City still requires engineering and planning  
21 services, and

22 WHEREAS, staff is recommending that the City Council approve the attached  
23 Resolution for the first renewal of a non-exclusive continuing contract with CSA Central,  
24 Inc., for Civil, GIS and other services,

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
26 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

27 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
28 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
29 made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with CSA Central, Inc., for  
32 Civil, GIS and other services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>		
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>	
				X				
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>				
	X							
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>				
		X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>				

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH M.C. HARRY & ASSOCIATES, INC., FOR ARCHITECTURAL SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to M.C. Harry & Associates, Inc., to negotiate and execute a non-exclusive continuing contract for architectural services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires architectural services, staff is recommending renewal of this contract.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with M.C. Harry & Associates, Inc., for architectural services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH M.C. HARRY &  
6 ASSOCIATES, INC., FOR ARCHITECTURAL SERVICES;  
7 PROVIDING FOR THE ADOPTION OF REPRESENTATIONS;  
8 PROVIDING FOR AN EFFECTIVE DATE.  
9

10 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
11 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
12 Professional Fees, inviting qualified firms to provide qualifications for  
13 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

14 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
15 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
16 to M.C. Harry & Associates, and

17 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
18 City’s option to renew for one year or multiple years under the same terms, and

19 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
20 and several projects are on-going and the City still requires engineering and planning  
21 services, and

22 WHEREAS, staff is recommending that the City Council approve the attached  
23 Resolution for the first renewal of a non-exclusive continuing contract with M.C. Harry &  
24 Associates, Inc., for architectural services,

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
26 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

27 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
28 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
29 made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with M.C. Harry & Associates,  
32 Inc., for architectural services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>		
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>	
				X				
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>				
	X							
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>				
		X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>				

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH R.J. BEHAR & COMPANY, INC., FOR PLANNING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to R.J. Behar & Company, Inc., to negotiate and execute a non-exclusive continuing contract for planning services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires planning services, staff is recommending renewal of this contract.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with R.J. Behar & Company, Inc., for planning services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH R.J. BEHAR & COMPANY,  
6 INC., FOR PLANNING SERVICES; PROVIDING FOR THE  
7 ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN  
8 EFFECTIVE DATE.  
9

10 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
11 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
12 Professional Fees, inviting qualified firms to provide qualifications for  
13 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

14 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
15 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
16 to R.J. Behar & Company, Inc., and

17 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
18 City’s option to renew for one year or multiple years under the same terms, and

19 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
20 and several projects are on-going and the City still requires engineering and planning  
21 services, and

22 WHEREAS, staff is recommending that the City Council approve the attached  
23 Resolution for the first renewal of a non-exclusive continuing contract with R.J. Behar &  
24 Company, Inc., for planning services,

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
26 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

27 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
28 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
29 made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with R.J. Behar & Company,  
32 Inc., for planning services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

\_\_\_\_\_  
RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>		
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>	
				X				
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000</b>				
	X							
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>				
		X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>				

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH ACAI ASSOCIATES, INC., FOR ELECTRICAL, MECHANICAL AND STRUCTURAL SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to ACAI Associates, Inc. to negotiate and execute a non-exclusive continuing contract for electrical, mechanical and structural services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires said services, staff is recommending renewal of this contract.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with ACAI Associates, Inc. for electrical, mechanical and structural services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH ACAI ASSOCIATES, INC.,  
6 FOR ELECTRICAL, MECHANICAL AND STRUCTURAL  
7 SERVICES; PROVIDING FOR THE ADOPTION OF  
8 REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.  
9

10 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
11 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
12 Professional Fees, inviting qualified firms to provide qualifications for  
13 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

14 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
15 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
16 to ACAI Associates, Inc., and

17 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
18 City’s option to renew for one year or multiple years under the same terms, and

19 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
20 and several projects are on-going and the City still requires engineering and planning  
21 services, and

22 WHEREAS, staff is recommending that the City Council approve the attached  
23 Resolution for the first renewal of a non-exclusive continuing contract with ACAI  
24 Associates, Inc., for electrical, mechanical and structural services,

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
26 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

27 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
28 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
29 made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with ACAI Associates, Inc., for  
32 electrical, mechanical and structural services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016	<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>		<b>1<sup>st</sup> Reading</b>
	X		<b>Public Hearing:</b> <i>(Enter X in box)</i>		<b>2<sup>nd</sup> Reading</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>
					X
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>		<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>
	X				
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>		<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>
		X	Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>		
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>		<i>Capital Improvements</i>

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH FLORIDA TRANSPORTATION ENGINEERING INC., FOR PLANNING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to Florida Transportation Engineering Inc., to negotiate and execute a non-exclusive continuing contract for planning services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires architectural, engineering and planning services, staff is recommending renewal of this agreement.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with Florida Transportation Engineering Inc., for planning services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH FLORIDA  
6 TRANSPORTATION ENGINEERING INC., FOR PLANNING  
7 SERVICES; PROVIDING FOR THE ADOPTION OF  
8 REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.  
9

10 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
11 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
12 Professional Fees, inviting qualified firms to provide qualifications for  
13 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

14 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
15 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
16 to Florida Transportation Engineering Inc., and

17 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
18 City’s option to renew for one year or multiple years under the same terms, and

19 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
20 and several projects are on-going and the City still requires engineering and planning  
21 services, and

22 WHEREAS, staff is recommending that the City Council approve the attached  
23 Resolution for the first renewal of a non-exclusive continuing contract with Florida  
24 Transportation Engineering Inc., for planning services,

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
26 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

27 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
28 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
29 made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with Florida Transportation  
32 Engineering Inc., for planning services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

\_\_\_\_\_  
RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
				X			
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>
				X			
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000</b>			
	X						
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>			
		X					
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CPZ ARCHITECTS, INC., FOR ARCHITECTURAL, LANDSCAPE ARCHITECT, ELECTRICAL, STRUCTURAL AND CONSTRUCTION ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, City staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to CPZ Architects, Inc., to negotiate and execute a non-exclusive continuing contract for architectural, landscape architect, electrical, structural and construction engineering services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires architectural, engineering and planning services, staff is recommending renewal of this contract.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with CPZ Architects, Inc., for architectural, landscape architect, electrical, structural and construction engineering services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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2  
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH CPZ ARCHITECTS, INC.,  
6 FOR ARCHITECTURAL, LANDSCAPE ARCHITECT,  
7 ELECTRICAL, STRUCTURAL AND CONSTRUCTION  
8 ENGINEERING SERVICES; PROVIDING FOR THE ADOPTION  
9 OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE  
10 DATE.

11  
12 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
13 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
14 Professional Fees, inviting qualified firms to provide qualifications for  
15 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

16 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
17 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
18 to CPZ Architects, Inc., and

19 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
20 City’s option to renew for one year or multiple years under the same terms, and

21 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
22 and several projects are on-going and the City still requires engineering and planning  
23 services, and

24 WHEREAS, staff is recommending that the City Council approve the attached  
25 Resolution for the first renewal of a non-exclusive continuing contract with CPZ  
26 Architects, Inc., for architectural, landscape architect, electrical, structural and  
27 construction engineering services, for architectural services,

28 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
29 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

30 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
31 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
32 made a specific part of this Resolution.

33 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
34 hereby authorizes the renewal of that certain Agreement with CPZ Architects, Inc., for  
35 architectural, landscape architect, electrical, structural and construction engineering  
36 services.

37 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
38 upon its final passage.

39 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
40 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

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PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

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SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

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Moved by: \_\_\_\_\_

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**VOTE:** \_\_\_\_\_

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Mayor Oliver Gilbert, III \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Vice Mayor Felicia Robinson \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilwoman Lillie Q. Odom \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilman David Williams Jr \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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Councilwoman Lisa C. Davis \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

66	Councilman Rodney Harris	<input type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
67	Councilman Erhabor Ighodaro, Ph.D.	<input type="checkbox"/> (Yes)	<input type="checkbox"/> (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016	<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>		
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	Various Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>
				X			
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>Renewal: RFQ#12-13-008</b> <b>Continuing</b> <b>Architectural/Engineering</b> <b>Services for Professional Fees</b> <b>\$10,000-\$50,000</b>			
	X						
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Imag <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>			
		X					
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvements</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF THAT CERTAIN AGREEMENT WITH CHEN MOORE & ASSOCIATES FOR GIS AND SURVEY SERVICES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

On November 19, 2012, staff issued Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees, inviting qualified firms to provide qualifications for Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000. A broadcast notice was sent to one thousand six hundred eighty-five vendors (1,685). Ninety-five (95) proposals were requested. The RFQ opened on December 13, 2012 and twenty-one (21) proposals were received and publicly read.

On January 18, 2013, the Selection Committee ranked the firms. A Selection Committee meeting was held on January 23, 2013, to discuss the scheduling of oral presentations. The oral presentations were held on February 12, 2013 and February 13, 2013. Ten (10) firms were deemed responsive and responsible to the requirements of the RFQ.

On April 10, 2013, City Council awarded Request For Qualifications (RFQ) Number 12-13-008 for Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000 to Chen Moore & Associates to negotiate and execute a non-exclusive continuing contract for GIS and survey services. The initial term of the contract is for a three (3) year period, with the City's option to renew for one year or multiple years under the same terms and conditions.

#### **CURRENT SITUATION**

This is the first renewal. The current contract expires April 10, 2016. Inasmuch as several projects are on-going and the City still requires engineering and planning services, staff is recommending renewal of this contract.

#### **Proposed Action:**

It is recommended that the City Council approve the attached resolution for the first renewal of a non-exclusive continuing contract with Chen Moore & Associates for GIS and survey services.

#### **Attachment:**

None.

RESOLUTION NO. 2016\_\_\_\_\_

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AUTHORIZING THE RENEWAL OF  
5 THAT CERTAIN AGREEMENT WITH CHEN MOORE &  
6 ASSOCIATES FOR GIS AND SURVEY SERVICES; PROVIDING  
7 FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING  
8 FOR AN EFFECTIVE DATE.  
9

10 WHEREAS, on November 19, 2012, staff issued Request For Qualifications  
11 (“RFQ”) Number 12-13-008 for Continuing Architectural/Engineering Services for  
12 Professional Fees, inviting qualified firms to provide qualifications for  
13 Architectural/Engineering Services for Professional Fees from \$10,000-\$50,000, and

14 WHEREAS, on April 10, 2013, City Council awarded RFQ Number 12-13-008 for  
15 Continuing Architectural/Engineering Services for Professional Fees \$10,000-\$50,000  
16 to Chen Moore & Associates, and

17 WHEREAS, the initial term of the contract is for a three (3) year period, with the  
18 City’s option to renew for one year or multiple years under the same terms, and

19 WHEREAS, this is the first renewal, the current contract expires April 10, 2016,  
20 and several projects are on-going and the City still requires engineering and planning  
21 services, and

22 WHEREAS, staff is recommending that the City Council approve the attached  
23 Resolution for the first renewal of a non-exclusive continuing contract with Chen Moore  
24 & Associates for GIS and survey services,

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
26 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

27 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
28 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
29 made a specific part of this Resolution.

30 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
31 hereby authorizes the renewal of that certain Agreement with Chen Moore & Associates  
32 for GIS and survey services.

33 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
34 upon its final passage.

35 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
36 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>	<b>Resolution</b>	<b>Ordinance</b>		<b>Other</b>	
				X				
<b>Fiscal Impact:</b>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b>		<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X		<b>Public Hearing:</b>		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	City of Miami Gardens General Obligation Bond		<b>Advertising Requirement:</b>		<b>Yes</b>		<b>No</b>	
							X	
<b>Contract/P.O. Required:</b>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>					
	X							
<b>Strategic Plan Related:</b>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>		<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>			
	X							
<b>Sponsor Name:</b>	Cameron Benson, City Manager		<b>Department:</b>		<i>Office of the City Manager</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE PURCHASE ORDERS TO MUSCO SPORTS LIGHTING, LLC, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTY ONE THOUSAND, THREE HUNDRED AND FIFTY DOLLARS (\$161,350.00) FOR SPORTS LIGHTING AND CONTROLS FOR THE BASKETBALL AND TENNIS COURTS AT BUCCANEER PARK, BY RELYING ON CLAY COUNTY RFP# 13/14-8; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**Background:**

Item K-12) Consent Agenda  
Resolution  
P.O./ Musco Sports Lighting, LLC.

In April 2014, City of Miami Gardens residents approved a \$60 million General Obligation bond referendum for park improvements and crime prevention, including purchasing and installing crime prevention equipment, providing facilities for expanding community activities in parks, and renovating, constructing and purchasing parks facilities and land.

On May 28, 2014, Council adopted Ordinance No. 2014-09-320, authorizing the borrowing of sixty million dollars (\$60,000,000); authorizing the issuance of City of Miami Gardens General Obligation Bonds to pay costs of remodeling, reconstructing, constructing, reconfiguring, retrofitting, furnishing and equipping City parks and parks facilities, purchasing crime prevention equipment for law enforcement assistance via electronic means, providing facilities for expanding community activities in parks, and renovating, constructing and purchasing parks facilities and land for new or expanded parks. The City Council initially approved the Bond Implementation Plan (BIP) at the February 25, 2015 Council meeting. The last amendment to the BIP was approved at the December 9, 2015 Council meeting. The BIP outlines various park and public safety improvement projects including the purchase and installation of sports lighting.

The purchase and installation of Musco Sports Lighting and controls at Buccaneer Park is a companion item to the resolution awarding a bid to Recreational Design & Construction, Inc., for Buccaneer Park Improvements in response to RFP 15-16-014.

### **Proposed Action:**

It is recommended that the City Council approve the issuance of a purchase order to Musco Sports Lighting, LLC. in the amount of \$161,350.00 for the purchase and installation of Musco Sports Lighting and controls for the basketball and tennis courts at Buccaneer Park. The City of Miami Gardens will piggyback the Clay County bid for the purchase and installation of Musco Sports Lighting and controls in accordance with Clay County Sports Lighting Contract RFP # 13/14-8 for Various Equipment and Amenities for Parks and Playgrounds.

### **Attachments**

Attachments:

- A- Copy of Clay County Contract
- B- Bond Implementation Plan (BIP) Narrative

RESOLUTION NO. 2016\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE PURCHASE ORDERS TO MUSCO SPORTS LIGHTING, LLC, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTY ONE THOUSAND, THREE HUNDRED AND FIFTY DOLLARS (\$161,350.00) FOR SPORTS LIGHTING AND CONTROLS FOR THE BASKETBALL AND TENNIS COURTS AT BUCCANEER PARK, BY RELYING ON CLAY COUNTY RFP# 13/14-8; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in April 2014, City of Miami Gardens residents approved a \$60 million General Obligation bond referendum for park improvements and crime prevention, including purchasing and installing crime prevention equipment, providing facilities for expanding community activities in parks, and renovating, constructing and purchasing parks facilities and land, and

WHEREAS, the City Council initially approved a Bond Implementation Plan (BIP) which outlines various park and public safety improvement projects including the purchase and installation of playgrounds, and

WHEREAS, the City of Miami Gardens intends to rely upon Clay County RFP # 13/14-8 for the purchase and installation of Musco Sports Lighting and controls at the basketball and tennis courts at Buccaneer Park,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens hereby authorizes the City Manager to issue purchase orders to Musco Sports Lighting,

32 LLC, in an amount not to exceed one hundred sixty one thousand, three hundred and  
33 fifty dollars (\$161,350.00) for sports lighting and controls for the basketball and tennis  
34 courts at Buccaneer Park, by relying on Clay County RFP# 13/14-8.

35 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
36 upon its final passage.

37 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
38 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

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OLIVER GILBERT, III, MAYOR

**ATTEST:**

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RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

SPONSORED BY:

Moved by: \_\_\_\_\_

**VOTE:** \_\_\_\_\_

Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
Councilman David Williams Jr	_____ (Yes)	_____ (No)
Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
Councilman Rodney Harris	_____ (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

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**Buccaneer Park  
Miami Garden, FL  
Date: February 18, 2016  
To: City of Miami Gardens**

**Quotation Price - Turnkey Installation and Materials**

Musco's Light Structure Green™ lighting system as described below and delivered to the job site \$161,350.00

- Includes the deeper trench between 4' - 5'

**Equipment Description**

Light Structure Green™ System delivered to your site in Five Easy Pieces™

- Pre-cast concrete bases
- Galvanized steel poles
- Electrical component enclosures
- Pole length wire harness
- Factory-aimed and assembled luminaires

Also Includes:

- Energy savings of more than 50% over a standard lighting system
- 50% less spill and glare light than Musco's prior industry leading technology
- Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
- Guaranteed constant light level for 25 years
- 5 group re-lamp at the end of the lamps' rated life, 5000 hours
- Control Link® Control & Monitoring System for flexible control and solid management of your lighting system
- Lighting Contactors sized for existing Voltage/ Phase

**Clay County Sports Lighting Contract RFP #13/14-8**

Field Description	Quantity	Pricing Per Clay County		Extended Price
(Sect I) Tennis - 2 Courts	1	\$48,500.00		\$48,500.00
(Sect II A) Add for the Wind Speed of 175 MPH	20%	\$9,700.00		\$9,700.00
(Sect I) Basketball - 2 Courts	1	\$35,700.00		\$35,700.00
(Sect II A) Add for the Wind Speed of 175 MPH	20%	\$7,140.00		\$7,140.00
(Sect III A) Pole Installation - 40' Pole	6	\$3,600.00		\$21,600.00
(Sect IV C) Installation of Contactor Cabinets 72"	1	\$7,500.00		\$7,500.00
(Sect III C) Removal of Existing Concrete Poles	8	\$4,000.00		\$32,000.00
(Sect IV B 3) Electrical Wiring	2325 Feet	\$10.00		\$23,250.00
(Sect V B 1) Structural Engineering - assumed soils	1	\$1,150.00		\$1,150.00
<b>Deducts: Design Parameters</b>				<b>-\$25,190.00</b>
<b>Total</b>				<b>\$161,350.00</b>

Sales tax, permitting fees, and bonding are not included as part of this quote.

***Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential. Divulging technical or pricing information to competitive vendors will result in removal from the bid list.***

### **Payment Terms**

Net 30 days.

**Late payment will be subject to service charges of 1 ½% per month (18% APR).**

Musco will make every effort to coordinate shipment so that delivery corresponds with the customer's payment schedule. We will expect payment within the terms described above unless there is a written statement from Musco's corporate headquarters stating the acceptance of different terms.

**Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 30-45 days. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.**

### **Notes**

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Quote is based on:

- Shipment of entire project together to one location
- (2) Basketball Courts and (2) Tennis Courts
- Structural code and wind speed = 2014 FL Building Code, 175 MPH Exposure C.
- Confirmation of pole locations prior to production

### **Scope of work includes:**

#### **Owner Responsibilities:**

1. Provide total access to the site and pole locations for construction. Equipment must be able to move from location to location on standard rubber tires – no towing required.
2. Survey in pole locations and aiming points (one per field) for sighting in lighting cross-arms. Final grade elevations will also need to be marked if necessary.
3. Remove any trees, limbs, shrubs, etc. for total access to pole locations.
4. Removal, replacement, and repair of all fencing necessary for construction.
5. Repair and replacement of any field turf, asphalt, curbs, and concrete inadvertently damaged during installation.
6. Provide soil boring report as required.
7. Provide area on site for disposal of spoils from foundation excavation.
8. Locate and mark existing underground utilities not covered by "One Call" and irrigation systems including sprinkler heads prior to excavation. Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
9. Pay for any power company fees and requirements. **(If necessary).**
10. Additional charges will apply for foundation excavation and construction in non-standard soils (rock, caliche, high water table, collapsing holes, alluvial soils, etc.). Standard soils are defined as Class 5 soils in the 2014 edition of the Florida Building Code and can be excavated using standard earth auguring equipment.
11. Provide a source of water such as a fire hydrant or 2" water line for foundation excavation. Pay for any and all fees associated with the water access and usage.
12. Provide primary transformer to within 150 feet of site.
13. Pay for any and all permitting fees.

#### **Musco Responsibilities / Musco Subcontractor Responsibilities:**

1. Provide required poles, fixtures, foundations, and associated designs.
2. Provide structural design for poles and foundations, certified by a professional engineer licensed in the State of Florida.
3. Provide layout of pole locations and aiming diagram.
4. Provide light test upon completion of works once owner supplied electrical system is energized.
5. Provide Project Management assistance as needed.
6. Provide review of electrical design as provided by Electrical Contractor or Electrical Engineer.

7. Provide materials and equipment to remove and dispose of existing lighting fixtures, electrical enclosures, transformers, etc. on (8) existing poles. This will include the recycling of lamps, aluminum reflectors, ballast and steel as necessary.
8. Provide materials and equipment to remove and dispose of (8) existing poles.
9. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
10. Provide storage containers for material, including ballast enclosures.
11. Provide adequate trash container for cardboard waste and packing debris.
12. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
13. Obtain any and all required permits. Contact Musco PRIOR to attaining permits to arrange for payment.
14. Provide electrical design by Electrical Engineer. Also provide any as-built drawings as required following the completion of the project.
15. Provide materials and equipment to install existing electrical service panels as required or necessary. This needs to be defined in the electrical design.
16. Provide materials and equipment to install all underground conduit, wiring, pull boxes, switchgear, etc. and terminate wiring as required per electrical design. Underground conduit to be buried a minimum 4' below grade.
17. Make appropriate contact to ensure utility locations have been marked prior to excavation and trenching. Repair any damage to existing utilities made during construction.
18. Provide materials and equipment to install Light Structure System foundations as specified on Layout.
19. Remove augured spoils to owner-designated location at jobsite.
20. Provide materials and equipment to assemble and install Light Structure Green™ fixtures and terminate all necessary wiring.
21. Provide equipment and materials to assemble and erect Light Structure System Poles.
22. Verify aiming points have been located and are correct before sighting in lighting cross-arms.
23. Provide equipment and materials to install the new Controls and Monitoring Cabinet(s) and terminate all necessary wiring. Subcontractor to commission Control Link once system is energized.
24. Keep all heavy equipment off of playing fields and surfaces whenever possible. Use due care to minimize damages when playing surface access is required.
25. Conduct system startup and additional aiming as required to provide a complete and operating sports lighting system.

Thank you for considering Musco for your sports lighting needs. Please contact me with any questions.



Jason Frucht  
Sales Representative  
Musco Sports Lighting, LLC  
Phone: 954-732-5674  
E-mail: Jason.Frucht@Musco.com



## City of Miami Gardens

18605 NW 27<sup>th</sup> Avenue  
 Miami Gardens, FL 33056  
 305-914-9010 Fax 305-622-8001

### **MIAMI GARDENS GENERAL OBLIGATION BOND** **BOND IMPLEMENTATION PLAN PROJECTS (REVISED)**

The following potential Capital Improvement Projects are recommended to be funded by the City of Miami Gardens General Obligation Bond (GOB). All projects are geared toward the City's Parks and also are inclusive of the Administration's recommendations regarding public safety improvements.

#### **A. J. King Park**

- Remove wooden lighting poles and replace with steel poles for new Musco sports lighting and control system for the multipurpose field and the baseball field. The replacement will reduce the power consumption by 40% and provide web based controls for the system.
- Recondition the existing baseball diamond and replace backstop and dugout fencing. Install outfield fencing/netting.
- Reconfigure the existing paved parking lot for easier access from the street and to be ADA compliant to include paved approaches from street.
- Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Install a new large pavilion with picnic tables, grills, domestic water and electricity.
- Install a perimeter fence to improve security at the park.
- Install new landscaping and irrigation system in the park and the paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

#### **Andover Park**

- Replace existing playground with a new playground with soft rubberized play surface and shade structure.
- Resurface the existing basketball court and install new shade structure, backboards and rims.
- Replace the perimeter fencing and install temporary parking with pavers in the swale area.
- Install new landscaping and irrigation system in the park.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

#### **Bennett Lifter Park**

- Replace existing playground and swings with new playground with soft rubberized play surface and shade structure. Move the playground closer to the recreation building.
- Resurface existing basketball court and install new backboards and rims.
- Replace sports lighting for basketball court with new Musco lighting and control system, which will reduce the power consumption by 40% and provide web based control system.

# City of Miami Gardens

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
305-914-9010 Fax 305-622-8001



## Bennett Lifter Park (continued)

- Remove the existing tennis courts and replace with a larger pavilion with a grill, electricity and domestic water.
- Evaluate the expansion of existing Recreation Building.
- Remodel two existing public restrooms in the Recreation Building to be ADA compliant.
- Install additional paved parking north of the existing building and adapt existing lot to be ADA compliant.
- Repair driveway approaches to site as needed to interface with edge of street pavement.
- Install new parking lot lighting which will be controlled by the Musco system.
- Add parking with pavers in the swale area along the streets.
- Install new landscaping and irrigation system in the park and the paved parking lot.
- Surround lift station with lush landscaping to improve park aesthetics.
- Install sidewalks to the lake shore and a chain link fence.
- Install a fishing dock at the edge of the lake.
- Remove the existing small pavilion north of the building.
- Renovate the existing pavilion south of the building and add grill, electricity and domestic water.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## Betty T. Ferguson Recreation Center

- Convert the north and south overflow parking areas into paved parking lots and include lighting and drainage.
- Upgrade the existing football field area to potentially accommodate local high school football and other specialized events.
- Upgrade existing parking lot lighting.
- Reduce the area designated for the burrowing owl to add to the new north parking lot.
- Extend the existing walking trail to the entire perimeter of the site and include lighting and distance marker signage.
- Install ventilation fans in pool area.
- Evaluate and replace as necessary ventilation systems and air conditioning throughout the facility.
- Replace gymnasium flooring; renovate gymnasium and other interior areas.
- Install new landscaping and expand irrigation system adjacent to trail extension.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## Brentwood Pool

- Replace the exercise equipment at the central exercise station area. Cover central exercise station area with a shade structure.
- Install benches and trash receptacles near the basketball courts and the playground.
- Resurface the existing parking lot and adapt it to be ADA compliant.
- Renovate and resurface tennis courts.



## City of Miami Gardens

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
305-914-9010 Fax 305-622-8001

### Brentwood Pool (continued)

- Demolish the existing pool and pool house that is no longer functional. Once completed, install a new pavilion with picnic tables, grill, electricity and domestic water. Add a small water play area adjacent to the pavilion.
- Install a perimeter chain link fence to improve security at the park.
- Install new landscaping and irrigation system in the park.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### Buccaneer Park

- After an analysis to determine the cost effectiveness, the existing Recreation Building will be remodeled or demolished and rebuilt.
- Determine the feasibility of relocating/burying electrical cables underground.
- Relocate and replace existing playground with new playground with soft rubberized play surface and shade structure.
- Extend the existing walking trail. Add distance marker signage along walking trail.
- Create a zero-depth splash pad with perimeter benched seating at the location of the paved skating area. Construct a restroom and shower area near the splash pad area.
- Install estate fencing and plant shrubs and bushes around splash pad area.
- Construct a permanent entrance area near the splash pad.
- Install two new pavilions with a grill, electricity and domestic water--one adjacent to the splash pad and the other along the trail.
- Resurface two existing basketball courts and install new backboards and rims.
- Replace sports lighting for basketball court with new Musco lighting and controls. The replacement will reduce the power consumption by 40% and provide web based controls for the system.
- Replace/Install sports lighting for tennis courts with new Musco lighting and controls.
- Resurface two existing Tennis Courts and install new netting and signage. Replace existing fencing and windscreen as needed.
- Install additional paved parking at the location of the existing parking lot. Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Add temporary parking with pavers in the swale area along the streets.
- Install a perimeter chain link fence to improve security at the park.
- Install new landscaping and irrigation system in the park and the paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### Bunche Park

- Demolish the existing 40 year old recreation building. Build a new Multipurpose Gymnasium to house the City of Miami Gardens Alternative Sports Complex. The building will contain a running track on a second level above a weight room, workout



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### Bunche Park (continued)

room and locker rooms. The center will feature boxing, martial arts, dance and gymnastics.

- Remove two of the four existing basketball courts to make room for new parking lot.
- Resurface two of the existing basketball courts.
- Replace existing playground with a new playground with soft rubberized play surface and shade structure.
- Replace existing sod sports field with a new artificial turf sports field.
- Replace the sports lighting for the football field and the basketball courts with new Musco lighting and control system on the existing concrete poles. The replacement will reduce the power consumption by 40% and provide web based controls for the system.
- Install bleachers with permanent shade structures for the football field.
- Repair the temporary parking in the swale area along the perimeter streets.
- Renovate and add to the existing parking lot and adapt the existing lot to be ADA compliant. Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Replace the broken perimeter fencing on the south side of the park with a 6-foot vinyl covered chain link fence.
- Install estate fencing along the north, east, and west perimeter of the park.
- Install new landscaping and irrigation system in the park and the paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### Bunche Pool

- Demolish and reconstruct the existing pool and pool house that has been unoccupied for 6 years. New pool house will be ADA compliant.
- Repair and replace existing pool pumps, piping, filters and equipment.
- Renovate and add to the existing parking lot and adapt existing lot to be ADA compliant. Install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Install new water fountain(s).
- Install a perimeter fence around the site.
- Extend sidewalk width to be ADA compliant.
- Install new landscaping and irrigation system for the paved parking lot.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.



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### **Cloverleaf Park**

- Replace the existing playground with a new playground with soft rubberized play surface and shade structure.
- Expand and resurface the existing half basketball court and install new backboards and rims.
- Install security lighting and controls for the basketball court.
- Determine the feasibility of relocating/burying electrical cables underground.
- Renovate the existing building and make it ADA compliant. Assess removing or relocating the east exit door.
- Add temporary parking with pavers in the swale area along the street.
- Install a perimeter fence to improve security at the park.
- Install new landscaping and irrigation system in the park and the paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### **Lester Brown Park (Brentwood Park)**

- Add a second zone for the existing playground with a soft rubberized play surface and shade structure.
- Remove the existing natural turf sports field and irrigation system underneath.
- Install an artificial turf sports field. Reuse the existing Musco lighting system.
- Install a scoreboard.
- Install bleachers with permanent shade structures on both sides of the field.
- Re-sod the existing practice field.
- Expand the existing parking lot to the south and adapt the existing lot to be ADA compliant. Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Expand existing walking trail with lighting around the perimeter of the park. Add distance marker signage along walking trail.
- Install exercise station with shade structure area funded by CMG and Miami Dolphins.
- Install estate fencing at the entrance to the park and install new 6-foot vinyl covered chain link fence around the remaining perimeter.
- Install new landscaping and irrigation system in the park and the paved parking lot.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### **Miami Carol City Park**

- Renovate restroom building.
- Resurface the four existing basketball courts and install new backboards and rims. Install a shade structure.
- Remove sod from the existing game football field on the south of the park and install an artificial turf sports field.

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## Miami Carol City Park (continued)

- Extend the existing Musco sports lighting system to light the practice football field.
- Install a scoreboard.
- Recondition baseball field and replace backstop and dugout fencing.
- Install lighting and distance marker signage along the existing walking trail.
- Install bleachers with permanent shade structure for the football field.
- Replace the existing wood pavilion with a new pavilion with picnic tables, grills, domestic water and electricity.
- Install a new large pavilion with picnic tables, grills, domestic water and electricity.
- Add temporary parking with pavers in the swale area along 187th Street.
- Install additional paved parking north of the recreation building and adapt the existing lot to be ADA compliant. Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Install a perimeter chain link fence to improve security at the park. Install estate fencing at the entrance to the park.
- Replace the existing irrigation system for the entire park.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## Myrtle Grove Park

- Renovate the existing recreation building.
- ~~Demolish the existing pool, pool house and all of the pool equipment. Sod the area.~~
- Evaluate rebuilding pool based on the physical condition of the existing pool, pool house and all of the pool equipment.
- Replace the playground with a new playground with soft rubberized play surface and shade structure.
- Replace two existing tennis courts with two new basketball courts.
- Demolish existing basketball courts.
- Install additional paved parking to the existing lot and adapt the lot to be ADA compliant. Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Pending relocation of the existing Parks and Recreation maintenance facility, construct a state-of-the-art gymnasium/field house to host Amateur Athletic Union (AAU) basketball events and other high-profile indoor athletic events.
- Install a perimeter fence to improve security at the park.
- Install new landscaping and irrigation system in the park and the paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

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## North Dade Optimist Park

- Install a scoreboard for the newly completed football field.
- Install bleachers on the north side of the football field and add permanent shade structure.
- Remove existing baseball backstop, benches, and dugout fencing. Sod the area and extend the irrigation system.
- Extend chain link fence to areas where backstop/dugout fencing was removed.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## Norwood Park

- Replace the playground with a new playground with soft rubberized play surface and shade structure.
- Demolish the existing 40 year old recreation building. Construct a new larger Recreation Building to support the afterschool and summer camp programs.
- Install a perimeter fence to improve security at the park.
- Install new landscaping and irrigation system in the park.
- Resurface and reconfigure the existing parking lot that is shared with Norwood Pool. The new configuration shall be ADA compliant. Remove existing parking lot lighting system and install new lights for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## Norwood Pool

- Inspect and report on the existing poolhouse, pool and pool equipment to determine extent of renovation and replacement.
- Sand-blast and paint the existing pool. Re-tile the existing pool perimeter. Resurface the existing concrete pad around the pool.
- Repair and replace existing pool pumps, piping, filters and equipment as recommended by Inspection Report above.
- Renovate the existing Poolhouse and make it ADA compliant.

## Risco Park

- Design and construct a new building for the City's Science, Technology, Engineering and Math (STEM) Center. The STEM Center will include Science Labs, Computer Labs, and other equipment to promote the development of youth through science and technology innovations.



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### Risco Park (continued)

- Design and construct a connecting building for the Audio Visual and Performing Arts Center. The Center will have music production and recording studios, television studios, and a presentation room.
- Construct a parking lot that is ADA compliant.
- Remove and/or reposition existing lighting poles.
- Install a new lighting system for the parking lot for improved security and surveillance. The lighting will be controlled by the Musco sports lighting system.
- Install perimeter fencing around the site.
- Install new landscaping and irrigation system in the park and the paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### Rolling Oaks Park

The recently completed Rolling Oaks Pedestrian Trail offers a  $\frac{3}{4}$  mile loop of newly paved pathways ideal for walking, jogging and biking and features exercise stations, lighting and benches along the way. The additional work will consist of the following:

- Install a new entrance on NW 183rd Street and NW 14th Avenue with an estate fence and gate on the east and west side of the entrance. Install estate fencing around the perimeter of the park.
- Install new permanent parking lot on the south side of the park near the main entrance and add additional spaces in the existing permanent parking lot on north side of the park.
- Develop multipurpose sports field with artificial turf.
- Install bleachers with permanent shade structures.
- Install a scoreboard.
- Install Musco sports lighting system to light the multipurpose field.
- Construct a new recreation building and remove the trailer being used as a temporary recreation building.
- Install several new pavilions of varied sizes with picnic tables, grills, domestic water and electricity along the walking trail.
- Expand the existing walking trail with additional distance marker signage.
- Purchase and install picnic tables and grills throughout the park.
- Replace existing playground and swings and install two (2) new playgrounds with a soft rubberized play surface and shade structure (one on the north and south side of the park).
- Install other family park amenities as acreage allows.
- Repair and recoat four existing basketball courts.
- Remodel existing public restrooms to be ADA compliant.
- Install new landscaping and irrigation system in the park and paved parking lots.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

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## Scott Park

- Expand existing recreation building.
- Demolish existing Teen building.
- Replace the playground with a new playground with soft rubberized play surface and shade structure.
- Resurface two existing basketball courts and install new backboards and rims.
- Remove the existing wood rail fencing around the perimeter of the park and install a 6-foot vinyl covered chain link fence.
- Renovate the existing multipurpose field with new sod.
- Recondition the existing baseball diamond and replace backstop and dugout fencing. Install outfield fencing/netting.
- Replace the existing irrigation system for the entire park.
- Replace the sports lighting for the multipurpose field, baseball field and basketball courts with new Musco lighting and control system. The replacement will reduce the power consumption by 40% and provide web based controls for the system.
- Add temporary parking with pavers in the swale area along three of the perimeter streets, (176th Street, 15th Court & 179th Street).
- Resurface parking lot.
- Expand sidewalk around perimeter of the site.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## Senior Family Center

- Demolish the existing 40 year old one story building.
- Design and construct a new building to be used as the City's Senior Family Center. The Center will include meeting rooms, a dining room and kitchen, classrooms, workout rooms, dance studio, locker rooms, indoor track and a pool.
- Construct a walking trail with distance marker signage.
- Install estate fencing along the perimeter to improve security at the site.
- Replace the existing parking lot with a larger parking lot that is ADA compliant. Install a new lighting system for the lot.
- Install new landscaping and irrigation system on the site and the paved parking lot.
- Develop a botanical garden.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

## ~~St. Thomas University Sports Complex~~

- ~~Development of an outdoor tennis center and ball fields in partnership with St. Thomas University.~~



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### West Miami Gardens/Florida Memorial University Sports Complex

- Development of 4.2 acres adjacent to the Miami Dade Public Schools Jan Mann Education Center to include a soft surfaced track and multipurpose field. The sports field will host football, soccer and track activities with bleachers, a scoreboard and a Musco sports lighting system for evening events.
- Install a paved parking lot and sidewalks with site lighting.
- Install a perimeter fence with a security booth at the entrance into the site.
- Construct a Public Restroom and equipment storage building with water fountains.
- Install new landscaping and irrigation system on the site and the paved parking lot.
- Install a Video Surveillance System with cameras monitored from the new Real Time Crime Center.

### Culinary Arts and Hospitality Institute

- Design and construct a new building behind City Hall to house Culinary Arts and Hospitality Institute featuring a multipurpose banquet facility.

### Mobile Stage/Show-mobiles

- A large and medium size mobile staging system is ideal for outdoor events, performances and speaking engagements. Sound and lighting equipment will complement each show-mobile. The Show-mobiles shall be wheelchair accessible.

### Automatic License Plate Recognition Systems (ALPRS)

- These systems come in mobile configurations, and are installed in marked or unmarked police vehicles as portable or fixed systems. These systems can alert officers on patrol, as well as the communications center, of individuals who are traveling through the municipality in vehicles that are either stolen and can be used to facilitate the tracking of individuals who may have recently committed crimes. In addition to this function, the system's back office application can be used to store and search vehicle license plate information for investigative purposes.

#### Deployment Locations for Fixed ALPRS:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • ALPRS at 215th Street & 2nd Ave.  | • ALPRS at 215th Street & 27th Ave. |
| • ALPRS at 199th Street & 2nd Ave.  | • ALPRS at 199th Street & 27th Ave. |
| • ALPRS at 183rd Street & 2nd Ave.  | • ALPRS at 183rd Street & 27th Ave. |
| • ALPRS at 175th Street & 2nd Ave.  | • ALPRS at 151st Street & 27th Ave. |
| • ALPRS at 151st Street & 22nd Ave. | • Two Additional Mobile ALPRS       |
| • ALPRS at 183rd Street & 37th Ave. | systems (2 additional vehicles) to  |
| • ALPRS at 183rd Street & 47th Ave. | augment the MGPD's single ALPRS     |



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### Mobile Command Center Technological Upgrade

- The existing Mobile Command Center is an important tool for on scene command and control at crime scenes and at natural and man-made disaster situations. The current vehicle has inadequate technology and communications equipment, and is in need of technological upgrades and retrofit, to be able to fully function as a standalone command and communications center.

### Real Time Crime Center

- Real Time Crime Centers (RTCC) are a centralized technology center that gives field officers and detectives instant information to help identify patterns and stop emerging crime. They also provide relevant information to improve officer situational awareness, and actionable intelligence to make the City of Miami Gardens safer. Though tech tools such as Video Surveillance Cameras and ALPRS, etc. are valuable; without a RTCC to bring together the terabytes of data that are produced by the technology components, their effectiveness is diminished.

### ShotSpotter

- The ShotSpotter gunshot recognition system is used to identify incidents within a 4.5 miles coverage area in the City. Some of the gunfire identified with ShotSpotter would go unreported without the system. Through strategic analysis, tactical responses, and deployment of dedicated personnel, the incidents of gun violence and gunfire are reduced as a result of the implementation of this technology. The lease/purchase of the ShotSpotter system will promote a high level of public safety.

Nothing contained herein shall prevent the City from making deviations to this Plan based upon available resources, changes in circumstances, or the identification of additional revenues.

*Presented to:*

**Clay County**  
Sports Lighting Contract  
RFP # 13/14-8  
“Various Equipment And Amenities For  
Parks And Playgrounds”  
Green Cove Springs, Florida



*Submitted by:*

**Musco Sports Lighting, LLC**

2107 Stewart Road  
Muscatine, Iowa 52761

Phone: 563/262-4719  
Toll Free: 800/756-1205  
Fax: 800/374-6402

LSG Spec - Revision Level: 1  
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Clay County

**Sports Lighting Bid Sheet**

Manufacturer: Musco Sports Lighting, LLC.

Address: 2107 Stewart Road

City, State, Zip Code: Muscatine, IA 52761

**Contacts:**

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Email: [jason.frucht@musco.com](mailto:jason.frucht@musco.com)  
Fax #: 800/374-6402

**Fed. ID #: 42-1511754**

Delivery: 4-6 weeks F.O.B. Destination

**MUSCO LIGHTING PRICING** - All prices are delivered to the job site – Terms: Net 30 days upon delivery  
For installed packages, 25% down payment is requested.

**BASE BID LIGHTING EQUIPMENT DESCRIPTION**

**LIGHT-STRUCTURE GREEN™ SYSTEM (LSG)**

Equipment Pricing includes: Precast Concrete Bases, Galvanized Steel Poles, Fixtures, Pole Top Luminaire Assemblies, Electrical Component Enclosures, and Wire Harnesses.

**WARRANTY AND GUARANTEE (LSG)\*** 25-Year Warranty: Manufacturer shall supply a signed warranty covering the entire system for 25 years. Warranty shall guarantee light levels; lamp replacements; system energy consumption; monitoring, maintenance and control services, spill light control, and structural integrity. Manufacturer shall maintain specifically-funded financial reserves to assure fulfillment of the warranty for the full term. Warranty may exclude fuses, storm damage, vandalism, abuse and unauthorized repairs or alterations.

All warranty and maintenance agreements on all facilities except tennis/roller hockey are based upon 600 hours or less on annual usage. The tennis, roller hockey, skate park and outdoor basketball courts warranty and maintenance agreement is based upon 1000 hours or less of annual usage. If annual usage exceeds the hours noted above, an extension of the warranty/maintenance agreement will be negotiated with the manufacturer on a project by project basis.

**SPORTSCLUSTER GREEN™ SYSTEM (SCG)**

Equipment Pricing includes: Fixtures, Luminaire Assemblies, Electrical Component Enclosures, and Wire Harnesses.

**WARRANTY AND GUARANTEE (SCG)\*** 10-Year Warranty: Manufacturer shall supply a signed warranty providing all materials and labor to maintain operation of your lighting system to original design covering the entire system for 10 years from the date of shipment, or until maximum hours of coverage have accumulated, whichever comes first. Warranty may exclude fuses, storm damage, vandalism, abuse and unauthorized repairs or alterations. The Constant 10 Warranty is contingent upon site review for compatibility with Musco's lighting system.

**LIGHT-PAK SYSTEM™**

Equipment Pricing includes: Luminaire Assemblies, Electrical Component Enclosures.

**WARRANTY AND GUARANTEE (LIGHT-PAK)** 10-Year Warranty: Manufacturer shall supply a signed warranty covering the entire system, excluding fuses and lamps, for 10 years from the date of shipment. Labor shall be included for 2 years. Lamps shall be warranted for 2 years for parts, and 1 year for labor. Warranty may exclude fuses, storm damage, vandalism, abuse and unauthorized repairs or alterations.

### **Section I - Musco Lighting Price List**

Note: For field sizes and pole locations not covered below, use fixture and pole adjustments found in Adders section of the bid page. Manufacturer shall provide design for actual field, plus the design of the field that most closely relates to actual field, for comparative purposes.

**Tennis** – Standard pole locations are 6' beyond the serving line and 3' outside the fence. Pricing and pole sizing for tennis courts are also applicable to roller hockey and skate parks.

Size	Light Level	LSG 130 ULT 2010 Price	SCG Price
2 Ct	50 fc	\$48,500	\$32,200
3 Ct	50 fc	\$62,700	\$42,600
4 Ct	50 fc	\$83,300	\$53,300

**Outdoor Basketball** – Standard pole locations are 15' outside the fence on the center line

Size	Light Level	LSG 130 ULT 2010 Price	SCG Price
1 Ct	40 fc	\$27,000	\$20,200
2 Ct	40 fc	\$35,700	\$25,600

### **Light-Pak**

Fixtures	Light-Pak Price
8	\$8,700
12	\$11,300

**Baseball** (90' Base path) – Standard A-pole locations are 50' down line and 55' off for a 90' base path. Standard B-pole locations are 5' beyond the outfield radius and 10' off the foul line for a 4-pole design and are at a distance down the line of  $((\text{Foul Line} + \text{Basepath})/2 \times 0.5)$  and 40' off the foul line for a 6-pole and 8-pole design. Standard C-pole locations are 5' beyond the outfield radius at an angle of 20 degrees from the foul line for a 6-pole design and 10 degrees from the foul line for an 8-pole design. Standard D-pole locations are 5' beyond the outfield radius at an angle of 30 degrees from the foul line for an 8-pole design.

Size	Light Level	LSG 130 ULT 2010 Price	SCG Price
300'	50/30 fc	\$134,300	\$93,500
300'	70/50 fc	\$201,000	\$146,200
350'	50/30 fc	\$156,700	\$94,900
350'	70/50 fc	\$251,200	\$152,100
330'/400'/330'	50/30 fc	\$173,000	\$114,500
330'/400'/330'	70/50 fc	\$297,500	\$185,200
320'/360'/320'	50/30 fc	\$163,500	\$105,900
320'/360'/320'	70/50 fc	\$253,100	\$167,900

**Softball/T-Ball** (60' Base path) - Standard A-pole locations are 35' down line and 40' off for a 60' base path. Standard B-pole locations are 5' beyond the outfield radius and 10' off the foul line for a 4-pole design and are at a distance down the line of  $((\text{Foul Line} + \text{Basepath})/2 \times 0.5)$  and 40' off the foul line for a 6-pole and 8-pole design. Standard C-pole locations are 5' beyond the outfield radius at an angle of 20 degrees from the foul line for a 6-pole design and 10 degrees from the foul line for an 8-pole design. Standard D-pole locations are 5' beyond the outfield radius at an angle of 30 degrees from the foul line for an 8-pole design.

Size	Light	LSG 130 ULT 2010 Price	SCG Price
------	-------	------------------------	-----------

	Level		
150'	30 fc	\$51,300	\$34,900
175'	50/30 fc	\$61,400	\$42,300
185'	50/30 fc	\$65,400	\$46,400
200'	50/30 fc	\$68,300	\$48,400
200'	70/50 fc	\$115,600	\$78,000
225'	50/30 fc	\$87,800	\$57,000
225'	70/50 fc	\$106,400	\$74,600
250'	50/30 fc	\$93,400	\$61,700
250'	70/50 fc	\$141,000	\$100,100
275'	50/30 fc	\$106,200	\$70,600
275'	70/50 fc	\$160,400	\$117,800
300'	50/30 fc	\$117,700	\$82,000
300'	70/50 fc	\$182,700	\$127,300
320'	50/30 fc	\$135,100	\$90,900
320	70/50 fc	\$198,100	\$143,500

**Soccer** – Standard pole locations for a 4-pole design would be located at a distance of  $(\text{Field Length}/2 - ((\text{Field Width}/2 + \text{Setback}) \times 0.40))$  from the center line, with setbacks from the field as given above. Standard outside pole locations for a 6-pole design would be located at a distance of  $(\text{Field Length}/2 - ((\text{Field Width}/2 + \text{Setback}) \times 0.28))$  from the center line, with setbacks from the field as given below.

Size	Light Level	Set-back	LSG 130 ULT 2010 Price	SCG Price
330'x160'	30 fc	30'	\$78,600	\$57,700
330'x160'	50 fc		\$124,600	\$97,900
330'x180'	30 fc	30'	\$96,400	\$67,300
330'x180'	50 fc		\$132,200	\$102,500
330'x210'	30 fc	30'	\$99,800	\$70,700
330'x210'	50 fc		\$140,300	\$105,800
330'x225'	30 fc	30'	\$105,800	\$75,600
330'x225'	50 fc		\$152,700	\$114,100
360'x160'	30 fc	30'	\$93,800	\$65,900
360'x160'	50 fc		\$140,300	\$105,800
360'x180'	30 fc	30'	\$93,800	\$65,900
360'x180'	50 fc		\$140,300	\$105,800
360'x210'	30 fc	30'	\$105,800	\$75,600
360'x210'	50 fc		\$152,700	\$114,100
360'x225'	30 fc	30'	\$112,300	\$82,300
360'x225'	50 fc		\$162,200	\$123,800
360'x240"	30 fc	30'	\$112,300	\$82,300
360'x240'	50 fc		\$172,300	\$128,600

**Football** – Standard pole locations are located at the 15 yard line, with setbacks from the field as given below.

Size	Light Level	Set-back	LSG 130 ULT 2010 Price	SCG Price
No track	30 fc	60'	\$104,300	\$75,000
No track	50 fc		\$150,500	\$112,800
No track	100 fc		\$299,300	\$218,800
No track	30 fc	80'	\$117,000	\$85,700
No track	50 fc		\$185,900	\$131,800
No track	100 fc		\$312,300	\$235,700
No track	30 fc	100'	\$133,900	\$95,400
No track	50 fc		\$194,200	\$142,700
No track	100 fc		\$378,300	\$255,000

No track	30 fc	120'	\$169,900	\$114,300
No track	50 fc		\$251,900	\$173,300
No track	100 fc		\$464,200	\$296,500

### **Section II – Adders/Deducts**

- A. The above pricing is based upon 130 ULT wind zone. For each 10 mph increase in wind zone, the equipment price will increase by 5%.
- B. Florida Building Code, 2010 edition with supplement for public schools will add up to 20% to the price of the job plus any applicable wind zone increase adder.
- C. Broward County and Miami-Dade County for HVHZ wind zone will add up to 30% to the price of the job plus any applicable wind zone increase adder.
- D. Purchase of additional lighting for security, special areas, or replacing lights on existing poles and non-standard field sizes or pole locations. \$ 3,000 per fixture
- E. Control Link Retrofit Adder \$7,500 per unit
- F. Additional Control Link Unit necessary due to additional electrical services \$5,000 per unit
- G. Osprey Nest Platforms \$3,000 each
- H. Adder for additional spill and glare control \$3,500 per pole

### **Section III – Labor Costs**

- A. Pole Installation (price per pole)

Pole Height	LSG 130 ULT 2010 Price
40'	\$3,600
50'	\$3,700
60'	\$4,000
70'	\$4,600
80'	\$5,600
90'	\$6,500
100'	\$8,300
110'	\$13,500

- B. Sub-Standard Soil Conditions – The above installation price is based upon 130 mph ULT wind zone installed in standard class 5 soils. If sub-standard soil conditions exist, it is understood that there may be additional costs associated with a sub-standard soil installation and owner agrees to

accept the additional costs. In addition, because wind zones sometimes impact pole size, there may be a 5% increase in the cost of installation for each 10 mph increase in wind zone.

C.	Removal of Existing Concrete Poles	<u>\$4,000 per pole</u>
D.	Removal of Existing Wooden Poles	<u>\$1,500 per pole</u>
E.	Installation of Fixtures on Existing Poles	<u>\$5,200 per pole</u>
F.	Installation of Control Link Retrofit	<u>\$1,800 per unit</u>

#### **Section IV – Electrical Costs**

A.	Service Options	
	Option A – 200 Amp Service (Section IV, A, 1)	<u>\$11,000 each</u>
	Option B – 400 Amp Service (Section IV, A, 1)	<u>\$18,500 each</u>
	Option C – 600 Amp Service (Section IV, A, 1)	<u>\$22,500 each</u>
	Option D – 800 Amp Service (Section IV, A, 1)	<u>\$25,000 each</u>
B.	Conduit, Pull Boxes and Conductors	
	1. Wiring from Panel to Contactors	
	a. Connect wiring from one 3 pole, 30 amp breaker to one 3 pole, 30 amp contactor using 3-#6 conductors, max distance of 10 feet	<u>\$ 90 each</u>
	b. Connect wiring from one 3 pole, 60 amp breaker to one 3 pole, 60 amp contactor using 3-#4 conductors, max distance of 10 feet	<u>\$100 each</u>
	2. Wiring from Contactors to Poles	
	a. 2 ½" PVC with (4) 3/0	<u>\$ 35 per foot</u>
	b. 4" PVC with (4) 500mcm	<u>\$ 65 per foot</u>
	c. (2) 4" PVC with (4) 300mcm	<u>\$ 85 per foot</u>
	d. 2" PVC with (4) #1 THWN conductors	<u>\$ 25 per foot</u>
	3. Copper Conductors in PVC Conduit pricing is based on a 500' maximum distance. After 500' the per foot pricing will apply.	
	a. 10           \$4,700.00	<u>\$5.00 per foot</u>
	b. 8           \$5,200.00	<u>\$7.50 per foot</u>
	c. 6           \$5,400.00	<u>\$10.00 per foot</u>
	4. Pull Boxes	
	a. Brooks 38T pull box with 8" x 8" x 6" PVC box Inside	<u>\$ 500 each</u>
	b. Connect 4-#1 conductors from pull box to sports lighting pole, maximum distance of 10 feet	<u>\$ 110 each</u>
C.	Installation of Contactor Cabinets	
	a. 48" Cabinet	<u>\$5,000 each</u>
	b. 72" Cabinet	<u>\$7,500 each</u>
D.	Lightning Protection	
	1. Surge Arrester – protection at remote electrical enclosure	<u>\$ 1,050 each</u>
	2. Surge Arrester – protection on line side of panel	<u>\$ 8,600 each</u>
E.	Pole Grounding	
	1. Provide and install ground rods for poles 70' and below	<u>\$750 per pole</u>
	2. Provide and install ground rods for poles 80' and above	<u>\$1,250 per pole</u>

**Section V – Engineered Plans**

A.	Electrical Engineering Drawings, sealed by P.E.	
	1. Adder for 200 amp service	<u>\$ 5,750 each</u>
	2. Adder for 400 amp service	<u>\$ 8,625 each</u>
	3. Adder for 600 amp service	<u>\$13,800 each</u>
	4. Adder for 800 amp service	<u>\$23,000 each</u>
B.	Structural Engineering Drawings, sealed by P.E.	
	1. Foundation and pole plans based on assumed soils	<u>\$1,150 per project</u>
	2. Foundation and pole plans based on geotech report	<u>\$2,875 per project</u>
C.	Geotech report	<u>\$8,625 per project</u>
D.	Bonding (over \$200,000)	<u>\$1,785 per \$100,000</u>
E.	Site survey	<u>\$2,875 per project</u>
F.	Project management	<u>\$5,750 per project</u>

**Section VI - Yearly Adjustments**

- A. During the term of this contract, technical upgrades to these products may periodically become available and will be offered to the owner. Musco reserves the right to supply upgraded technology provided it maintains the on-field lighting performance, enhances benefits and does not exceed the prices bid when applied to a project application under the current contract provisions.
- B. During the term of this contract, NEW products with IMPROVED technology may become available. Musco reserves the right whether or not to offer new products to the owner based upon the application, and it is at the owner's discretion whether or not to accept the associated, increased costs of the new, improved technology.
- C. During the term of this contract if the state of Florida Building Codes/Wind speeds change, Musco reserves the right to adjust pricing accordingly.

**I. SPORTS LIGHTING – LIGHT-STRUCTURE GREEN™ SYSTEM****A. BASE BID LIGHTING EQUIPMENT**

The primary goals of this sports lighting specification are:

1. Life Cycle Costs: In order to reduce the operating budget, the preferred lighting system shall be energy efficient and cost effective to operate. All maintenance costs shall be eliminated, and the fields should be proactively monitored to detect fixture outages over a twenty-five (25) year life cycle. To allow for optimized use of labor resources and avoid unneeded operation of the facility, customer requires a remote on/off control system for the lighting system.
2. Environmental Light Control: It is the primary goal of this project to minimize spill light and glare.
3. Guaranteed Light Levels: Selection of appropriate light levels impact the safety of the players and the enjoyment of spectators. Therefore the lighting system shall be designed such that the light levels are guaranteed for a period of twenty-five (25) years.

**B. LIGHTING PERFORMANCE / PLAYABILITY**

The manufacturer shall supply lighting equipment to meet the following performance and life cycle cost criteria:

Playing surfaces shall be lit to an average constant light level and uniformity as specified per the bid sheet. Light levels shall be held constant for 5,000 hours. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified on the bid sheet.

### C. LIFE CYCLE COST

1. Energy Consumption: The kWh consumption for the field lighting system shall be calculated by the following criteria:  
# luminaires x kw demand x kw rate of .11/hr x annual usage of 600 hours x 25 years. Tennis courts, skate parks, roller hockey and outdoor basketball courts will be based on an annual usage of 1,000 hours.
2. Complete Lamp Replacement: Manufacturer shall include the appropriate number of group lamp replacements to be completed at end of each 5,000 hours of operation. For the purpose of the bid, it is assumed that the field(s) will be operated 600 hours per year or 10,000 hours during a 25 year period. Manufacturer shall warrant the system to meet designed light levels upon completion of these relamps.
3. Preventative and Spot Maintenance: Manufacturer shall provide all preventative and spot maintenance, including parts and labor for 25 years on the system from the date of equipment delivery. Lamp outages shall be repaired when they materially impact the usage of any field. Owner agrees to check fuses and maintain as necessary in the event of a fixture outage prior to calling the manufacturer.
4. Remote Monitoring System: System shall monitor lighting performance and notify manufacturer if individual luminaire outage is detected so that appropriate maintenance can be scheduled. The manufacturer shall notify the owner of outages within 24 hours, or the next business day. The controller shall determine switch position (Manual or Auto) and contactor status (open or closed).
5. Remote Lighting Control System: System shall include lighting contactors. System shall allow owner and users with a security code to schedule on/off system operation via a web site, phone, fax or email up to ten years in advance. Manufacturer shall provide and maintain a two-way TCP/IP communication link. Trained staff shall be available 24/7 to provide scheduling support and assist with reporting needs.

The owner may assign various security levels using a user code and password to schedulers by function and/or fields. This function must be flexible to allow a range of privileges such as full scheduling capabilities for all fields, to only having permission to execute "early off" commands by phone or extend the field usage.

On site equipment shall include Manual Off-On-Auto Switches to allow for maintenance, and shall accept and store 7-day schedules. The controller shall be protected against power outages / memory loss and shall reboot once power is regained and execute any commands that would have occurred during outage.

6. Management Tools: Manufacturer shall make available a web-based database of actual field usage and provide reports by facility and user group.
7. Communication Costs: Manufacturer shall include communication costs for operating the controls and monitoring system for a period of 25 years.

## II. SPORTS LIGHTING - SPORTSCLUSTER GREEN™ SYSTEM

### A. BASE BID LIGHTING EQUIPMENT

The primary goals of this sports lighting specification are:

1. Life Cycle Costs: In order to reduce the operating budget, the preferred lighting system shall be energy efficient and cost effective to operate.
2. Environmental Light Control: It is the primary goal of this project to minimize spill light and glare.
3. Guaranteed Light Levels: Selection of appropriate light levels impact the safety of the players and the enjoyment of spectators. Therefore the lighting system shall be designed such that the light levels are guaranteed for a period of ten (10) years.

#### **B. LIGHTING PERFORMANCE / PLAYABILITY**

The manufacturer shall supply lighting equipment to meet the following performance and life cycle cost criteria:

Playing surfaces shall be lit to an average constant light level and uniformity as specified per the bid sheet. Light levels shall be held constant for 5,000 hours. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified on the bid sheet.

#### **C. LIFE CYCLE COST**

1. Energy Consumption: The average kWh consumption shall be calculated by the following criteria: # luminaires x kw demand x kw rate of .11/hr x annual usage of 600 hours x 25 years. Tennis courts, skate parks, roller hockey and outdoor basketball courts will be based on an annual usage of 1,000 hours.

### **III. LIGHTING SYSTEM CONSTRUCTION**

#### **A. SYSTEM DESCRIPTION**

Lighting system shall consist of the following:

1. Galvanized steel poles and crossarm assembly (LSG Only)
  - Enhanced corrosion protection package:
    - a. Exposed carbon steel horizontal surfaces on the cross arm assembly shall be galvanized to a five (5) mil minimum average thickness.
    - b. Exposed die cast aluminum components shall be Type II anodized per MIL-STD-8625 and coated with high performance polyester.
    - c. Exposed extruded aluminum components shall be Type II anodized per MIL-STD-8625 and coated with high performance polyester.
2. Pre-stressed concrete base embedded in concrete backfill (LSG Only)
3. All luminaires shall be constructed with a die-cast aluminum housing to protect the luminaire reflector system.
4. Luminaire, visor, and crossarm shall withstand 150 mph winds and maintain luminaire aiming alignment.
5. Manufacturer will remote all ballasts and supporting electrical equipment in aluminum enclosures mounted approximately 10' above grade. The enclosures shall include ballast, capacitor and fusing for each luminaire. Safety disconnect per circuit for each pole structure will be located in the enclosure.
6. Wire harness complete with an abrasion protection sleeve, strain relief and plug-in connections for fast, trouble free installation.
7. Controls and Monitoring Cabinet to provide on-off control and monitoring of the lighting system, constructed of NEMA Type 4 aluminum. Communication method shall be provided by manufacturer. Cabinet shall contain custom configured contactor modules for 30, 60, and 100 amps, labeled to match field diagrams and electrical design. Manual Off-On-Auto selector switches shall be provided. (Standard LSG/Optional SCG)

**B. MANUFACTURING REQUIREMENTS**

All components shall be designed and manufactured as a system. All luminaires, wire harnesses, ballast and other enclosures shall be factory assembled, aimed, wired and tested.

**C. DURABILITY**

All exposed components shall be constructed of corrosion resistant material and/or coated to help prevent corrosion. All exposed steel shall be hot dip galvanized per ASTM A123. All exposed hardware and fasteners shall be stainless steel of at least 18-8 grade, passivated and polymer coated to prevent possible galvanic corrosion to adjoining metals. All exposed aluminum shall be powder coated with high performance polyester. All exterior reflective inserts shall be anodized, coated with a clear, high gloss, durable fluorocarbon, and protected from direct environmental exposure to prevent reflective degradation or corrosion. All wiring shall be enclosed within the crossarms, pole, or electrical components enclosure.

**D. LIGHTNING PROTECTION**

LSG: Integrated lightning grounding via concrete encased electrode grounding system as defined by NFPA 780 and be UL Listed per UL 96 and UL 96A.

SCG: or if grounding is not integrated into the structure, the Manufacturer shall supply grounding electrodes, copper down conductors and exothermic weld kits. Electrodes and conductors shall be sized as required by NFPA 780. The grounding electrode shall be not less than 5/8 inch diameter and 8 feet long, with a minimum of 10 feet embedment. Grounding electrode shall be connected to the structure by a grounding electrode conductor with a minimum size of 2 AWG for poles with 75 feet mounting height or less, and 2/0 AWG for poles with more than 75 feet mounting height.

**E. SAFETY**

All system components shall be UL Listed for the appropriate application.

**F. ELECTRIC POWER REQUIREMENTS FOR SPORTS LIGHTING EQUIPMENT**

Maximum total voltage drop to the disconnect switch located on the poles shall not exceed three (3) percent of rated voltage.

1. Voltage/Phase to be determined for each specific site.

**IV. DELIVERY TIMING**

The equipment must be on site 4-6 weeks from the receipt of approved submittals and receipt of complete order information.

**V. STRUCTURAL PARAMETERS****A. BUILDING CODE**

The base bid of the lighting system must comply with Florida Building Code Edition 2010, 130 mph ULT.

**B. STRUCTURAL DESIGN**

The stress analysis and safety factor of the poles shall conform to AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals.

**C. SOIL CONDITIONS**

The design criteria for these specifications are based on soil design parameters as outlined in the geotechnical report. If a geotechnical report is not provided by the owner, the foundation design shall be based on soils that meet or exceed those of a Class 5 material as defined by 2010 FBC, Table 1804.2.

**D. FOUNDATION DRAWINGS**

Project specific foundation drawings stamped by a registered engineer in the state where the project is located are required. The foundation drawings must list the moment, shear (horizontal) force, and axial (vertical) force at ground level for each pole. These drawings must be submitted within 14 days of purchase.

## VI. FIELD QUALITY CONTROL

### A. ILLUMINATION MEASUREMENTS

Upon substantial completion of the project and in the presence of the Contractor, Project Engineer, Owner's Representative, and Manufacturer's Representative, illumination measurements shall be taken and verified. The illumination measurements shall be conducted in accordance with IESNA LM-5-04.

## VII. POLE CONSTRUCTION, POLE REMOVAL, AND RELIGHT

### A. POLE INSTALLATION

Provide pricing for labor to install owner furnished poles & fixtures. Price will include unloading of the equipment upon arrival to job site, excavation of holes, assembly of the poles and luminaires, all wiring from the remote electrical enclosure to the luminaires, proper grounding, installation of the pre-stressed foundations with concrete backfill, pole erection and aiming. Installation assumes standard soils of 2000 psf with no rock or abnormal collapsing holes.

### B. REMOVAL OF EXISTING POLES OR STRUCTURES

Provide pricing for labor to take down existing poles, structures and fixtures and remove them to a staging area on the job site designated by the owner. Concrete and steel poles will be completely removed. Poles will be cut at base – foundations will not be removed but cut and jack-hammered to a foot below grade. Wood poles may be cut off 2 feet below grade, as long as the stumps are covered back with soil.

### C. INSTALLATION OF FIXTURES ON EXISTING POLES

Provide pricing for labor to take down existing fixtures and remove them to a staging area on the job site designated by the owner. The cost will also include labor to install the new fixtures on the existing structure. Installation assumes that the pole structure and wiring will be sufficient to handle the new fixtures. Owner assumes all responsibility of structural integrity of existing poles.

### D. OWNER AND BIDDER RESPONSIBILITIES

#### 1. Owner's Responsibilities:

- a. Provide total access to the site and pole locations for construction. Equipment must be able to move from location to location on standard rubber tires – no towing required.
- b. Remove any trees, limbs, shrubs, etc. for total access to pole locations.
- c. Survey in pole locations and aiming points (one per field) for sighting in lighting cross-arms. Mark home plate, foul lines, and field boundary lines. Final grade elevations will also need to be marked if necessary.
- d. Removal, replacement, and repair of all fencing necessary for construction.
- e. Repair and replacement of any field turf, asphalt, curbs, and concrete inadvertently damaged during installation.
- f. Provide area on site for disposal of spoils from foundation excavation.
- g. Locate and mark existing underground utilities not covered by "One Call" and irrigation systems including sprinkler heads prior to excavation. Bidder will not be responsible for repairs to unmarked utilities.
- h. Pay for any power company fees and requirements. **(If necessary).**
- i. Additional charges will apply for foundation excavation and construction in non-standard soils (rock, caliche, high water table, collapsing holes, alluvial soils, etc.). Standard soils are defined as Class 5 soils in the 2010 edition of the Florida Building Code and can be excavated using standard earth auguring equipment.
- j. Provide a source of water such as a fire hydrant or 2" water line for foundation excavation. Pay for any and all fees associated with the water access and usage.
- k. Pay for any and all permitting fees.

#### 2. Bidder's Responsibilities:

- a. Provide required poles, fixtures, foundations, and associated designs.
- b. Provide structural design for poles and foundations, certified by a professional engineer licensed in the State of Florida.
- c. Provide layout of pole locations and aiming diagram.
- d. Provide light test upon completion of works once owner supplied electrical system is energized.
- e. Provide review of electrical design as provided by Electrical Contractor or Electrical Engineer.
- f. Provide bonding per State of Florida requirements.
- g. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
- h. Provide storage containers for material, including ballast enclosures.
- i. Provide adequate trash container for cardboard waste and packing debris.
- j. Provide adequate security to protect delivered products from theft, vandalism or damage during the installation.
- k. Obtain any and all required permits. Costs to be paid by Owner.
- l. Make appropriate contact to ensure utility locations have been marked prior to excavation and trenching. Repair any damage to existing utilities made during construction.
- m. Provide materials and equipment to install Light Structure System foundations as specified on Layout.
- n. Remove augured spoils to owner-designated location at jobsite.
- o. Provide materials and equipment to assemble and install Light Structure Green™ fixtures and terminate all necessary wiring.
- p. Provide equipment and materials to assemble and erect Light Structure System Poles.

## VIII. ELECTRICAL SUPPLY LABOR/EQUIPMENT

### A. ELECTRICAL SERVICES

All services are to be quoted at 277/480 volt three phase. Base all service feeders on a length of 150 feet at a burial depth of 36" with no obstructions in the path. Provide lump sum costs for equipment and labor to install each of the following four options:

1. Option A
  - a. 200 amp three phase meter can
  - b. 200 amp main circuit breaker N3R 42 circuit panel with 8 three pole 30 amp breakers.
  - c. Service feeders. (4) 3/0 conductors in a 2 1/2" raceway. 150'
  - d. Build Service Rack out of 2" galvanized pipe with galvanized uni-strut to accommodate meter can, electrical panel and one lighting contactor cabinet sized at 72" high, 36" wide and 12" deep. The lighting contactor cabinet will be provided by the sports lighting manufacturer and installed.
  - e. Pull necessary permits
2. Option B
  - a. 400 amp three phase meter can
  - b. 400 amp main circuit breaker N3R 42 circuit panel with 8 three pole 60 amp breakers.
  - c. Service feeders. (4) 500 mcm conductors in a 4" raceway. 150'
  - d. Build Service Rack out of 2" galvanized pipe with galvanized uni-strut to accommodate meter can, electrical panel and one lighting contactor cabinet sized at 72" high, 36" wide and 12" deep. The lighting contactor cabinet will be provided by the sports lighting manufacturer and installed.
  - e. Pull necessary permits.
3. Option C
  - a. 600 amp three phase meter can
  - b. 600 amp main circuit breaker N3R 42 circuit panel with 12 three pole 60 amp breakers.
  - c. Service feeders. (2) 4" raceways with (4) 300 mcm conductors in a 4" raceway. 150'
  - d. Build Service Rack out of 3" galvanized pipe with galvanized uni-strut to accommodate meter can, electrical panel and one lighting contactor cabinet sized at 72" high, 36" wide and 12" deep. The lighting contactor will be provided by the sports lighting manufacturer and installed.

- e. Pull necessary permits.

4. Option D

- a. 800 amp three phase CT enclosure
- b. 800 amp three phase CT meter can
- c. 800 amp main circuit breaker N3R 42 circuit panel with 12 three pole 80 amp breakers.
- d. Service feeders (2) 4" raceways with (4) 500 mcm conductors in each raceway. 150'
- e. Build Service Rack out of 3" galvanized pipe with galvanized uni-strut to accommodate meter can, CT enclosure, electrical panel and one lighting contactor cabinet sized at 72" high, 36" wide and 12" deep. The lighting contactor cabinet will be provided by the sports lighting manufacturer and installed.
- g. Grounding per NEC and local building codes.
- f. Pull necessary permits.

**B. CONDUIT, PULL BOXES AND CONDUCTORS**

Provide equipment and labor to install conduit, pull boxes and conductors. All installations are to be in pvc schedule 40 pipe at a burial depth of 36" with twin conductors.

**C. LIGHTNING PROTECTION**

Surge Arrestors: UL labeled and rated for 277/480V, 3 phase, 4 wire, as manufactured by Erico (TDX-50) or equal and shall be attached to the bottom of the remote ballast enclosure and/or on line side of main electrical panel.

**BCC MEETING AGENDA**  
**February 11, 2014**  
**2:00 PM**

**CALL TO ORDER** - Chairman Wendell Davis

**INVOCATION** - Commissioner Chereese Stewart

**PLEDGE** - Commissioner Ronnie Robinson

**ROLL CALL**

**ARTWORK** - High School Senior Art Students

**PET ADOPTIONS**

**PROCLAMATION**

1. Florida Public Health Proclamation

**PRESENTATIONS**

2. Bill Garrison, Executive Director of the Economic Development Council, Regarding Quarterly Report

**APPROVAL OF MINUTES**

3. January 28, 2014 BCC Minutes
4. January 28, 2014 BCC Minutes Addendum

**PUBLIC COMMENTS**

**CONSENT AGENDA**

5. Approval of Satisfaction of Mortgage for Katherine Burton
6. Approval to Accept Payment on Short Sale for David Wilhelm
7. Finance Business  
The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1), FI Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.
8. Budget, Personnel & Policy Committee Report of February 3, 2014. (Comm. Hutchings)

**OLD BUSINESS** - None

**NEW BUSINESS**

**AI-6806**

**Consent Agenda 8.**

**BCC Agenda**

**Meeting Date:** 02/11/2014

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Information

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Attachments

[2/3/14 BPP Committee Report](#)



## Budget, Personnel & Policy Committee Report February 3, 2014

The Budget, Personnel & Policy Committee met on Monday, February 3, 2014 at 3:10 p.m. in the BCC Meeting Room. Those in attendance are listed on the attached attendance log. After review and discussion, the committee recommended the following:

### **PUBLIC COMMENTS**    No public comments were made.

1. Recommended approval of Budget Amendment #14-040 and Resolution in the amount of \$65,130.00 to record unanticipated revenue received from Florida Department of Law Enforcement, Office of Criminal Justice, Clay County Drug Task Force Grant #2014-JAGC-CLAY-1-E5-029. These funds are to be used for overtime expenses, including FICA taxes and retirement contributions, for CCSO and police department employees that are members of the Clay County Drug Task Force used for drug investigations. Funding Source: 102-102-331220
2. Recommended approval of Budget Amendment #14-041 and Resolution in the amount of \$49,246.00 to record unanticipated revenue received from the Bureau of Justice Assistance (BJA), FY13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program for the Byrne JAG Local Solicitation Grant #2013-DJ-BX-0827. These funds are to be used to enhance law enforcement technology. Funding Source: 102-102-331220
3. Recommended approval of Budget Amendment #14-042 and Resolution in the amount of \$13,224.00 to record unanticipated revenue received from the Bureau of Justice Assistance (BJA), FY 2013 State Criminal Alien Assistance Program (SCAAP) Grant #2013-AP-BXX-0255. These funds are to be used for overtime expenses associated with inmate hospital watches. Funding Source: 102-102-331223
4. Recommended approval to apply for Clay County Community Cat Trap-Neuter-Release (TNR) Program.
5. Recommended approval of Easement Release at Lot 2A, Block 6 of Plantation Village Unit 2.
6. Recommended approval to record 10' drainage easement at Church of the Brethren.
7. Recommended approval to post notice of intent and to award Bid No. 13/14-13, Doctors Lake Drive Bike Path Underdrain Modifications, to Riverstone Construction, LLC in the amount of \$49,981.50. Approval will be effective after 72-hour bid protest period has expired, assuming no protests are received. Submittals are available for review in the Purchasing Division. Funding Source: 305-6017-563000

8. Recommended approval to post notice of intent and to award RFP No. 13/14-8, Various Equipment and Amenities for Parks and Playgrounds, to multiple companies. All bids are based upon the % discount offered for products and service. This bid is also a means for qualifying vendors for ball park lighting services. Qualifying vendors will be requested to provide pricing on a project by project basis. The qualified vendor providing the lowest responsive quote will be awarded the project. This will provide playground equipment, amenities and lighting for all parks in Clay County and other entities wishing to utilize this RFP. Approval will be effective after 72-hour bid protest period has expired, assuming no protests are received. Submittals are available for review in the Purchasing Division. Funding Sources: Various
9. Recommended approval to post notice of intent and to award Bid No. 13/14-11, Roof Replacement at Clay County Extension Office Building, to Armstrong Roofing, Inc. in the amount of \$29,460.00. Approval will be effective after 72-hour bid protest period has expired, assuming no protests are received. Submittals are available for review in the Purchasing Division. Funding Source: 001-1202-546100
10. Recommended approval of the First Renewal to Agreement #12/13-151 with the Clay County Economic Development Council for services related to economic development. Recommended additional approval that the competitive procurement be waived and that the Economic Development Council be authorized as sole source for the economic development services. This First Renewal is in the amount of \$50,000.00 and has an effective period of October 1, 2013 through September 30, 2014. Funding Source: 131-1804-531000
11. Recommended approval of Mediated Settlement Agreement concerning dispute over refunding of advance payments to 911 Direct.

**PUBLIC COMMENTS** No public comments were made.

There being no further business to come before the committee, the meeting adjourned at 3:40 p.m.

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Diane Hutchings  
Committee Chair

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Angela Goodermote  
Recording Secretary

**BCC MEETING AGENDA**  
**February 11, 2014**  
**2:00 PM**

**CALL TO ORDER** - Chairman Wendell Davis

**INVOCATION** - Commissioner Chereese Stewart

**PLEDGE** - Commissioner Ronnie Robinson

**ROLL CALL**

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**PET ADOPTIONS**

**PROCLAMATION**

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8. Budget, Personnel & Policy Committee Report of February 3, 2014. (Comm. Hutchings)

**OLD BUSINESS** - None

**NEW BUSINESS**

**AI-6806**

**Consent Agenda 8.**

**BCC Agenda**

**Meeting Date:** 02/11/2014

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[2/3/14 BPP Committee Report](#)



## Budget, Personnel & Policy Committee Report February 3, 2014

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### **PUBLIC COMMENTS**    No public comments were made.

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2. Recommended approval of Budget Amendment #14-041 and Resolution in the amount of \$49,246.00 to record unanticipated revenue received from the Bureau of Justice Assistance (BJA), FY13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program for the Byrne JAG Local Solicitation Grant #2013-DJ-BX-0827. These funds are to be used to enhance law enforcement technology. Funding Source: 102-102-331220
3. Recommended approval of Budget Amendment #14-042 and Resolution in the amount of \$13,224.00 to record unanticipated revenue received from the Bureau of Justice Assistance (BJA), FY 2013 State Criminal Alien Assistance Program (SCAAP) Grant #2013-AP-BXX-0255. These funds are to be used for overtime expenses associated with inmate hospital watches. Funding Source: 102-102-331223
4. Recommended approval to apply for Clay County Community Cat Trap-Neuter-Release (TNR) Program.
5. Recommended approval of Easement Release at Lot 2A, Block 6 of Plantation Village Unit 2.
6. Recommended approval to record 10' drainage easement at Church of the Brethren.
7. Recommended approval to post notice of intent and to award Bid No. 13/14-13, Doctors Lake Drive Bike Path Underdrain Modifications, to Riverstone Construction, LLC in the amount of \$49,981.50. Approval will be effective after 72-hour bid protest period has expired, assuming no protests are received. Submittals are available for review in the Purchasing Division. Funding Source: 305-6017-563000

8. Recommended approval to post notice of intent and to award RFP No. 13/14-8, Various Equipment and Amenities for Parks and Playgrounds, to multiple companies. All bids are based upon the % discount offered for products and service. This bid is also a means for qualifying vendors for ball park lighting services. Qualifying vendors will be requested to provide pricing on a project by project basis. The qualified vendor providing the lowest responsive quote will be awarded the project. This will provide playground equipment, amenities and lighting for all parks in Clay County and other entities wishing to utilize this RFP. Approval will be effective after 72-hour bid protest period has expired, assuming no protests are received. Submittals are available for review in the Purchasing Division. Funding Sources: Various
9. Recommended approval to post notice of intent and to award Bid No. 13/14-11, Roof Replacement at Clay County Extension Office Building, to Armstrong Roofing, Inc. in the amount of \$29,460.00. Approval will be effective after 72-hour bid protest period has expired, assuming no protests are received. Submittals are available for review in the Purchasing Division. Funding Source: 001-1202-546100
10. Recommended approval of the First Renewal to Agreement #12/13-151 with the Clay County Economic Development Council for services related to economic development. Recommended additional approval that the competitive procurement be waived and that the Economic Development Council be authorized as sole source for the economic development services. This First Renewal is in the amount of \$50,000.00 and has an effective period of October 1, 2013 through September 30, 2014. Funding Source: 131-1804-531000
11. Recommended approval of Mediated Settlement Agreement concerning dispute over refunding of advance payments to 911 Direct.

**PUBLIC COMMENTS** No public comments were made.

There being no further business to come before the committee, the meeting adjourned at 3:40 p.m.

---

Diane Hutchings  
Committee Chair

---

Angela Goodermote  
Recording Secretary

### BID TABULATION FORM

RFP: 13/14-8

Date: January 7, 2014

Proj: Various Equipment & Amenities for Parks and Playgrounds

Time Open: 1:08

Ad: Clay Today, November 28, 2013

Time Close: 2:20

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

**Bids to be evaluated based on evaluation criteria established in bid document**

Bidder	Copies	W-9	Insurance	To Be Determined
1				✓
2 ROBERTSON INDUSTRIES INC	✓	✓	✓	✓
3 NO FAULT SPORT GROUP	✓	✓	✓	✓
4 RECYCLED PLASTIC FACTORY	✓	✓		✓
5 REGAL CONTRACTORS	✓	✓	✓	✓
6 GREENFIELDS OUTDOOR FITNESS, INC	✓	✓	✓	✓
7 M GAY CONSTRUCTORS	✓	✓	✓	✓
8 GULF COAST SPORTS LLC	✓	✓	✓	✓
9 PLAYMORE RECREATIONAL PRODUCTS	✓	✓	✓	✓
10 APOLLO SUNGUARD SYSTEMS INC	✓	✓		✓
11 J DURGAN & ASSOC	✓	✓	✓	✓
12 REP SERVICES INC	✓	✓	✓	✓
13 DRP - DOMINICA RECREATION PRODUCTS	✓	✓	✓	✓
14 MUSCO SPORTS LIGHTING LLC	✓	✓	✓	✓
15 MILLER RECREATION	✓	✓	✓	✓

Staff Assigned to tabulate bids and make recommendations:

Katie Stirling  
Name

Program Coordinator  
Title

**Recommendations:** Staff will review the bids and present a recommendation to the Budget/Finance Committee for subsequent recommendation to the Board. Bids to be evaluated based on evaluation criteria established in bid document.

Bid Opening Witnessed By: Dona Fish  
(BCC)

Pam Stutz  
Clerk

Katie Stirling  
Department Representative

### BID TABULATION FORM

RFP: 13/14-8

Date: January 7, 2014

Proj: Various Equipment & Amenities for Parks and Playgrounds

Time Open: 1:08

Ad: Clay Today, November 28, 2013

Time Close: 2:20

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

**Bids to be evaluated based on evaluation criteria established in bid document**

Bidder	Copies	W-9	Insurance	To Be Determined
16 SOUTHERN RECREATION INC	✓	✓	✓	✓
17 SITE HORIZONS <i>multi. submittal</i>	✓	✓	✓	✓
18 BLISS PRODUCTS	✓	✓	✓	✓
19 ADVANCED RECREATIONAL CONCEPTS	✓	✓	✓	✓
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Staff Assigned to tabulate bids and make recommendations:

Karrie Starling  
Name

Program Coordinator  
Title

**Recommendations:** Staff will review the bids and present a recommendation to the Budget/Finance Committee for subsequent recommendation to the Board. Bids to be evaluated based on evaluation criteria established in bid document.

Bid Opening Witnessed By: Donna Fish  
(BCC)

Paul Stab  
Clerk

Karrie Starling  
Department Representative

**BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA**

**NOTICE OF INTENT TO AWARD BID**

**RFP NO 13/14-8, Various Equipment and Amenities for Parks and Playgrounds**

In accordance with the provisions of Section 8.N of the Clay County Purchasing Policy, notice is hereby given and posted of the decision of the Board of County Commissioners of Clay County, Florida (hereinafter the "Board") with respect to RFP No. 13/14-8, Various Equipment and Amenities for Parks and Playgrounds. Responses to RFP No. 13/14-8 were opened on January 7, 2014. During its regular meeting on February 11, 2014, the Board rendered its decision to award RFP No 13/14-8 to multiple companies and this notice of intent to award bid is the official notification regarding said selection. The decision of the Board is final. Failure to file a protest within the time prescribed in Section 8.N of the Clay County Purchasing Policies shall constitute a waiver of proceedings under Section 8.N Bid Awards and Protests.

Stephanie C. Kopelousos  
County Manager

Date of Posting:  
02/12/14

Date of Removal:  
02/18/14

Time of Posting:  
8:45 a.m.

Time of Removal:  
8:55 a.m.

Initials:  
DF

Initials:  
DF



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	<b>General Fund</b>		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>
						X	
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<b>RFP No. 15-16-002</b>			
	X						
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image X Communcation <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b>  Qual. of Life & City Image			
	X						
<b>Sponsor Name</b>	<b>Cameron Benson, City Manager</b>		<b>Department:</b>	<i>City Facilities</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDDING A BID TO UNITED STATES SERVICE INDUSTRIES, INC., FOR JANITORIAL SERVICES FOR THE BUDGETED AMOUNT; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE, AND IF NEGOTIATIONS ARE UNSUCCESSFUL, TO NEGOTIATE WITH THE NEXT RANKED FIRM AND SO ON UNTIL NEGOTIATIONS ARE SUCCESSFUL; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:****BACKGROUND**

The City's current janitorial services contract expires September 22, 2016. The current contract was awarded September 22, 2014, and included an initial contract term of two (2) years with an option to renew for three (3), one (1) year periods. Contract renewal is based on satisfactory performance. City Staff determined that it would be in the best interest of the City to not renew the current contract.

**CURRENT SITUATION**

The Procurement Department applied the City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) preference to this project. America Facility Services, Inc., Chi-Ada Corporation, and United States Service Industries, Inc., were all compliant to the City of Miami Gardens Business Resident Economic Growth Plan (Exhibit 2).

On December 8, 2015, Request For Proposal (RFP) Number 15-16-002 for Janitorial Services was issued for the Police Department, Public Works and City Hall, inviting vendors to provide pricing for certain janitorial duties to be accomplished on daily, weekly, quarterly and semi-annual basis. The RFP also requires the awarded vendor to supply all paper products, plastic products, cleaning solutions/products and necessary equipment to perform the janitorial duties. The contract term is for an initial period of two (2) years with options to renew annually for a maximum of three (3), one (1) year renewals, subject to performance and the appropriation of funds.

A broadcast notice was sent to three hundred forty-nine (349) vendors. Thirty-Five (35) proposals were requested. A mandatory pre-proposal meeting/site visit was held on December 16, 2015. Eight (8) companies attended. The RFP opened on January 12, 2016. Proposals from America Facility Services, Inc., Chi-Ada Corporation, Stockton Maintenance Group, Inc., and United States Service Industries, Inc., were received and publicly read.

An Evaluation Committee meeting was held on February 4, 2016. The Evaluation Committee determined that all four (4) firms were both responsive and responsible to the requirements in the RFP. After evaluation and scoring, the Evaluation Committee deemed United States Service Industries, Inc., as the first-ranked firm (Exhibit 1). Favorable references were received for United States Service Industries, Inc.

A copy of the proposal document and submittals are available at the Assistant to the Mayor and Council's Office for review.

**FISCAL IMPACT**

Impact is calculated based on contract to be effective in mid-March prior to negotiation. The budget for FY 2016 is \$106,698 for City Hall and Police Department and \$4,620 for Public Works for a total budget amount of \$111,318. Based on expenses projected till mid-March with the current provider and expenses with the new vendor from mid-March to end of September, the total costs will be

approximately \$125,286. A shortfall of \$13,968, of this amount \$12,075 from General Fund and \$1,893 from Transportation and Stormwater Fund.

**Proposed Action:**

It is recommended that the City Council approve the Evaluation Committee's recommendation for award for RFP Number 15-16-002, Janitorial Services to United States Service Industries, Inc. and authorize the City Manager to proceed with negotiations, with the first-ranked firm, United States Service Industries, Inc. In the event that the negotiations are not successful within a reasonable timeframe, an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will then begin with the next ranked firm. This will continue until negotiations are successful.

**Attachments:**

Exhibit 1 – Ranking Sheet

Exhibit 2 – City of Miami Gardens Business Resident Economic Growth Plan Memorandum

Exhibit 3 – Bid Tabulation

RESOLUTION NO. 2016\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDED A BID TO UNITED STATES SERVICE INDUSTRIES, INC., FOR JANITORIAL SERVICES FOR THE BUDGETED AMOUNT; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE, AND IF NEGOTIATIONS ARE UNSUCCESSFUL, TO NEGOTIATE WITH THE NEXT RANKED FIRM AND SO ON UNTIL NEGOTIATIONS ARE SUCCESSFUL; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City's current janitorial services contract expires on September 22, 2016, and City Staff determined that it would be in the best interest of the City to not renew the current contract, and

WHEREAS, On December 8, 2015, Request For Proposal (RFP) Number 15-16-002 for Janitorial Services was issued for the Police Department, Public Works and City Hall, and

WHEREAS, the RFP opened on January 12, 2016, and proposals from America Facility Services, Inc., Chi-Ada Corporation, Stockton Maintenance Group, Inc., and United States Service Industries, Inc., were received and publicly read, and

WHEREAS, City's Evaluation Committee determined that all four (4) firms were both responsive and responsible to the requirements in the RFP, and

WHEREAS, After evaluation and scoring, the Evaluation Committee deemed United States Service Industries, Inc., as the first-ranked firm, and

WHEREAS, City staff is recommending that the City enter into an Agreement with United States Service Industries, Inc. for this purpose, and

WHEREAS, the contract term will be for an initial period of two (2) years with options to renew annually for a maximum of three (3), one (1) year renewals, subject to performance and the appropriation of funds,

33  
34 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
35 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

36 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
37 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
38 made a specific part of this Resolution.

39 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
40 hereby awards a bid to United States Service Industries, Inc., for janitorial services for  
41 the budgeted amount. The City Council further authorizes the City Manager to  
42 negotiate and execute an Agreement for this purpose and if negotiations are  
43 unsuccessful to negotiate with the next ranked firm and so on until negotiations are  
44 successful.

45 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
46 upon its final passage.

47 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
48 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

49

50 \_\_\_\_\_  
51 OLIVER GILBERT, III, MAYOR

52

53

54

55 **ATTEST:**

56

57

58

59 \_\_\_\_\_  
60 RONETTA TAYLOR, MMC, CITY CLERK

61

62

63 PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

64

64

65 SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

66

67 Moved by: \_\_\_\_\_

68

69 **VOTE:** \_\_\_\_\_

70

71 Mayor Oliver Gilbert, III \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

72 Vice Mayor Felicia Robinson \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

73 Councilwoman Lillie Q. Odom \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

74 Councilman David Williams Jr \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

75 Councilwoman Lisa C. Davis \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

76 Councilman Rodney Harris \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

77 Councilman Erhabor Ighodaro, Ph.D. \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

78

RFP/RFQ #:	15-16-002				Date Advertised:	12/8/15	
Title:	Janitorial Services for Various Locations					Date Opened:	1/12/16
Agency:	Public Works				Number of Responses Received:	4	
Project Manager:	Tom Ruiz				Recommendation of Award:	2/4/16	
Negotiator:	NA						
				City	State - Country Zone	Zip	
	Responsive (Yes / No)	Rank	Vendors Listed Alphabetically	Address			
	Yes	3	America Facility Services, Inc.	1325 Union Hill Industrial Court, Suite A	Alpharetta	GA	30004
	Yes	2	Chi-Ada Corporation	2750 W. Oakland Park Blvd, Suite B	Oakland Park	FL	33311
	Yes	4	Stockton Maintenance Group, Inc.	1975 Sansbury's Way, Suite 116	West Palm Beach	FL	33411
	Yes	1	United States Service Industries, Inc.	3700 NW 124 Avenue, Suite 103	Coral Springs	FL	33065
					Date Created:	2/4/16	
<b>COMMENTS:</b>							

# City of Miami Gardens

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, Florida 33056



Mayor Oliver Gilbert  
Vice Mayor Felicia Robinson  
Councilwoman Lisa C. Davis  
Councilman Rodney Harris  
Councilman Erhabor Ighodaro, Ph. D.  
Councilwoman Lillie Q. Odom  
Councilman David Williams Jr.

## MEMORANDUM

**TO:** Cameron D. Benson, City Manager

**THRU:** Lindell Y. Miller, Procurement Director

**FROM:** Jenny Puerie, Compliance Administrative Assistant

**DATE:** January 19, 2016

**RE:** Request For Proposal (RFP) No. 15-16-002 – Janitorial Services for Various City Facilities  
City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) Review

### **PURPOSE:**

The Procurement Department has conducted a review of the respondents' City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) participation for the above referenced project. Four (4) bids were received and reviewed. An overview is provided as follows:

The RFP included CMG – BREP requirements:

### **BACKGROUND:**

#### **Met the CMG – BREP Requirements**

<b><u>Firms Name</u></b>	<b><u>No. of Positions</u></b>	<b><u>Position Description/Trade</u></b>
American Facility Services, Inc.	Three (3)	Janitorial Cleaner
Chi-Ada Corporation	Twelve (12)	Custodians

United States Service Industries, Inc. Four (4)

Supervisor - One Position  
Cleaner 1 - Two Positions  
Cleaner 2 - One Position

**Did Not Meet CMG – BREP Requirements**

<u>Firms Name</u>	<u>No. of Positions</u>	<u>Position Description/Trade</u>
Stockton Maintenance Group	N/A	N/A

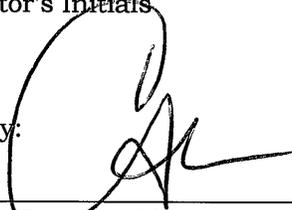
**Compliance Comments**

American Facility Services, Inc., Chi-Ada Corporation, United States Service Industries, Inc. (USSI) submitted the CMG-BREP certification form and the Workforce Data Sheet and are in compliance with the City’s BREP Program. Stockton Maintenance Group elected not to participate in the CMG-BREP program as required in the solicitation.

**RECOMMENDATION:**

For your Approval January 19, 2016.

 Director's Initials

Approved by:   
Cameron D. Benson, City Manager

  
Date



# City of Miami Gardens

Procurement Department  
18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

## CITY OF MIAMI GARDENS BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM (CMG-BREP)

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

American Facility Services, Inc. (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the City of Miami Gardens Business Resident Economic Plan objective.

The statement must be signed by an authorized signatory of the firm.

	President	January 4 <sup>th</sup> , 2016
AUTHORIZED SIGNATURE/NAME	TITLE	DATE

**CITY OF MIAMI GARDENS  
BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN  
WORKFORCE DATA SHEET**



Contract No.: 15-16-002	Date Form Submitted: 1/5/2016
Project Name/Description: Janitorial Services for Various City Facilities	Contact Person: Andrea Nugent
Prime Contractor: American Facility Services, Inc.	Contact Number: 770-740-1613

To be submitted with bid at the time of bid submittal.

(A)	(B)	(C)	(D)	(E)**
Position Name/Description	Trade	Total Number of Positions Assigned to the project	Number of Positions in (C) filled by staff currently on the Firms Payroll	# of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
Janitorial cleaner	Janitorial	5	2	3

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature: *Stanley Singh* Title: Vice President Date: 12/22/2015

The information provided herein is subject to verification by the City of Miami Gardens  
 \*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.  
 \*\* For individuals listed in Column E the following information Must be submitted to the City once hired by your firm.  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence



**City of Miami Gardens**

Procurement Department  
18805 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

**CITY OF MIAMI GARDENS  
BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM (CMG-BREP)**

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

CHI-ADA CORPORATION (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the City of Miami Gardens Business Resident Economic Plan objective.

The statement must be signed by an authorized signatory of the firm.

	Bartholomew Okoro	President	January 5, 2016 <sup>BO</sup>
AUTHORIZED SIGNATURE/NAME		TITLE	DATE

RFP#15-16-001 Janitorial Services  
September 30, 2015

**From:** Cheri Kavehersi, MBA  
**Sent:** Wednesday, January 6, 2016 11:41 AM  
**To:** George Idani  
**Cc:** bokora@chiadacorporation.com; Lindell Y. Miller  
**Subject:** RE: City of Miami Gardens' RFP 15-16-002

Good morning George,

Thank you for the information.

This correspondence confirms your company information has been listed for the CMG-BREP. Once the web portal is live, a correspondence will be sent to you; at which time you may create a username and password as well as complete your registration. If you currently have job postings, you may send the descriptions to me via email with the attached form completed.

Additionally, the South Florida Workforce Investment Board dba CareerSource South Florida has a number of financial and training incentives offered to business to help offset the cost, when hiring new staff and/or upgrading the skills of your current employees. All of the incentives are offered to companies at no cost. For your convenience, attached is a brief overview of some of those incentives. Once you have had an opportunity to review the information, please feel free to contact me with questions.

Thank you for contacting me and I look forward to working with you.

Best regards,  
Cheri

**Cheri Kavehersi, MBA**  
**Business Services Manager**  
CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33126  
P: 305-594-7815 ext 407 | F: 305-593-5632  
email: [cheri.kavehersi@careersourcesfl.com](mailto:cheri.kavehersi@careersourcesfl.com)  
web: [www.careersourcesfl.com](http://www.careersourcesfl.com)



CareerSource South Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/ DD equipment via the Florida Relay Service at 711.

**From:** George Idani [<mailto:gidani@chiadacorporation.com>]  
**Sent:** Wednesday, January 06, 2016 11:07 AM

**CITY OF MIAMI GARDENS  
BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN  
WORKFORCE DATA SHEET**



Contract No.: RFP # 15-16-002	Date Form Submitted: January 5, 2016
Project Name/Description: City of Miami Gardens' Janitorial Services for Various City Facilities	Contract Person: Bartholomew Okoro
Prime Contractor: Chi-Ada Corporation	Contract Number: 954-777-5177

To be submitted with bid at the time of bid submission.

(A)	(B)	(C)	(D)	(E)
Position Name/Description	Trait	Total Number of Positions Assigned to the project	Number of Positions in (C) filled by staff currently on the Firm's Payroll	# of Positions to be Filled, Residents from the City of Miami (BREQ Requirements)
<b>Project Manager</b>	Property Management Skills	1	1	0
<b>Supervisors</b>	Janitoria Supervision Skills	2	2	0
<b>Custodians</b>	Day to day cleaning skills	12	0	12
<b>Technicians</b>	Special cleaning Skills	2	2	0
<b>See attached for resumes</b>				

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

Signature: [Signature] Title: Human Resource Manager Date: January 5, 2016

The information provided herein is subject to verification by the City of Miami Gardens:  
 \*\* The position offered in Column F MUST be posted on the designated CareerSource Portal once verified & Recommended For Award.  
 \*\* For individuals listed in Column E the following information must be submitted to the City once hired by your firm:  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Year Registration Card, Bank Statement, Stow or Federal Correspondence.  
 \*FOR ALL INFORMATION CONTACT: CMO, ECONOMIC GROWTH PLAN AND STRATEGICAL.



**City of Miami Gardens**

Procurement Department  
18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

**CITY OF MIAMI GARDENS  
BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM (CMG-BREP)**

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

United States Service Industries, Inc. (USSI) (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the City of Miami Gardens Business Resident Economic Plan objective.

The statement must be signed by an authorized signatory of the firm.

Vice President of Business Development

01/06/2016

AUTHORIZED SIGNATURE/NAME  
Danna Hewick

TITLE

DATE



**CITY OF MIAMI GARDENS  
BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN  
WORKFORCE DATA SHEET**

<b>Contract No.:</b> RFP #15-16-002	<b>Date Form Submitted:</b> January 12, 2016
<b>Project Name/Description:</b> Janitorial Services for Various City Facilities	<b>Contact Person:</b> Danna Hewick
<b>Prime Contractor:</b> United States Service Industries, Inc. (USSI)	<b>Contact Number:</b> (202) 824-7440/ (202) 783-2030

To be submitted with bid at the time of bid submittal.

(A)	(B)	(C)	(D)	(E)**
Position Name/Description	Trade	Total Number of Positions Assigned to the project	Number of Positions in (C) filled by staff currently on the Firms Payroll	# of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
Supervisor	JANITORIAL	2	0-1	1
CLEANER 1	JANITORIAL	3	0-1	2
CLEANER 2	JANITORIAL	2	0-1	1

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

<b>Signature:</b> <i>Danna Hewick</i>	<b>Title:</b> VP of Business Development	<b>Date:</b> 01/06/2016
---------------------------------------	--	-------------------------

**The information provided herein is subject to verification by the City of Miami Gardens**  
 \*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.  
 \*\* For individuals listed in Column E the following information Must be submitted to the City once hired by your firm.  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence



**City of Miami Gardens**

Procurement Department  
18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

**CITY OF MIAMI GARDENS  
BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM (CMG-BREP)**

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

Stockton Maintenance Group (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the City of Miami Gardens Business Resident Economic Plan objective.

The statement must be signed by an authorized signatory of the firm.

	Doug Riordan	President	January 6, 2016
AUTHORIZED SIGNATURE/NAME		TITLE	DATE



**CITY OF MIAMI GARDENS  
BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN  
WORKFORCE DATA SHEET**

Contract No.: RFP #15-16-002	Date Form Submitted: January 6, 2016
Project Name/Description: Janitorial Services for various City Facilities	Contact Person: Doug Riordan
Prime Contractor: Stockton Maintenance Group	Contact Number: 561-684-8922

To be submitted with bid at the time of bid submittal.

(A) Position Name/Description	(B) Trade	(C) Total Number of Positions Assigned to the project	(D) Number of Positions in (C) filled by staff currently on the Firms Payroll	(E)** # of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
Janitor, Custodian, Cleaner	janitorial	9	9	0

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature:	Title: President	Date: January 6, 2016
------------	------------------	-----------------------

The information provided herein is subject to verification by the City of Miami Gardens  
 \*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.  
 \*\* For individuals listed in Colum E the following information Must be submitted to the City once hired by your firm.  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence

FORM 2015-001 - CMG GROWTH PLAN BID SUBMITTAL



Item #	Location	Estimated Monthly Usage	American Facility Services		Chi-Ada Corporation		Stockton Maintenance Group			United States Services Industry (USSI)		
			Estimated Monthly Cost	Extension Cost	Estimated Monthly Cost	Extension Cost	Estimated Monthly Cost	Extension Cost		Estimated Monthly Cost	Extension Cost	
	<b>CITY HALL</b>											
GROUP 1	Janitorial Services	12	\$4,474.00	\$53,688.00	\$4,680.00	\$56,160.00		\$3,759.19	\$45,110.28		\$4,181.29	\$50,175.48
	Paper Supplies	12	\$372.00	\$4,464.00	\$471.20	\$5,654.40		274.56	\$3,294.72		399.12	\$4,789.44
	Plastic Supplies	12	\$248.00	\$2,976.00	\$250.00	\$3,000.00		\$183.04	\$2,196.48	(A)	\$142.54	\$1,710.48
	Cleaning Supplies	12	\$262.00	\$3,144.00	\$400.00	\$4,800.00	(A)	400.40	\$4,804.80		28.51	\$342.12
GROUP 2	<b>Public Works Building</b>											
	Janitorial Services	12	\$444.00	\$5,328.00	\$423.90	\$5,086.80		\$501.13	\$6,013.56		\$595.89	\$7,150.68
	Paper Supplies	12	\$19.00	\$228.00	\$120.00	\$1,440.00		\$24.87	\$298.44		\$56.88	\$682.56
	Plastic Supplies	12	\$13.00	\$156.00	\$100.00	\$1,200.00		\$16.58	\$198.96		\$20.31	\$243.72
	Cleaning Supplies	12	\$25.00	\$300.00	\$80.00	\$960.00		\$36.27	\$435.24		\$4.06	\$48.72
GROUP 3	<b>Police Department Municipal Complex</b>											
	Janitorial Services	12	\$4,802.00	\$57,624.00	(A) \$4,050.00	\$48,600.00		\$3,758.49	\$45,101.88	(A)	\$4,649.29	\$55,791.48
	Paper Supplies	12	\$366.00	\$4,392.00	\$405.00	\$4,860.00		\$285.12	\$3,421.44		\$443.80	\$5,325.60
	Plastic Supplies	12	\$244.00	\$2,928.00	\$400.00	\$4,800.00		\$158.40	\$1,900.80		\$158.50	\$1,902.00
	Cleaning Supplies	12	\$263.00	\$3,156.00	\$300.00	\$3,600.00		\$346.50	\$4,158.00		\$31.70	\$380.40
	<b>TOTAL GROUP 1 THROUGH GROUP 3</b>			\$138,384.00		\$140,161.20			\$116,934.60			\$128,542.68
	<b>Additional Janitorial/Cleaning Staff</b>		\$20 Per Hour		\$20 Per Hour			\$11.52 Per Hour			\$19.75 Per Hour	
	<b>Additional Janitorial/Cleaning Staff</b>		\$144 Per Staff for 8 Hours		\$20 Per Staff			\$46.08 Per Staff (hourly/rate)			\$79.00 Per Staff (for each 4 hours)	
	<b>Cost for Janitorial Services Per Square Foot</b>		\$0.11/ Sq. Ft.		\$0.15/ Sq. Ft.			\$0.78/ sq. ft.			\$0.10/ Sq. ft.	

\* (A) - Corrected Calculation



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	City of Miami Gardens General Obligation Bond Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>	
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	RFP No. 15-16-023		
	X					
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image X Communcation <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b>  Capital Improvements		
	X					
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvement Project</i>		

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDDING A BID TO WEST CONSTRUCTION, INC., FOR THE DESIGN AND CONSTRUCTION OF PARK AND POOL IMPROVEMENTS AT NORWOOD PARK; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

**BACKGROUND**

Item K-14) Consent Agenda  
Resolution  
Bid Award/ West Construction, Inc.

In April 2014, the City of Miami Gardens' residents approved a General Obligation Bond in the amount of \$60,000,000 for the construction of and improvements to the City's parks and related facilities. The City Council subsequently approved a Bond Implementation Plan that lists and details the proposed improvements at each park facility or municipal property.

On July 15, 2015, staff issued Request For Qualifications (RFQ) Number 14-15-034 for Norwood Park and Pool Improvements, Step One, inviting Design-Build firms or teams to provide qualifications for future design-build contract for a new recreational building, renovation of the existing pool house, new playground and shade structure and related facility improvements, technical, schedule and cost proposals to implement an overall improvement project at Norwood Park and Pool, located at 19401 NW 14th Avenue. A broadcast notice was sent to seven hundred seventy-one (771) vendors. Forty-one (41) proposals were requested. The RFQ opened on August 20, 2015 and seven (7) proposals were received and publicly read. The RFQ was prepared in accordance with Florida Statue 287.055 Consultants Competitive Negotiation Act (CCNA).

On September 1, 2015, the Selection Committee short-listed four (4) firms: D. Stephenson Construction Inc.; Di Pompeo Construction Corporation; Recreational Design & Construction, Inc.; and West Construction, Inc.

#### **CURRENT SITUATION**

The Procurement Department applied the City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) preference to this project. D. Stephenson Construction, Inc.; Di Pompeo Construction Corporation; Recreational Design & Construction, Inc.; and West Construction, Inc., were compliant to the City of Miami Gardens Business Resident Economic Growth Plan (Exhibit 2).

On December 17, 2015, Request For Proposal (RFP) Number 15-16-023, Step Two, was issued to the four (4) short-listed vendors. The RFP opened on February 2, 2016. Proposals from D. Stephenson Construction, Inc.; Recreational Design & Construction, Inc.; and West Construction, Inc., were received and publicly read.

City Staff reviewed the proposals and determined that D. Stephenson Construction, Inc., and Recreational Design & Construction, Inc. were both non-responsive to the established Maximum Bid Price requirement listed in the RFP. After evaluation of the proposal, City Staff determined that West Construction, Inc. was both responsive and responsible to the requirements of the RFP. City Staff recommended West Construction, Inc. for award (Exhibit 1).

A copy of the proposal document and submittals are available at the Assistant to the Mayor and Council's Office for review.

#### **Proposed Action:**

It is recommended that the City Council approve the recommendation for award for RFP Number 15-16-023, Norwood Park and Pool Improvements, Step Two, to West Construction, Inc. and authorize the City Manager to proceed with negotiations.

**Attachments:**

Exhibit 1 – Recommendation For Award

Exhibit 2 – City of Miami Gardens Business Resident Economic Growth Plan Memorandum

Exhibit 3 – Bid Tabulation

RESOLUTION NO. 2016\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDDING A BID TO WEST CONSTRUCTION, INC., FOR THE DESIGN AND CONSTRUCTION OF PARK AND POOL IMPROVEMENTS AT NORWOOD PARK; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in April 2014, the City of Miami Gardens residents approved a General Obligation Bond in the amount of \$60,000,000 for the construction of and improvements to the City's parks and related facilities, and

WHEREAS, the City Council subsequently approved a Bond Implementation Plan that lists and details the proposed improvements at each park facility or municipal property, and

WHEREAS, on July 15, 2015, staff issued Request For Qualifications (RFQ) Number 14-15-034 for Norwood Park and Pool Improvements, and

WHEREAS, on September 1, 2015, a staff Selection Committee short-listed four(4) firms: D. Stephenson Construction, Inc.; Di Pompeo Construction Corporation; recreational design and construction, and West Construction, Inc., and

WHEREAS, on December 17, 2015, Request For Proposal (RFP) Number 15-16-023, Step Two, was issued to the four (4) short-listed vendors, and

WHEREAS, on February 2, 2016, proposals from D. Stephenson Construction, Inc., Recreational Design and Construction Inc., and West Construction, Inc. were received and publicly read, and

WHEREAS, the City Manager is recommending that the City Council award a design build contract to West Construction, Inc.,

30 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
31 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

32 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
33 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
34 made a specific part of this Resolution.

35 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
36 hereby awards a bid to West Construction, Inc., for the design and construction of park  
37 and pool improvements at Norwood Park in response to RFP No. 15-16-023; and  
38 authorizes the City Manager to negotiate and execute an agreement for this purpose.

39 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
40 upon its final passage.

41 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
42 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

43

44 \_\_\_\_\_  
45 OLIVER GILBERT, III, MAYOR  
46

47  
48 **ATTEST:**

49  
50  
51 \_\_\_\_\_  
52 RONETTA TAYLOR, MMC, CITY CLERK  
53

54  
55 PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY  
56

57  
58 SPONSORED BY: CAMERON D. BENSON, CITY MANAGER  
59

60 Moved by: \_\_\_\_\_  
61

62 **VOTE:** \_\_\_\_\_  
63

64	Mayor Oliver Gilbert, III	_____ (Yes)	_____ (No)
65	Vice Mayor Felicia Robinson	_____ (Yes)	_____ (No)
66	Councilwoman Lillie Q. Odom	_____ (Yes)	_____ (No)
67	Councilman David Williams Jr	_____ (Yes)	_____ (No)
68	Councilwoman Lisa C. Davis	_____ (Yes)	_____ (No)
69	Councilman Rodney Harris	_____ (Yes)	_____ (No)
70	Councilman Erhabor Ighodaro, Ph.D.	_____ (Yes)	_____ (No)

71

RFP/RFQ #:	15-16-023						Date Advertised:	12/17/15	
Title:	Design Build Norwood Park and Pool Step 2							Date Opened:	2/2/16
Agency:	Capital Improvement				Number of Responses Received:		3		
Project Manager:	Anthony Smith								
Negotiator:	NA				Recommendation of Award:		2/11/16		
	Responsive (Yes / No)		Vendors Listed Alphabetically	Address	City	State - Country Zone	Zip		
	No		D. Stephenson Construction, Inc.	7270 N.W 12th Street	Miami	FL	33126		
	No		Recreational Design & Construction, Inc.	3990 North Powerline Road	Fort Lauderdale	FL	33309		
	Yes		West Construction, Inc. and West Architecture and Design, LLC	318 South Dixie Highway, Suite 4-5	Lake Worth	FL	33460		
COMMENTS:						Date Created:		2/16/16	

# City of Miami Gardens

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, Florida 33056



Mayor Oliver Gilbert  
Vice Mayor Felicia Robinson  
Councilwoman Lisa C. Davis  
Councilman Rodney Harris  
Councilman Erhabor Ighodaro, Ph. D.  
Councilwoman Lillie Q. Odom  
Councilman David Williams Jr.

## MEMORANDUM

**TO:** Cameron D. Benson, City Manager

**THRU:** Lindell Y. Miller, Procurement Director

**FROM:** Jenny Pouerie, Compliance Administrative Assistant

**DATE:** February 4, 2016

**RE:** Request For Proposal (RFP) No. 15-16-023 – Norwood Park and Pool  
City of Miami Gardens Business and Residents Economic Growth Plan (CMG-BREP)

---

### PURPOSE:

The Procurement Department has conducted a review of the respondents' City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) participation for the above referenced project. Three (3) bids were received and reviewed. An overview is provided as follows:

The RFP included CMG – BREP requirements:

### BACKGROUND:

#### Met the CMG – BREP Requirements

#### Firms Name

#### Five (5) Position Descriptions/Trades

D. Stephenson Construction Inc.

Design Student Intern - One Position  
Construction Student Intern – One Position  
Construction Laborer – One Position  
Mason Tender – One Position  
MEP Helper– One Position

Recreational Design & Construction, Inc.

**Fourteen (14) Position Descriptions/Trades**

- Labor-Cleanup – Three Positions
- Labor-Demolition – Four Positions
- Temp. Labor-Masonry – One Position
- Labor-Stucco – One Position
- Labor-Carpentry – Two Positions
- Labor-Concrete Flatwork – Three Positions

West Construction, Inc.

**Seven (7) Position Descriptions/Trades**

- Carpenter – Two Positions
- Laborer – Three Positions
- Electrician – One Position
- Operator – One Position

**Compliance Comments**

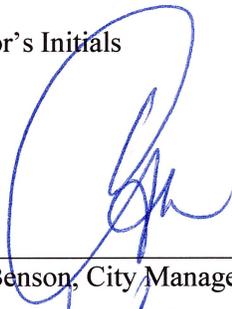
D. Stephenson Construction, Inc., Recreational Design & Construction, Inc., and West Construction Inc. submitted the CMG-BREP certification form and the Workforce Data Sheet and are in compliance with the City's BREP Program.

**RECOMMENDATION:**

For your Approval February 4, 2016.

 Director's Initials

Approved by:



\_\_\_\_\_  
Cameron D. Benson, City Manager

Date





City of Miami Gardens Procurement Department

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

**Attachment "A"**

**CITY OF MIAMI GARDENS  
BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM**

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

West Construction Inc. (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm.

*Martha A. Morgan*  
AUTHORIZED SIGNATURE/NAME

Martha A. Morgan, President  
TITLE

02/02/2016  
DATE



ATTACHMENT "B"

CITY OF MIAMI GARDENS  
BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN  
WORKFORCE DATA SHEET

Contract No.: RFP 15-16-023	Date Form Submitted: January 28, 2016
Project Name/Description: Design Build Norwood Park & Pool Improvements Step 2	Contact Person: Martha A. Morgan
Prime Contractor: West Construction, Inc.	Contact Number: (561)588-2027

To be submitted with bid at the time of bid submittal.

(A)	(B)	(C)	(D)	(E)**
Position Name/Description	Trade	Total Number of Positions Assigned to the project	Number of Positions in (C) filled by staff currently on the Firms Payroll	# of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
Carpenter	Carpentry	5	3	2
Laborer	General Const.	3	0	3
Electrician	Electrical	5	4	1
Plumber	Plumbing	4	4	0
Operator	Equipment	4	3	1

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature: <i>Martha A. Morgan</i>	Title: President	Date: February 2, 2016
------------------------------------	------------------	------------------------

The information provided herein is subject to verification by the City of Miami Gardens  
 \*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.  
 \*\* For individuals listed in Column E the following information Must be submitted to the City once hired by your firm.  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence



City of Miami Gardens Procurement Department

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

**Attachment "A"**

**CITY OF MIAMI GARDENS  
BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM**

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

**Recreational Design & Construction, Inc.** (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm.

	<b>President &amp; CEO</b>	<b>February 2, 2016</b>
AUTHORIZED SIGNATURE/NAME	TITLE	DATE



**ATTACHMENT "B"**  
**CITY OF MIAMI GARDENS**  
**BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN**  
**WORKFORCE DATA SHEET**

<b>Contract No.:</b> 15-16-023	<b>Date Form Submitted:</b> 01/26/2016
<b>Project Name/Description:</b> Norwood Park and Pool	<b>Contact Person:</b> Joseph Cerrone, III, President & CEO
<b>Prime Contractor:</b> Recreational Design & Construction, Inc.	<b>Contact Number:</b> (954) 566-3885

To be submitted with bid at the time of bid submittal.

(A)	(B)	(C)	(D)	(E)**
Position Name/Description	Trade	Total Number of Positions Assigned to the project	Number of Positions in (C) filled by staff currently on the Firms Payroll	# of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
LABOR-Cleanup	Cleanup	3	1	3
LABOR-Demolition	Demolition	4	0	4
TEMP. LABOR-Masonry	Masonry	1	0	1
LABOR-Stucco	Stucco	1	0	1
LABOR-Carpentry	Carpentry	2	2	2
LABOR-Concrete Flatwork	Concrete Flatwork	3	1	3

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

<b>Signature:</b>	<b>Title:</b> President & CEO	<b>Date:</b> 01/26/2016
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The information provided herein is subject to verification by the City of Miami Gardens

\*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.

\*\* For individuals listed in Column E the following information Must be submitted to the City once hired by your firm.

1. Government issued picture ID (Drivers License, US Passport, etc.)

2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence

# Business & Resident Economic Growth Plan



City of Miami Gardens Procurement Department

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

### Attachment "A"

#### CITY OF MIAMI GARDENS BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

In accordance with the City of Miami Gardens Business Resident Economic Program:

D. Stephenson Construction, Inc. (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm.

	Joseph Sanches	President	1/2/2016
AUTHORIZED SIGNATURE/NAME		TITLE	DATE

# Business & Resident Economic Growth Plan



**ATTACHMENT "B"**  
**CITY OF MIAMI GARDENS**  
**BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN**  
**WORKFORCE DATA SHEET**

Contract No.: 15-16-023	Date Form Submitted: February 2, 2016
Project Name/Description: Norwood Park and Pool	Contact Person: Joseph Sanches
Prime Contractor: D. Stephenson Construction, Inc.	Contact Number: 305-370-3028

To be submitted with bid at the time of bid submittal.

(A) Position Name/Description	(B) Trade	(C) Total Number of Positions Assigned to the project	(D) Number of Positions in (C) filled by staff currently on the Firms Payroll	(E)** # of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
Design Student Intern	Architecture/Engineering	1	0	1
Construction Student Intern	General Contracting	1	0	1
Construction Laborer	General Contracting	1	0	1
Mason Helper	Masonry	1	0	1
MEP Helper	Mechanical, Electrical, Plumbing	1	0	1

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature: <i>Joseph Sanches</i>	Title: President	Date: February 2, 2016
----------------------------------	------------------	------------------------

The information provided herein is subject to verification by the City of Miami Gardens  
 \*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.  
 \*\* For individuals listed in Column E the following information Must be submitted to the City once hired by your firm.  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence

RFP No. 15-16-023  
 Design Build Norwood Park and Pool Improvements  
 Agency: Capital Improvements  
 Purchasing Agent: Latora Francis

Date Bid Opened: February 2, 2016  
 Bid Submittals: 3  
 Declinations:



Description				D. Stephenson Construction, Inc. Fort Lauderdale, FL				Recreational Design & Construction, Inc. Fort Lauderdale, FL				West Construction, Inc. Lake Worth, FL					
Qty	Units	Unit Cost	Subtotal Cost	Qty	Units	Unit Cost	Subtotal Cost	Qty	Units	Unit Cost	Subtotal Cost	Qty	Units	Unit Cost	Subtotal Cost		
<b>Division 01 - General Requirements</b>																	
	General Conditions	1	LS		1	LS	\$213,328.00	\$213,328.00	1	LS	\$233,780.00	\$233,780.00	1	LS	\$109,000.00	\$109,000.00	
	Design Fees	1	LS		1	LS	\$102,600.00	\$102,600.00	1	LS	\$120,000.00	\$120,000.00	1	LS	\$120,000.00	\$120,000.00	
	Permit Allowance	1	LS	\$20,000.00	\$20,000.00	1	LS	\$20,000.00	\$20,000.00	1	LS	\$20,000.00	\$20,000.00	1	LS	\$20,000.00	\$20,000.00
	Bonds and Insurance (Bldrs Risk; GL)	1	LS		1	LS	\$57,033.94	\$57,033.94	1	LS	\$37,000.00	\$37,000.00	1	LS	\$40,000.00	\$40,000.00	
	OH&Profit	1	LS		1	LS	\$134,475.03	\$134,475.03	1	LS	\$292,000.00	\$292,000.00	1	LS	\$146,000.00	\$146,000.00	
<b>Division 02 - Existing Conditions</b>																	
	Asbestos and Lead Based Paint Abatement	1	LS		1	LS		By others	1	LS	\$10,000.00	\$10,000.00	1	LS	\$5,000.00	\$5,000.00	
	Building(s) Demolition	1	LS		1	LS	\$14,250.00	\$14,250.00	1	LS	\$25,000.00	\$25,000.00	1	LS	\$8,500.00	\$8,500.00	
	Other Site Demolition	1	LS		1	LS	\$2,500.00	\$2,500.00	1	LS	\$15,000.00	\$15,000.00	1	LS	\$8,500.00	\$8,500.00	
<b>Division 10 - Specialties</b>																	
	Traffic and Site Signage	1	LS		1	LS	\$13,525.00	\$13,525.00	1	LS	\$10,000.00	\$10,000.00	1	LS	\$11,000.00	\$11,000.00	
<b>Division 12 - Furnishings</b>																	
	Bicycle Racks		EA		1	EA	\$1,496.00	\$1,496.00	1	EA	\$1,500.00	\$1,500.00	2	EA	\$1,500.00	\$3,000.00	
	Trash and Litter Receptors		EA		1	EA	\$1,737.00	\$1,737.00	6	EA	\$885.00	\$5,310.00	7	EA	\$1,500.00	\$10,500.00	
	Seating Benches and Tables		EA		1	EA	\$6,108.00	\$6,108.00	15	EA	\$1,250.00	\$18,750.00	7	EA	\$2,000.00	\$14,000.00	
<b>Division 13 - Special Construction</b>																	
New Senior Family Center Building																	
	General Conditions	1	LS		1	LS	Included Above	Included Above	1	LS	Included	Included	1	LS	\$9,000.00	\$9,000.00	
	Structure	1	LS		1	LS	\$216,814.72	\$216,814.72	1	LS	\$250,000.00	\$250,000.00	1	LS	\$129,000.00	\$129,000.00	
	Finishes	1	LS		1	LS	\$105,051.40	\$105,051.40	1	LS	\$142,461.00	\$142,461.00	1	LS	\$117,000.00	\$117,000.00	
	MEP, Fire, Technology	1	LS		1	LS	\$127,510.00	\$127,510.00	1	LS	\$293,744.00	\$293,744.00	1	LS	\$109,000.00	\$109,000.00	
	Pool Renovation (Not Including Pool Heater Add Alternate)	1	LS		1	LS	\$413,840.00	\$413,840.00	1	LS	\$496,000.00	\$496,000.00	1	LS	\$140,000.00	\$140,000.00	
	Existing Pool House Renovation	1	LS		1	EA	\$75,000.00	\$75,000.00	1	EA	\$100,000.00	\$100,000.00	1	EA	\$74,500.00	\$74,500.00	
	Playground (by City P.O.)																
	Dumpster Enclosure with Gates	1	LS		1	LS	\$5,500.00	\$5,500.00	1	LS	\$8,500.00	\$8,500.00	1	LS	\$10,000.00	\$10,000.00	
<b>Division 22 - Plumbing</b>																	
	Drinking Fountains & Showers		EA			EA	\$28,000.00	\$28,000.00	3	EA	\$2,400.00	\$7,200.00	3	EA	\$5,000.00	\$15,000.00	
<b>Division 26 - Electrical</b>																	
	Parking Lot Lighting	1	LS		1	LS	NA	NA	1	LS	\$75,000.00	\$75,000.00	1	LS	\$40,000.00	\$40,000.00	
	Lightning Protection/Detection/Prediction	1	LS		1	LS	\$43,800.00	\$43,800.00	1	LS	\$22,000.00	\$22,000.00	1	LS	\$10,000.00	\$10,000.00	
<b>Division 28 - Electronic Safety and Security</b>																	
	Parks Video Surveillance	1	LS		1	LS	\$24,500.00	\$24,500.00	1	LS	\$45,000.00	\$45,000.00	1	LS	\$20,500.00	\$20,500.00	

	Public WIFI	1	LS			1	LS	\$11,600.00	\$11,600.00		1	LS	\$3,500.00	\$3,500.00	1	LS	\$10,500.00	\$10,500.00				
<b>Division 31 - Earthwork</b>																						
	Clearing and Grubbing	1	LS			1	LS	\$28,542.85	\$28,542.85		1	LS	\$15,000.00	\$15,000.00	1	LS	\$10,315.00	\$10,315.00				
	Fine Grading	1	LS			1	LS	Included above	Included above		1	LS	\$15,000.00	\$15,000.00	1	LS	\$10,855.00	\$10,855.00				
<b>Division 32 - Exterior Improvements</b>																						
	Asphalt Paving		SY			1610	SY	\$39.04	\$62,854.40	(A)	3397	SY	\$33.00	\$112,101.00	3050	SY	\$15.00	\$45,750.00				
	Concrete Paving / Walks		SY			1974	SY	\$45.73	\$90,271.02	(A)	11941	SF	\$6.00	\$71,646.00	1303	SY	\$36.00	\$46,908.00				
	Curbs and Gutters		LF			762	LF	\$22.00	\$16,764.00		1571	LF	\$25.00	\$39,275.00	600	LF	\$14.00	\$8,400.00				
	Chain Link Fence		LF			230	LF	\$16.00	\$3,680.00		227	LF	\$24.00	\$5,448.00	440	LF	\$28.00	\$12,320.00				
	Picket Fence		LF			308	LF	\$52.70	\$16,231.60	(A)	738	LF	\$85.00	\$62,730.00	860	LF	\$45.00	\$38,700.00				
	Estate Style Fence		LF			700	LF	\$100.36	\$70,252.00	(A)	209	LF	\$130.00	\$27,170.00	500	LF	\$70.00	\$35,000.00				
	Irrigation System - Complete	1	LS			1	LS	\$15,000.00	\$15,000.00		1	LS	\$63,800.00	\$63,800.00	1	LS	\$40,000.00	\$40,000.00				
	Irrigation Meter and Backflow Preventer	1	LS			1	LS	\$1,850.00	\$1,850.00		1	LS	\$3,300.00	\$3,300.00	1	LS	\$19,000.00	\$19,000.00				
	Sod		SF				SF	\$87,500.00	\$87,500.00		87500	SF	\$0.33	\$28,875.00	87824	SF	\$0.26	\$22,834.24				
	Shrubs		EA				EA	\$8,750.00	\$8,750.00		1500	EA	\$11.00	\$16,500.00	800	EA	\$10.00	\$8,000.00				
	Trees Shade Trees		EA				EA	\$18,320.00	\$18,320.00		20	EA	\$4,400.00	\$88,000.00	27	EA	\$275.00	\$7,425.00				
	Palms		EA				EA	Included above	Included above		35	EA	\$350.00	\$12,250.00	27	EA	\$275.00	\$7,425.00				
	Flowering And Small Trees		EA				EA	Included above	Included above		7	EA	\$385.00	\$2,695.00	15	EA	\$150.00	\$2,250.00				
	Tree Protection Fencing	1	LS			1	LS	Included above	Included above		1	LS	\$2,750.00	\$2,750.00	1	LS	\$4,000.00	\$4,000.00				
	Tree Pruning / Lifting /Maintenance	1	LS			1	LS	Included above	Included above		1	LS	\$11,000.00	\$11,000.00	1	LS	\$3,000.00	\$3,000.00				
<b>Division 33 - Site Utilities</b>																						
	Onsite Water & Sewer, Drainage	1	LS			1	LS	\$11,230.00	\$11,230.00		1	LS	\$120,000.00	\$120,000.00	1	LS	\$57,250.00	\$57,250.00				
	Offsite Water & Sewer, Drainage	1	LS			1	LS	NA	NA		1	LS	\$20,000.00	\$20,000.00	1	LS	\$18,500.00	\$18,500.00				
	FPL, Comcast, ATT (Power, Telecommunications, TV)	1	LS			1	LS	\$6,650.00	\$6,650.00		1	LS	\$15,000.00	\$15,000.00	1	LS	\$18,000.00	\$18,000.00				
<b>DESIGN BUILD BASE BID PRICE:</b>									\$2,056,564.96	(A)										\$2,964,285.00		\$1,595,932.24
																			<b>Award</b>			
<b>Add Alternate</b>											<b>Add Alternate</b>				<b>Add Alternate</b>							
	Replace Pool Heaters and Reconnect	1	EA			1	LS	\$11,500.00	\$11,500.00		1	LS	\$15,000.00	\$15,000.00	1	LS	\$60,000.00	\$60,000.00				



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	March 23, 2016		<b>Item Type:</b>  <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
				X			
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	City of Miami Gardens General Obligation Bond Funds		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>
						X	
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	RFP No. 15-16-025			
	X						
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>  Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input checked="" type="checkbox"/> Communcation <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b>  Capital Improvements			
	X						
<b>Sponsor Name</b>	Cameron Benson, City Manager		<b>Department:</b>	<i>Capital Improvement</i>			

**Short Title:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDDING A BID TO WEST CONSTRUCTION INC. FOR THE DESIGN AND CONSTRUCTION OF AN IMPROVEMENT PROJECT AT THE BETTY T. FERGUSON RECREATIONAL COMPLEX; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**Staff Summary:**

In April 2014, the City of Miami Gardens' residents approved a General Obligation Bond in the amount of sixty million dollars (\$60,000,000) for the construction of and improvements to the City's parks and related facilities. The City Council subsequently approved a Bond Implementation Plan that lists and details the proposed improvements at each park facility or municipal property.

On September 22, 2015, staff issued Request For Qualifications (RFQ) Number 15-16-003 for Betty T. Ferguson Recreational Complex, Step One, inviting design-build firms or teams to provide qualifications for a future design-build contract for facility improvements, technical, schedule and cost proposals to implement an overall improvement project at Betty T. Ferguson Recreational Complex, located at 3000 NW 199<sup>th</sup> Street. A broadcast notice was sent to seven hundred ninety-eight vendors (798). Fifty-six (56) proposals were requested. The RFQ opened on October 23, 2015, and five (5) proposals were received and publicly read. The RFQ was prepared in accordance with Florida Statue 287.055 Consultants Competitive Negotiation Act (CCNA).

On November 16, 2015, the Selection Committee short-listed four (4) firms: D. Stephenson Construction, Inc.; Di Pompeo Construction Corporation; Recreational Design & Construction, Inc.; and West Construction, Inc.

#### **CURRENT SITUATION**

The Procurement Department applied the City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) preference to this project. West Construction, Inc. was compliant to the City of Miami Gardens Business Resident Economic Growth Plan (Exhibit 2).

On January 12, 2016, Request For Proposal (RFP) Number 15-16-025, Betty T. Ferguson Recreational Complex, Step Two, was issued to the four (4) short-listed vendors. The RFP opened on February 18, 2016. A proposal from West Construction, Inc. was received and publicly read.

West Construction, Inc. was determined to be both responsive and responsible to the requirements of the RFP (Exhibit 1). The recommendation for award is to West Construction, Inc.

A copy of the proposal document and submittal are available at the Assistant to the Mayor and Council's Office for review.

#### **Proposed Action:**

It is recommended that the City Council approve the recommendation for award for RFP Number 15-16-025, Betty T. Ferguson Recreational Complex, Step Two, to West Construction, Inc. and authorize the City Manager to proceed with negotiations.

#### **Attachments:**

Exhibit 1 – Shortlist Ranking sheet

Exhibit 2 – City of Miami Gardens Business Resident Economic Growth Plan Memorandum (CMG-BREP)

Exhibit 3 – Bid Tabulation

1 RESOLUTION NO. 2016\_\_\_\_\_

2  
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 MIAMI GARDENS, FLORIDA, AWARDED A BID TO WEST  
5 CONSTRUCTION INC. FOR THE DESIGN AND CONSTRUCTION  
6 OF AN IMPROVEMENT PROJECT AT THE BETTY T.  
7 FERGUSON RECREATIONAL COMPLEX; AUTHORIZING THE  
8 CITY MANAGER TO NEGOTIATE AND EXECUTE AN  
9 AGREEMENT FOR THIS PURPOSE; PROVIDING FOR THE  
10 ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN  
11 EFFECTIVE DATE.

12  
13 WHEREAS, in April 2014, the City of Miami Gardens residents approved a  
14 General Obligation Bond in the amount of \$60,000,000 for the construction of and  
15 improvements to the City's parks and related facilities, and

16 WHEREAS, the City Council subsequently approved a Bond Implementation  
17 Plan that lists and details the proposed improvements at each park facility or municipal  
18 property, and

19 WHEREAS, on September 22, 2015, staff issued Request for Qualifications  
20 (RFQ) number 15-16-003 for Betty T. Ferguson Recreational Complex Improvements,  
21 and

22 WHEREAS, on November 16, 2015, a staff Selection Committee short-listed four  
23 (4) firms: D. Stephenson Construction, Inc.; Di Pompeo Construction Corporation;  
24 Recreational Design & Construction, Inc.; and West Construction, Inc., and

25 WHEREAS, on January 12, 2016, Request For Proposal (RFP) number 15-16-  
26 025, was issued to the four (4) short-listed vendors, and

27 WHEREAS, on February 18, 2016, a proposal from West Construction, Inc. was  
28 received and publicly read, and

29 WHEREAS, the City Manager is recommending that the City Council award a  
30 design build contract to West Construction Inc.,

31 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
32 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

33 Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas  
34 paragraphs are hereby ratified and confirmed as being true, and the same are hereby  
35 made a specific part of this Resolution.

36 Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens  
37 hereby awards a bid to West Construction Inc., for the design and construction of an  
38 improvement project at the Betty T. Ferguson Recreational Complex in response to  
39 RFP No. 15-16-025; and authorizes the City Manager to negotiate and execute an  
40 agreement for this purpose.

41 Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately  
42 upon its final passage.

43 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI  
44 GARDENS AT ITS REGULAR MEETING HELD ON \_\_\_\_\_, 2016.

45

46

47

\_\_\_\_\_  
OLIVER GILBERT, III, MAYOR

48

49

50 **ATTEST:**

51

52

53

\_\_\_\_\_  
RONETTA TAYLOR, MMC, CITY CLERK

55

56

57 PREPARED BY: SONJA KNIGHTON DICKENS, CITY ATTORNEY

58

59

60 SPONSORED BY: CAMERON D. BENSON, CITY MANAGER

61

62 Moved by: \_\_\_\_\_

63

64 **VOTE:** \_\_\_\_\_

65

66 Mayor Oliver Gilbert, III \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

67 Vice Mayor Felicia Robinson \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

68 Councilwoman Lillie Q. Odom \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

69 Councilman David Williams Jr \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

70 Councilwoman Lisa C. Davis \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

71 Councilman Rodney Harris \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

72 Councilman Erhabor Ighodaro, Ph.D. \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

73

RFP/RFQ #:	15-16-025				Date Advertised:	1/12/16	
Title:	Design Build Betty T Ferguson Recreational Complex				Date Opened:	2/18/16	
Agency:	Capital Improvement				Number of Responses Received:	1	
Project Manager:	Anthony Smith						
Negotiator:	NA				Recommendation of Award:	2/23/16	
	Responsive (Yes / No)		Vendors Listed Alphabetically	Address	City	State - Country Zone	Zip
	Yes		West Construction, Inc. and West Architecture and Design, LLC	318 South Dixie Highway, Suite 4-5	Lake Worth	FL	33460
COMMENTS:					Date Created: 2/23/16		

# City of Miami Gardens

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, Florida 33056



Mayor Oliver Gilbert  
Vice Mayor Felicia Robinson  
Councilwoman Lisa C. Davis  
Councilman Rodney Harris  
Councilman Erhabor Ighodaro, Ph. D.  
Councilwoman Lillie Q. Odom  
Councilman David Williams Jr.

## MEMORANDUM

**TO:** Cameron D. Benson, City Manager

**THRU:** Lindell Y. Miller, Procurement Director

**FROM:** Jenny Puerie, Administrative Assistant

**DATE:** February 25, 2016

**RE:** Request For Proposal (RFP) No. 15-16-025 – Design Build Betty T. Ferguson Recreational Complex Site Step 2  
City of Miami Gardens Business and Residents Economic Growth Plan (CMG-BREP)

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### **PURPOSE:**

The Procurement Department has conducted a review of the respondents' City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) participation for the above referenced project. One (1) bid was received and reviewed. An overview is provided as follows:

The RFP included CMG – BREP requirements:

### **BACKGROUND:**

#### **Met the CMG – BREP Requirements**

#### **Firms Name**

West Construction, Inc.

#### **Five (5) Position Descriptions/Trades**

Carpenter- One Position  
Laborer– Three Positions  
Operator – One Position

**Compliance Comments**

West Construction, Inc. submitted the CMG-BREP certification form and the Workforce Data Sheet and is in compliance with the City's BREP Program.

**RECOMMENDATION:**

For your Approval February 25, 2016.

Director's Initials

Approved by:

\_\_\_\_\_  
Cameron D. Benson, City Manager

\_\_\_\_\_  
Date



City of Miami Gardens Procurement Department

18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
(305) 622-8000 FAX (305) 474-1285

**Attachment "A"**

**CITY OF MIAMI GARDENS  
BUSINESS RESIDENT ECONOMIC PLAN CERTIFICATION FORM**

This form(s) should be returned with the Contractor/Developer's submittal. If not provided with solicitation submittal, the Contractor/Developer's must supply information within three (3) business days of County's request.

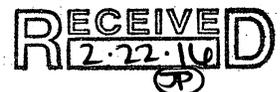
In accordance with the City of Miami Gardens Business Resident Economic Program:

West Construction Inc. (Developer/Contractor) agrees to be bound to the contractual obligations of the City of Miami Gardens Business Resident Economic Plan City of Miami Gardens Ordinance No. 2015-06-341, requiring our firm to use good faith efforts to meet the (South Florida Workforce Investment Board (CareerSource) Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm.

	Martha A. Morgan, President	02/18/2016
AUTHORIZED SIGNATURE/NAME	TITLE	DATE

RFP 15-16-008 Bunche Pool Step 2





ATTACHMENT "B"

CITY OF MIAMI GARDENS  
 BUSINESS AND RESIDENT ECONOMIC GROWTH PLAN  
 WORKFORCE DATA SHEET

Contract No.: RFP 15-16-025 Date Form Submitted: February 18, 2016  
 Project Name/Description: Design Build Betty T. Ferguson-Recreational Complex Site Step 2 Contact Person: Martha A. Morgan  
 Prime Contractor: West Construction, Inc. Contact Number: (561)588-2027

To be submitted with bid at the time of bid submittal.

(A)	(B)	(C)	(D)	(E)**
Position Name/Description	Trade	Total Number of Positions Assigned to the project	Number of Positions in (C) filled by staff currently on the Firms Payroll	# of Positions to be Filled, Residents from the City of Miami Gardens, to meet CMG-BREP Requirements
Carpenter	Carpentry	3	2	1
Laborer	General Const.	3	0	3
Electrician	Electrical	3	3	0
Plumber	Plumbing	2	2	0
Operator	Equipment	3	2	1

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature: *Martha A. Morgan* Martha A. Morgan Title: President Date: February 18, 2016

The information provided herein is subject to verification by the City of Miami Gardens  
 \*\* The position(s) listed in Column E MUST be posted on the designated CareerSource Portal once vendor is Recommended For Award.  
 \*\* For individuals listed in Column E the following information must be submitted to the City once hired by your firm.  
 1. Government issued picture ID (Drivers License, US Passport, etc.)  
 2. Utility Bill, Voter Registration Card, Bank Statement, State or Federal Correspondence



RFP No. 15-16-025  
 Design Build Betty T. Ferguson Recreational Complex  
 Agency: Capital Improvements  
 Purchasing Agent: Latora Francis



Date Bid Opened: February 18, 2016  
 Bid Submittals: 1  
 Declinations:

Description		West Construction, Inc. 318 South Dixie Highway, Suite 4-5 Lake Worth, FL 33460					
Division 01 - General Requirements		Cost	Comments	Notes	Cost	Comments	Notes
General Conditions					\$84,000.00		
Design Fees					\$70,000.00		
Permit Allowance		\$20,000.00			\$20,000.00		
Bonds and Insurance (Bldrs Risk; GL)					\$34,000.00		
OH&Profit					\$130,000.00		
<b>Division 02 - Existing Conditions</b>							
Site Demolition					\$9,000.00		
<b>Division 10 - Specialties</b>							
Traffic and Site Signage					\$9,000.00		
<b>Division 12 - Furnishings</b>							
Bicycle Racks					\$1,000.00		
Trash and Litter Receptors					\$2,000.00		
Seating Benches and Tables					\$2,000.00		
<b>Division 13 - Special Construction</b>							
New scoreboard & Public Address Audio System					\$39,000.00		
Note: High school standard for Bleachers							
Expanded Capacity Bleachers-Including Dolphin's Seats			Note whether "New" or "Renovated" and supplemented with new		\$95,000.00	Note whether "New" or "Renovated" and supplemented with new	Renovated and SWN
<b>Division 26 - Electrical</b>							
Parking Lot Lighting - New			Note quantity:		\$78,750.00	Note quantity:	23
Parking Lot Lighting - Replacement LED			Note quantity:		\$30,000.00	Note quantity:	44
Walking Trail Lighting			Note quantity:		\$42,500.00	Note quantity:	25
Lighting Protection/Detection/Prediction (Modify Existing)					\$0.00		
<b>Division 28 - Electronic Safety and Security</b>							
Parks Video Surveillance					\$20,000.00		
Public WIFI					\$20,000.00		
<b>Division 31 - Earthwork</b>							
Clearing and Grubbing					\$9,000.00		
Fine Grading					\$19,000.00		
<b>Division 32 - Exterior Improvements</b>							
Asphalt Paving (Turf Block Area and Priority Area 1)			Note # new spaces provided:		\$320,682.00	Note # new spaces provided:	256
Concrete Paving / Walks : Walking Trail			Note LF provided:		\$76,800.00	Note LF provided:	3200
Curbs and Gutters			Note LF provided:		\$25,000.00	Note LF provided:	2500
Chain Link Fence			Note LF provided:		\$5,000.00	Note LF provided:	200
8' Tall Chain Link Fencing at Bleachers			Note LF provided:		\$51,000.00	Note LF provided:	1700
Irrigation System - Complete					\$36,000.00		
Sod			Note SF provided		\$12,000.00	Note SF provided	60000
Shrubs			Note quantity:		\$4,000.00	Note quantity:	400
Trees			Note quantity:		\$13,750.00	Note quantity:	50
Shade Trees			Note quantity:		\$8,250.00	Note quantity:	30
Palms			Note quantity:		\$4,000.00	Note quantity:	20
Flowering And Small Trees			Note quantity:		\$2,500.00		
Tree Protection Fencing					\$3,500.00		
Tree Pruning							
<b>Division 33 - Site Utilities</b>							
Onsite Water & Sewer, Drainage					\$105,000.00		
Offsite Water & Sewer, Drainage					\$0.00		
FPL, Comcast, ATT (Power, Telecommunications, TV)					\$17,000.00		
<b>DESIGN BUILD BASE BID PRICE:</b>					\$1,398,732.00		
<b>Add Alternate</b>							
Extended parking spaces into Priority 2 West area			\$395,200			Note # new spaces provided:	165
Re-assemble dismantled bleachers at North Dade Optimist Park			\$20,000			Note # seats provided:	350

# CITY OF MIAMI GARDENS

## QUARTERLY STAFF REPORT

December 2015 through February 2016

### Capital Improvements Projects

#### ART IN PUBLIC PLACES (AIPP)- North Dade Optimist Park: Installation 50% complete - Rickelle Williams

- The Norland Middle School (NMS) project design proposal was approved by the City Council at the 2/25/15 Council meeting.
- Artist Services Agreement was executed on 3/20/15.
- **Installation is ongoing.**

#### City Hall & PD Building GMP-1 (Earthwork): Close-Out 100% – J. Allen & A. Smith

- For more information regarding Earthwork Construction see 7/13 CIP Monthly Report.
- Upon completion of GMP 2, a walk thru of the site will be scheduled with the City of North Miami Beach (CNMB) to verify that all of their facilities haven't been damaged after GMP 1. CNMB issued a partial field completion for GMP 1, and will issue a final field completion after their acceptance inspection for GMP 2.
- NMB has performed several site reviews of the installation and are proceeding periodically to verify all installations as the work is completed. Phase II and Offsite work was performed the week of 12/1/14. The Balance of the Phase III work will be reviewed and verified at the completion of Phase III.
- **A Latent defect was noted in the West courtyard pavers being addressed by Skanska in 2015 in underground storm Management System. Contractor has been notified and the City is awaiting a repair method. In lieu of Skanska making the appropriate repairs the City is authorized under the agreement to make the necessary repairs and withhold the cost of the repairs from Final Payments to Skanska for the work required to be performed to correct the defective installation. The process is ongoing and acknowledged by Skanska.**

#### New City Hall & PD Building GMP-2: Phase II Construction 100% complete; Phase III Construction 99.90% Complete – Jimmie Allen

##### *Phase II Scope.*

- Skanska has processed all documentation for the request for CO from the CMG Development Services Department and the department issued the CO on 12/9/14.
- The work is pending the final certification of completion and project closeout by the City.
- Final Completion was scheduled in accord with the contract 56 days after substantial completion or 6/27/14. Final Completion was executed. The final request for the certificate of completion letter from Skanska has been received. The City withheld funds sufficient to guarantee that all incomplete work and items being remediated are satisfied prior to Final payment for the Phase II work. Final approval for Phase II has been accepted and all Punch List items have been satisfied. Project Close Out in progress. Final payment pending **resolution of the West courtyard paver failure.**

- As of the week of 10/1/15 Skanska provided their final summary of items pending completion and indicated that they were complete with open Punch List Items and subsequently requested that the Architect/Engineer visit the site to confirm that all Punch List Items have been satisfied.
- The Architects review of the punch list is pending and under the A/E's Control. The A/E representative visited the site on 1/14/15 to address the Punch List Inspection Request.
- The City provided its review documents to URS for the second time. A response from URS is pending as of this writing. The City will issue final certification of Phase II completion shortly.

### **Phase III Police Building Reconstruction Scope:**

- Skanska presented a final proposal for Phase III work and Revision 20 on 11/20/14.
- NTP date was issued 11/27/14 for Revision 20, Phase II and Phase III work as the final cost to complete the project. The Revision 20 portion of the Police Building was completed in April 2015.

### **The Garage Structure:**

- The Garage Structure is pending a final Warranty negotiation for materials, labor and installation. The City presented its final determination for the warranty to Skanska in November 2015. **Skanska and Coreslab have agreed to final warranty language and to issue a formal response document.**

### **Bridge structure:**

- The Punch List for the Bridge structure was issued in 12/2014 and the Contractor has completed the items on the City's List supplied in January 2015. That work was completed in July 2015.

### **The Police Building's Completion Status:**

- The 1<sup>st</sup> floor is complete as of 9/11/15.
- On 5/30/15 Miami Dade Fire Inspections were conducted and the work was approved. TCO has been issued and the contractor has submitted request for the Certificate of Occupancy (CO) and said CO is pending final sign off on Building Envelope.
- **A second TCO Extension was issued by the Building Official due to URS not issuing a recommendation for final completion as of the date of this writing.**
- The contractor has requested a substantial completion review and declaration from the Owner and Architect. The substantial completion determination is pending from the Architect of Record.
- Police Department moved in partially on 10/23/15 **and finally on 11/14/15.**
- All punch list reviews have been completed and the contractor is awaiting review by the Architect of the completed punch list items.
- **Several iterations of the Reviews have been issued by URS and the City and Skanska is addressing URS's concerns in addition to new work required by URS to correct some HVAC deficiencies in the design of ductwork in the building.**
- **Sallyport acoustical insulation delamination at the ceiling is being reviewed and tested to determine the cause and a satisfactory remedy for the application in the space.**
- Communications Room Master Antenna system is **completed and operable.**
- Planning for the Real Time Crime Center is progressing. Room configurations and other related activities are being planned for equipment and essential services for the spaces involved.
- **The vendor for the Video Wall has been selected and they are preparing their work plans as well as determining what infrastructure modifications are needed to house the equipment.**

**GMP Owner Direct Purchase Status:**

The actual tax savings for all invoices that have been paid by the City through 3/9/16 is **\$871,105.21**

**Municipal Complex Exterior Signage: Design 100%, Bid Phase 100%, Production and installation phase underway 50% – Jimmie Allen**

*Alternate Signage package was for Quotations.*

- ITB-15-16-004: Municipal Signage Project was issued on 10/23/15. Bids were due on 11/9/15 and are under evaluation. Contractors bid proposals were opened 11/29/15.
- One bid was received which was responsive to all of the requirements in the RFP. City Council approved the staff recommendation to accept the bid during the 11/25/15 meeting.
- The award was issued to Advanced Multi Signs Inc. Preparations are being made for final shop submittals for Owner Approval.
- **Final determination of Signage concept design completed December 2015.**
- **Final Plans submitted and approved by Development Services on 2/16/16.**
- **Individual character signs Installed on 2/22/16 - 2/23/16.**
- **Monument Signs completed and will be installed in on or about 3/15/16 estimated.**

**Municipal Complex Utility Relocation NW 185<sup>th</sup> Terrace: Design 90% complete**

- The project is on hold pending the complete analysis of the Municipal Complex budget.
- **No Status Change.**

**Municipal Complex Roof PV Panels: Design 100% Complete, Bid Phase 100%, Contract Development and Projected Installation Phase**

- The revised RFP/Bid opening date was 4/24/14. Staff reviewed the submitted RFP/Bids and 3 Design-Build Contractors will be scheduled to give an oral presentation for the final selection.
- The oral presentation for the Design-Build Contractors was held on 7/22/14.
- Executive staff met with the Low Bidder and an analysis is underway to determine alternate method of financing for installation.
- FPL Awarded the City an Energy Rebate in 1/2015 which must be completed by 5/16/2015. The City will be applying for an extension on the Award, as the project completion and terms of the award will not coincide with the final date of the required expenditures in order to apply for and secure the rebate.
- **The City Met with Advanced Roofing, Inc in February 2016 to discuss the activation of the PV installation contract to move forward with scheduling dates for the installation.**
- **Advanced Roofing has committed to holding their original bid prices in addition to providing more efficient equipment that is available currently as opposed to the original design concept.**

**Fueling Facility at old Police Building & Storm Drainage: Construction Document Phase 85%**

- The project is **cancelled**. No further action is being taken at this time.

**City of Miami Gardens General Obligation Bond**

- Bond Implementation Plan (BIP) was approved by the City Council at the 2/25/2015 City Council meeting.
- Bond Implementation Plan (BIP) was amended to approve the construction of a swimming pool at the Bunche Park Pool site at the 5/27/15 City Council meeting.
- **Bond Implementation Plan (BIP) was amended and approved at the 12/9/15 City Council meeting to include evaluating expansion of existing recreation building at**

**Bennett Lifter Park; renovating gymnasium and other interior areas, and replacing gymnasium flooring at Betty T. Ferguson Recreation Center; evaluating rebuilding pool and pool house at Myrtle Grove Park; and lease/purchase of Shot Spotter gunshot recognition system. Council also approved removal of St. Thomas University Sports Complex from the BIP.**

**Betty T. Ferguson Recreational Center:**

- RFQ 15-16-003-0: Betty T. Ferguson Rec. Center Improvements (Sitework) Step 1 was advertised on 9/22/15. Pre-bid meeting was held on 9/30/15. Responses were submitted on 10/23/15 and a shortlist of firms was recommended/awarded on 11/16/15.
- **The Step 2 RFP was advertised to shortlisted Design-Build firms (from Step 1) on 1/12/16. Pre-bid meeting was held on 1/21/16. Responses were submitted on 2/18/16 and recommendation for award has been submitted to Council for approval.**

**Brentwood Pool Outdoor Fitness Station: Construction Phase; – Anthony Smith**

- Purchase Order was issued for the installation of the outdoor fitness station on 9/30/15.
- **Permit Application was submitted to CMG Building Department on 12/9/15 and approved on 12/16/16.**
- **The grading commenced on 1/4/16; the footers for shade structure were installed on 1/7/16; and the concrete pad was poured on 1/11/16.**
- **The installation of the equipment commenced on 1/14/16 and was completed on 2/4/16.**
- **The Building Department approved the final inspection on 2/17/16.**

**Buccaneer Park:**

- RFQ 14-15-031-0: Buccaneer Park Improvements Step 1 was advertised on 6/22/15 and a shortlist of firms was recommended/awarded on 9/3/15.
- **The Step 2 RFP was advertised to shortlisted Design-Build firms (from Step 1) on 12/4/15. Pre-bid meeting was held on 12/15/15. Responses were submitted on 1/19/16. Evaluation was completed on 1/26/16 and recommendation for award was approved and issued at 2/10/16 City Council meeting.**

**Bunche Park:**

- RFQ #14-15-037-0 for Bunche Park Improvements Step 1 was advertised on 7/17/15 and a shortlist of firms was recommended/awarded on 9/10/15.
- **The Step 2 RFP was advertised to shortlisted Design-Build firms (from Step 1) on 1/20/16. Pre-bid meeting was held on 1/27/16. Responses were submitted on 2/23/16 and recommendation for award has been submitted to Council for approval.**

**Bunche Pool:**

- RFQ 14-15-033: Bunche Pool Improvements Step 1 was advertised on 6/24/15 and a shortlist of firms was recommended/awarded on 9/1/15.
- **The Step 2 RFP was advertised to shortlisted Design-Build firms (from Step 1) on 11/20/15. Pre-bid meeting was held on 12/1/15. Responses were submitted on 12/22/15. Evaluation was completed on 1/6/16 and recommendation for award was approved and issued at 1/27/16 City Council meeting.**

**Dr. Lester Brown Park Outdoor Fitness Station: Construction Phase 100% completed; – Anthony Smith**

- Purchase Order was issued for the installation of the outdoor fitness station on 2/19/15.
- Permit application was submitted to the CMG Development Services Department on 2/25/15 and was approved on 3/03/15.
- The contractor commenced installation of the outdoor fitness station on 3/03/15 and completed installation on 3/31/15.
- The Miami Dolphins contributed \$25,000 for the outdoor fitness station improvements.

**Norwood Park and Pool Building:**

- RFQ #14-15-034-0 for Norwood Park & Pool Improvements Step 1 was advertised on 7/15/15 and a shortlist of firms was recommended/awarded on 9/10/15.
- **The Step 2 RFP was advertised to shortlisted Design-Build firms (from Step 1) on 12/17/15. Pre-bid meeting was held on 1/5/16. Responses were submitted on 2/2/16 and recommendation for award has been submitted to Council for approval.**

**Norwood Pool: Construction Phase 100% completed; – Anthony Smith**

- CMG staff procured the services of a pool consultant to provide a pool assessment of Norwood Pool. A site inspection, and a review of Health Department file documents for the existing pool were conducted for the purpose of ascertaining the condition of the Pool vessel, and the exploration of practical repair and remodel options leading to the opening of the pool this pool for use this summer season 2015.
- The solicitation for quotes for the pool painting and repair work was advertised on 4/30/15.
- A pre-bid meeting was held on 5/6/15.
- Notice to Proceed (NTP) and Purchase Order (PO) were issued to the contractor on 6/3/15.
- The contractor requested and granted additional time because of unforeseen delays on 6/22/15.
- Sandblasting and painting of the pool vessel is complete.
- The disconnect switch for the pump burned out in the equipment area during the start-up of the pumps and circulating the water on 7/7/15.
- Staff had to order parts and material for the disconnect switch and electrical components that burned out during the pool pump start-up. Staff completed the replacement of the electrical work and disconnect switch on 8/19/15.
- The pool opening inspection for the Health Department was held on 8/27/15. Staff and contractor completed outstanding items on the inspection report.
- Passed Health Department pool opening inspection on 9/2/15.
- Tree trimming contractor trimmed leaves hanging over the pool and deck on 9/22/15.
- The Contractor received final payment on 9/25/2015.

**Risco Park:**

- RFQ #14-15-038-1 for Risco Park Improvements Step 1 was advertised on 7/21/15 and a shortlist of firms was recommended/awarded on 9/16/15.
- **The Step 2 RFP is being prepared for release.**

**Senior Family Center:**

- RFQ #14-15-032-0 for Senior Family Center Improvements Step 1 was advertised on 6/23/15 and shortlist was recommended/awarded on 9/3/15.
- **The Step 2 RFP was advertised to shortlisted Design-Build firms (from Step 1) on 12/11/15. Pre-bid meeting was held on 12/22/15. Responses were submitted on 1/28/16.**

Evaluation was completed on 2/10/16 and recommendation for award has been submitted to Council for approval.

**Showmobiles: Manufacturing/Construction Phase; - Anthony Smith**

- The project was advertised through a Request for Proposal (RFP) on 5/12/15.
- A recommendation of Award to Century Industries was submitted to City Council and approved on 7/22/15.
- The Purchase Order (PO) was submitted to the vendor on 9/11/15.
- **Manufacturing of the showmobile commenced on 12/2/16.**
- **Completion of showmobile production pending the installation of the handicap lift that was on back order.**
- **The first showmobile unit was delivered to the City on 2/11/16. The second showmobile unit was delivered on 2/16/16.**
- **Training for the showmobile is scheduled for March 2016.**
- **Registration and insurance coverage pending for the showmobile units.**

**Real Time Crime Center**

- RFP 14-15-024-0 for Real Time Crime Center Video Wall & Controller was advertised on 9/9/15. Pre-bid meeting was held on 9/22/15. **Proposals were submitted on 12/10/15. Proposals were evaluated on 1/7/16 and recommendation for award was approved and issued at 1/27/16 City Council meeting.**

## **City Manager's Office**

This quarterly report is for the period beginning December 2015 through February 2016. Below is a brief synopsis of my activities.

### **INTERNAL OPERATIONAL MEETINGS**

- December 1, 2015 – Attended City Council Agenda Review meeting to discuss upcoming items for the Council meeting.
- December 1, 2015 – Held a staff meeting with City Manager's Office and City Council support staff regarding the upcoming change of City operations in City Hall.
- December 1, 2015 – Met with Councilman Erhabor Ighodaro, Assistant City Manager Vernita Nelson, Parks and Recreation Director Parvin Neloms, Public Affairs Director Petula Burks, Information Technology Application Systems Manager Tom Carroll and Assistant to Council Shantelle Smith regarding Councilman Ighodaro's projects and events for FY 2015-2016.
- December 2, 2015 – Met with Assistant City Manager Vernita Nelson, Assistant City Manager Craig Clay, Human Resources Director Melissa Negron, Procurement Director Lindell Miller, Finance Director Patricia Varney and Public Works Director Tom Ruiz regarding overall procurement in the City of Miami Gardens.
- December 7, 2015 – Met with Vice Mayor Felicia Robinson regarding upcoming City Council meeting and her various issues.
- December 8, 2015 – Met with Councilwoman Lisa Davis regarding upcoming City Council meeting and her various issues.

- December 9, 2015 – Met with Assistant to the City Manager Darian Martin, Legislative Aide to the Mayor Jessica Myers, Executive Assistant to the Mayor Tiffany Bain, Public Affairs Director Petula Burks, and Information Officer/CRS Sandra Pierre-Paul to discuss Mayor Oliver Gilbert’s projects.
- December 9, 2015 – Bi-Weekly Directors’ meeting to discuss overall City operations.
- December 9, 2015 – Met with Mayor Oliver Gilbert, Assistant to the City Manager Darian Martin, Legislative Aide to the Mayor Jessica Myers, Executive Assistant to the Mayor Tiffany Bain, Public Affairs Director Petula Burks and Information Officer/CRS Sandra Pierre-Paul to review Mayor Oliver Gilbert’s projects.
- December 9, 2015 – Met with Councilman Erhabor Ighodaro regarding upcoming City Council meeting and his various issues.
- December 10, 2015 – Met with Assistant City Manager Craig Clay, Assistant City Manager Vernita Nelson, Police Chief Antonio Brooklen, Development Services Director Shellie Ransom-Jackson and Assistant to the City Manager Darian Martin to discuss overall City operations.
- December 10, 2015 – Attended City Council Agenda Review meeting to discuss upcoming items for the Council meeting.
- December 10, 2015 – Met with Assistant City Manager Craig Clay, Community Development Director Laurin Yoder, Finance Director Patricia Varney, Parks and Recreation Director Parvin Neloms and Capital Projects Manager Anthony Smith regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- December 10, 2015 – Met with Assistant City Manager Vernita Nelson, Human Resources Director Melissa Negron, Information Technology Director Ron McKenzie, Procurement Director Lindell Miller, Public Works Director Tom Ruiz and Program Director for Healthy Living Thamara Labrousse regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- December 10, 2015 – Met with Development Services Director Shellie Ransom-Jackson, Senior Permitting and Licensing Clerk Lisa Carbonell and Senior Permitting and Licensing Clerk Rita Santana regarding status updates and discussions on overall operations in the Development Services Department.
- December 10, 2015 – Met with Vice Mayor Felicia Robinson, Parks and Recreation Director Parvin Neloms, Public Affairs Director Petula Burks and Assistant to Council Shantelle Smith regarding Vice Mayor Robinson’s projects and events for FY 2015-2016.
- December 11, 2015 – Met with Information Technology Department staff regarding appointment of Interim Director and overall operations in the Information Technology Department.

- December 14, 2015 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- December 16, 2015 – Met with Councilman David Williams, Parks and Recreation Director Parvin Neloms, Public Affairs Director Petula Burks and Assistant to Council Hilary Marshall regarding Councilman Williams’ projects and events for FY 2015-2016.
- December 16, 2015 – Met with Interim Information Technology Director Tristan Lattibeaudiere regarding general operations of the Information Technology Department.
- December 17, 2015 – Met with Development Services Director Shellie Ransom-Jackson, Senior Permitting and Licensing Clerk Lisa Carbonell, Senior Permitting and Licensing Clerk Rita Santana and Senior Permit and Licensing Clerk Jessica Dominguez-Soto regarding status updates and discussions on overall operations in the Development Services Department.
- December 17, 2015 – Met with Councilwoman Lillie Odom, Parks and Recreation Director Parvin Neloms, Public Affairs Director Petula Burks, Finance Director Patricia Varney and Assistant to Council Hilary Marshall regarding Councilwoman Odom’s projects and events for FY 2015-2016.
- December 18, 2015 – Met with Assistant City Manager Craig Clay, Assistant City Manager Vernita Nelson, Police Chief Antonio Brooklen, Development Services Director Shellie Ransom-Jackson and Assistant to the City Manager Darian Martin to discuss overall City operations.
- December 18, 2015 – Met with Assistant City Manager Craig Clay, Community Development Director Laurin Yoder, Finance Director Patricia Varney, Parks and Recreation Director Parvin Neloms, Capital Projects Manager Anthony Smith and Community Center Manager Derrick Sanders regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- December 18, 2015 – Met with Assistant City Manager Vernita Nelson, Human Resources Director Melissa Negron, Interim Information Technology Director Tristan Lattibeaudiere, Procurement Director Lindell Miller, Public Works Director Tom Ruiz and Program Director for Healthy Living Tamara Labrousse regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- December 18, 2015 – Met with Assistant to the City Manager Darian Martin, Public Affairs Director Petula Burks, Assistant Parks and Recreation Director Starex Smith and Organizational Development & Training Specialist Karen Clarke regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- December 21, 2015 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- January 4, 2016 – Attended City Council Agenda Review meeting to discuss upcoming items for the Council meeting.

- January 4, 2016 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- January 4, 2016 – Met with Vice Mayor Felicia Robinson regarding upcoming City Council meeting and her various issues.
- January 5, 2016 – Bi-Weekly Directors’ meeting to discuss overall City operations.
- January 5, 2016 – Met with Assistant City Manager Vernita Nelson, Development Services Director Shellie Ransom-Jackson, Public Affairs Director Petula Burks, Parks and Recreation Director Parvin Neloms and Interim Information Technology Director Tristan Lattibeaudiere regarding Councilman Ighodaro’s projects and events.
- January 6, 2016 – Met with Councilwoman Lisa Davis regarding her various issues.
- January 7, 2016 – Met with Assistant City Manager Craig Clay, Assistant City Manager Vernita Nelson, Police Chief Antonio Brooklen, Development Services Director Shellie Ransom-Jackson and Assistant to the City Manager Darian Martin to discuss overall City operations.
- January 7, 2016 – Met with Assistant City Manager Craig Clay, Community Development Director Laurin Yoder, Finance Director Patricia Varney, Parks and Recreation Director Parvin Neloms, Capital Projects Manager Anthony Smith and Community Center Manager Derrick Sanders regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- January 7, 2016 – Met with Assistant City Manager Vernita Nelson, Human Resources Director Melissa Negron, Interim Information Technology Director Tristan Lattibeaudiere, Procurement Director Lindell Miller, Public Works Director Tom Ruiz and Program Director for Healthy Living Thamara Labrousse regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- January 7, 2016 – Met with Assistant to the City Manager Darian Martin, Public Affairs Director Petula Burks, Assistant Parks and Recreation Director Starex Smith and Organizational Development & Training Specialist Karen Clarke regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- January 7, 2016 – Met with Development Services Director Shellie Ransom-Jackson, Senior Permitting and Licensing Clerk Lisa Carbonell, Senior Permitting and Licensing Clerk Rita Santana and Senior Permit and Licensing Clerk Jessica Dominguez-Soto regarding status updates and discussions on overall operations in the Development Services Department.
- January 7, 2016 – Met with Councilman Rodney Harris, Parks and Recreation Director Parvin Neloms, Public Affairs Director Petula Burks, Finance Director Patricia Varney, Police Chief Antonio Brooklen and Assistant to Council Cindy Betty regarding Councilman Harris’ projects and events for FY 2015-2016.

- January 11, 2016 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- January 11, 2016 – Met with Vice Mayor Felicia Robinson regarding upcoming City Council meeting and her various issues.
- January 12, 2016 – Met with Councilwoman Lisa Davis regarding upcoming City Council meeting and her various issues.
- January 13, 2016 – Bi-Weekly Directors’ meeting to discuss overall City operations.
- January 13, 2016 - Met with Councilman Erhabor Ighodaro regarding his various issues.
- January 20, 2016 – Met with Councilman Erhabor Ighodaro regarding upcoming City Council meeting and his various issues.
- January 21, 2016 – Bi-weekly meeting with Assistant City Manager Craig Clay, Assistant City Manager Vernita Nelson, Police Chief Antonio Brooklen, Development Services Director Shellie Ransom-Jackson and Assistant to the City Manager Darian Martin to discuss overall City operations.
- January 21, 2016 – Bi-weekly meeting with Assistant City Manager Craig Clay, Community Development Director Laurin Yoder, Finance Director Patricia Varney, Parks and Recreation Director Parvin Neloms, Capital Projects Manager Anthony Smith and Community Center Manager Derrick Sanders regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- January 21, 2016 – Bi-weekly meeting with Assistant City Manager Vernita Nelson, Human Resources Director Melissa Negron, Interim Information Technology Director Tristan Lattibeaudiere, Procurement Director Lindell Miller, Public Works Director Tom Ruiz and Program Director for Healthy Living Tamara Labrousse regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- January 21, 2016 – Bi-weekly meeting with Assistant to the City Manager Darian Martin, Public Affairs Director Petula Burks, Assistant Parks and Recreation Director Starex Smith and Organizational Development & Training Specialist Karen Clarke regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- January 21, 2016 – Bi-Weekly meeting with Development Services Director Shellie Ransom-Jackson, Senior Permitting and Licensing Clerk Lisa Carbonell, Senior Permitting and Licensing Clerk Rita Santana and Senior Permit and Licensing Clerk Jessica Dominguez-Soto regarding status updates and discussions on overall operations in the Development Services Department.
- January 21, 2016 – Attended City Council Agenda Review meeting to discuss upcoming items for the Council meeting.

- January 25, 2016 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- January 26, 2016 – Met with Councilwoman Lisa Davis regarding upcoming City Council meeting and her various issues.
- January 27, 2016 – Met with Assistant to the City Manager Darian Martin, Legislative Aide to the Mayor Jessica Myers, Executive Assistant to the Mayor Tiffany Bain, Public Affairs Director Petula Burks and Information Officer/CRS Sandra Pierre-Paul to discuss Mayor Oliver Gilbert’s projects.
- January 27, 2016 – Bi-Weekly Directors’ meeting to discuss overall City operations.
- February 1, 2016 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- February 1, 2016 – Met with Vice Mayor Felicia Robinson regarding upcoming City Council meeting and her various issues.
- February 4, 2016 – Bi-weekly meeting with Assistant City Manager Craig Clay, Assistant City Manager Vernita Nelson, Police Chief Antonio Brooklen, Development Services Director Shellie Ransom-Jackson and Assistant to the City Manager Darian Martin to discuss overall City operations.
- February 4, 2016 – Bi-weekly meeting with Assistant City Manager Craig Clay, Community Development Director Laurin Yoder, Finance Director Patricia Varney, Parks and Recreation Director Parvin Neloms, Capital Projects Manager Anthony Smith and Community Center Manager Derrick Sanders regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- February 4, 2016 – Bi-weekly meeting with Assistant City Manager Vernita Nelson, Human Resources Director Melissa Negron, Interim Information Technology Director Tristan Lattibeaudiere, Procurement Director Lindell Miller, Public Works Director Tom Ruiz and Program Director for Healthy Living Tamara Labrousse regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- February 4, 2016 – Bi-weekly meeting with Assistant to the City Manager Darian Martin, Public Affairs Director Petula Burks, Assistant Parks and Recreation Director Starex Smith and Organizational Development & Training Specialist Karen Clarke regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- February 4, 2016 – Bi-Weekly meeting with Development Services Director Shellie Ransom-Jackson, Building Official Osvaldo Diaz, Senior Permitting and Licensing Clerk Lisa Carbonell, Senior Permitting and Licensing Clerk Rita Santana and Senior Permit and Licensing Clerk Jessica Dominguez-Soto regarding status updates and discussions on overall operations in the Development Services Department.

- February 8, 2016 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- February 8, 2016 – Met with Human Resources Director Melissa Negron and Department of Development Services staff regarding overall operations.
- February 8, 2016 – Met with Assistant to the City Manager Darian Martin, Public Affairs Director Petula Burks and Finance Director Patricia Varney regarding events and media budget.
- February 9, 2016 – Met with Councilwoman Lisa Davis regarding upcoming City Council meeting and her various issues.
- February 9, 2016 – Bi-Weekly Directors’ meeting to discuss overall City operations.
- February 10, 2016 – Met with Councilman Erhabor Ighodaro regarding upcoming City Council meeting and his various issues.
- February 16, 2016 – Met with Vice Mayor Felicia Robinson regarding upcoming City Council meeting and her various issues.
- February 18, 2016 – Bi-weekly meeting with Assistant City Manager Vernita Nelson, Police Chief Antonio Brooklen and Assistant to the City Manager Darian Martin to discuss overall City operations.
- February 18, 2016 – Bi-weekly meeting with Assistant City Manager Vernita Nelson, Human Resources Director Melissa Negron, Interim Information Technology Director Tristan Lattibeaudiere, Procurement Director Lindell Miller, Public Works Director Tom Ruiz and Program Director for Healthy Living Thamara Labrousse regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- February 18, 2016 – Bi-weekly meeting with Assistant to the City Manager Darian Martin, Public Affairs Director Petula Burks, Assistant Parks and Recreation Director Starex Smith and Organizational Development & Training Specialist Karen Clarke regarding status updates and discussions on overall operations in their respective Departments/Divisions.
- February 18, 2016 – Bi-Weekly meeting with Building Official Osvaldo Diaz, Senior Permitting and Licensing Clerk Lisa Carbonell, Senior Permitting and Licensing Clerk Rita Santana and Senior Permit and Licensing Clerk Jessica Dominguez-Soto regarding status updates and discussions on overall operations in the Development Services Department.
- February 22, 2016 - Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.
- February 29, 2016 – Weekly meeting with Police Chief Antonio Brooklen to discuss various items regarding the Police Department.

- February 29, 2016 - Met with Vice Mayor Felicia Robinson regarding upcoming City Council meeting and her various issues.

### **EXTERNAL MEETINGS**

- December 1, 2015 – Attended a Joint Public Meeting between the City of Miami Gardens and Miami-Dade County regarding Sun Life Stadium and surrounding properties.
- December 2, 2015 – Met with Development Services Director Shellie Ransom-Jackson and Randy Lipkien, representing Family Dollar, regarding Family Dollar's request for a Code of Ordinance change.
- December 4, 2015 – Met with Development Services Director Shellie Ransom-Jackson and a Miami Gardens development team regarding the development of the City owned 35-acres site.
- December 7, 2015 – Attended the 5<sup>th</sup> Annual Science and Engineering Fair Competition held at St. Thomas University.
- December 11, 2015 – Met with Development Services Director Shellie Ransom-Jackson, President and CEO Carlos Migoya, Jackson Health System and his staff to discuss opportunities regarding the former Parkway Hospital site.
- December 14, 2015 – Met with Assistant City Manager Vernita Nelson and representatives from AEG Live and Circle of One regarding the upcoming 2016 Jazz in the Gardens music festival.
- December 15, 2015 – Met with Development Services Director Shellie Ransom-Jackson, Anthony Williams and Danny Kattan regarding purchase and development opportunities in the City of Miami Gardens.
- December 17, 2015 – Met with Assistant City Manager Craig Clay, Development Services Director Shellie Ransom-Jackson and Tony Rodgers, Antson Capital Partners, regarding the purchase and development of the City owned 35-acres site.
- December 23, 2015 – Met with Sherwood DuBose, Chamber Member and representatives from Mint Lounge.
- January 4, 2016 – Telephone conference call with Development Services Director Shellie Ransom-Jackson and Jeff Wright, Partner, Goede, Adamczyk, DeBoest & Cross, PLLC regarding Notice of Claim for Coconut Cay.
- January 5, 2016 – Held interviews with Human Resources Director Melissa Negron and Human Resource Analyst II Sandra Ruiz for the vacant Development Services Assistant Director position.

- January 21, 2016 – Met with Development Services Director Shellie Ransom-Jackson, Alan Benenson, MAS Development and Jacky Sasson, MAS Development regarding their interest in developing in the City of Miami Gardens.
- January 21, 2016 – Met with Councilman Rodney Harris, Assistant City Manager Vernita Nelson and Program Manager Kathy Mitchell, Office of Juvenile Justice and Delinquency Prevention to provide status updates on the City of Miami Gardens' Grant.
- January 25, 2016 – Met with Police Chief Antonio Brooklen and resident Mrs. Crawford regarding assistance from the City of Miami Gardens.
- January 26, 2016 – Attended the Public Private Development Review meeting.
- January 26, 2016 – Met with Dean Harrison to discuss purchase and development of City owned parcels.
- January 27, 2016 – Attended a meeting with Councilman Erhabor Ighodaro, Norman Taylor and Nathan Taylor regarding the operations of food vending carts.
- January 28, 2016 – Attended the Communications and Events Planning Retreat with Mayor and City Councilmembers and City Staff. The Retreat was coordinated by The Doug Williams Group, Inc.
- January 29, 2016 – Attended the Police Department Promotional Ceremony.
- February 1, 2016 – Met with Sherwood DuBose, Chamber Member and representatives from Mint Lounge.
- February 1, 2016 – Attended a meeting with Mayor Oliver Gilbert, Public Affairs Director Petula Burks, Legislative Aide to the Mayor Jessica Myers and Ula Zucker-Williams regarding the upcoming 2016 Jazz in the Gardens music festival.
- February 1, 2016 – Met with Anthony Brunson regarding the City of Miami Gardens ongoing audit.
- February 2, 2016 – Attended a Strategy Meeting with City Attorney Sonja Dickens regarding upcoming mediation.
- February 3, 2016 – Held a conference telephone call with Development Services Director Shellie Ransom-Jackson; Dennis Mele, Greenspoon Marder; Alicia Lewis, Greenspoon Marder; Zach Shor, TopGolf; Ted Heilbron, TopGolf and Jim Quillen, Quillen Properties regarding the TopGolf project.
- February 4, 2016 – Met with Melissa Bales, Multivista, regarding business opportunities in the City of Miami Gardens.
- February 8, 2016 – Met with City Attorney Sonja Dickens and attorney representing the City in the predatory lending cases.

- February 8, 2016 – Met with Human Resources Director Melissa Negron and Campus President Dr. Malou Harrison, Miami Dade College regarding possible future collaborations with the City of Miami Gardens.
- February 16, 2016 – Met with Vice Mayor Felicia Robinson and residents Alvin Johnson and Sarah Clark regarding their issues and concerns in the Leslie Estates # 4 community.
- February 17, 2016 – Attended a deposition set by the United States District Court Southern District of Florida – Miami Division with City Attorney Sonja Dickens.
- February 22, 2016 – Held interviews with City Attorney Sonja Dickens, Human Resources Analyst II Sandra Ruiz and Legal Advisor Nicole Dixon-Scott for the vacant Assistant City Attorney position.
- February 22, 2016 – Met with Assistant City Manager Craig Clay, Jim Quillen and Jim Levin regarding the purchase and development of the City owned 15-acres site.
- February 23, 2016 – Held interviews with City Attorney Sonja Dickens, Human Resources Analyst II Sandra Ruiz and Legal Advisor Nicole Dixon-Scott for the vacant Assistant City Attorney position.
- February 29, 2016 – Held interviews with Human Resources Director Melissa Negron, Human Resources Analyst II Sandra Ruiz for the vacant Information Technology Director position.

Should you have any questions regarding this quarterly report, I am available at your earliest convenience.

## **Community Development**

Enclosed is a list of accomplishments completed through from December 2015 through February 2016.

- **CDBG FY 2016-17 Funding** – The US Department of Housing and Urban Development released the Entitlement Program allocations for Fiscal Year 2016-17. The City will be receiving \$971,071 in CDBG funds, which is a decrease of \$29,573 from FY 2015-16.
- **CDBG 5-year Consolidated Planning** – Every 3-5 years the City must update its Consolidated Plan which governs HUD funded programs such as the Community Development Block Grant (CDBG) Program. CD Staff along with the consultant Florida Housing Coalition has begun the planning process. A Community Needs Survey has been developed and is currently available for public response at <https://www.surveymonkey.com/r/miamigardenscommunitysurvey>. Furthermore, several public meetings have been scheduled during the month of March to get community input into the development of the Consolidated Plan and the Analysis of Impediments to Fair Housing. Meeting dates are:
  - March 1<sup>st</sup> at 2:00pm in the City Hall Community Room
  - March 8<sup>th</sup> at 2:00pm in the City Hall Community Room

- March 10<sup>th</sup> at 6:00pm at the Betty T. Ferguson Recreation Complex Hibiscus Room
- March 24<sup>th</sup> at 6:00pm at the North Dade Regional Library Program Room A

The Consolidate Plan along with the 2016-17 Action Plan and Analysis of Impediments to Fair Housing are due to US HUD by August 15, 2016.

- **CDBG Public Services Request For Proposal (RFP)** – The City will be holding a mandatory Technical Assistance Workshop on Thursday, March 17<sup>th</sup> at 10am as part of the Public Services Request for Proposal process for FY 2016-17. Eligible applicants include agencies or organizations that provide social or public services to city residents and have a 501(c)3 status from the IRS. Agencies interested in applying for these grants must have attended this TA workshop. The RFP will be issued on Monday, March 28, 2016 and will be available for download free of charge from the City’s website. The amount of funding available for FY 2016-17 is approximately \$145,000.
- **The Commons Project** – Construction on the 24-unit residential building for elderly rental housing began in December 2015.
- **HUD Monitoring** – CD department staff is preparing for a HUD Administrative Monitoring of the Neighborhood Stabilization Program (NSP). HUD Miami Field Office representatives will be on site reviewing files and financials associated with this program the week of March 28<sup>th</sup>.

## Development Services & Code Compliance Department

### Building Services Division

#### Expenditures

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total
Salaries & Wages	15-24-02-524-100	\$ 77,877.56	\$ 118,337.45	\$ 93,647.89	\$ 289,862.90
Personnel Benefits	15-24-02-524-200	\$ 20,919.37	\$ 31,655.78	\$ 24,982.43	\$ 77,557.58
Contracted Services	15-24-02-524-300	\$ 30,630.76	\$ 174.05	\$ 2,014.79	\$ 32,819.60
Operating Expenditures	15-24-02-524-400	\$ 278.06	\$ 370.60	\$ 6.14	\$ 654.80
Operating Expenditures	15-24-02-524-500	\$ 5,295.34	\$ 1,397.66	\$ 160.00	\$ 6,853.00
Other Uses	15-24-02-524-900	\$ 35,427.00	\$ 35,427.00	\$ 35,427.00	\$ 6,853.00
<b>GRAND TOTALS:</b>		\$ 170,428.09	\$ 187,362.54	\$ 156,238.25	\$ 414,600.88

#### Revenues

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total
Building Permit Fees	15-00-00-322-002-00	\$ 94,654.76	\$ 202,352.22	\$ 101,510.75	\$ 398,517.73
Bldg Certificate of Occupancy	15-00-00-322-003-00	\$ 3,578.16	\$ 2,769.76	\$ 1,139.98	\$ 7,487.90
40 yr Recertification	15-00-00-322-004-00	\$ 628.42	\$ 1,289.92	\$ 628.42	\$ 2,546.76
OT Inspections	15-00-00-322-006-00	\$ 781.02	\$ 3,124.08	\$ 2,135.60	\$ 6,040.70
Unsafe Structures	15-00-00-345-100-00	\$ 911.87	\$ 1,013.71	\$ 1,737.40	\$ 3,662.98
<b>GRAND TOTALS:</b>		\$ 100,554.23	\$ 210,549.69	\$ 107,152.15	\$ 418,256.07

Permit Applications

Description	12/2015	01/2016	02/2016	Quarterly Total
Building Permits	276	188	255	719
Certificate of Occupancies	7	4	8	19
Demolition Permits	5	0	6	11
Electrical Permits	102	104	87	293
MDC Permit Closures	18	23	3	44
Mechanical Permits	44	35	50	129
Miscellaneous	107	75	68	250
Plumbing Permits	48	67	66	181
Recertification	1	0	7	8
Residential Burglar Alarm Certificates	0	0	0	0
<b>GRAND TOTALS:</b>	<b>608</b>	<b>496</b>	<b>550</b>	<b>1654</b>

Permits Issued

Description	12/2015	01/2016	02/2016	Quarterly Total
Building Permits	241	219	240	700
Certificate of Occupancies	8	5	6	19
Demolition Permits	6	0	4	10
Electrical Permits	75	131	68	274
MDC Permit Closures	24	16	5	45
Mechanical Permits	32	42	42	116
Miscellaneous	68	58	55	181
Plumbing Permits	53	75	58	186
Recertification	5	5	0	10
Residential Burglar Alarm Certificates	0	0	0	0
<b>GRAND TOTALS:</b>	<b>512</b>	<b>551</b>	<b>478</b>	<b>1541</b>

Plan Reviews

Description	12/2015	01/2016	02/2016	Quarterly Total
Building	323	251	299	873
Building (Professional Services)				0
Electrical	193	163	154	510
Electrical (Professional Services)				0
Mechanical	87	41	63	191
Mechanical (Professional Services)				0
Plumbing	125	109	107	341
Plumbing (Professional Services)				0
Structural	117	89	106	312
Structural (Professional Services)				0
<b>GRAND TOTALS:</b>	<b>845</b>	<b>653</b>	<b>729</b>	<b>2227</b>

Inspections

Description	12/2015	01/2016	02/2016	Quarterly Total
Building	1044	674	1000	2718
Building (Professional Services)				0
Electrical	117	187	177	481
Electrical (Professional Services)				0
Mechanical	179	127	139	445
Mechanical (Professional Services)	23	8	3	34
Plumbing	142	178	187	507
Plumbing (Professional Services)				0
<b>GRAND TOTALS:</b>	<b>1505</b>	<b>1174</b>	<b>1506</b>	<b>4185</b>

Monthly Census Bureau

New Construction	12/2015	01/2016	02/2016
Commercial Permits	0	16	0
Total Construction Value	\$ -	\$ 25,461,541.00	\$ -
Residential Permits	51	2	2
Total Construction Value	\$ 5,308,384.00	\$ 280,000.00	\$ 178,000.00

Major Projects

Owner	Description	Permit #	Status
1 . Royal Veterinary Services	Veterinary Hospital	BB-2015-008655	Plan review in progress
2 . Walmart Store East LP	Gas Station	BB-2015-008504	Plan review in progress
3 . Claude Romulus	2 Story Medical Office Bldg	BB-2015-008042	Plan review in progress
4 . Advanced Auto Parts	Waffle House	BB-2015-007853	Plan review in progress
5 . Racetrac-SNY Realty	Gas Station & Convenience Store	BB-2015-007840	Plan review in progress
6 . Family Care Clinic, Inc.	1687 s.f. Health Clinic	BB-2014-007140	Plan review in progress
7 . Florida Memorial University	2 Story Commercial Building	BB-2014-007378	Construction in Progress
8 . RUDG - The Commons, LLC	24 Unit Bldg Description 'A' and 'B'	BB-2014-006776	Construction in Progress
9 . Florida Education Properties	3 Story Charter School	BB-2015-007889	Construction in Progress
10 . Gator 4601 NW 199 St LLC	Façade Renovations-Landlord Improvements	BB-2015-007785	Construction in Progress
11 . Stadium Corners	1 Story 7 Bay Retail Stores	BB-2015-007783	Construction in Progress
12 . Palmetto Design Center LLC	Retail Building Inline Space	BB-2014-007453	Construction in Progress
13 . Carol City Gardens LLC	Phase I - Bldg A-C Remodeling	BB-2014-006870	Construction in Progress
14 . YMCA Learning Center	Learning Center & Daycare	BB-2013-005367	Construction in Progress
15 . Florida Education Properties	6000 s/f Daycare	BB-2013-005037	Construction in Progress
16 . Playa Plaza LLC	Retail Shopping Center	BB-2013-004876	Construction in Progress
17 . Pelican Cove	Club House	BB-2012-003849	Construction in Progress

## Code Compliance Division

Expenditures

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total
Salaries & Wages	01-29-01-100	\$ 33,049.32	\$ 48,909.92	\$ 44,184.53	\$ 126,143.77
Personnel Benefits	01-29-01-200	\$ 10,358.23	\$ 15,802.40	\$ 13,572.26	\$ 39,732.89
Contracted Services	01-29-01-300	\$ 2,880.00	\$ 252.00	\$ 600.00	\$ 3,732.00
Operating Expenditures	01-29-01-400	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	01-29-01-500	\$ -	\$ 110.35	\$ -	\$ 110.35
Other Uses	01-29-01-900	\$ -	\$ -	\$ -	\$ 110.35
<b>GRAND TOTALS:</b>		\$ 46,287.55	\$ 65,074.67	\$ 58,356.79	\$ 169,829.36

Revenues

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total
Local Business Tax	01-00-00-316-000-00	\$ 26,206.55	\$ 30,533.53	\$ 14,190.25	\$ 70,930.33
Landlord Permit	01-00-00-329-200-00	\$ 3,595.14	\$ 3,861.49	\$ 3,762.45	\$ 11,219.08
Special Event Permit	01-00-00-329-600-00	\$ 2,344.75	\$ 1,178.75	\$ 758.25	\$ 4,281.75
Towing Permit	01-00-00-329-700-00	\$ -	\$ 525.00	\$ -	\$ 525.00
Certificate of Use	01-00-00-329-800-00	\$ 13,293.64	\$ 15,593.21	\$ 11,905.15	\$ 40,792.00
Certificate of Re-Occupancy	01-00-00-329-900-00	\$ 15,761.00	\$ 16,977.00	\$ 14,025.00	\$ 46,763.00
Foreclosure Registry	01-00-00-369-905-00	\$ 6,075.00	\$ 5,250.00	\$ 4,175.00	\$ 15,500.00
<b>GRAND TOTALS:</b>		\$ 67,276.08	\$ 73,918.98	\$ 48,816.10	\$ 190,011.16

Licensing Statistics

Description	12/2015	01/2016	02/2016	Quarterly Total
New BTR Accounts	30	24	26	80
New Certificate of Use Accounts	26	22	22	70
New Landlord Accounts	23	59	39	121
REO Applications	91	91	107	289
Issued REO	69	73	77	219
Number of BTR issued	104	83	70	257
Number of CU issued	98	80	62	240
Number of LP issued	49	36	51	136
Number of Missing Document Letters	7	5	3	15
Closed BTR Accounts	36	13	17	66
Closed CU Accounts	30	9	12	51
Closed Landlord Accounts	10	7	12	29
Files to Zoning	28	25	27	80
Number of CU denials	0	0	0	0
Files to CU Inspection	30	33	58	121
NSF Payments	0	0	0	0
Special Event Applications	8	6	3	17
Approved Special Event Applications	2	3	2	7
Chronic Nuisance Dropped Off	0	0	0	0
Landlord Inspections	35	62	45	142
<b>GRAND TOTALS:</b>	<b>676</b>	<b>631</b>	<b>633</b>	<b>1940</b>

Officer's Statistics

Description	12/2015	01/2016	02/2016	Quarterly Total
BTR Inspection	25	32	46	103
Certificate of Use Inspection	24	27	41	92
Re-occupancy Inspection	117	76	122	315
Landlord Permit Inspection	26	6	38	70
FOR RENT Signs	3	5	0	8
2015-16 past due bt/cu swp	34	30	35	99
Warning Notices Issued	128	116	148	392
Violation Notices Issued	25	11	43	79
Reinspections	110	130	150	390
Special Master Hearings	1	3	2	6
Massey Hearings	4	6	10	20
Requests for Extensions	2	7	4	13
Compliants received	21	10	24	55
Proactive Cases	24	24	27	75
Cases Closed within 30 days	24	48	33	105
Cases Closed within 60 days	0	0	0	0
Cases Closed within 90 days	0	0	0	0
Special Operations Code/Licensing	0	0	0	0
Joint Ops - MGCE/MGPD	0	0	0	0
PD requests for Code Assistance	0	0	0	0
Illegal Sign Removals	12	2	0	14
Phone Calls	81	67	101	249
Parking Tickets	0	0	0	0
Abandoned Vehicles Tagged	0	0	0	0
Abandoned Vehicles Towed	0	0	0	0
Lots Cut & Cleaned	0	0	0	0
Extension Requests	1	0	0	1
Trash Pile Sprayed	3	0	3	6
Vacant House Sticker	0	0	0	0
Officer's Total Inspections	537	335	482	1354
Officer Dats Worked	45	35	44	124
311 Referrals	1	0	0	1
Special Master Postings	8	9	13	30
Storm Water Postings	3	3	0	6
<b>GRAND TOTALS:</b>	<b>1259</b>	<b>982</b>	<b>1366</b>	<b>3607</b>

## Engineering Services Division

### Expenditures

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total
Salaries & Wages	41-41-03-100	\$ 12,158.66	\$ 19,075.48	\$ 10,546.96	\$ 41,781.10
Personnel Benefits	41-41-03-200	\$ 3,843.53	\$ 5,816.41	\$ 3,347.56	\$ 13,007.50
Contracted Services	41-41-03-300	\$ 4,649.34	\$ 6,463.75	\$ -	\$ 11,113.09
Operating Expenditures	41-41-03-400	\$ 615.41	\$ -	\$ -	\$ 615.41
Operating Expenditures	41-41-03-500	\$ 2,620.00	\$ 218.22	\$ -	\$ 2,838.22
Capital Outlay	41-41-03-600	\$ 23,886.94	\$ 41,741.72	\$ 57,611.65	\$ 123,240.31
<b>GRAND TOTALS:</b>		<b>\$ 47,773.88</b>	<b>\$ 73,315.58</b>	<b>\$ 71,506.17</b>	<b>\$ 192,595.63</b>

### Revenues

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total
Engineering Permits	10-00-00-322-002-00	\$ 20,413.46	\$ 7,945.67	\$ 2,804.70	\$ 31,163.83
Banner Permits	10-00-00-329-100-00	\$ -	\$ 1,120.00	\$ -	\$ 1,120.00
Stormwater Permits	41-00-00-329-500-00	\$ 2,757.00	\$ 3,607.00	\$ 2,593.00	\$ 8,957.00
<b>GRAND TOTALS:</b>		<b>\$ 23,170.46</b>	<b>\$ 12,672.67</b>	<b>\$ 5,397.70</b>	<b>\$ 41,240.83</b>

### Permit Applications

Description	12/2015	01/2016	02/2016	Quarterly Total
Permits	18	24	21	63
<b>GRAND TOTALS:</b>	<b>18</b>	<b>24</b>	<b>21</b>	<b>63</b>

### Permits Issued

Description	12/2015	01/2016	02/2016	Quarterly Total
Permits	15	16	20	51
<b>GRAND TOTALS:</b>	<b>15</b>	<b>16</b>	<b>20</b>	<b>51</b>

### Plan Reviews

Description	12/2015	01/2016	02/2016	Quarterly Total
Engineering	28	29	35	92
Flood Plain Mgmt	45	25	32	102
<b>GRAND TOTALS:</b>	<b>73</b>	<b>54</b>	<b>67</b>	<b>194</b>

Inspections

Description	12/2015	01/2016	02/2016	Quarterly Total
Engineering	60	19	40	119
Flood Plain Mgmt				0
<b>GRAND TOTALS:</b>	<b>60</b>	<b>19</b>	<b>40</b>	<b>119</b>

Major Projects

- 1 . NW 203 ST Outfall – Design
  - Feasibility Study Completed
  - Design Phase ongoing by A&P Consulting Engineers. Contact is Carlos Camacho- CCamacho@APCTE.com TEL: (305) 592-7283 Ext. 225
  - Technical Review has been completed. Project is pending permitting. City will pay permit fees.
  - All invoicing for consultant is up to date.
  - Construction funding is pending for this project. A grant request was made through the State.
  
- 2 . Westside Blueway Trail Project – LAP Funded
  - Design is completed and pending final permit. Permit fees have been paid.
  - Design Engineers are Kimley Horn & Associates (KHA). Contact is Stefano Viola – 954-535-5133
  - Final DERM permit is dependent on receipt of approval letter from Le Jeune Gardens HOA. Several attempts have been made following a community meeting last November to get the letter. ACM Vernita Nelson has also reached out to association. HOA President is Mario Ambrose – 305-625-5931.
  - LAP Agreement has been approved by City. Agreement is with FDOT pending their signature. A copy should be returned to the City on final execution. FDOT LAP Coordinator for this project is Alfredo Reyna – 305 470 5288.
  - Pending from KHA are technical specifications for bid document. This should include specifications of vita stations. Also pending is a proposed schedule to be submitted to FDOT.
  - Procurement will be required to compile the bid document. Federal requirements are required to be included in the bid. FDOT checklist requirements must be satisfied and the document reviewed before advertising.
  - FDOT has agreed to fund \$708,000 toward construction costs. This should cover all construction costs based on KHA estimate.
  - Estimated start for construction is July 2016. This project must be completed by October 2017.
  - All KHA invoices are up to date.
  
- 3 . NW 25Ct/NW 38Ct Drainage Project
  - Project in construction phase – Contractor is Florida Construction & Engineering Inc. Contact is Reza – 305-883-7601
  - Agreed substantial completion date is February 25, 2016. Final Completion date is March 16, 2016
  - Total project construction cost is \$133,918.98. Invoices are up to date.
  - Project is funded in part by Department of Environmental Protection (DEP) Grant.
  - Reimbursement for the design phase in Task 1 of the agreement has been requested (Finance).
  - On completion of project reimbursement for Part 2 will need to be requested.

## 4 . Vista Verde Drainage Project- Phase 2

- Project in construction phase – Contractor is Kailas Corporation.

Contact is Jorge Paz – 305-722-0099

- Project Cost is 1,131,279.00. –Project funded by CDBG, DEP Grant and CITT.

- Design Engineers are Craven Thompson & Associates (CTA) - Contact Pat Gibney. There should be minimal involvement of CTA during this phase. However if required there is an open PO # - 13-00765 for Design Services with a balance of \$9,996.00. This balance is intended to be used toward Phases 1D and 3 also included in this PO.

- Contractor was issued NTP on December 10, 2015 and agreed to start construction on January 11, 2016. There was a delay on the part of Craven & Thompson in issuing the shop drawing approval and Kailas requested additional time on this basis. Kailas has mobilized and active construction should start immediately.

-WASD has substantially completed their portion of the project. Minor restoration remains for sidewalks at the service connections.

-A temporary Engineering Inspector, Damian Sanchez has been hired through the City's hiring agency. The inspector will be assigned fully to this project and allowance has been made for his wages, phone and travel expenses in the budget through the state grant portion of the funding. The total amount estimated for the 10 month period is \$48,684. This was approved by the City Manager. PO# is 16-00365. Damian will submit time sheets for approval and his wages will be paid through the agency. Phone and mileage allowance will be billed directly to the City.

- It was agreed with Community Development and Finance that the CDBG portion of the funds would be used first on this project as there is a deadline of July 2016 for this grant to expend funds. DEP grant agreement terminates in April 2017.

-Davis Bacon wages requirements apply for CDBG funds and Damian has been briefed regarding this. Community Development will perform all interviews.

-PWD has made a requested to have drainage connections made from Phase 1A to the main drainage artery on NW 207 St (Phase 1C) as part of a change order to this project. Cost Estimate for this is \$19,040.

-On project completion request must be made to State for reimbursement. Task deliverables are for reimbursement are listed in the grant agreement.

It is recommended that for future phases of Vista Verde that CMG and MDWASD collaborate through a joint venture to encompass both water replacement and drainage as a single contract.

It is recommended that the next phase of Vista Verde for construction should be Phase 1C as it connects the entire system. This phase has already been designed and is pending funding for construction. Estimated cost is \$668,687. A request has been made for grant funding to the State.

## 5 . Sidewalk Stand Alone Project

- This project commenced January 4, 2016 and is progressing well. Contractor is Metro Express. Contract Amount - \$500,000.

- A schedule of locations with associated costs was developed for areas city wide for new sidewalk, repair and upgrade of ADA ramps. Luis Mendoza is aware of the schedule.

- Priority areas will be addressed first. This project requires financial monitoring to avoid overruns of the budgeted amount.

- Metro will also upgrade select bus stops as part of this project to be coordinated with Natasha Alexander, Trolley Manager. Funding for this is from a separate budget and a separate PO will be required. Estimated amount is \$60,000. This is scheduled to commence March 1, 2016.

## 6 . Bunche Park Mill and Resurface - Phase 2 (NW 167 St – NW 151 St between NW 22 Ave and NW 27 Ave)

- Assessment and cost estimate for the mill and resurface of this phase has been completed.

- A request has been made to procurement to piggy back off an existing Miami Dade County with H&J Asphalt.

- Procurement has reviewed the contract and has agreed.

- Procurement is preparing an agenda item to go before council for approval.

- This project is funded by the CITT.

## 7 . Roadway Assessment

- The City's existing Roadway Assessment is outdated. This item is budgeted for in the FY 2015/16 budget.

- Pending development of scope, criteria and selection of Professional Services.

## 8 . Culvert Replacement -NW 17, 18 and 19 Avenue

- There are several rip rap walls collapsed at NW 17, 18 and 19 Ave between NW 170 Terrace and NW 17 Street. After cleaning and televising the culverts on 17 Ave, major defects were discovered.

- Pending development of scope of work, proposal and selection of Professional Engineering Services for design.

## 9 . NW 13 Ave Drainage Improvements

- Pending development of scope of work, proposal and selection of Professional Engineering Services for design

## 10 . Mill and Resurface NW 39 Ct -46 Ave from 200 St – 207 St Dr.

- Requires pavement assessment and tabulation of cost.

- Expected that this project will also be constructed through the proposed piggy back contract with H&J Asphalt in FY 2016.

## 11 . NW 170 St – NW 22 Avenue Drainage Project – Vacation of NW 23 Ave Right of Way

Miami Gardens has experienced issues with flooding in the small development west of NW 22nd Avenue on NW 170 St. A study was conducted by A& P Consulting Engineers and three options were provided. The recommended third option for an injection well system is costly and has high maintenance costs.

Recently DR Horton has proposed a new residential development to the west of the area and has made a request to vacate NW 23 Avenue. Several discussions have been had with DR Horton.

My recommendation is to have DR Horton contribute to the design and also construct an exfiltration system to incorporate the entire length of NW 23 Ave abutting the property and capture the runoff from NW 170 Terrace. This is an approximate length of 750 LF.

### Planning & Zoning Services Division

#### Expenditures

Description	Account Number					Quarterly Total			
Salaries & Wages	01-15-01-100	\$	-	\$	-	\$	-		
Personnel Benefits	01-15-01-200	\$	-	\$	-	\$	-		
Contracted Services	01-15-01-300	\$	7,788.55	\$	10,884.68	\$	5,522.02	\$	24,195.25
Operating Expenditures	01-15-01-400	\$	505.00	\$	1,010.00	\$	1,515.00	\$	3,030.00
Operating Expenditures	01-15-01-500	\$	150.00	\$	-	\$	-	\$	150.00
Capital Outlay	01-15-01-900	\$	-	\$	-	\$	-	\$	150.00
<b>GRAND TOTALS:</b>		\$	<b>8,443.55</b>	\$	<b>11,894.68</b>	\$	<b>7,037.02</b>	\$	<b>27,525.25</b>

#### Revenues

Description	Account Number	12/2015	01/2016	02/2016	Quarterly Total				
Planning & Zoning Fees	01-00-00-322-001-00	\$	21,803.58	\$	38,319.93	\$	22,869.38	\$	82,992.89
<b>GRAND TOTALS:</b>		\$	<b>21,803.58</b>	\$	<b>38,319.93</b>	\$	<b>22,869.38</b>	\$	<b>82,992.89</b>

#### Permit Applications

Description	12/2015	01/2016	02/2016	Quarterly Total
Administration	7	10	13	30
Council/Hearing	2	4	2	8
Permits	11	31	40	82
<b>GRAND TOTALS:</b>	<b>20</b>	<b>45</b>	<b>55</b>	<b>120</b>

#### Permits Issued

Description	12/2015	01/2016	02/2016	Quarterly Total
Administration				0
Council/Hearing				0
Permits	11	7	45	63
<b>GRAND TOTALS:</b>	<b>11</b>	<b>7</b>	<b>45</b>	<b>63</b>

#### Plan Reviews

Description	12/2015	01/2016	02/2016	Quarterly Total
Plan Reviews	105	100	123	328
<b>GRAND TOTALS:</b>	<b>105</b>	<b>100</b>	<b>123</b>	<b>328</b>

Inspections

Description	12/2015	01/2016	02/2016	Quarterly Total
Inspections	28	22	36	86
<b>GRAND TOTALS:</b>	<b>28</b>	<b>22</b>	<b>36</b>	<b>86</b>

Major Projects

**PENDING PROJECTS - PLAT**

- 1 . PZ-2015-000737 Majorca Estates (D.R. Horton)
  - Final plat under review by the City (E.L. Waters)
  - Final Plat approved by Council Dec 2015
  - Pending (Mylar being submitted by applicant)
  - Mylar submitted
  - Pending Final Plat Revision by applicant
  
- 2 . PZ-2015-000776 Walden Park I
  - T-Plat under review by the City (E.L. Waters)
  - T-Plat reviewed & City approval letter sent to County
  - Pending Owner submission to County Plat & Street Committee
  - Pending Final Plat Revision by applicant
  
- 3 . PZ-2015-000797 Walden Park II
  - T-Plat under review by the City (E.L. Waters)
  - T-Plat reviewed & City approval letter sent to County
  - Pending Owner submission to County Plat & Street Committee
  - Pending Final Plat Revision by applicant
  
- 4 . PZ-2015-00971 JPM Center Final Plat (saved in 2015 plats folder)
  - Applicant requested T-Plat extension from Miami-Dade county – pending final plat submittal
  - Final Plat approved on 1/13/16 by Council
  - Letter sent to County
  - Mylar signature pending
  
- 5 . PZ-2015-001006 NEW Way Fellowship Baptist Church (Windsor Walk) (DR Horton)
  - 1st Review and comments transmitted to DR Horton January 20, 2016
  - Resubmittal 2/09/16
  
- 6 . PZ-2016-001064 Landmark Surveyors – NW 159th St and NW 47th Ave (IKON)
  - Tentative Plat submitted Ikon Town Homes 01 21 16
  - CGA review 01 21 16
  - Caltran review 02 24 16
  - Comments forwarded to applicant on 02 25

**PENDING PROJECTS - SITE PLAN**

- 1 . PZ-2014-000506 Villa Bar & Lounge
  - Site plan approval for outdoor bar (2nd Review) – issued preliminary comments.
  - Declaration of restrictions for nightclub SF has to be amended through City Council. Provided application and fees to applicant (Nakeischea from CGA is handling)
  - Modification of a previously approved Declaration of Restrictions. Scheduled for City Council meeting, January 27th, 2016.
- 2 . PZ-2015-000641 Advance Point Apartments
  - Site plan and rezoning applications were supposed to be submitted concurrently but only site plan application was submitted. The property needs to be rezoned to allow multifamily development (Nakeischea from CGA is handling)
  - Awaiting resubmittal contact since 03 02 16
- 3 . PZ-2015-001021 Elite Construction Condominiums
  - 1st Review completed (status needed)
- 4 . PZ-2016-001074 Majorca Estates NW 14th Pl and NW 9th Pl
  - Submitted Master Site 1/19/16
  - Pending resubmittal by applicant
- 5 . PZ-2016-001078 Miami Gardens Apartments NW 7th Ave NW 214th St (Hugim Townhomes)
  - Submitted Master Site Plan 1/25/16
  - Staff comments 02 22 16
- 6 . PZ-2016-001103 Miami Gardens Office –TELX
  - Submitted Site Plan 2/1/16
  - awaiting 1st review comments

**Finance Department**

Below is a list of tasks the department achieved for the last quarter until February 29, 2016.

1. Submitted the FY 2016 budget documents to the Government Finance Officers Association (GFOA) for consideration of the Budget Award.
2. Drafted all financial schedules of FY 2015 Comprehensive Annual Financial Report. Pending on Florida Retirement System to provide the pension liability to complete the FY 2015 CAFR to submit to Council. This is the first year the City will have to record pension liability under the implementation of GASB 68.
3. Performed impact calculations for PBA union negotiations.
4. Performed research after a citizen comment at the Council meeting and recommended to Council the adoption of Ordinance No. 2015-16-346 which provides additional Homestead exemption for low-income senior citizens who are long term residents. This additional exemption will be effective for FY 2017.
5. GO Bond Securities was moved from Wells Fargo to Raymond James.
6. Refinance Series 2009 taxable bond for a three year term, and obtain extension for a five year term for Series 2009B. Both bond issues were taxable bond for economic development property and balloon payment of the principal in the amount of \$6.3 million and \$6.9 million respectively were due on February 1, 2016.
7. During the period of November 15 to February 15, 2016, staff has submitted 16 grants totaling \$372,863.03 in grant reimbursements.

At the end of February, the year-to-date expenditures or revenues should reflect 41.66% of the budget. As most revenues at the end of February were recognized at least three months of revenue, staff is able to start projecting what year-end revenues may be. Certain revenue sources are showing signs of shortfall. Detailed analysis is discussed under the individual funds. Below is just a summary of some of the major variance that staff is projecting:

*State Revenue Sharing:* The State always performed a true up in July based on the actual amount collected during their fiscal year. Should the City receive the same amount of true up as last fiscal year; there may be shortfall of \$200,000.

*Fines:* Fines collected on Parking and Traffic fines are currently lagging. Staff is projecting a shortfall of approximately \$150,000. False Alarms fines are projecting to be short by \$138,000 but these shortfalls may be offset by Red Light Camera fines. Should trend continue for red light camera fines, the City may recognize a surplus of approximately \$1,000,000.

*Parks & Recreation Revenue:* Based on the revenue collected YTD as compared to FY 2015, the City may recognize a shortfall of \$140,000. This shortfall may be adjusted depending on the registration for the Spring and Summer Camp as well as Sports Program which will incur later in the fiscal year.

As to expenditures, staff has concerns in providing funding for the overrun of the Food and Wine Event in the amount of \$164,528.91 and the Diabetic Event in the amount of \$5,383.40. Also, due to the new vision and additional responsibilities for Public Affairs Department, a projection of shortfall may incur at the end of the year for approximately \$72,000. Depends on the completion of the sale of the two taxable properties, the City may also have to find funding for the debt service for these properties. The contract for sale of the properties during the budget process should have been completed before FY 2016 and therefore the debt service payment was not budgeted. Should the sale of these properties are completed before the September 30, 2016, there will be no fiscal impact to the City as the sale proceeds will be utilized to pay the debt service.

As of February 29, 2016 the City has available cash with Wells Fargo Bank in the amount of \$15,235,310. The City still has approximately \$14,796,408 in market value with the State Board of Administration earning 0.53% and \$5,705 in tax certificates with Dade County.

## GENERAL FUND

Revenues as of February 29, 2016

		FY 2016 Budget	FY 2016 YTD Revenues	% of Budget	FY 2015 Budget	FY 2015 YTD Revenues	% of Budget
Property Tax	1	24,131,450	20,475,427	84.85%	23,600,098	19,443,165	82.39%
Utility Tax	2	10,071,000	2,236,933	22.21%	10,398,000	3,153,580	30.33%
Franchise Fees	3	3,308,848	446,402	13.49%	3,048,633	407,529	13.37%
Permits/License Tax/Other Fees	4	2,194,000	1,529,367	69.71%	2,001,301	1,609,025	80.40%
Intergovernmental Revenue	5	12,589,989	4,053,675	32.20%	11,294,476	3,790,923	33.56%
Charges for Services	6	7,351,874	2,552,223	34.72%	6,520,498	1,633,950	25.06%
Fines & Forfeitures	7	3,650,654	1,587,340	43.48%	4,017,751	1,066,915	26.56%
Miscellaneous Revenues		1,586,370	523,520	33.00%	1,524,150	573,105	37.60%
Non-Operating Revenues		1,399,650	433,345	30.96%	1,231,690	424,845	34.49%
<b>TOTAL</b>		<b>66,283,835</b>	<b>33,838,231</b>	<b>51.05%</b>	<b>63,636,597</b>	<b>32,103,037</b>	<b>50.45%</b>

<sup>1</sup> Property Taxes are not due until April 1, however homeowners receive discounts if paid before April 1 encouraging early payments.

<sup>2</sup> Revenue from electric, water and gas only reflected two months of revenue, so it is difficult for staff to project what year-end revenue will. Last year revenue for the same period of time is approximately \$1 million more, this is attributed to State audit on the Telecommunication Tax in FY 2015 and the City received a favorable adjustments to the revenue in December 2014. Based on current trend of Telecommunication tax, staff is projecting a surplus of \$75,000 if the trend continues

<sup>3</sup> The majority of the franchise is derived from the Electric franchise fees which the City only receives once a year in August.

<sup>4</sup> Business License tax, certificate of use and certificate of re-occupancy are due on October 1, therefore collection rate is high. The main difference in revenue lower than FY 2015 is attributed to Planning & Zoning Fees. Last year same period of time, the City received \$223,930 while in FY 2016, the City received \$147,337.

<sup>5</sup> This revenue is slightly higher when compared to FY 2015 which is attributed to COPs grant reimbursement and sales tax revenue. Although State Revenue Sharing receipts when compared to FY 2015 is higher, however, compare to the budget provided by the State, staff is projecting a shortfall of approximately \$200,000 based on the monthly distribution receives.. State will perform a true-up in August when the fiscal year ends in July 2016 when all revenues are collected.

<sup>6</sup> The higher amount collected in FY 2015 is mainly attributed to Off duty service provided by the Police officers. This revenue is to off-set the amount the City will have to pay the officers for those services. Recreation fees when compared to last fiscal year for the same period of time is lower and when compare to budget, staff is projecting a shortfall of \$140K.

<sup>7</sup> Both traffic fines and parking fines are coming in under budget. Staff is projecting a shortfall of \$150,000 for these two revenues. False Alarms fines are also lagging, and a projection of \$138,000 shortfall. However, based on the current trend of Red Light Camera fines, staff is projecting a surplus of approximately \$1,000,000 that will offset some of the deficit.

## GENERAL FUND

Expenditures as of February 29, 2016

		FY 2016 Budget	FY 2016 YTD Expenses	% of Budget	FY 2015 Budget	FY 2015 YTD Expenses	% of Budget
Personnel Expenses	1	44,271,154	17,483,190	39.49%	42,778,092	17,472,562	40.84%
Operating Expenses	2	14,081,627	7,628,984	54.18%	13,987,992	7,285,903	52.09%
Capital Outlay		44,639	34,638	77.60%	284,814	34,682	12.18%
Grants and Aids		30,000	0	0.00%	53,000	4,742	0.00%
Other Uses		7,726,594	3,219,415	41.67%	6,524,977	2,685,405	41.16%
Emergency Reserve Build Up		129,821	0	0.00%	7,722	0	0.00%
<b>TOTAL</b>		<b>66,283,835</b>	<b>28,366,227</b>	<b>42.80%</b>	<b>63,636,597</b>	<b>27,483,295</b>	<b>43.19%</b>

<sup>1</sup> Personnel expenses should be expensed at 40.35%. This is slightly lower due to vacancy and pending rectification of union contracts that may have fiscal impact to the City.

<sup>2</sup> Operating expenses should be expensed at 41.6%. This category is slightly higher which is attributed to nearly 50% of insurance premium has been paid and Jazz in the Gardens expenses

## DEVELOPMENT SERVICES FUND

Revenues as of February 29, 2016

	<i>FY 2016</i>	<i>FY 2016</i>	<i>%</i>	<i>FY 2015</i>	<i>FY 2015</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Permits/License Tax/Other Fees</i>	1,652,066	817,725	49.50%	1,606,200	920,302	57.30%
<i>Charges for Services</i>	241,599	145,290	0.00%	253,275	117,382	46.35%
<i>Miscellaneous Revenues</i>	360	73	0.00%	0	947	0.00%
<i>Non-Operating Revenues</i>	9,800	0				
<b>TOTAL</b>	<b>1,903,825</b>	<b>963,088</b>	<b>50.59%</b>	<b>1,859,475</b>	<b>1,038,630</b>	<b>55.86%</b>

<sup>1</sup> More permits activities than projected

## DEVELOPMENT SERVICES FUND

Expenditures as of February 29, 2016

	<i>FY 2016</i>	<i>FY 2016</i>	<i>%</i>	<i>FY 2015</i>	<i>FY 2015</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>	1,351,848	547,441	40.50%	1,373,542	592,127	43.11%
<i>Operating Expenses</i>	126,852	51,834	40.86%	68,633	35,655	51.95%
<i>Other Uses</i>	425,125	177,135	41.67%	417,300	173,875	41.67%
<b>TOTAL</b>	<b>1,903,825</b>	<b>776,411</b>	<b>40.78%</b>	<b>1,859,475</b>	<b>801,657</b>	<b>43.11%</b>

All expenditures are within budget allocation

## TRANSPORTATION FUND

Revenues as of February 29, 2016

	<i>FY 2016</i>	<i>FY 2016</i>	<i>%</i>	<i>FY 2015</i>	<i>FY 2015</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Local Option Gas Tax</i>	2,160,000	745,897	34.53%	2,089,517	750,101	35.90%
<i>Permits/License Tax/Other Fees</i>	78,500	70,662	90.02%	62,000	55,169	88.98%
<i>Intergovernmental Revenue</i>	4,543,238	611,027	13.45%	4,675,774	920,265	19.68%
<i>Charges for Services</i>	9,000	6,078	67.53%	6,500	7,008	107.81%
<i>Miscellaneous Revenues</i>	57,750	7,166	12.41%	215,000	1,736	0.81%
<i>Non-Operating Revenues</i>	1,686,102	77,375	4.59%	572,628	75,860	13.25%
<b>TOTAL</b>	<b>8,534,590</b>	<b>1,518,205</b>	<b>17.79%</b>	<b>7,621,419</b>	<b>1,810,139</b>	<b>23.75%</b>

<sup>1</sup> Local Option Gas Tax distribution is lagging by one month. Revenue is slightly higher than projected as it should reflect 33.33% of budget

<sup>2</sup> More activities for permits issued

<sup>3</sup> The variance in this revenue between FY 2016 and FY 2015 is attributed to only 1 month of CITT revenue distribution is received in FY 2016, while in FY2015, the City has received two months of distribution.

## TRANSPORTATION FUND

Expenditures as of February 29, 2016

	<i>FY 2016</i>	<i>FY 2016</i>	<i>%</i>	<i>FY 2015</i>	<i>FY 2015</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>	2,342,399	963,485	41.13%	2,330,535	864,802	37.11%
<i>Operating Expenses</i>	1,536,572	383,717	24.97%	1,435,869	348,464	24.27%
<i>Capital Outlay</i>	3,729,650	264,248	7.09%	2,532,047	362,606	14.32%
<i>Other Uses</i>	925,969	340,205	36.74%	1,322,968	337,315	25.50%
<b>TOTAL</b>	<b>8,534,590</b>	<b>1,951,655</b>	<b>22.87%</b>	<b>7,621,419</b>	<b>1,913,188</b>	<b>25.10%</b>

<sup>1</sup> Personnel expenses is slightly higher attributed to payout of terminated employees

## STORMWATER FUND

Revenues as of February 29, 2016

	<i>FY 2016</i>	<i>FY 2016</i>	<i>%</i>	<i>FY 2015</i>	<i>FY 2015</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Permits/License Tax/Other Fees</i>	45,000	21,727	48.28%	52,000	22,849	43.94%
<i>Grant</i>	275,000	0	0.00%	360,000	0	0.00%
<i>Charges for Services</i>	3,564,845	2,893,012	81.15%	3,578,616	2,889,899	80.75%
<i>Miscellaneous Revenues</i>	4,000	2,382	59.56%	4,000	891	22.27%
<i>Non-Operating Revenues</i>	695,143	0	0.00%	61,569	0	0.00%
<b>TOTAL</b>	<b>4,583,988</b>	<b>2,917,121</b>	<b>63.64%</b>	<b>4,056,185</b>	<b>2,913,639</b>	<b>71.83%</b>

<sup>1</sup> Beginning FY 2015, Stormwater fees are collected under the tax bill, therefore the revenue is collected at 81%

## STORMWATER FUND

Expenditures as of February 29, 2016

	<i>FY 2016</i>	<i>FY 2016</i>	<i>%</i>	<i>FY 2015</i>	<i>FY 2015</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>	888,875	298,445	33.58%	876,304	324,180	36.99%
<i>Operating Expenses</i>	1,076,679	541,661	50.31%	994,666	269,100	27.05%
<i>Capital Outlay</i>	1,454,860	133,017	9.14%	1,117,501	22,196	1.99%
<i>Debt Service</i>	632,189	118,953	0.00%	632,400	285,560	0.00%
<i>Other Uses</i>	531,385	185,010	34.82%	435,314	181,380	41.67%
<b>TOTAL</b>	<b>4,583,988</b>	<b>1,277,086</b>	<b>27.86%</b>	<b>4,056,185</b>	<b>1,082,416</b>	<b>26.69%</b>

<sup>1</sup> Vacancies in the stormwater fund

<sup>2</sup> Higher expenses in both budget comparison and when compared to FY 2015 is attributed to the canal maintenance costs billed by Miami Dade County. In FY 2015, the billing did not incur until March.

## CAPITAL PROJECTS FUND

Expenditures as of February 29, 2016

	<i>FY 2016 Budget</i>	<i>FY 2016 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2015 Budget</i>	<i>FY 2015 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i>	338,082	140,053	41.43%	349,501	139,855	40.02%
<i>Operating Expenses</i> <sup>1</sup>	88,400	152,070	172.02%	139,821	72,813	52.08%
<i>Capital Outlay</i>	59,804,557	931,511	1.56%	61,758,615	1,604,715	0.00%
<i>Other Uses</i>	6,611,390	2,754,745	41.67%	5,829,829	2,429,095	41.67%
<b>TOTAL</b>	<b>66,842,429</b>	<b>3,978,380</b>	<b>5.95%</b>	<b>68,077,766</b>	<b>4,246,478</b>	<b>6.24%</b>

<sup>1</sup> Higher expenses is attributed to attorney fees or professional services incurred for the City Hall project and the legal matter with regard to the sale of the two economic development properties.

Revenues from Capital Projects Fund are either from grants or transfer from General Fund.

# Human Resources Department

## I. POLICIES AND PROCEDURES:

Revision of the Employee Policy and Procedure Manual is ongoing.

## II. CITYWIDE STAFFING

### Employee Composition

Full-Time Regular	539
Female	233
Residents	163/30.2%
Regular/Intermittent PT	54 (included in full-time composite)

### City-Wide Staffing – Hires and Separations (3/1/2015 – 5/31/2015)

During the current reporting period there were nine (9) non-resident new hires and ten (10) resident new hires (see table below).

During the current reporting period there were fifteen (15) separations (see table below). Of the fifteen (15) separations five (5) are City Residents (see table below).

### **ALL NEW HIRES 3/1/2015 – 5/31/2015**

NAME	DEPARTMENT	HIRE DATE
JOHNSON, JR., KENNITH	PARKS ATHLETICS	3/9/2015
GOROTIZA, SERGIO	PUBLIC WORKS-STREETS DIVISION	3/2/2015
ARTETA, JACQUELINE LISETTA	COMMUNITY DEVELOPMENT	3/2/2015
BROWN, SHADAE DARCELL	POLICE DIVISON	3/9/2015
MCDUGLE IV, ALEXANDER	CODE ENFORCEMENT	3/16/2015
NEGRON, MELISSA	HUMAN RESOURCES	3/24/2015
MILLER, LINDELL YVETTE	PROCUREMENT	3/30/2015
FOLEY, MAE FRANCES	PARKS ATHLETICS	4/8/2015
GRUBER, GLENN	BUILDING SERVICES	4/6/2015
LANIER, GREGORY RENAY	SCHOOL CROSSING GUARD	4/23/2015
ROBINSON, BARBARA A	SCHOOL CROSSING GUARD	4/23/2015
HEPBURN, ATHIMA LOUISE	SCHOOL CROSSING GUARD	4/23/2015
WARREN, KIMBERLY DUSHAUN	SCHOOL CROSSING GUARD	4/23/2015
BRADLEY, CAMMERA LAVON	SCHOOL CROSSING GUARD	4/23/2015
WILSON, KEYANNA LASHAWN	SCHOOL CROSSING GUARD	4/23/2015
HAUGHTON, TICHINA EBONY	SCHOOL CROSSING GUARD	4/23/2015
WILSON, HYACINTH P	SCHOOL CROSSING GUARD	4/23/2015
THOMAS, ASHLEE KATRICE	PARKS RECREATION DIVISION	4/27/2015
DAVIS, KEITH CHARLES	PUBLIC WORKS-STREETS DIVISION	5/4/2015

**NEW HIRES/City Resident 3/1/2015 - 5/31/2015**

NAME	DEPARTMENT	HIRE DATE
JOHNSON, JR., KENNITH	PARKS ATHLETICS	3/9/2015
MCDUGLE IV, ALEXANDER	CODE ENFORCEMENT	3/16/2015
FOLEY, MAE FRANCES	PARKS ATHLETICS	4/8/2015
ROBINSON, BARBARA A	SCHOOL CROSSING GUARD	4/23/2015
HEPBURN, ATHIMA LOUISE	SCHOOL CROSSING GUARD	4/23/2015
WARREN, KIMBERLY DUSHAUN	SCHOOL CROSSING GUARD	4/23/2015
WILSON, KEYANNA LASHAWN	SCHOOL CROSSING GUARD	4/23/2015
HAUGHTON, TICHINA EBONY	SCHOOL CROSSING GUARD	4/23/2015
WILSON, HYACINTH P	SCHOOL CROSSING GUARD	4/23/2015
DAVIS, KEITH CHARLES	PUBLIC WORKS-STREETS DIVISION	5/4/2015

**ALL SEPARATIONS 3/1/2015 – 5/31/2015**

NAME	DEPARTMENT	TITLE	TERMINATED
GONZALEZ-TELLEZ, DAMIAN DAYAN	CODE ENFORCEMENT	CODE ENFORCEMENT OFFICER	5/1/2015
NAGEL, WILLIAM MICHAEL	POLICE DIVISON	POLICE CAPTAIN III	3/10/2015
SANTIAGO, MARTIN	POLICE DIVISON	POLICE SERGEANT III	3/10/2015
ALBELO, LUIS RAUL	COMMUNITY DEVELOPMENT	HOUSING INSPECTOR	4/17/2015
STARK, JONATHAN BRADLEY	POLICE DIVISON	POLICE OFFICER III	5/8/2015
EUBANKS, SHAWN CHRISTOPHER	POLICE DIVISON	POLICE OFFICER I	3/8/2015
GAMBINO, MICHAEL JOSEPH	BUILDING SERVICES	FLOOD PLAIN COORDINATOR/ADMIN.	3/27/2015
SMITH, CIARA TANQUIR	SCHOOL CROSSING GUARD	SCHOOL CROSSING GUARD	4/17/2015
LUTZ, ANTHONY RICHARD	POLICE DIVISON	POLICE OFFICER I	3/10/2015
WALKER, SHANTE CARRIE	PARKS ATHLETICS	RECREATION AIDE	4/1/2015
PLEZ, CHELSEA MARIE	PARKS RECREATION DIVISION	LIFEGUARD WATER SAFETY INSTRUC	4/20/2015
PERSON, ARIANE SAMALA	PARKS RECREATION DIVISION	LIFEGUARD WATER SAFETY INSTRUC	5/29/2015
BAUMER, WERNER RALPH	POLICE DIVISON	POLICE OFFICER I	5/16/2015
JAMES, DAVID EMIL	CITY CLERK	LEGISLATIVE AIDE TO THE MAYOR	5/28/2015
THOMAS, ASHLEE KATRICE	PARKS RECREATION DIVISION	COMMUNITY CENTER MANAGER	5/1/2015

**SEPARATIONS – Resident 3/1/2015 – 5/31/2015**


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NAME	DEPARTMENT	TITLE	TERMINATED
GONZALEZ-TELLEZ, DAMIAN DAYAN	CODE ENFORCEMENT	CODE ENFORCEMENT OFFICER	5/1/2015
SMITH, CIARA TANQUIR	SCHOOL CROSSING GUARD	SCHOOL CROSSING GUARD	4/17/2015
LUTZ, ANTHONY RICHARD	POLICE DIVISON	POLICE OFFICER I	3/10/2015
WALKER, SHANTE CARRIE	PARKS ATHLETICS	RECREATION AIDE	4/1/2015
PERSON, ARIANE SAMALA	PARKS RECREATION DIVISION	LIFEGUARD WATER SAFETY INSTRUC	5/29/2015

### III. INTERNSHIP PROGRAM STATISTICS

The HR Department posted a continuous Recruitment Notice for Student Interns and has received several responses.

HR is collaborating with other Departments to assess the need for and identify additional volunteer appointment opportunities.

### IV. RISK and LIABILITY STATISTICS

#### Workers Compensation:

The City has a total of (40) open Workers' Compensation claims.

#### General Liability:

The City has a total of (58) open Property and Casualty and General Liability claims.

#### Other:

HR is assessing citywide Employee Safety Training needs. A Heat Stress Training was held on May 29, 2015.

### V. ORGANIZATIONAL DEVELOPMENT AND TRAINING

#### Succession Planning

HR has begun to assess and identify employee course designs for the City's Career and Professional Development and Management Fast-Track components of the Succession Plan.

#### Training and Development

HR continues to assess the City's employee, departmental and organizational training and development needs.

### VI. HUMAN RESOURCES DEPARTMENT STAFFING

The Human Resources Department is operating with reduced staffing levels due to the termination of Benefits Coordinator.

### VII. HUMAN RESOURCES DEPARTMENT – PROCESS IMPROVEMENTS/STAFF DEVELOPMENT

#### HR Staff Development

HR staff is currently being cross trained in the various job classifications within the Department.

The following employees have attended workshops/seminars during the quarter:

Julette Burton	Stems Weaver 25 <sup>th</sup> Annual Labor & Employment Law Seminar Florida League of Cities Regional Risk Management Seminar
Melissa Negron	Stems Weaver 25 <sup>th</sup> Annual Labor & Employment Law Seminar
Charisse Moore	2015 Disaster Preparedness Table Top Symposium Sponsored by FMIT & Florida League of Cities
Sandra Ruiz	2015 Disaster Preparedness Table Top Symposium Sponsored by FMIT & Florida League of Cities
Linda Bass	2015 Disaster Preparedness Table Top Symposium Sponsored by FMIT & Florida League of Cities Florida League of Cities Regional Risk Management Seminar Conroy Simberg 27 <sup>th</sup> Annual Claims Management Seminar

### **Human Resources Information System (HRIS)**

All HR employees have been trained in HRIS (NeoGov).

## **VIII. EMPLOYEE/LABOR RELATIONS**

Contract negotiations with the PBA are ongoing.

## **IX. SPECIAL PROJECTS**

None

## **Information Technology**

IT Dept Overview

**This Status report covers the activities of the Information Technology Department for the period from December through February. It is organized into the following areas:**

- **Significant Accomplishments**
- **Projects and Project Status**
- **Significant Issues**
- **Travel Activity and Training**

Accomplishments from Month:

- **Significant Accomplishments**
  - 2<sup>nd</sup> Phase of PD Move
    - Setup and new dispatch computers and installed all necessary software and tested them.
    - Setup new nice server for Radio and phone recording server.
    - Setup and move Records Department to new PD. FAX, EDEN Cashiering were setup for the users within the department.
    - Transferred phone services over to Dispatch.
    - Installed copiers that were moved by Toshiba for the all 3 departments.
    - Set PD up on their own internet connection with more bandwidth
    - Created new Access cards and profiles for access to the building by the remaining PD employees.
    - In the process of moving over remaining Circuits from Miami-Dade. AFIS and Miami-Dade will be coming by to finalize installation of dispatch equipment.
      - AFIS portion is now up and running (3/3/2016)
  - Worked with ATF to help setup a circuit in roundup operation that took place at the old PD building
  - Fixed Audio Visual Issue in the council chambers.
  - Installed servers into new PD
  - Created new badge templates for the new PD

- Installed new wireless access points in the new PD. New wireless bandwidth is 30X more than the wireless access at the old PD.
- Ordered new replacement laptops.
- Installed new UPS backup for new PD in every IDF and connected the UPS in the MDF so that it can be monitored.
- Installed new laptop for the Mayor Gilbert.
- Attended Food Truck Meeting for Council Man Harris.
- Changed Council Woman Davis old iPhone to a New iPhone.
- Attended Councilwoman Davis Events meeting
- Upgraded software for Manager Plus Server
- Installation of 2 AT&T circuits in the new PD
- Setup new Laptop and IMac for events and Media.
- Working with Boss support to customize Boss software for installation
- Prepared machine for postal use for the City.
- Cleaned active directory to reflect organizational structure.
- Configured new replacement printers for Public Works and Community Development.
- Participated on Bids and Panels for Police Department ALPR.
- Help configure Selex License Plate reader Server.
- Provided MIFI devices and helped procurement setup for Vendor Registration at Betty T. Ferguson Recreational Center.
- Provided MIFI devices for Ticket Master Setup at Betty T. Ferguson Recreational Center.

**○ Projects and Project Status**

- Felix has begun Web Steering Committee.
- Setting up Communications' Radios with Cooper General.
- Setup License Plate Reader Server and configured Verizon Modems for the license plate reader trailers.
- Setting up all computers, monitors and stations for all agents in Communications.
- Ensuring proper cabling and connections for recording for Communications in PD
- Created new access credentials for new PD ID profiles.
- Electronic Plan Review (ongoing)
- Windows 10 Research/Testing/Deployment (ongoing)
- Phase 2 of PD move completed.
- Getting Quotes on disaster recovery software and hardware.
- Working with Comcast to increase internet speed for City Hall.
- Deployed Adobe Reader, Flash Player, Shockwave, Java, Mozilla Firefox via Group Policy
- Update Active Directory (ongoing)
- Testing Cisco VPN connection for the officer's connection to the PD vs using Netmotion we can save money if we stop using all the Netmotion connections.

**○ Significant Issues**

- T1 circuit both AT&T Verizon have down recently.
- BTFRC audio visual issues they are looking at replacing the entire system in the auditorium.
- Identified power and network issues at BTFRC Computer lab.

**○ Travel Activity and Training**

- Gardimyr Pierre attended Laserfishe conference in California.
- Tristan attended FLGSIA Winter Conference in Orlando.
- Felix is continuing his IT security training, IT department purchased online training.

## Park & Recreation Department

The following data is representative for the months of December 2015 - February 2016

### Recreation Division

Activity	Frequency		Revenue
Shining Stars After School Program	Monday – Friday	87	*Total Revenue for both Camps: <b>\$5,675.00</b>
Wonderland Camp 2015	Monday – Friday	55	

Revenue Collected	
Facility Rentals	<b>\$13,790.00</b>
Youth Sports Program - Athletics	<b>\$4,140.00</b>

### Partnerships

Betty T. Ferguson Recreation Complex  
Programs/ Activities

CMG Programs at BTFRC	Revenue
Aquatics	<b>\$7,210.00</b>
Arts	<b>\$19,112.00</b>
Senior Program	Revenue
Senior 6 Month Membership	<b>\$2,295.00</b>
Senior Monthly Membership	<b>\$3,050.00</b>
Gold	<b>\$75.00</b>
Silver	<b>\$0.00</b>
Bronze	<b>\$35.00</b>
Senior Drop-In	<b>\$0.00</b>
Gymnasium	Revenue
Daily Drop-Ins	\$835.00
Daily Drop-In	\$260.00
Memberships (total)	\$12,235.00
<b>Grand Total Revenue</b>	<b>\$68,712.00</b>

**Highlights and Receptions Events**

- The Winter Camp program was held December 21<sup>st</sup> thru December 31<sup>st</sup> at Norwood and Scott Park. The program operated seven days throughout winter recess. There were (55) fifty-five children enrolled. The children engaged in recreational activities, science experiments, culinary projects, fieldtrips and guest speakers.
- December 9, 2016, the Parks and Recreation department in conjunction with Public Affairs department held the City's first annual Christmas Extravaganza. Children of the Shining Stars afterschool program sang songs, rapped and performed skits. Norland High School Vikings Freedom Writers recited poems. North Dade Middle school provided a Robotics display and presentation. Live performances from the Ladies of Soul and Randy Corinthian who played the saxophone. Lastly, staff dressed as Christmas Carols such as Mr. and Mrs. Claus, the Christmas Angel, Elf's, Trees, Ginger Bread, etc. Mayor Oliver Gilbert lit the lights first 28 feet tall Christmas in the City of Miami Gardens. The event was delightful for residents as they smiled, applauded and enjoyed the holiday spirit First Tree Ceremony in Miami Gardens. Refreshments were also served.
- The STEM Program takes place at Bennett Lifter and Myrtle Grove Parks (Monday-Friday 3-6pm)
- Weekend Programs: Read and Play program for school age residents and participants of the Afterschool program during evenings and selected Saturdays at Rolling Oaks Park. This program is to promote and improve reading and fitness amongst our youth. Participants have also attended a book signing at Miami Dade College Wolfson Campus for the first time.
- The Fundamentals of Basketball is a 6 week program that will start June 13, 2016.
- Volleyball Summer Camp will take place from June 21, 2016, to July 28, 2016, and will be held at Betty T.
- Shining Stars After-School Program – Ages 5-12 at Scott Park, Rolling Oaks, and Norwood. \$30.00 a week for the first child and \$25 for the second (\$10.00 Transportation Fee)
- Weekend Art Program (ages 7-15) – Eight week Visual Arts Class. The weekend visual arts program offers a unique creative environment. Students will learn to cultivate and treasure imaginative projects to enhance their critical thinking and social skills.
- Recreational on wheels is an adventurous initiative that engages children and families to become active in their communities through social games, fitness competitions, free play, crafts and more. This program allows people of all ages to enjoy laughter while interacting with their neighbors and engaging in activities that are healthy mentally and physically. These events will rove throughout City parks on a rotating schedule.

## Police Department

This report details the current staffing of the Department and a breakdown of statistics and/or events in each Division during this period.

### Police Department Staff

TOTAL BUDGETED POSITIONS: 294-**10 frozen**

TOTAL HIRED TO DATE:

273

- 1 Chief
- 0 Assistant Chief-**1 vacancy**
- 2 Majors-**1 vacancy**
- 3 Commanders
- 10 Captains-**1 vacancy**
- 24 Sergeants-**3 vacancies**
- 169 Police Officers-**9 vacancies**
- 4 Community Service Aides
- 1 Traffic Assistant
- 13 Telecommunications Operators-**3 vacancies**
- 2 Telecommunications Supervisors
- 1 Telecommunications Manager
- 1 Records Supervisor
- 4 Records Clerks
- 1 Executive Secretary
- 3 Administrative Assistants
- 0 Training Assistant-**1 vacancy**
- 2 Property Control Officers-**1 vacancy**
- 1 Crime Analyst Supervisor
- 1 Crime Analyst
- 1 Court Liaison/Off Duty Coordinator
- 2 Administrative Analysts
- 1 Management Analyst
- 1 Investigative Assistant
- 1 Crime Scene Supervisor
- 5 Crime Scene Technicians
- 1 Victim Advocate
- 3 Crossing Guard Supervisors
- 1 Code Compliance Manager
- 2 Code Compliance Supervisors
- 8 Code Compliance Officers-**1 vacancy**

The quarterly activity for the Operations Division from December 2015 through February 2016 is as follows:

### Arrests:

- Felony 192
- Misdemeanor 156

- Traffic 431
- DUI 2
- Warrant 75

**Total Arrest 856**

**Citations:**

- Moving 791
- Non-Moving 966
- Parking 23

**Total 1780**

**Field Interview Cards 261**

**Total Calls responded to 15662**

**Reports Written 4098**

**Traffic Crashes 884**

**Traffic Stops 1200**

**Red Light Tickets 23435**

**The quarterly activity for the Support Services Division from December 2015 through February 2016 is as follows:**

**Property and Evidence, number of property items processed:**

741 - Property Receipts Processed  
95 - Property Receipts Rejected  
48 - Property Released  
103 - Property Out to Lab  
12 - Property to be Disposed  
11 - Lab Runs to MDPD  
\$5,227 - Cash Impounded  
64 - Firearms Impounded \*not counting CSI direct delivered to lab.

**Number of reports processed and number of requests made at window for Records:**

Reports Processed 4,983/ Walkup Requests at Window 1,843/ Mail Logged In 1,000/ Fingerprints 27/ Background Checks 154/ Total Revenue Collected \$566,643.

**Number of calls received by Dispatch:**

CAD Calls = 28,610 / FCIC Entries = 520 / Overtime Hours = 1,766

**Alarm Reduction Program, number of false alarms citations processed:**

519 -Number of False Alarms due to Owner Error  
717 -Number of False Alarms due to Malfunctions

<u>355</u>	-Number of New Alarm Permits Issued
<u>30</u>	-Number of Owners Issued Special Master Notices
<u>7</u>	-Number of Owners Who Paid Fines
<u>4</u>	-Number of Owners Requesting Special Master Hearing

### **Court Liaison and Off-Duty**

56 subpoenas stamped and placed in the officers' mailboxes  
 5,624 off duty slips processed and entered into Eden for payroll processing  
 35 off duty vendor requests processed

### **The quarterly activity for the Legal Unit regarding the Pre-Arrest Diversion Program (PAD) from December 2015 through February 2016 is as follows:**

- Number of Male Participants 7
- Number of Female Participants 6
- Number of Offenders Pending 2
- Number of Offenders Refused 0

**Total Participants 13**

- Full Payments Made by Participants 2
- Partial Payments Made by Participants 2
- Funds Paid to "Justice of Life" \$600.00
- Funds Paid to City of Miami Gardens \$800.00

**Total Funds Collected \$1,400.00**

### **The quarterly activity for the Investigations/Special Investigations Division from December 2015 through February 2016 is as follows:**

- Felony-64
- Misdemeanor-60
- Field Interview Cards-0
- Pawn Shop Inspections -125
- Pawn Slips/Subject Checks-6,011
- Value of Property Recovered by Pawn Unit-\$12,100
- Value of Property Seized by Other Units-\$1,409,000
- Arrest Warrants Served-0
- Sexual Predator Checks-303

**Total Arrests 124**

### **Seizures/Apprehensions:**

- Felony-11
- Misdemeanor-34
- Traffic-12

- DUI–0
- Warrant– 0
- Firearms Seized–6
- Marijuana Seized–277 Grams
- Cocaine Seized–0 Grams
- Search Warrants–0
- Federal Indictments–2

### Total Apprehensions 45

**Total Cases Assigned: 720      Closed: 272      Clearance Rate: 37.22%**

### Scenes Processed by Crime Scene Investigations Unit: 275

**The quarterly activity for the Code Compliance Division from December 2015 through February 2016 is as follows:**

- |                             |      |
|-----------------------------|------|
| • Warning Notices Issued    | 623  |
| • Violations Notices Issued | 137  |
| • Special Masters Postings  | 38   |
| • Special Masters Hearings  | 18   |
| • Massey Hearings           | 74   |
| • Vacant Lots Cleared       | 21   |
| • Total Inspections         | 1715 |
| • Overtime Hours Worked     | 0    |

## **Procurement**

### **I. Purchasing Department Growth Plan**

- Developed and established the **Voluntary Price Reduction Policy**. This policy will be a **cost savings** policy implemented by procurement. Cost savings will be documented.
- Developed and established Policies and Procedures for the City’s Business and Resident Economic Plan (CMG – BREP).
- Currently as a result of the CMG-BREP program there are commitments from several GOB firms to hire thirty-nine (39) residents from the City of Miami Gardens.
- Developed website sign-in page with CareerSource for the City of Miami Gardens Business and Resident Economic Plan. Vendors will be able to register with CareerSource and actively post available job positions and hire residents from the City of Miami Gardens.
- New Technology Bid Sync is fully functioning.
- The Procurement Department hosts the first “How To Do Business with the City of Miami Gardens” which included a hands-on-workshop. Seventy-two (72) people attended the workshop.
- The Procurement Department has created a preferred vendors list.

- The Procurement Department created a contract list.
- Bid Sync will improve electronic vendor registration database. (live and readily available data)
- Developed and implementation of the Purchasing P- Card Policy

## **II. Solicited and Evaluated Bids, Facilitated Pre-bids and Evaluation Committee Meetings for the following:**

- Seven (5) Invitation To Bid in the past 3 months
- Seven (10) Request For Proposals/Qualifications solicitation in the in the past 3 months, Two (6).
- Five (2) Request For Quote
- One (1) Piggybacks
- Three (2) Agreements

## **III. Continuous Process for Improvement & Best utilization of Technology**

- Established the Procurement Departments Contracts list which will be posted to the city's procurement website.
- Established the Procurement Department vendors list.
- Developed and improve the Purchasing Department solicitation template. (Request For Proposals

## **IV. Issued Increase Customer Service (internal & external)**

- (423) Four Hundred twenty-three Purchase Orders/Change Orders approved and issued to date since the last quarterly report.
- City Hall Municipal Complex (ODP) & contract administration. Finalizing ODP schedule for contract fulfillment File maintenance, invoice processing and tax savings for the construction of the Police Department and City Hall.

## **V. Current Ongoing Projects**

- Completed (6) Solicited General Obligation Bond Projects (please see below for Selection/Evaluation Committee Dates)
  - RFP 15-16-008 Bunche Pool Step 2 (GOB) – Awarded by City Council 01/27/2016
  - RFP 15-16-014 Buccaneer Park Improvements Step 2 (GOB)– Awarded by City Council 02/10/2016

- RFP 15-16-021 Senior Family Step 2 (GOB) – Recommended for Award 02/10/2016
- RFP 15-16-023 Norwood Park and Pool Step 2 (GOB) – Recommended for Award 02/11/2016
- RFP 15-16-025 Betty T. Ferguson Recreational Complex Step 2 (GOB) – Recommended for Award 02/23/2016
- RFP 15-16-028 Bunch Park Step 2 (GOB) Recommended for Award 03/09/2016)

Additional Solicited Request for Proposal/Qualifications /Upcoming General Obligation Bond Projects Step 1

- 03/2016 RFQ 15-16-029 Bennett M. Lifter Park Step 1
  - 03/2016 RFQ 15-16-030 Cloverleaf Park Step 1
  - 03/2016 RFQ 15-16-031 Dr. Lester B. Brown Park Step 1
  - 03/2016 RFQ 15-16-032 Rolling Oaks Park Step 1
  - 03/2016 RFQ 15-16-033 Scott Park and AJ King Park Step 1
- City of Miami Gardens Small Business Vendor Outreach Seminars and Workshops quarterly.
  - Tracking and monitoring how many residents are hired through the CMG-BREP program.
  - City Staff training
  - Revamping and restructuring Purchasing Department’s website.
  - Purchasing Department Newsletter
  - Planning the first Purchasing Department one day retreat with staff which, will include the Purchasing Department:
    - Strategic Planning
    - Process improvement
    - Innovation Planning
  - Continue to maintain Fixed Assets (ongoing).
  - Continue to order and assist with auditing fuel card program.
  - Continue to train and assist City staff on Eden software.
  - Improving vendor customer service and on-line vendor registration Bids & Quotes – bid vendors (ongoing).
  - Continue to add current contracts to Procurement Web Page.
  - Continue to audit P-Card program.
  - Continue to work on City Hall Municipal Complex (ODP) & contract

## **Public Works**

1. We have come to the end of another calendar year. This has been a very productive year that has brought about a lot of positive changes. The changes made have been from the office staff right out to our general employees. The culture of the Public Works Department is making big strides for the better. I see good happenings for 2016 and beyond. Happy New Year to everyone.
2. Sidewalks and roadways continue to be repaired, along with potholes and tripping hazards.
3. The canal cleaning crew continues to maintain the waterways, removing debris from our canals and shorelines.
4. Landscape crews are assigned to particular areas of maintenance. Each crew has the responsibility of manicuring his particular area on a cycle. This cycle and assigned areas allow the crews to cover the entire City within a period of time.
5. During the Christmas season, displays can be observed on the north end of 27 Avenue and County Line Road. Holiday banners will also flank the route of 27 Avenue from Northwest 151<sup>st</sup> Street to County Line Road.
6. The Storm water crews have maintained the storm sewers throughout the City, preventing unnecessary flooding.
7. Sanchez Arrango Construction continues to implement repairs and replacement of our bus shelters and trash receptacles as contracted and requests by the Trolley Program Manager.
8. We have manually entered and have taken pictures of each individual bus shelter throughout the city using the ARC Collector app tracking system to track bus shelters maintenance and installation dates; we are at 95% completion. A new blanket purchase order has been submitted to fully complete the inventory.
9. The New Fleet Policy was completed and sent to the City Manager for approvals and signature.
10. We have received funding for road surface rejuvenation. The total cost is \$100,000 from the People's Transportation Program (CITT). We have conducted our annual rejuvenation program. Areas completed were: West side of 441 Andover Community excluding Coconut Cay, Venetian Gardens, N. Miami Avenue west side only from NW 183 Street to NW 199 Street. This process seals the asphalt for longer life span.
11. Due to unfavorable weather conditions in the month of January, we were delayed in removing the holiday banners from 27 Avenue. This task began the first week of February to conclude the holiday project.

12. On December 7, 2015, the Director attended the Transportation Planning Council. The 2015 Non-Motorized Network Connectivity Plan was presented to the board which included two project for Miami Gardens:
  - a. The connectivity from the Golden Glades Intermodal Park n Ride into the City. This will provide a better and easier way to have our trolley drop off residents at the facility.
  - b. The extension of the Snake Creek Canal linear park west of the turnpike to NW 27 Avenue intermodal.
13. On December 10, 2015, the Assistant Director and the Trolley Program Manager together with Mayor Oliver Gilbert received \$10,000 Street Smarts Grant to be used towards the Miami Gardens Express. The grant is awarded by Neat Streets Miami and the Miami Foundation.
14. On December 11, 2015, the Assistant Public Works Director and the Trolley Program Manager attended the Citizens' Independent Transportation Trust (CITT) Municipal Managers Forum/Municipal Workshop. The workshop serves as a venue to coordinate transit efforts among the various municipalities and the County. This event is celebrated once a year.
15. On December 16, 2015, the Director, Assistant Director, and Facilities Maintenance attended the pre-bid meeting for Janitorial Services with Procurement.
16. On December 17, 2015, the Public Works Assistant Director and the Trolley Program Manager attended a meeting with Miami-Dade County Transit to coordinate the integration of the Miami Gardens Express trolley routes with the Miami-Dade Transit routes through web based applications. The routes and schedule will be available through web search engines i.e. Google. Residents will be able to efficiently plan connections, via phone or personal computer, between Miami-Dade Transit and the Miami Gardens Express.
17. On December 18, 2015, staff met with our new FPL Executive Account Representative, Francisco (Frank) Cantero Jr.
18. On January 12, 2016, staff attended the Lunch & Learn Series on Couponing 101.
19. On January 14, 2016, staff attended the Worksite Wellness Committee meeting.
20. On January 19, 2016, the Assistant Public Works Director participated in the Selection Committee for RFP No. 15-16-005(A) Bus Transportation Services for the Parks and Recreation department.
21. On January 19, 2016, Universal Electric of Florida Inc. began the installation of two (2) new electrical services to connect two (2) irrigation pumps within the right of way on NW 7 Avenue at NW 187 ST and at NW 194 Terrace. The purpose of the project is to convert the irrigation system from potable water to well water. The work was awarded under Quote NO. 15-044. The City will save over \$30,000/year in water fees once the new irrigation pumps are functioning.

22. On January 21, 2016, Pavement Technology Inc. began the pavement rejuvenator application to the roadways in the Venetian Gardens Neighborhood. The project was approved by the City Council on November 10, 2015 under Resolution NO. 2015-182-2379 (asphalt surface preservation for fiscal year 2016).
23. On January 22 and 23, 2016, the Director attended the American Public Works Association executive meeting in Tampa held by the State Chapter. The Director attended as the South Florida Branch State Representative.
24. On February 8, 2016, the Director met with FDOT on a study being conducted for Pedestrian Access to the Golden Glades Intermodal Facility.
25. On February 12, 2016, the Director attended the Evaluation Committee for the Janitorial Services.
26. On February 16, 2016, staff was busy in the Community after the storm that created a tornado causing a lot of trees/branches to come down over the Right of Way.
27. On February 17, 2016, the Director met with a low income resident having problems with their septic tank; Community Development is assisting her to see if she qualifies for assistance.
28. On February 18, 2016, staff attended the Worksite Wellness Committee meeting.
29. On February 25, 2016, the Director attended the Public Private Developmental Review (PPDR) committee to review new developments.
30. On February 29, 2016, the Director attended the Edo International Business Forum Meet and Greet with Councilman Ighodaro.

## **Keep Miami Gardens Beautiful Quarterly Report**

### **Keep America Beautiful (KAB) Annual**

- The KAB annual report/ Cost-to-Benefit analysis has been completed and submitted.
- We have updated our logo; however we must make additional modifications to be in compliance with KAB's campaign.
- We have received the letter of "good standing".
- We will be attending annual conference in February of 2016
- We have updated our logo and it is in compliance with KAB standards.



### Beautification Awards

- Currently seeking board members. They need to be appointed by council. The target date for completion has been extended.

### Landscape Maintenance

- City crews are currently maintaining all landscape areas throughout the city: fertilizing, mulching, weeding, adding pre-emergent, replacing sod and removing dead palms and shrubs. Staff has modified landscaping schedules to accommodate for the approaching dry season.
- The crews have been working diligently to keep up with the removal of weeds and mowing the medians. We are now in the dry season so things are expected to slow down a bit and allow the crews to catch up.
- We are continuously updating the tree inventory and assessing hazards in our canopy.
- The crews are still replacing sod and plants. Mulching has taken place on the CITT funded roads as well as the other roads prior to the holiday season.
- The crews have been replacing plants in medians all over the City. This plant replacement project will continue for the next few months.

### Special Projects

- The crews will be taking down holiday banners and decorations.
- On December 12, over 60 volunteers from the AKA sorority participated in a park restoration and street cleanup in the area of Bennett Lifter Park.

### Community Planting 2015

- KMGB Coordinator continues to schedule canal and community plantings.

### Tree Planting

- We are continuing our tree planting efforts. The Tree Canopy Study is helping us to identify what areas need trees and will also determine our canopy coverage.
- We have several street tree planting projects that have been completed recently and some currently in progress.

NW 11<sup>th</sup> Court from 191<sup>st</sup> Street- 192<sup>nd</sup> Street (Swales)-Completed

NW 32<sup>nd</sup> Avenue from 196<sup>th</sup> Lane to 199<sup>th</sup> Street (Swales) - Completed

NW 207<sup>th</sup> Street from 441-NE 2<sup>nd</sup> Avenue (Removal and Replacement) – Completed

1870 NW 187<sup>th</sup> Street- Completed

1411 NW 175<sup>th</sup> Terrace- (Removal and Replacement) –Completed

1720/1701 NW 191<sup>st</sup> Street-(Replacement) – Completed

NW 42<sup>nd</sup> Avenue/ 171<sup>st</sup> Street- 179<sup>th</sup> Street- Completed

NW 193<sup>rd</sup> Street/ 29<sup>th</sup> Avenue-(Replacement) – Completed

NW 7<sup>th</sup> Avenue/ 183<sup>rd</sup> Street-199<sup>th</sup> Street- Completed

NW 28th Court from NW 153rd Terrace to NW 154th Terrace- (Grant Funds) -Completed

NW 28th Place from NW 154th Terrace to NW 152nd Terrace (Grant Funds) – Completed

NW 197<sup>th</sup> Street/34<sup>th</sup> Avenue-37<sup>th</sup> Avenue- Completed

NW 183<sup>rd</sup> Street/ 441-27<sup>th</sup> Avenue- Tree replacements in progress

Forthcoming:

NW 441/NW188th Street

Southern Magnolias in the Norland area

- Our Grants Administrator secured a \$20,000 grant from TD Bank for tree planting. Planting took place on November 21, 2015. The tree care seminar was held on November 20, 2015. The community was happy to receive the trees. Residents from the neighborhood and volunteers from local community organizations came together to plant the trees. This project will be expanded to encompass other blocks in the neighborhood.

### **Anti-Litter campaign**

- We have completed the revamping of SWAT-A-Litterbug program. An updated character has been revealed and we are ordering new marketing materials such as street banners, hats, t-shirts, and bags.
- We have received a \$15,000.00 grant from KAB/FDOT to produce an anti-litter PSA this year. Once the contract has been executed, we will begin the process.
- The contract has been executed for the \$15,000.00 grant from KAB/FDOT to produce an anti-litter PSA this year. We are going to begin the procurement process to secure a vendor for the services.
- We are in meetings to develop the concept of this year's anti-litter PSA.

## **Trolley Quarterly Report**

1. Trolley Program Manager continues to go to community meetings after hours. i.e. "Meet me Mondays", "Uni' Tea", "Food Truck Invasion", "Live Healthy Kick off".
2. The Trolley Manager sent Quarterly Compliance report to Miami Dade County.
3. The Trolley Program Manager continues to inspect all bus stop amenities throughout the city making sure they are up to standards and are safe for riders.
4. The Trolley Program Manager continues to respond and resolve all MDT complaints.
5. Sanchez Arrango Construction continues to implement repairs and replacement of our bus shelters and trash receptacles as contracted and requested by the Trolley Program Manager.
6. Our grounds crew continues to maintain the newly installed trash cans and bus benches by way of trash removal. Additionally, our grounds crew continues to maintain the existing trash cans by removing trash daily throughout the city.
7. The Trolley Program Manager sent longitude/latitude and GIS to MD Transit to add MG Express Route to Miami Dade App.
8. The Trolley Program Manager met with Assistant to the City Manager, Darian, to setup transportation for the Mayor's cultural passport initiative.
9. On January 4, the Trolley Program Manager completed a 6-month assessment/evaluation of the trolley program. This assessment was presented to the Assistant City Manager, Vernita Nelson.

10. On January 19, the Trolley Manager met with Thamara Labrousse, Healthy Community Program Director, to discuss ideas for expenditures related to health and public transportation. \$10,000 grant was awarded to the City by Neat Streets.
11. On January 20, RFP No. 15-16-027 for BUS BENCHES/SHELTERS AND TRASH RECEPTACLE ADVERTISING WITH MAINTENANCE was advertised.
12. On February 1, the Trolley Manager met with Miami Dade County to discuss and take action in relocating particular bus stop amenities from accident prone locations.
13. On February 4, the Trolley Program Manager attended a meeting hosted by Miami Dade County's Local Action Team for Safer People, per the Mayor's request.
14. On February 8, the Trolley Program Manager sent design to Patrice Gillespie-Smith of Neat Streets, for a strategic alliance with Live Healthy and MG Express utilizing 10k grant award.
15. The Trolley Program Manager met with MD Transit Planner Dennis Wrinn to provide signed documents from City Manager to approve subtle changes to Route B on February 18.

## **Fleet Quarterly Report**

- **Vehicle Service Concerns being addressed by Fleet Management**
  - a) Tahoe poor engine performance, stall and idle surge – We continue to have poor engine performance after the new calibration was installed, city management advised (Ongoing).
  - b) The first five months of the year are starting out very costly repairing older vehicles in service. We are averaging \$357 per repair.
  - c) Fuel prices for the first three months are tracking slightly below projections. Summer months are the highest usage.
- **Vehicle Utilization / Budget**
  - a) The Fleet Department is working within budget boundaries for repairs to the best of our abilities; with older units both repairs and refurbishing costs expose us to exceeding our budget. Please note that units that have collision damage that normally would be disposed of are being repaired so as not to deplete the fleet.
- **Documentation of all Fleet Transactions (Ongoing)**
  - a) Repairs are being entered in the data base, and vehicles are being tracked based upon the established preventative maintenance schedule.
  - b) Fuel usage is being entered into the database reflecting both economy and total operating costs.
  - c) Reports are now available to reflect expenditures by repair category or department.
  - d) Units with low utilization are brought to respective management's attention to make sure they are rotated into service.
  - e) Monthly reports are generated for PD command staff.
- **Fuel Usage (Ongoing)**

- a) Fleet Staff are currently working with all vehicle user departments to address odometer entry concerns and advise drivers that they must only use the correct fuel card assigned to the vehicle
- b) Monthly reports of fuel usage with concern identification provided to all Department Managers for concurrence.
- c) Fuel invoices are being maintained electronically and master bill.
- d) Fuel invoices are reviewed and billing errors are reported to Procurement for investigation and resolution.
- e) Low utilization vehicles are being brought to the attention of department heads.
- f) Employees are directed to procure fuel within city limits, purchases outside of city limits are brought to the attention of the respective department head.
- **Collision Repair (Ongoing)**
  - a) Continue to work closely with vendors, Risk Management, and user department to provide prompt collision repairs within departmental policy and procedures.
  - b) Fleet Service Rep. obtains estimates of crashed vehicles and provides to HR Risk for review and repair approval.
  - c) One vehicle insurance write-offs.
- **Meeting/Events/Training**
  - a) 12/2/15 PW Staff Meeting
  - b) 12/3/15 Fleet Admin SAE Webcast
  - c) 12/16/15 Fleet Department hosted a South Florida Fleet Managers meeting, regarding Vehicle Cyber Security
  - d) 1/6/16 PW Staff Meeting
  - e) 1/11/16 Fleet Staff Meeting
  - f) 1/27/16 Fleet Meeting with PD Staff re: vehicle pick-up and drop off
  - g) 2/11/16 Fleet Staff with PD attended a Vehicle Ambush Demo training
  - h) 2/22/16 Fleet Staff Meeting
  - i) 2/25/16 Fleet Admin attended ALPR Trailer Technical training
- **Warranty Repairs (Ongoing)**
  - a) Check service repair invoices against vehicle warranty to insure proper billing for services.
  - b) Credits received when billing discrepancies are found for overcharges and warranty covered items.
- **Surplus Disposal**
  - a) One total loss on hold, awaiting appraisal on another.
- **Other Ongoing Fleet Items**
  - a) Draft vehicle specifications provided to Procurement for a new CMG van.
  - b) Fleet Administrator continues to work with Procurement & Finance to review upcoming contracts for renewal and financial limits.
  - c) Fleet Manager & Admin continue review of department's current and future budget
  - d) Fleet Administrator is coordinating on Code Enforcement Decals for 2 PD units.
  - e) Fleet Administrator process invoices from vendors regarding parts, service, and maintenance repairs on vehicles and equipment.

- f)** Fleet Administrator prepares requisitions necessary to purchase parts, accessories, maintenance and services and monitor purchase orders.
- g)** Fleet Administrator schedules car wash detail appointments and window tinting services for various departments.
- h)** Fleet Staff responds to multiple service calls for Police, Public Works, Parks and Recreation, School Crossing Guards, IT, Mayor's Office and Development Services addressing their concerns.
- i)** 1/5/16 Fleet Administrator coordinate repair of PW Backhoe with vendor
- j)** 1/21/16 Fleet Administrator coordinate decal installation for 2 PD units reassigned to Code Enforcement
- k)** Fleet Rep Coordinated onsite service of 2 PW backhoes.
- l)** Draft vehicle specifications provided to Procurement for a new CMG van approved and van ordered.
- m)** The Fleet Department is currently working with awarded vendor to receive bids for an appropriately outfitted truck to pull the show trailers. Needs City Manager approval.
- n)** Fleet Administrator insured & registered 3 PD License Plate Reader trailers.
- o)** Fleet Administrator coordinated graphics for ALPR trailers.
- p)** Fleet Administrator coordinated decal installation for 2 PD units reassigned to Code Enforcement and delivered units.

## Performance Indicators

Performance Indicators	Dept.	Totals 2015/16	Oct.	Nov.	Dec.	Jan.	Feb.	Year to Date Totals
# of complaints received by Phone and Walk-ins	Admin.	967	90	95	95	95	96	471
Amount of Grants Received	Admin.	\$35,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$10,000.00	\$0.00
# of special projects completed	Admin.	1	0			0	0	0
# of work orders submitted	Admin.	254	15	25	18	18	13	89
# of work orders completed	Admin.	273	20	13	25	12	22	92
# of miles street paved	Streets	50	5	5	5	5	5	25
# of potholes repaired	Streets	92	12	8	18	10	7	55
# feet of sidewalks repaired	Streets	5501	1300	1100	293	550	651	3894
# of sidewalks placed	Streets	1543	145	257	105	135	100	742
# of tree planted	KMGB	124	4		12	9	7	32
# of gals water used in landscaping (X 1000)	KMGB	43037	3,749		3728	3,598	3,652	14,727
# of acres of irrigated swales insp./maint.	Landscp	272.38	28.15	17.88	22.16	25.16	18.56	111.91
# of acres of NON irrigated swales insp./maint	Landscp	154.97	17.75	15.64	14.43	17.95	15.61	81.38
# of trash bags collected by the Department of Corrections and Adopt A Road	KMGB	6607	492		540	523	540	2095
# of miles picked up by the Department of Corrections	KMGB	2839	209	220	235	238	242	1144
# of Roads Adopted	KMGB	11	0	0	0	1	2	3
# of miles cleaned by Adopt-A-Road	KMGB	64	4	8	4	4	4	24
#of Volunteer Hours	KMGB	3117	80	368	284	220	220	1172
# of Riders per Month	CITT	14258	6362	4992	6070	5793	6472	29689
Percentage of Punctuality in Bus Stop arrivals	CITT	3.96	99%	99%	99%	99%	99%	4.95

**Note: The yellow highlighted areas are NPDES Requirements that must be prioritized and completed monthly in order to meet the State Requirements**

**The red highted items for the trolley started in June 2015 - not a true number for the whole fiscal year (FY2015)**

**\$10,000-Grant: Neat Street Miami - Transit (assistance from Live Healthy Miami Gardens- Tamara Labrousse)**

## Performance Indicators

Performance Indicators	Dept.	Totals 2015/2016	Oct.	Nov.	Dec.	Jan.	Feb.	Year to Date Totals
# of acres of canal banks and flats inspected and maintained	SWU	44	4	4	4	4	4	20
# Catch Basins Inspected/Cleaned	SWU	739	71	68	35	66	40	280
Linear of ft of connecting pipe cleaned and inspected	SWU	33,091	2,889	932	162	1,210	1,477	6,670
# Miles of Canal Inspected/Cleaned	SWU	243	35	22	22	22	22	123
# of culverts cleaned, inspected, or maintained		42	4	4	4	4	4	20
# Miles of Street Cleaned	SWU	1,610	191	145	160	130	72	698
Volume of street sweepings collected by weight (cubic yards)	SWU	885	80	89	63	50	21	303
# of Manholes Cleaned and Inspected	SWU	713	93	75	95	86	68	417
# of miles of water-based litter control Inspection and Maintenance	SWU	248	22	22	22	22	22	110
#'s of major outfalls insp./maint.	SWU	22	2	2	2	2	2	10
<b>Note: The highlighted areas are NPDES Requirements that must be prioritized and completed monthly in order to meet the State Requirements</b>								
<b>FLEET</b>								
Performance Indicators (FLEET)	Dept.	Totals 2015/2016	Oct.	Nov.	Dec.	Jan.	Feb.	Year to Date Totals
# of work orders	FLEET		143	145	180	160	140	768
Repair expenses 460	FLEET		49,500	51,000	71,000	63,000	42,000	276,500
Fuel cost	FLEET		57,157	56,611	54,000	46,000	41,000	254,768

# MIAMI GARDENS POLICE DEPARTMENT



February 2016

The Miami Gardens Police Department provides information concerning crimes in the City of Miami Gardens. Each page depicts actual crime information captured by the Records and Crime Analysis Units.

## **Glossary**

### **Targeted Crimes:**

The State of Florida uses these crimes for conformity in compiling statistics within the state and the nation. The statistics for these crimes are reported to the Florida Department of Law Enforcement for inclusion in the Federal Bureau of Investigations (FBI) Annual Report. Data from the monthly report may differ from the FBI's published report due to the fact that only certain classes of crime are extracted for publication and crimes reported after the reporting deadline are still captured by the Records Unit.

- **Criminal Homicide** – The willful (non-negligent) killing of one human being by another.
- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- **Larceny** – Deprive victim of such property permanently or temporarily without threat or violence or putting in fear, or by sudden snatch.
- **Robbery** – To take or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting victim in fear.
- **Burglary** – The unlawful entry of a structure to commit a felony or a theft.

# GLOSSARY

## Emergency Calls

**P** = Priority call and is identified by a verbal '3' at the beginning of the signal at dispatch

**Code 3 emergency call:** A situation or sudden occurrence which poses an actual threat of serious injury or loss of human life and demands swift police action. Code 3 calls are preceded by a tone indicator and the signal prefixed by a 3.

***Example: Shooting victim, violent domestic with injuries, accident with injuries***

**P1** = Emergency call that is identified by a verbal '2' at the beginning of the signal at dispatch.

**Code 2 emergency call:** A situation which poses a potential threat of serious injury or loss of human life which may require swift police action. Code 2 calls are preceded by a tone indicator and the signal prefixed by a 2.

***Example: Burglary in progress, violent domestic, assault with potential of injuries.***

**P2** = requires an immediate response but no imminent threat of serious injury or loss of human life involved. There is no tone indicator preceding this type of call.

***Example: A just occurred burglary or any incident where the suspects may still be in immediate area.***

**P3+** = Considered a routine response for a call that is delayed or non-emergency in nature.

***Example: Identity theft, loud music complaints, barking dog disturbance.***



# Monthly Statistical Comparison February 2016

Monthly Comparison	January 2016	February 2016	% Change	February 2015	February 2016	% Change
Criminal Homicide	1	0	-100%	1	0	-100%
Forcible Rape	1	0	-100%	1	0	-100%
Robbery	27	20	-26%	14	20	43%
Aggravated Assault	43	33	-23%	30	33	10%
Burglary	72	50	-31%	54	50	-7%
Theft from Motor Vehicle	68	90	32%	72	90	25%
Larceny (All Other)	146	133	-9%	138	133	-4%
Motor Vehicle Theft	38	29	-24%	26	29	12%
<b>Total</b>	<b>396</b>	<b>355</b>	<b>-10%</b>	<b>336</b>	<b>355</b>	<b>6%</b>

Year to Date	2015	2016	% Change
Criminal Homicide	4	1	-75%
Forcible Rape	4	1	-75%
Robbery	32	47	47%
Aggravated Assault	61	76	25%
Burglary	118	122	3%
Theft from Motor Vehicle	177	158	-11%
Larceny (All Other)	328	279	-15%
Motor Vehicle Theft	55	67	22%
<b>Total</b>	<b>779</b>	<b>751</b>	<b>-4%</b>

This report reflects incidents that are currently in the records management and the GEO verification systems at the time this report was generated. Data shown is subject to change as pending reports are entered into records. \*Non-calculable



# Monthly Statistical Comparison February 2016

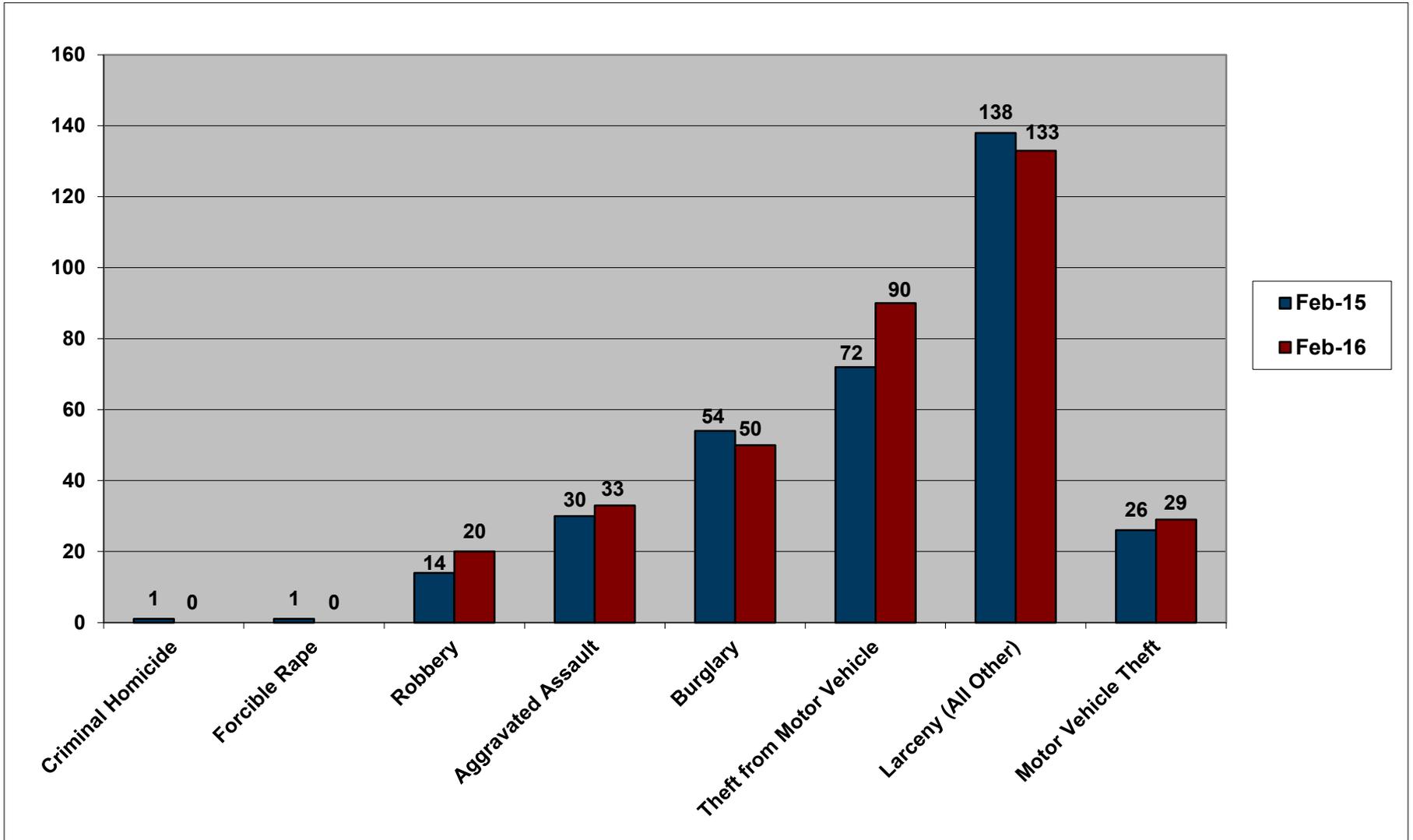
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<b>ARREST</b>	January	February	Diff	%Change
<b>Criminal Homicide</b>	1	0	-1	-100%
<b>Forcible Sex Battery</b>	0	0	0	0%
<b>Robbery</b>	10	1	-9	-90%
<b>Aggravated Assault</b>	13	7	-6	-46%
<b>Burglary</b>	11	11	0	0%
<b>Larceny</b>	24	19	-5	-21%
<b>Motor Vehicle Theft</b>	3	3	0	0%
<b>Total</b>	62	41	-21	-34%

*\*Percentage change is non-calculable*

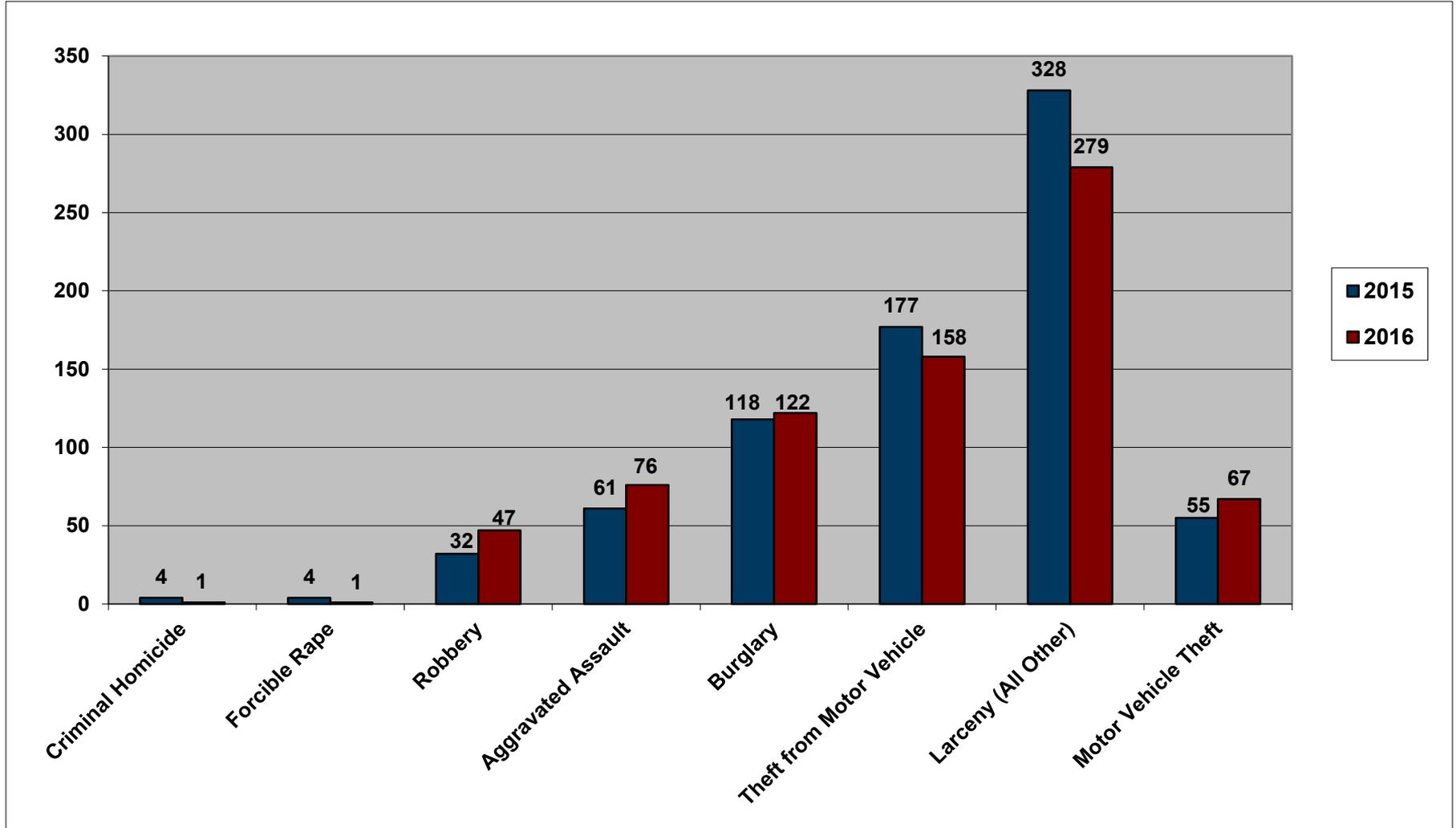
# PART ONE CRIMES

## February 2015 / February 2016



# PART ONE CRIMES

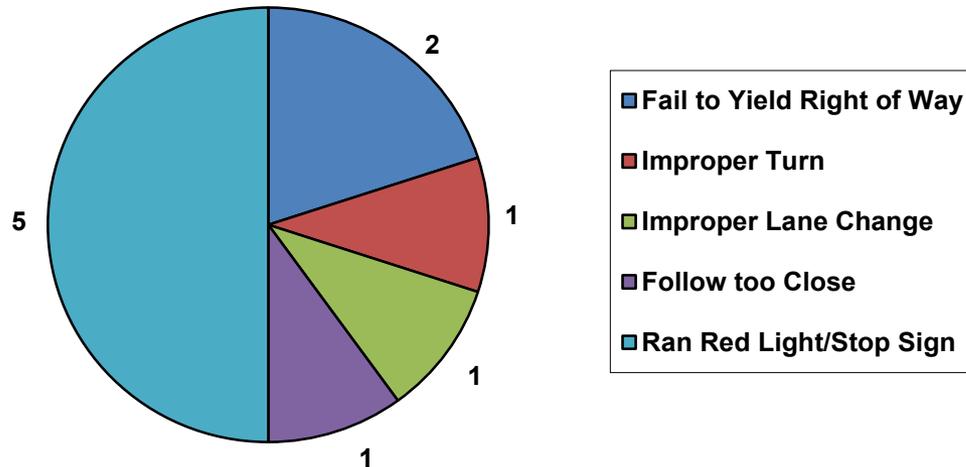
## Year to Date Comparison 2015 / 2016



# TOP FIVE ACCIDENT LOCATIONS

- **NW 151<sup>st</sup> ST, NW 27<sup>th</sup> AVE – 2**
- **NW 165<sup>th</sup> ST, NW 47<sup>th</sup> AVE – 2**
- **NW 183<sup>rd</sup> ST, NW 17<sup>th</sup> AVE – 2**
- **NW 183<sup>rd</sup> ST, NW 22<sup>nd</sup> AVE – 2**
- **NW 191<sup>st</sup> ST, NW 2<sup>nd</sup> AVE – 2**

Contributing Factors



# TOP FIVE ACCIDENT LOCATIONS

February 01 through February 29, 2016

205 of 247

## NW 151<sup>st</sup> ST, NW 27<sup>th</sup> AVE

<u>DHSMV #</u>	<u>Case #</u>	<u>Date/Time</u>	<u>Cause</u>
86321701	2016002165	02/02/2016 18:58	Fail to Yield Right of Way
86321775	2016002625	02/10/2016 08:15	Ran Red Light

## NW 165<sup>th</sup> ST, NW 47<sup>th</sup> AVE

<u>DHSMV #</u>	<u>Case #</u>	<u>Date/Time</u>	<u>Cause</u>
86321867	2016003187	02/18/2016 15:43	Improper Turn
86321916	2016003498	02/23/2016 15:31	Ran Stop Sign

## NW 183<sup>rd</sup> ST, NW 17<sup>th</sup> AVE

<u>DHSMV #</u>	<u>Case #</u>	<u>Date/Time</u>	<u>Cause</u>
86321741	2016002410	02/06/2016 12:53	Ran Red Light
86321891	2016003304	02/20/2016 15:51	Fail to Yield Right of Way

## NW 183<sup>rd</sup> ST, NW 22<sup>nd</sup> AVE

<u>DHSMV #</u>	<u>Case #</u>	<u>Date/Time</u>	<u>Cause</u>
86321766	2016002566	02/09/2016 06:35	Ran Red Light
86321828	2016002923	02/14/2016 18:38	Ran Red Light

## NW 191<sup>st</sup> ST, NW 2<sup>nd</sup> AVE

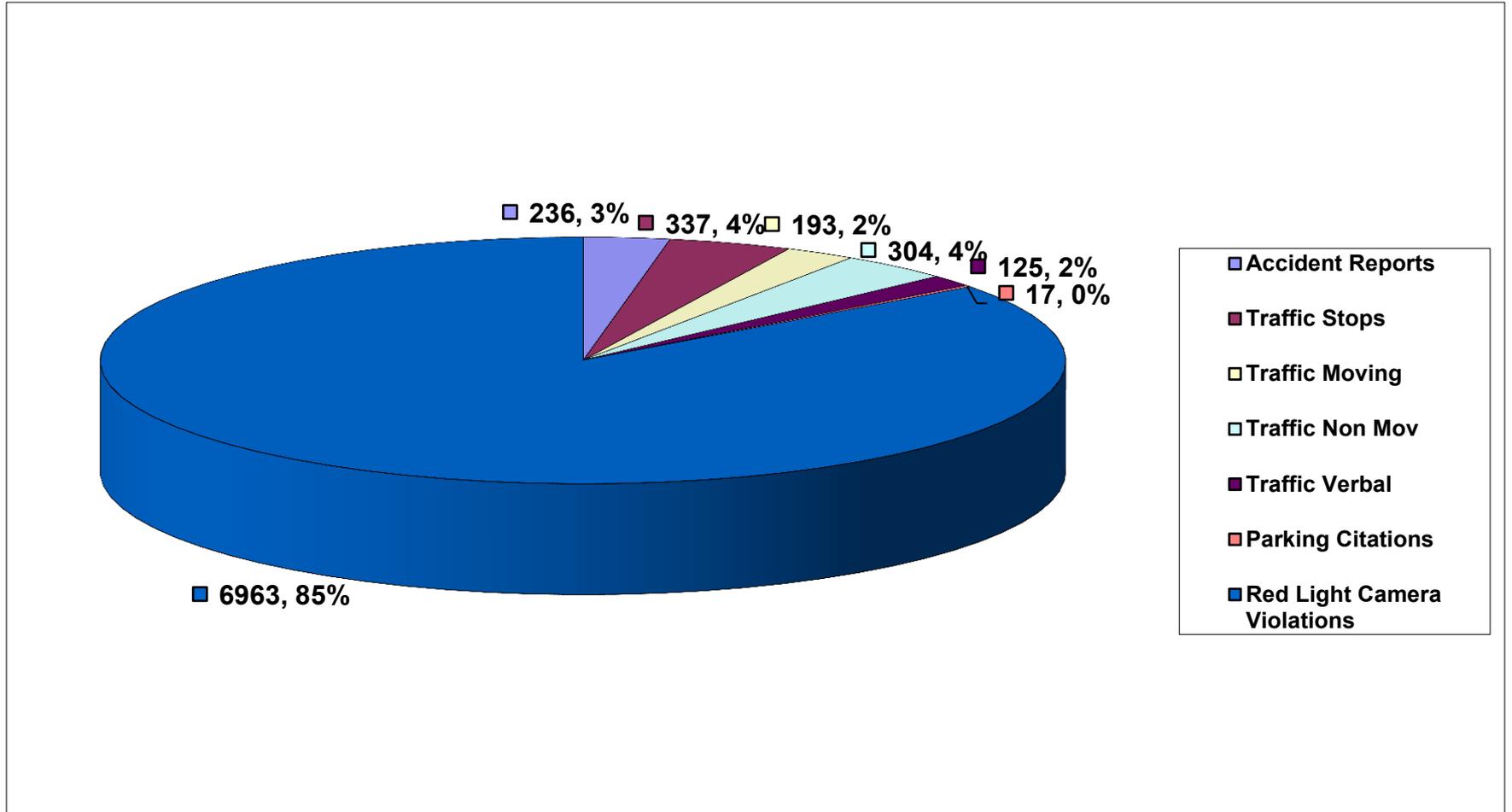
<u>DHSMV #</u>	<u>Case #</u>	<u>Date/Time</u>	<u>Cause</u>
86321777	2016002636	02/10/2016 11:07	Improper Lane Change
86321856	2016003124	02/17/2016 13:48	Follow to Close

# TRAFFIC ENFORCEMENT SUMMARY

## 2016

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YEAR TO DATE</b>
<b>Accident Reports</b>	<b>289</b>	<b>236</b>											<b>525</b>
<b>Traffic Stops</b>	<b>329</b>	<b>337</b>											<b>666</b>
<b>Traffic Moving</b>	<b>308</b>	<b>193</b>											<b>501</b>
<b>Traffic Non Moving</b>	<b>414</b>	<b>304</b>											<b>718</b>
<b>Traffic Verbal</b>	<b>127</b>	<b>125</b>											<b>252</b>
<b>Parking Citations</b>	<b>4</b>	<b>17</b>											<b>21</b>
<b>Red Light Camera Violations</b>	<b>6383</b>	<b>6963</b>											<b>13346</b>

# TRAFFIC ENFORCEMENT ACTIVITY FEBRUARY 2016





# SPECIAL OPERATIONS BUREAU

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## STREET CRIMES, CAREER CRIMINAL AND GANG UNITS February 2016

**THESE PROACTIVE UNITS EFFECTED 40 ARRESTS.  
12 Felony, 15 Misdemeanor, and 13 Traffic Arrest**

- **PROACTIVE PATROL**                      **34 Field Contacts**  
   **21 Traffic Citations**
- **EXECUTED**                                      **0 SEARCH WARRANTS**
- **SEIZED**                                        **308 GRAMS OF MARIJUANA**  
   **0 GRAMS OF COCAINE**  
   **8 FIREARMS**
- **U.S. Marshals Services**                      **8 Apprehension/Warrants related to CMG**  
   **10 Total Apprehension/Warrants**

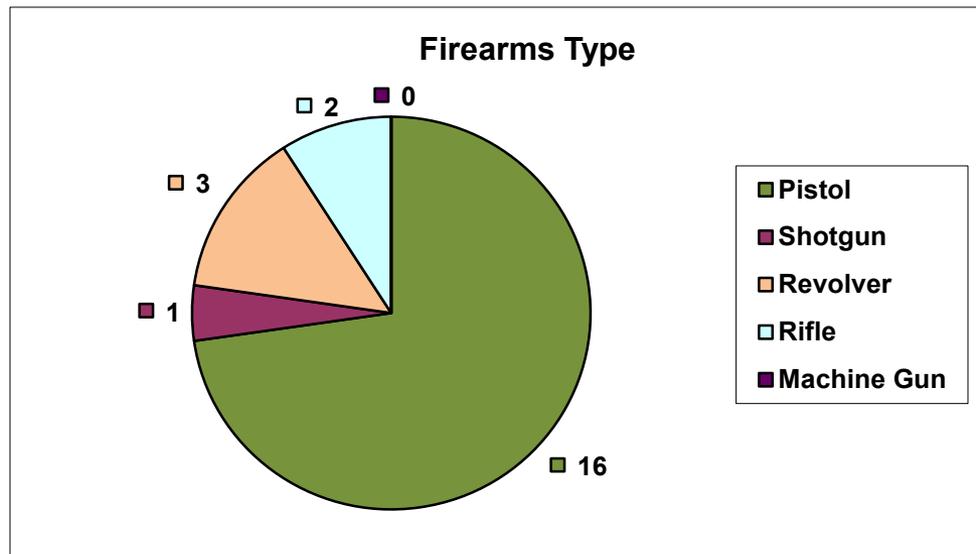
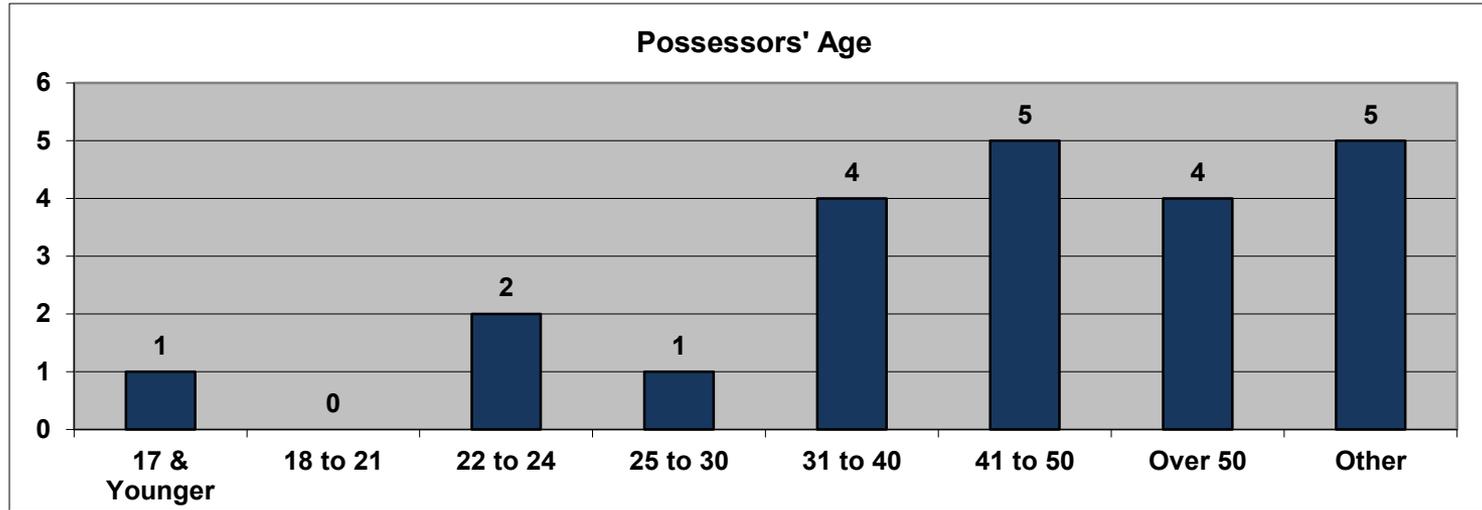




# CUSTODIAL FIREARMS

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## 2/01/2016 to 2/29/2016



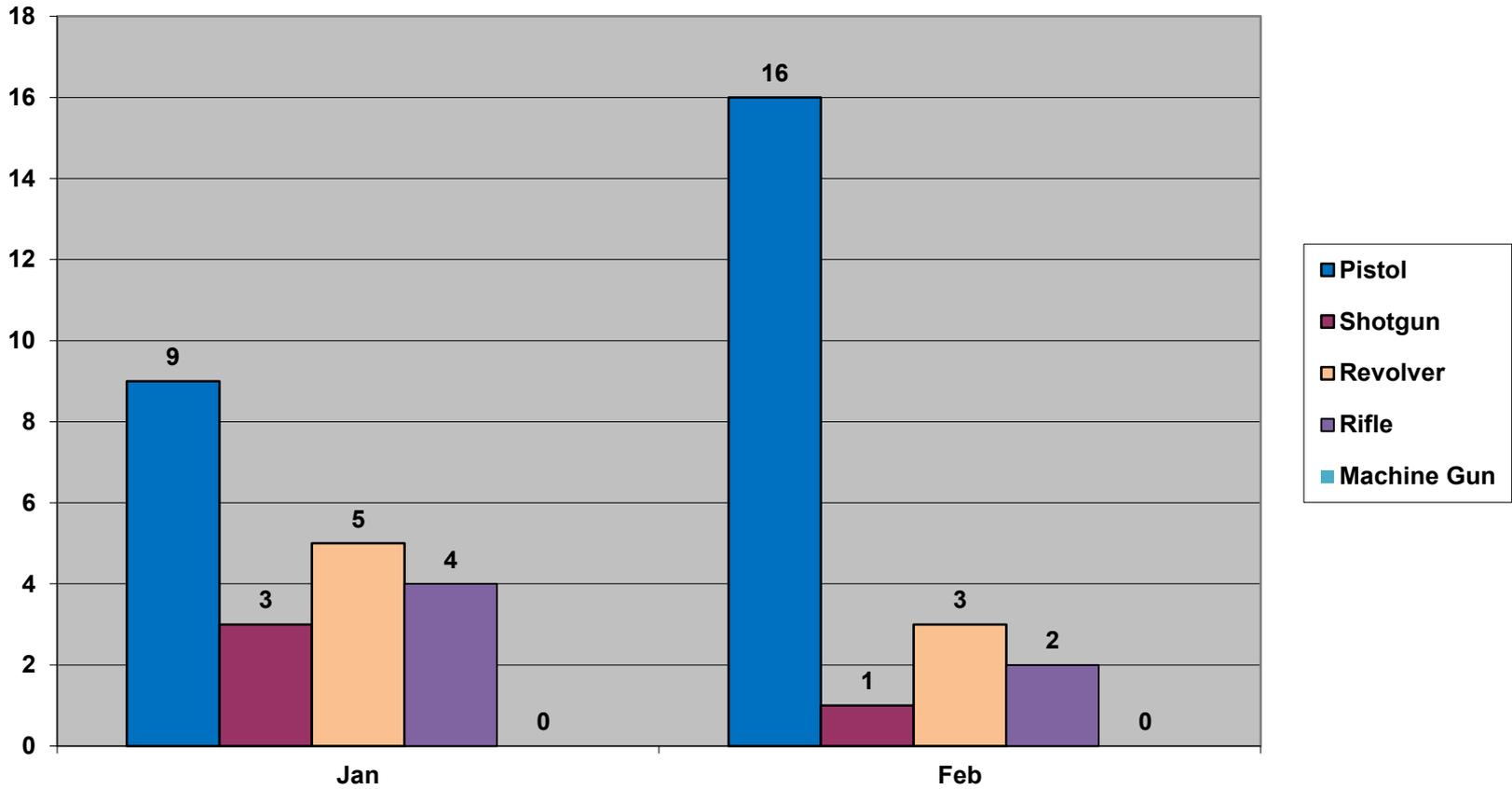
Total = 22





# CUSTODIAL FIREARMS

Year to Date



# 21 of 17 TRAINING ANALYSIS

## 2015 TRAINING ACTIVITY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL
CLASSES ATTENDED	17	17	8	11	17	17	10	6	10	16	22	20	171
HOURS TAUGHT	507	448	360	222	442	462	260	188	342	391	500	346	4468
PARTICIPANTS	35	32	28	32	33	37	13	12	28	30	46	47	373

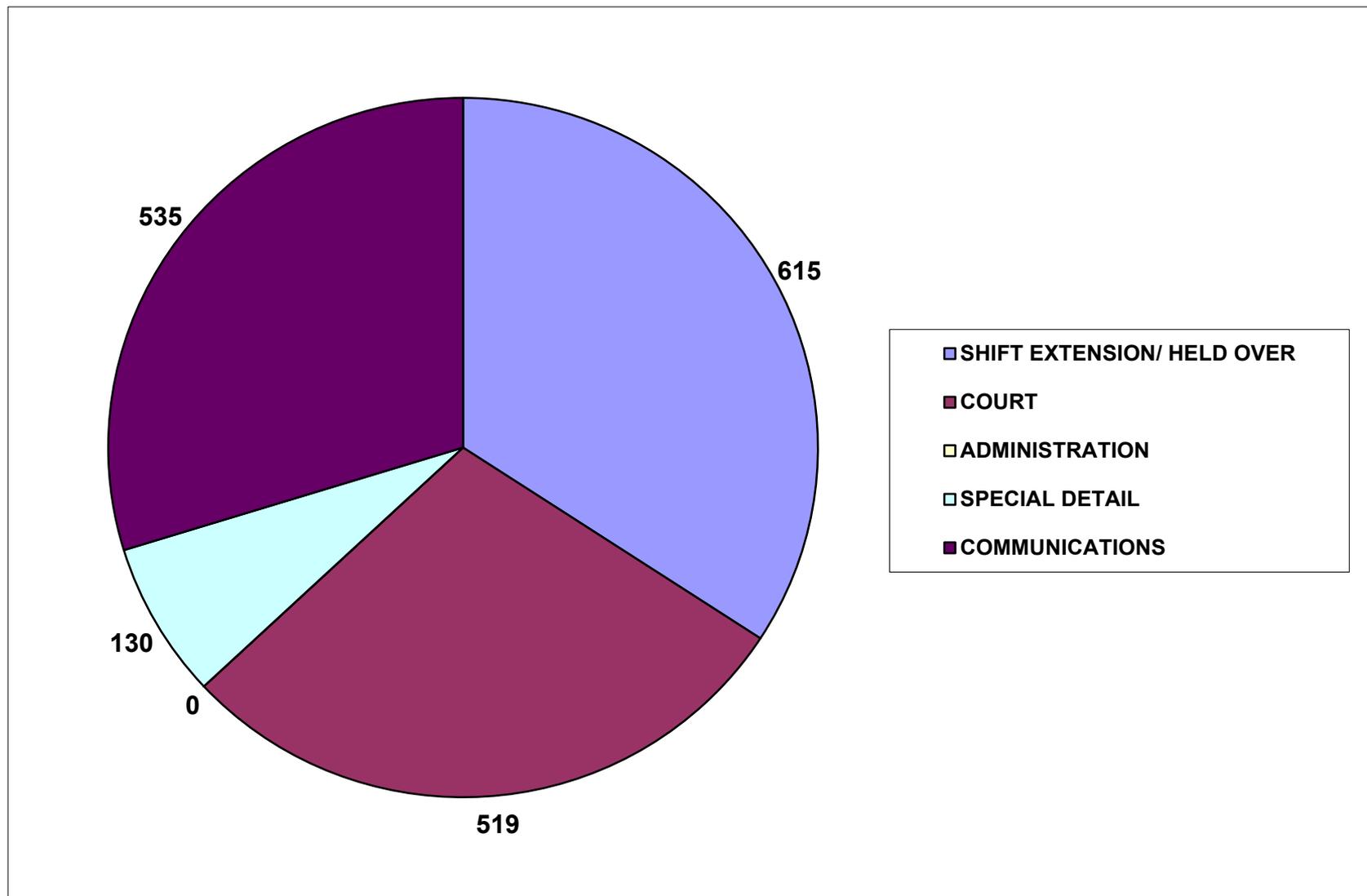
## 2016 TRAINING ACTIVITY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL
CLASSES ATTENDED	14	18											32
HOURS TAUGHT	309	438											747
PARTICIPANTS	55	176											231

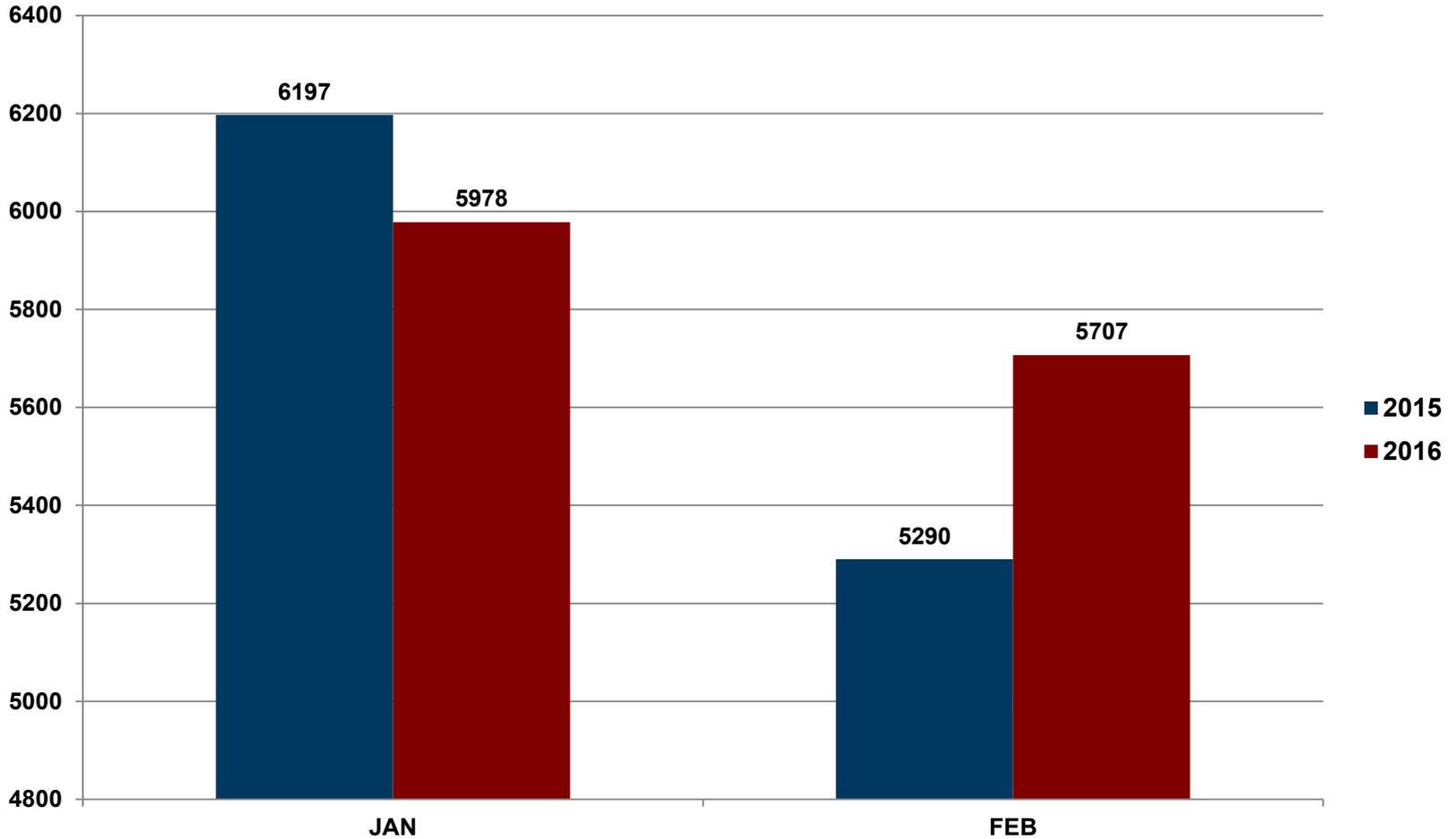
# **FEBRUARY 2016 – OVERTIME SUMMARY**

<b><u>CATEGORY</u></b>	<b><u>HOURS</u></b>
<b>SHIFT EXTENSION/ HELD OVER</b>	<b>615</b>
<b>COURT</b>	<b>519</b>
<b>ADMINISTRATION</b>	<b>0</b>
<b>SPECIAL DETAIL</b>	<b>130</b>
<b>COMMUNICATIONS</b>	<b>535</b>
<b>TOTAL</b>	<b>1799</b>

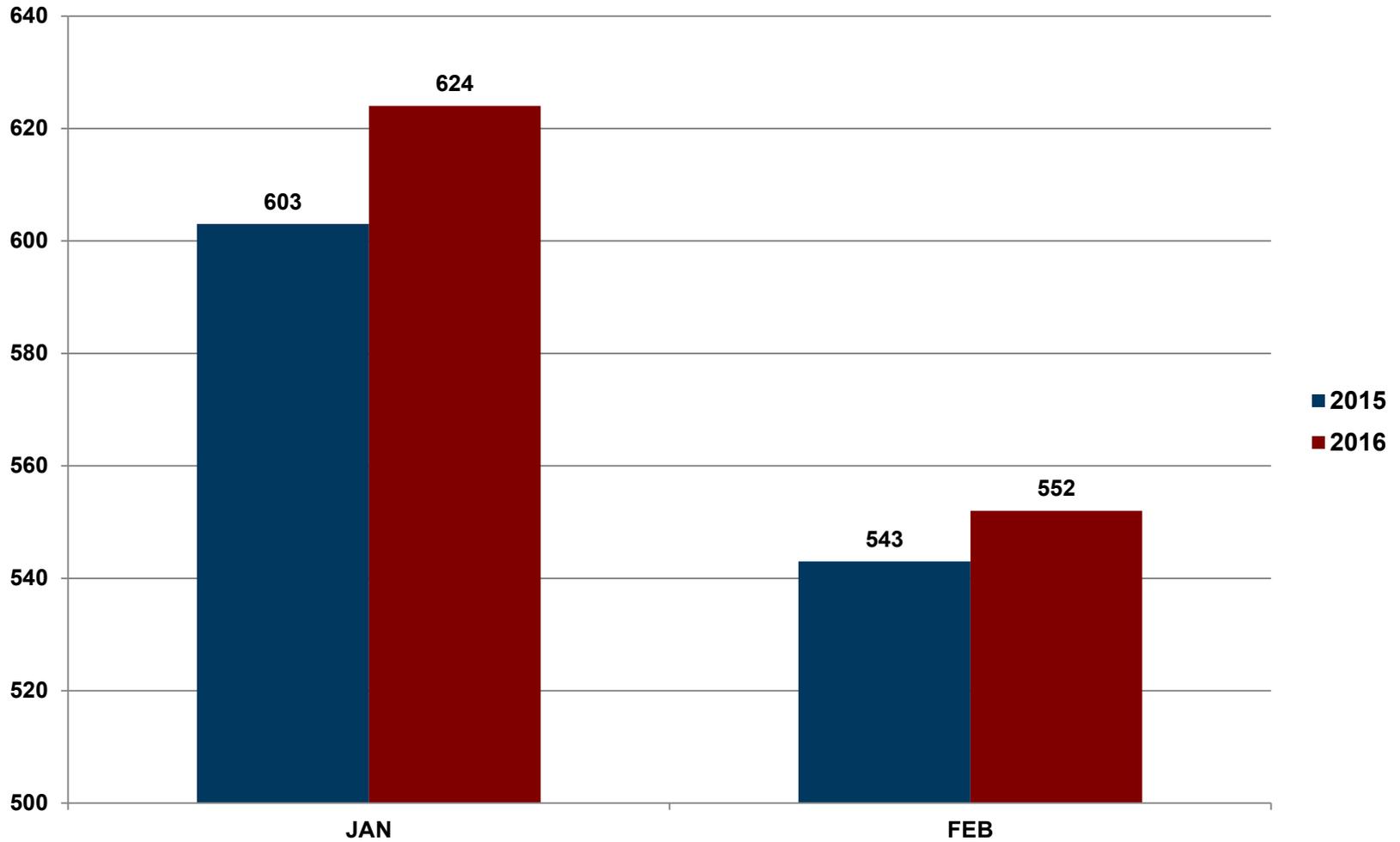
# FEBRUARY 2016 – OVERTIME SUMMARY



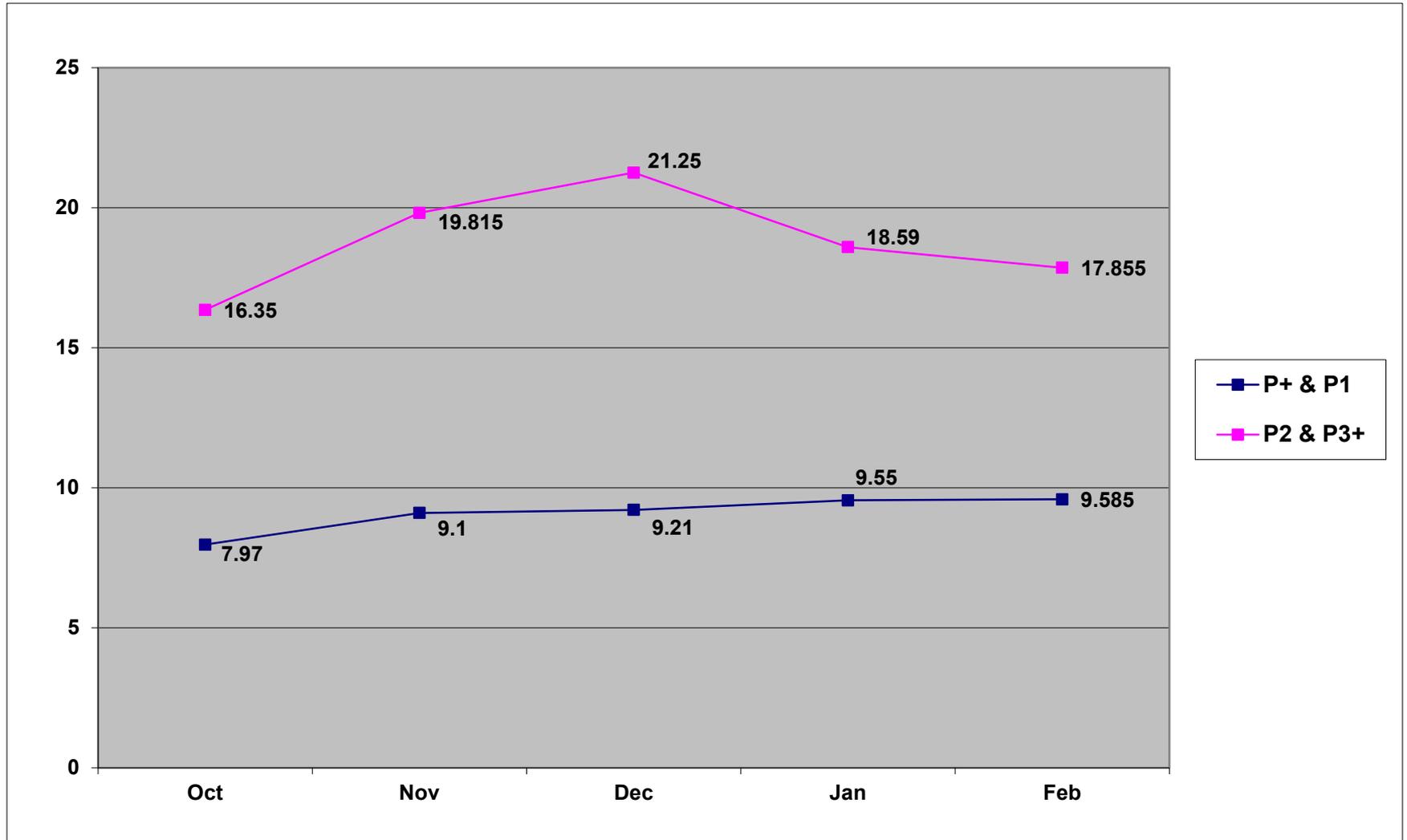
# ROUTINE CALLS FOR SERVICE 2015 / 2016



# EMERGENCY & PRIORITY CALLS FOR SERVICE 2015 / 2016



# RESPONSE TIMES FOR CALLS FOR SERVICE 2016



# MIAMI GARDENS POLICE DEPARTMENT

