

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 9/19/07

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton
Phone: 292-3518

AGENDA ITEM WORDING: Approval of Purchase Service Order with URS for Disadvantaged Business Enterprise Implementation for the Key West and Marathon Airports.

ITEM BACKGROUND: Services will be funded 95% by the Federal Aviation Administration.

PREVIOUS RELEVANT BOCC ACTION: Acceptance of FAA grants funding this program, August 8, 2007 and August 15, 20007.

CONTRACT/AGREEMENT CHANGES: New agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$168,465.00

BUDGETED: Yes

COST TO AIRPORT: \$8,423.25

SOURCE OF FUNDS: FAA/Airports Operating

COST TO PFC: None

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X OMB/Purchasing X Risk Management X

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

/bev
AO
11/06

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: 10/1/07

Expiration Date: 9/30/08

Contract Purpose/Description: DBE Implementation for the Key West and Marathon Airports

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/ Stop)

for BOCC meeting on: 9/19/07

Agenda Deadline: 9/4/07

CONTRACT COSTS

Total Dollar Value of Contract: 168,465.00

Current Year Portion: None FY 2007

Budgeted? Yes

Account Codes: pending FAA grant 037-032

Grant: Yes - FAA

County Match: Airports

ADDITIONAL COSTS

Estimated Ongoing Costs:
(not included in dollar value above)

For: .
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>8/30/07</u>	() <input checked="" type="checkbox"/>	<u>RH</u> Peter Horton	<u>8/30/07</u>
Risk Management	<u>8/24/07</u>	() <input checked="" type="checkbox"/>	<u>M. Slaw</u> for Risk Management	<u>8/24/07</u>
EC <u>W 4/24/07</u> O.M.B./Purchasing	<u>8/27/07</u>	() ()	<u>F. P.</u> for OMB	<u>8/27/07</u>
County Attorney	<u>1/1/</u>	() ()	<u>Pedro Mercado</u> County Attorney	<u>8/29/07</u>

Comments: _____

PURCHASE / SERVICE ORDER
FOR
MONROE COUNTY

To: URS Purchase Service Order No. 06/07-36

Re: PSA Agreement, Dated: 1-1-02 Resolution

Project Name: EYW / MTH - DBE Implementation Services

Description of Services:

(SEE ATTACHED SCOPE OF SERVICE)
Services are from 10/1/07 to 9/30/08


Multiple of Direct Salaries

Lump Sum X Reimbursable Expense

Days to Complete 395 Fee this Service Order \$ 168,465.00

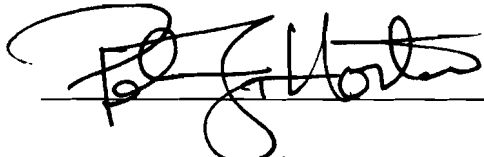
Payment for Services shall be in their entirety as per PSO.

Prepared by:


Milford A. Reisert

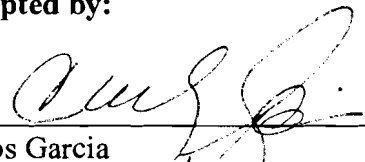
Date: 8/3/07

Recommended by:



Date: 8-21-07

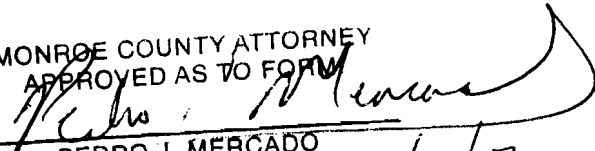
Accepted by:


Carlos Garcia

Date: 8/2/07

Approved by:

Date:

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM

PEDRO J. MERCADO
ASSISTANT COUNTY ATTORNEY
Date 8/28/07

Scope of Services

DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2007 – September 30, 2008

Overview

The Key West International and Florida Keys Marathon Airports' Disadvantaged Business Enterprise Program was established in 2000 in accordance with the requirements of the U. S. Department of Transportation's guidelines 49 CFR Part 26. The objectives of the Airports' DBE Program were and still are:

1. That Disadvantaged Business Enterprises shall be assured, to the fullest extent possible, the opportunity to participate in the performance of contracts assisted in whole or in part with Federal funds, and
2. That no person, subject to the activities of the Monroe County Board of County Commissioners shall, on the basis of race, color, national origin, or sex, be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any contract assisted in whole or in part with Federal funds.
3. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts; and ensure that the DBE Program is narrowly tailored in accordance with 49 CFR Part 26.
4. To ensure that only firms which fully meet the Department of Transportation's Eligibility standards are permitted to participate as DBE's.
5. To help remove barriers to the participation of DBE's in DOT – assisted Contracts.

In 2004, the Key West International & Florida Keys Marathon Airports (Airports) became certifying members of the Unified Certification Program (UCP) within the State of Florida. As certifying agencies, the Airports have the responsibility of adhering to and upholding all UCP and DOT rules and regulations regarding the DBE program. The Airports will need to stay abreast of UCP issues and modify/update their own DBE programs to incorporate UCP procedures, reporting, and forms.

The Key West International Airport is currently developing a new terminal building. The estimated cost of this project is around \$30 million. With partial FAA funding anticipated for this project, the airport will need to establish and regulate DBE goals for this major effort. Compliance and monitoring for this project are crucial to adhere to FAA and DOT regulations. A new terminal building may also mean the opportunities for DBE concessionaires and a need for the development of a DBE concession plan. The Florida Keys Marathon Airport began air carrier services in February of 2007. Additionally, Florida Keys Marathon Airport received a grant for repairs due to hurricane damage.

Scope of Services

DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2007 – September 30, 2008

Due to the afore mentioned issues, it is important that Key West International & Florida Keys Marathon Airports continue the implementation and development of their DBE Program and DBE Support Services.

This scope of services identifies the elements and tasks the Montgomery Consulting Group (MCG) will undertake to provide support services for the Disadvantaged Business Enterprise (DBE) Plan Implementation envisioned by airport staff for Key West International Airport and Florida Keys Marathon Airport. The time period for this scope of services is estimated from October 1, 2007 through September 30, 2008.

MCG's main coordination for this project will be with the airport's Disadvantaged Business Enterprise Liaison Officer (DBELO), Peter Horton, and other key airport staff such as Jerome Fain Jr., and URS project directors, Mil Reisert and Andres Gutierrez. However, MCG may coordinate directly with other airport staff as required to accomplish the scope of services. URS is to be copied on all correspondence to Monroe County Airports.

Scope of Services

DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2007 – September 30, 2008

Specific Elements/Tasks

Element 1. DBE Certification Support Services

1. Accept, maintain & review applications for DBE certification under 49 CFR Parts 23 & 26. This task includes identification of request of needed additional information from applicants and completion of on-site visit report for applicants that are located in Monroe County. Coordination will be made with the applicant and appropriate agencies for applicants located outside of Monroe County. The UCP has currently identified 15 firms that the Key West International and Florida Keys Marathon Airports have the responsibility to manage as a responsibility of UCP participation. Labor hours and out of pocket expenses for certifying up to 5 additional applicants has been included in this scope, along with development, delivery and review of No Change Affidavits which each certified firm is required to complete on their yearly certification anniversary date (additional applications would require an increase in budget);
2. Make written recommendations to the Airport DBELO as to whether applicant firms should be considered for certification by the Airport(s)/UCP and prepare (as appropriate) a draft certification letter and certificates. For firms ineligible for certification, a letter stating the reason why the firm cannot be certified will be prepared for the DBELO;
3. Attend UCP meetings for the Airport(s) (up to 2 have been included) to keep abreast of the current UCP and future changes to the UCP and coordinate UCP issues to the DBELO. Any changes or updates that need to be made in accordance with UCP rules and regulations will be discussed with the DBELO via transmittal letter, e-mail or formal consultation;
4. Maintain a Directory of DBEs certified by the Monroe County Airports. The directory will be documented in accordance with UCP regulations and contain all required UCP fields/categories. This DBE Directory will be updated each time a new firm is certified. The DBE Directory will be kept on hand at the Airports as well as posted to the FDOT UCP DBE Online DBE Directory;
5. Prepare a monthly report for the DBELO on the status of DBE applications and DBE activities. The monthly status report will include the status of DBE applicants, certified DBEs and the date/status of their Annual No Change Affidavit, DBE Inquiries (firms which have shown interest in the DBE program, but have not formally submitted an application for DBE certification, Closed Applicant Files (applicants that submitted an application, but then never submitted all required documentation) and Denied Applicants (including comments on the reason that the firm could not be certified). The report will also include any and all support services performed in that specific period for the DBE program.

Scope of Services

DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2007 – September 30, 2008

Element 2. DBE Outreach Support Services

1. Contact DBE firms in regards to potential DBE contracting opportunities at the airport(s);
2. Identify potential DBE contracting opportunities at the Airport including DBE concessionaires;
3. Attend pre-proposal conferences to address the goals of the DBE program and provide a listing of the certified DBE firms. Attendance at 3 pre-proposal conferences has been budgeted;
4. Provide DBE Support Services Seminars for DBE firms including, but not limited to explanation of Bid proposals & RFQs, upcoming opportunities for DBEs, DBE Compliance issues & compliance/monitoring forms and completion of Annual No change Affidavits. Training sessions will be held once a quarter. 4 training sessions/seminars have been budgeted and provide DBE services for the Business to Business mentoring program to assist DBE firms with networking and provide matchmaking between DBE Firms and Non-DBE Firms;
5. Update & maintain the Key West International & Florida Keys Marathon Airports DBE website to include information regarding the DBE program for the purpose of increasing awareness of the DBE program and inclusion of the DBE Directory. DBE Opportunities, the DBE Newsletter and the DBE Directory will also be updated on the website as needed;
6. Development and distribution of an airport (s) DBE Newsletter to highlight DBE firms and current DBE opportunities at the airport(s). An updated distribution list for the newsletter will be created for each newsletter issued to incorporate newly certified DBEs, along with any other new contacts or interested firms. 4 newsletters have been budgeted.

Scope of Services

DBE Support Services for DBE Implementation Plan Key West International Airport and Florida Keys Marathon Airport Monroe County Airports October 1, 2007 – September 30, 2008

Element 3. DBE Program Monitoring and Compliance

1. Make recommendations regarding monitoring and reporting recommendations related to DBE goals/good faith effort, DBE program, compliance, and language in requests for proposal, contract documents; and develop a systematic approach for reporting DBE Compliance information to the Airport; and summarize the DBE Program performance on a quarterly basis.
2. Be available to the DBELO for consultation on DBE issues; and
3. Conduct “Good Faith Efforts” audits and contract compliance monitoring for each AIP Project and Make project site visits to investigate actual DBE project participation;
4. Coordinate with the airport’s general consultant/engineer on DBE goals/good faith effort, DBE program compliance and language in requests for proposal and contract documents.
5. Prepare the DBE Goal and Methodology including any required updates in accordance with FAA guidelines for next fiscal year for Key West International Airport and Florida Keys Marathon Airport and update the DBE Plan to incorporate changes by the UCP;
6. Update ACDBE Concession plan for Key West International Airport and Florida Keys Marathon Airport to address Concessionaire development, regulation, compliance and monitoring;
7. Prepare a draft of the FAA reporting forms for DBE compliance as required by the airport and DBELO. Including, but not limited to annual DBE Concessionaire Awards & Commitments Reports and annual DBE Goal Methodology Updates;
8. Provide assistance to the DBELO in identifying grievance issues and assistance in handling any DBE appeals.

BUDGET

10/1/2007 - 9/31/2008

**DBE SUPPORT SERVICES FOR DBE IMPLEMENTATION PLAN
KEY WEST INTERNATIONAL AIRPORT & FLORIDA KEYS MARATHON AIRPORT**

		TITLE:	Project	DBE	DBE	Admin.	Labor
DESCRIPTION/TASK			Manager	Outreach	Coordinator	Assistant	Subtotal
		BURDENED HOURLY RATE:	\$128.75	\$82.50	\$49.50	\$54.00	
Element 1. DBE Certification Support Services							
Task	1	Accept, maintain & review applications for DBE certification (20)	16	40	40	20	\$8,420.00
Task	2	Make recommendations to the Airport DBELO for certification	4	16	16	0	\$2,627.00
Task	3	Attend UCP meetings (2) & Coordinate UCP Issues	20	8	0	0	\$3,235.00
Task	4	Maintain a Directory of Certified DBEs & Update UCP	4	24	40	0	\$4,475.00
Task	5	Prepare a monthly status report to the DBELO (12)	8	16	4	12	\$3,196.00
Element 2. DBE Outreach Support Services							
Task	1	Contact DBE Firms With Information on Opportunities at the Airport(s)	8	24	40	40	\$7,150.00
Task	2	Identify potential DBE contracting opportunities at Airports	16	24	24	40	\$7,388.00
Task	3	Attend pre-proposal conferences (3)	8	16	24	0	\$3,538.00
Task	4	Provide DBE Support Services / Mentor Program	16	40	24	40	\$8,708.00
Task	5	Update DBE Page to Co. Website	8	80	16	0	\$8,422.00
Task	6	Develop and Maintain a DBE Newsletter (4)	8	40	40	40	\$8,470.00
Element 3. DBE Program Monitoring and Compliance							
Task	1	Make monitoring and reporting recommendations	40	40	16	0	\$9,242.00
Task	2	Be available to the DBELO for consultation on DBE issues	40	16	8	16	\$7,730.00
Task	3	Conduct Audits and Reviews of DBE Program (2)	8	20	12	0	\$3,274.00
Task	4	Coordinate with Engineer on DBE Program Implementation	24	24	4	0	\$5,268.00
Task	5	Prepare DBE Goal and Methodology Updates & Update DBE Program with UCP changes	40	120	16	0	\$15,842.00
Task	6	Update Airport DBE Concession Plan for Key West & Marathon	16	80	24	0	\$9,848.00
Task	7	Prepare draft of the FAA reporting forms for each airport	8	40	16	0	\$5,122.00
Task	8	Assist DBELO in Identifying Grievance Issues & Handling Appeals	8	16	16	0	\$3,142.00
SUBTOTAL LABOR HOURS:			300	684	380	208	1,572
SUBTOTAL LABOR COST:			\$38,625.00	\$56,430.00	\$18,810.00	\$11,232.00	\$125,097.00

Engineering estimates, misc. support functions & Administrative cost

\$15,315.00

OUT-OF-POCKET EXPENSES

MISC. EXPENSES, LONG DISTANCE TELEPHONE, FAX, COPIES, MAIL, LOCAL MILEAGE, ETC. (12 MONTHS @ ~\$500/MONTH)	\$6,060.00
NEWSLETTER COPYING & DISTRIBUTION (4 newsletters @ \$500/each)	\$2,000.00
LOCAL TELEPHONE FOR DBE SUPPORT SERVICES (12 MONTHS @ \$125/MONTH)	\$1,500.00
INTERNET WEBSITE UPDATING (2 x YEAR) & HOSTING (12 MONTHS):	\$12,093.00
AIRFARE (BASED ON 12 TRIPS @ \$400/TRIP)	\$4,800.00
PER DIEM & LODGING (BASED ON 8 TRIPS @ \$200/DAY)	\$1,600.00
SUBTOTAL OUT-OF-POCKET EXPENSES:	\$28,053.00

TOTAL BUDGET

\$168,465.00

IKE

INDEPENDENT KOST ESTIMATES

P. O. Box 46681
St. Pete Beach
Florida 33741

(727) 367-2911

August 9, 2007

Ms. Bevette Moore
Airport Operations
3491 S. Roosevelt Boulevard
Key West, Florida 33040

Subject: Key West International Airport
Consultant Fee Assessment

Dear Ms. Moore:

Attached is my assessment of the consultant fees for the proposed DBE Support Services for DBE Implementation Plan for Key West International Airport and Florida Keys Marathon Airport. This estimate covers all tasks which are included in the scope of services for this project.

The estimated consultant fee for the proposed project is \$156,530.

I am also attaching an invoice for \$550 for my services.

Please do not hesitate to call should you have any questions regarding my assessment.

Thank you for giving me the opportunity to prepare this estimate. If I can be of any service in the future, please let me know.

Sincerely,

Ikars A. Cakarnis
Ikars (Ike) A. Cakarnis
Airport Engineer

Attachments

August 9, 2007

**KEY WEST INTERNATIONAL AIRPORT AND
FLORIDA KEYS MARATHAN AIRPORT
DBE SUPPORT SERVICE FOR
DBE IMPLEMENTATION PLAN**

INDEPENDENT COST ESTIMATE

SUMMARY OF CONSULTANT FEE ESTIMATE

1. DBE Certification Support Services	\$ 37,300
2. DBE Outreach Support Services	\$ 42,130
3. DBE Program Monitoring and Compliance	\$ 36,230
4. Direct Costs	\$ 26,640
Sub-Total	\$ 142,300
URS Handling Fee (10%) *	\$ 14,230
TOTAL	\$ 156,530

1. DBE Certification Support Services

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Project Manager	76	\$ 129	\$ 9,804
DBE Outreach	248	83	20,584
DBE Coordinator	80	50	4,000
Admin. Assistant	54	54	2,916

TOTAL **\$ 37,300**

* Technical Assistance and Administrative Costs.

2. DBE Outreach Support Services

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>	
Project Manager	116	\$ 129	\$ 14,964	
DBE Outreach	160	83	13,280	
DBE Coordinator	200	50	10,000	
Admin. Assistant	72	54	3,888	
TOTAL				\$ 42,130

3. DBE Program Monitoring and Compliance

Project Manager	84	\$ 129	\$ 10,836	
DBE Outreach	236	83	19,588	
DBE Coordinator	60	50	3,000	
Admin. Assistant	52	54	2,808	
TOTAL				\$ 36,230

4. Direct Costs

A. Airline Tickets				
Orlando - Key West	12 x \$ 400			\$ 4,800
B. Lodging				
8 nights x \$140/night				\$ 1,120
C. Per Diem				
8 days x \$40/day				\$ 320
D. Local Telephone - 12 months x \$100/month				\$ 1,200
E. Newsletter copying & distribution				
4 newsletters x \$500/newsletter				\$ 2,000
F. Miscellaneous - 12 months x \$500/month				\$ 6,000
G. Internet Website Updating & Hosting				\$ 26,640
1) Website updating 40 hrs x \$125/hr x 2			=\$10,000	
2) Hosting 12 months x \$100/month			= <u>1,200</u>	
Total				\$ 11,200
TOTAL DIRECT COSTS				\$ 26,640