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To: Honorable Mayor and Village Council

Date: February 23, 2015

From: Ron E. Williams, Village Manager

Re: Roadway Resurfacing and  
Striping of Public Roadways

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**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ROADWAY RESURFACING AND STRIPING OF PUBLIC ROADWAYS WITHIN THE VILLAGE OF PALMETTO BAY; AUTHORIZING THE WAIVER OF FORMAL BIDDING REQUIREMENTS AND UTILIZING RFQ NO. 20130281, PREVIOUSLY ADVERTISED FOR BID BY MIAMI-DADE COUNTY WHICH IS REASONABLE AND OTHERWISE IN THE BEST INTEREST OF THE VILLAGE OF PALMETTO BAY AND PROVIDING FOR THE AWARD THEREOF TO H & J ASPHALT, INC., FURTHER AUTHORIZING THE VILLAGE MANAGER TO ISSUE A PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$300,000.00 TO CONTINUE RESURFACING AND STRIPING VILLAGE ROADWAYS IN FY 2014-15; AND PROVIDING FOR AN EFFECTIVE DATE. (Administration)**

**BACKGROUND AND ANALYSIS:**

The Department of Public Works is responsible for the inventory, inspection and resurfacing of Village roadways. In an effort to continue to improve the overall condition and quality of the existing roadways and to provide a safe pathway for vehicular travel, a contractor specializing in pavement and required striping with markings is required. The Roadway Resurfacing Program is an on-going project and the issue of pavement maintenance continues to be of high priority. Neighborhoods as identified in our plan are in need of resurfacing and as roadways are resurfaced pavement markings become necessary for safety and lane identification. Funding is budgeted on an annual basis for the Department of Public Works to continue to improve roadways conditions through ongoing resurfacing projects. Resident input and visual inspections by Public Works staff are also identified and prioritized for resurfacing and/or pavement markings. The approved contractor is responsible for resurfacing, striping placement and deletion of old pavement markings.

After evaluating current paving contracts entered into between neighboring municipalities and contractors, staff is recommending that, pursuant to Sec 2-175 of the Code of Ordinance, the Village “piggyback” on an existing contract between Miami-Dade County and H & J Asphalt, Inc. (RFQ No. 20130281) for roadway resurfacing. In FY 2014-2015 the Department anticipates expending \$300,000 for roadway resurfacing including lifting manholes, striping, and the installation of reflective pavement markings as described in the bid scope of services. The Village expended \$209,800 to resurface approximately 26,890 linear feet of two lane roadways in FY2013-2014 and including lifting numerous manholes, striping, and the installation of reflective pavement markings.

Section 2-175 of the Code of Ordinance authorizes the Village Manager to award a contract without sealed bidding upon determination that the purchase meets acceptability criteria and the supplier has a valid contract or purchase order through competitive process by another governmental entity in the state. H&J Asphalt, Inc. has agreed to authorize the Village to piggyback onto the existing contract with Miami-Dade County for roadway resurfacing services in accordance with the same pricing, terms and conditions including lifting manholes, striping, and the installation of reflective pavement markings in FY 14-15 as detailed in the attached contract for Project No. 20130281.

The Administration is respectfully requesting authorization from the Village Council to adopt the attached resolution authorizing the Village Manager to proceed with execution of a contract with H & J Asphalt, Inc. for continued roadway resurfacing and striping services in the Village of Palmetto Bay for an amount not to exceed \$300,000 in Fiscal Year 2014-2015.

**FISCAL/BUDGETARY IMPACT:**

The Village budgets this item under “Special Revenue Transportation Fund- Roadway and Traffic Improvements” for an amount not to exceed \$300,000 in Fiscal Year 2014-2015.

**RECOMMENDATION:**

Approval is recommended.

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

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ROADWAY RESURFACING AND STRIPING OF PUBLIC ROADWAYS WITHIN THE VILLAGE OF PALMETTO BAY; AUTHORIZING THE WAIVER OF FORMAL BIDDING REQUIREMENTS AND UTILIZING RFQ NO. 20130281, PREVIOUSLY ADVERTISED FOR BID BY MIAMI-DADE COUNTY WHICH IS REASONABLE AND OTHERWISE IN THE BEST INTEREST OF THE VILLAGE OF PALMETTO BAY AND PROVIDING FOR THE AWARD THEREOF TO H & J ASPHALT, INC., FURTHER AUTHORIZING THE VILLAGE MANAGER TO ISSUE A PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$300,000.00 TO CONTINUE RESURFACING AND STRIPING VILLAGE ROADWAYS IN FY 2014-15; AND PROVIDING FOR AN EFFECTIVE DATE. (Administration)

WHEREAS, the Department of Public Works is responsible for the inventory, inspection and resurfacing of Village roadways; and

WHEREAS, funding is budgeted on an annual basis for the Department of Public Works to continue to improve roadway conditions through ongoing resurfacing projects; and

WHEREAS, Miami-Dade County conducted a competitive bidding process for the procurement of roadway resurfacing services and awarded a bid to H & J Asphalt, Inc.; and

WHEREAS, Section 2-175 of the Code of Ordinance authorizes the Village Manager to award a contract without sealed bidding upon determination that the purchase meets acceptability criteria and the supplier has a valid contract or purchase order through competitive process by another governmental entity in the state; and

WHEREAS, pursuant to Sec 2-175 of the Code of Ordinance, the Village "piggyback" on an existing contract between Miami-Dade County and H & J Asphalt, Inc. (RFQ No. 20130281) for roadway resurfacing in FY 2014-2015; and

WHEREAS, in FY 2014-2015 the Department anticipates expending \$300,000 for roadway resurfacing including lifting manholes, striping, and the installation of reflective pavement markings as described in the bid scope of services; and

WHEREAS, H&J Asphalt, Inc. has agreed to authorize the Village to piggyback onto the existing contract with Miami-Dade County for roadway resurfacing services in accordance with the same pricing, terms and conditions including lifting manholes, striping, and the installation of reflective pavement markings in FY 14-15 as detailed in the attached contract for Project No. 20130281.

1           **WHEREAS**, the Administration recommends that it is in the best interest of the  
2 Village contract with H & J Asphalt, Inc. for continued roadway resurfacing and striping  
3 services in the Village of Palmetto Bay for an amount not to exceed \$300,000 in FY 2014-  
4 2015; and

5  
6           **WHEREAS**, the Village Manager is respectfully requesting authorization from the  
7 Village Council to adopt the attached resolution to proceed with execution of a contract with  
8 H & J Asphalt, Inc. for roadway resurfacing in FY 2014-2015;

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10           **NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE**  
11 **COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:**

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13           **Section 1:** The Village Council hereby authorizes the Village Manager, pursuant to Sec 2-  
14 175 of the Code of Ordinance, to piggyback on an existing contract between Miami-Dade County  
15 and H & J Asphalt, Inc. RFQ No. 20130281, and enter into an agreement with H & J Asphalt,  
16 Inc. for roadway resurfacing including lifting manholes, striping, and the installation of reflective  
17 pavement markings in the Village of Palmetto Bay for an amount not to exceed \$300,000.

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19           **Section 2:** This resolution shall take effect immediately upon approval.

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21           **PASSED** and **ADOPTED** this \_\_\_\_ day of March 2015.

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25           Attest: \_\_\_\_\_  
26                   Meighan J. Alexander  
27                   Village Clerk

\_\_\_\_\_

Eugene Flinn  
Mayor

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30           APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE  
31           AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

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35           \_\_\_\_\_  
36           Dexter W. Lehtinen  
37           Village Attorney

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39           FINAL VOTE AT ADOPTION:

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41           Council Member Katryn Cunningham           \_\_\_\_\_

42  
43           Council Member Tim Schaffer                   \_\_\_\_\_

1 Council Member Larissa Siegel Lara \_\_\_\_\_  
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3 Vice-Mayor John DuBois \_\_\_\_\_  
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5 Mayor Eugene Flinn \_\_\_\_\_  
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## H & J ASPHALT, INC.

4310 NW 35<sup>th</sup> AVENUE  
MIAMI, FL. 33142  
PHONE: 305-634-3342 FAX: 305-634-3313  
[hjasph@bellsouth.net](mailto:hjasph@bellsouth.net)

January 16, 2015

To whom it may concern:

I Jorge Lorenzo Vice President of H & J Asphalt Inc. authorize The Village of Palmetto Bay to piggy back from the prices from our Miami Dade County Project No. 20130281.

If you have any additional questions please feel free to contact me.

Sincerely,

*Jorge Lorenzo*

Jorge Lorenzo  
Vice President/ H & J Asphalt Inc.

**RESOLUTION NO. 2014-**

**A RESOLUTION OF THE VILLAGE OF PINECREST,  
FLORIDA, AUTHORIZING THE MANAGER TO ENTER  
INTO A CONTRACT WITH H & J ASPHALT, INC. FOR  
THE 2014-15 PAVING PROJECT; PROVIDING FOR  
AN EFFECTIVE DATE.**

WHEREAS, Miami-Dade County conducted a competitive bidding process for the procurement of paving services and awarded a bid to H & J Asphalt, Inc.; and

WHEREAS, pursuant to Section 2-287 of the Code of Ordinances, the Village Manager is authorized to execute contracts, as entered into by other governmental authorities, provided that the governmental authority has followed a competitive bidding procedure leading to the award of the bid or contract in question; and

WHEREAS, the Village Manager wishes to enter into a contract with H & J Asphalt, Inc. for the 2014-15 Paving Project;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby authorizes the Village Manager, pursuant to Section 2-287 of the Code of Ordinances, to "piggyback" on an existing contract between Miami-Dade County and H & J Asphalt, Inc. (RFQ No. 20130281), and enter into an agreement with H & J Asphalt, Inc. for the Village's 2014-15 roadway resurfacing project.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of September, 2014.

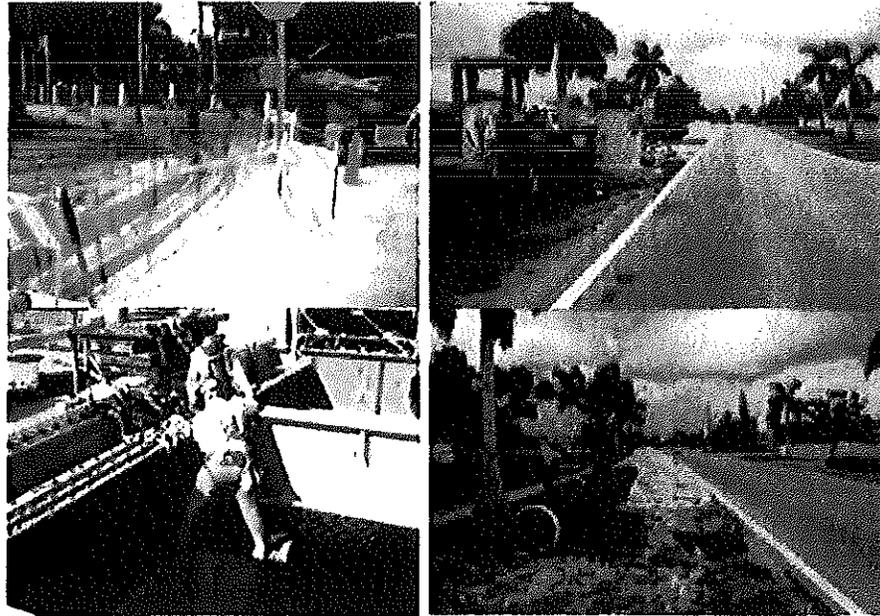
\_\_\_\_\_  
Cindy Lerner, Mayor

Attest:

\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney



## **Roadway Resurfacing Contract**

Miami-Dade County

Various Locations Countywide

Supplemental Solicitation  
and Contract Documents

**Community Small Business Enterprise Program:**

CSBE Trade Set Aside

**Community Workforce Program:**

N/A

**PWWM Contracts and Specifications Engineer:**

Alicia Arce

**RPQ Advertisement Date:**

3/20/2014

**Miscellaneous Construction Contract (MCC) Program: MCC**  
**RPQ No. 20130281, Contract No. CICC 7360-0/08**

May 15, 2014

CERTIFIED MAIL No.  
7013 1710 0002 0984 4498

FACSIMILE; TELEPHONE No.  
(305) 634-3313; (305) 634-3342

Mr. Humberto Lorenzo  
H & J Asphalt, Inc.  
4310 NW 35 Avenue  
Miami, Florida 33142

CLERK OF THE BOARD  
2014 MAY 21 PM 1:59  
CLERK OF THE BOARD  
MIAMI-DADE COUNTY, FLA.  
#1

Re: **Recommendation for Award**  
Request for Price Quotation (RPQ) No. 20130281 (MCC 7360 Plan)  
Roadway Resurfacing Contract

Dear Mr. Lorenzo:

This letter will serve as your notification that you have been recommended for award for the above referenced RPQ based on your Price Quotation submitted on Wednesday, April 30, 2014. The total RPQ amount is for two million twenty-three thousand four hundred twenty-six dollars and fifty-one cents (\$2,023,426.51). This includes a base contract amount of one million seven hundred fifty-two thousand one hundred sixty-seven dollars and sixty cents (\$1,752,167.60), a contingency amount of one hundred seventy-five thousand two hundred sixteen dollars and seventy-six cents (\$175,216.76), and dedicated allowances totalling ninety-six thousand forty-two dollars and fifteen cents (\$96,042.15). The contract duration is established as **365-calendar days**. However, the recommendation of award is contingent upon the submission of the required items listed below:

1. Performance and Payment Bond as required in Contract No. MCC 7360 Plan, Section 2.0 Special Conditions, Page 16, Article 2.11, **PERFORMANCE AND PAYMENT BOND**. (The original attached documents must be used and three (3) sets must be provided).
2. Letter from Bonding Agent granting Miami-Dade County authorization to date the Performance Bond.
3. Copies of current insurance certificates.
4. Copies of required license(s).

The preceding documents are required as outlined within Contract MCC 7360 Plan and to be submitted within 10 business days. Failure to submit the document(s) within the specified time, or any extension granted, will result in the award being rescinded.

Subsequent to the review and approval of the aforementioned documents, you are required to obtain the required permits in the time stipulated in the RPQ. Upon obtaining the permit(s), a copy(s) must be submitted to the Project Manager prior to commencement of work.

No work is to be performed without a permit unless the Project Manager issues a written directive to proceed without permit(s).

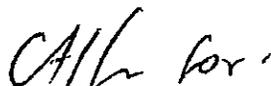
This letter will also serve as a reminder that all work must be performed according to the scope of work and contract's terms and conditions, all permits and inspections and in accordance with all applicable Federal, State and local laws, codes and regulations.

Additionally, this contract, along with any future contracts awarded to your firm, have very similar completion scheduled and competing deadlines. Please be advised that your firm must have the resources to ensure work proceeds without delay once the "Notice to Proceed" is issued. Lack of equipment, personnel or additional contracts with similar completion schedules, will not be reason for delay.

Further, no award of this contract shall be effective and thereby give rise to a contractual relationship with the County unless and until a purchase order for this RPQ has been approved, issued and a Notice to Proceed has been executed.

Should you have any questions please contact me at (305) 375-2930.

Sincerely,



Frank Aira, P.E., CFM  
Division Chief, PWWM

AM:lc

- c: Antonio Cotarelo, P.E., PWWM
- Bassam Moubayed, PWWM
- Rene Idarraga, P.E., PWWM
- Duane Kopp, P.E., PWWM
- Joaquin Rabassa, P.E., PWWM
- Alfredo Muñoz, P.E., PWWM
- Alvaro Castro, PWWM
- Alicia Arce, PWWM
- Marcia Martin, ISD
- Ultimo De Oliveira, ISD
- Patrice Hill, SBD
- Traci Adams-Parish, SBD
- Clerk of the Board
- Project File

# Memorandum



Date: May 9, 2014

To: Alicia Arce, E.I.  
Engineer II, PWWM

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

Subject: CSBE Compliance Review  
MCC 7360 Plan – CICC 7360-0/08 Request for Price Quotation (RPQ) No. 20130281  
Roadway Resurfacing Contract

The Small Business Development (SBD) Division has completed its review of the subject project for compliance with the Community Small Business Enterprise (CSBE) Program for Construction Services. The contract measures established for this project are a 10% Community Workforce Program (CWP) Goal and CSBE Trade Set-Asides in the following trade areas:

- Trade Set-Aside #1 – Highway, Street, and Bridge Construction: Traffic Stripes & Markings
- Trade Set-Aside #2 – Concrete: Sidewalk and/or Curb and Gutter

The Contracts & Specifications Section of the Public Works and Waste Management Department (PWWM) has submitted bid documents from H & R Paving, Inc. (#1), and H & J Asphalt, Inc. (#2), for compliance review. Following is the pre-award compliance status and summary.

**STATUS:**

- |                        |           |
|------------------------|-----------|
| 1. H & R Paving, Inc.  | Compliant |
| 2. H & J Asphalt, Inc. | Compliant |

**SUMMARY:**

H & R Paving, Inc. (#1), submitted Schedule of Intent (SOI) Affidavits committing to utilize Highway Striping, Inc., a certified CSBE firm, to perform traffic stripes & markings, paint and/or thermoplastic work. Quality paving, Corp., a certified CSBE firm, was also listed to perform concrete: sidewalks and/or curb and gutter work. Each subcontractor signed its respective SOI Affidavit in agreement with the information listed. H & R Paving, Inc. is in compliance with the Implementing Order for the CSBE Program for the purchase of Construction Services.

H & J Asphalt, Inc., (#2), submitted SOI Affidavits committing to utilize Road Runner Striping Technologies, Inc., a certified CSBE firm, to perform striping work. American Builders Masters Corp., a certified CSBE firm, was also listed to perform concrete work. Each subcontractor signed its respective SOI Affidavit in agreement with the information listed. H & J Asphalt, Inc. is in compliance with the Implementing Order for the CSBE Program for the purchase of Construction Services.

SBD has verified that the aforementioned firms are not listed on the Goal Deficit Make-Up Report as of May 1, 2014. A review of the History of Violations Report as of May 2, 2014 indicates that the aforementioned firms do not have any open violations.

Alicia Arce  
May 8, 2014  
Project No. 20130280  
Page 2

Please note that SBD staff reviewed and addressed compliance with the CSBE program. The Contracts & Specifications Section of the PWWM is responsible for any other issues that may exist

Should you have any questions or need any additional information, please do not hesitate to call Coralee Taylor at (305) 375-3115.

c: Frank Aira, PWWM  
Lisset Cabrera, PWWM  
Traci Adams-Parish, SBD  
File

## Contract Prices

Project Title: Roadway Resurfacing Contract  
 Contractor: H & J ASPHALT, INC.

Project No: 20130281  
 Bid Date: 04/30/2014

Item Number	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
1WSR	Saw cut and remove an average of two (2) inches of temporary cold asphalt patch on trench in order to expose and evaluate the condition of the base. If base is found suitable, clean loose material and replace the amount of cold patch removed with hot type S asphaltic concrete up to the level of the surrounding surface.	S.F.	11,624.0	\$4.00	\$46,496.00
2WSR	Saw cut and remove an average of two (2) inches of existing temporary cold asphalt patch on trench in order to expose and evaluate the condition of the base. If base is found unsuitable by the Engineer, remove base material and replace with a minimum of eight (8) inches of compacted limerock or six (6) inches of hot S asphaltic concrete. In either case, replace the cold patch removed with hot type S asphaltic concrete up to the level of the surrounding surface.	S.F.	939.0	\$6.00	\$5,634.00
5WS1-A	Night Differential for Milling	P.N.	11.0	\$800.00	\$8,800.00
5WS1-A	Night Differential for Resurfacing	P.N.	11.0	\$1,000.00	\$11,000.00
101-327A	MOBILIZATION FOR MILLING. ( To be paid once, per each Section of a Township and Range ) May be deleted if no milling in Section.	PER/SCT	16.0	\$800.00	\$12,800.00
102-74-2	BARRICADES ( Temporary, Type III, 6')	EA/DAY	24.0	\$1.00	\$24.00
102-76	FLASHING ARROW BOARD (Temporary, Multimode)	EA/DAY	28.0	\$14.00	\$392.00
102-8A	RE-GRADE EXISTING SWALE (Without sod) (When required by the Engineer.)	S.Y.	129.0	\$7.00	\$903.00
102-99	VARIABLE MESSAGE SIGN (Temporary)	EA/DAY	100.0	\$20.00	\$2,000.00
102-60A	WORK ZONE SIGNS	EA/DAY	359.0	\$0.50	\$179.50
110-4	REMOVAL OF EXISTING PAVEMENT	S.Y.	26.0	\$20.00	\$520.00
110-4-1-1	REMOVAL AND DISPOSAL OF EXISTING CURB AND GUTTER	L.F.	1,744.0	\$2.00	\$3,488.00
110-4-2A	REMOVAL OF EXISTING CONCRETE SIDEWALK ( up to 8" thick, including base preparation)	S.Y.	969.0	\$15.00	\$14,535.00
120-1	REGULAR EXCAVATION	C.Y.	1,314.0	\$8.00	\$10,512.00
120-2-3	EMBANKMENT FOR ROAD BUILD-UP (Borrow material from Contractor's own source)	C.Y.	1,095.0	\$8.00	\$8,760.00
120-2-4	EMBANKMENT MATERIAL FOR SHOULDER - Borrow material, from contractor's own source, see Special Provisions for description of material.	C.Y.	219.0	\$20.00	\$4,380.00
160-4	TYPE "B" STABILIZATION (12" Thick) (Min. C.B.R. 30)	S.Y.	1,752.0	\$6.00	\$10,512.00
200-2	BASE PREPARATION FOR NEW SIDEWALK CONSTRUCTION (Where needed at the discretion of the Engineer)	S.Y.	388.0	\$6.00	\$2,328.00
210-1-2	LIMEROCK BASE (8" double course) (Printed)	S.Y.	1,752.0	\$8.00	\$14,016.00
327-70	MILLING EXISTING PAVEMENT [(1*)(Payment for greater cuts will be paid proportionally)]	S.Y.	119,917.0	\$2.10	\$251,825.70
334-2-13-1	Hot Mix Asphalt, Traffic C, SP-9.5	TON	2,600.0	\$101.00	\$262,600.00
337-8-42	Hot Mix Asphalt Friction Course, Traffic C, FC-9.5, PG 76-22	TON	5,831.0	\$107.00	\$623,917.00
425-4(2)	ADJUSTING INLETS	EA.	7.0	\$300.00	\$2,100.00
425-5	ADJUST MANHOLE (This item is contingent upon field conditions and may be increased, decreased or eliminated by the Engineer)	EA.	48.0	\$400.00	\$19,200.00
425-6	ADJUST EXISTING VALVE BOXES (MIAMI-DADE COUNTY ONLY) (This item is contingent upon field conditions and may be increased, decreased or eliminated by the Engineer)	EA.	78.0	\$400.00	\$31,200.00
425-721E	REMOVAL AND DISPOSAL of existing damaged frames and pick up new frames at Miami-Dade Water and Sewer, including adjustment and installation of Manholes.	EA.	3.0	\$800.00	\$2,400.00
425-721F	REMOVAL AND DISPOSAL of existing damaged frames and pick up new frames at Miami-Dade Water and Sewer, including adjustment and installation of Water Valves.	EA.	3.0	\$600.00	\$1,800.00
425-944B	RECONSTRUCT MANHOLE	EA.	3.0	\$1,000.00	\$3,000.00
520-2A	CONCRETE CURB AND/OR GUTTER (Any type, including base preparation)	L.F.	3,190.0	\$15.00	\$47,850.00
522-1(1)	CONCRETE SIDEWALK [4" THICK, 3,000 P.S.I. CONCRETE AT 28 DAYS (Includes the cost of pedestrian ramps and sidewalk curbs)	S.Y.	1,680.0	\$32.00	\$53,760.00
522-2	CONCRETE SIDEWALK [6" THICK, 3000 P.S.I. concrete at 28 days) (including pedestrian ramps and sidewalk curbs)	S.Y.	291.0	\$44.00	\$12,804.00

SCCRP\_PROJECT\_ITEM\_PRICES

5/21/2014 03:17 PM

Page 1 of 3

# Miami-Dade County Public Works and Waste Management Department

## Contract Prices

Project Title: Roadway Resurfacing Contract  
 Contractor: H & J ASPHALT, INC.

Project No: 20130281  
 Bid Date: 04/30/2014

Item Number	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
527-2	DETECTABLE WARNING ON WALKING SURFACE	S.F.	1,486.0	\$35.00	\$52,010.00
575-1-1	SODDING (Pensacola Bahia or match existing) (includes watering)	S.Y.	28.0	\$4.00	\$104.00
635-1-11	PULL BOX, METER TYPE (Polymer)	AS.	5.0	\$550.00	\$2,750.00
700-40-01	ROADSIDE SIGNS ((SINGLE POST) (LESS THAN 12 S.F.))	AS.	5.0	\$290.00	\$1,450.00
700-46-22	RESET EXISTING POST AND SIGN	EA.	7.0	\$70.00	\$490.00
705-71-361	36" TUBULAR DELINEATOR	EA.	28.0	\$75.00	\$1,950.00
706-1-12	REFLECTIVE PAVEMENT MARKERS (class B, mono or bi-directional, all colors)	EA.	3,174.0	\$4.00	\$12,696.00
710-11-121	PAINTED PAVEMENT MARKINGS (Standard, White, solid, 6")	L.F.	66,703.0	\$0.30	\$20,010.90
710-11-122	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 8"	L.F.	612.0	\$0.40	\$244.80
710-11-123	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 12"	L.F.	7,929.0	\$0.70	\$5,550.30
710-11-124	PAINTED PAVEMENT MARKINGS (Standard, White, solid, 18")	L.F.	1,118.0	\$1.00	\$1,118.00
710-11-125	PAINTED PAVEMENT MARKINGS (Standard, White, solid, 24")	L.F.	2,710.0	\$1.20	\$3,252.00
710-11-141	PAINTED PAVEMENT MARKINGS (Standard) (White) (Skip) (6")	L.F.	5,262.0	\$0.30	\$1,578.60
710-11-160	PAINTED PAVEMENT MARKINGS (Standard) (White) (Message)	EA.	33.0	\$40.00	\$1,320.00
710-11-170	PAINTED PAVEMENT MARKING (Standard) (White) (Arrows)	EA.	67.0	\$30.00	\$2,010.00
710-11-221	PAINTED PAVEMENT MARKINGS (Standard, Yellow, solid, 6")	L.F.	32,601.0	\$0.30	\$9,780.30
710-11-224	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SOLID, 18"	L.F.	4,065.0	\$1.00	\$4,065.00
710-11-241	PAINTED PAVEMENT MARKINGS (Standard) (Yellow) (Skip) (6")	L.F.	4,059.0	\$0.40	\$1,623.60
710-26-41A	SOLID TRAFFIC STRIPE, PAINT - (4" white, or yellow)	L.F.	9,829.0	\$0.30	\$2,948.70
711-2	SKIP TRAFFIC STRIPE (8' STRIPE, 10' SPACE) (WHITE THERMOPLASTIC) (6" WIDE)	L.F.	100.0	\$1.00	\$100.00
711-5	GUIDELINES ((8" DOTTED) (2'-4' White) (Thermoplastic))	L.F.	123.0	\$1.00	\$123.00
711-11-121	THERMOPLASTIC (White) (Solid) (6")	L.F.	66,703.0	\$0.90	\$60,032.70
711-11-122	THERMOPLASTIC (White) (Solid) (8")	L.F.	612.0	\$1.20	\$734.40
711-11-123	THERMOPLASTIC (White) (Solid) (12")	L.F.	7,929.0	\$2.00	\$15,858.00
711-11-124	THERMOPLASTIC (White) (Solid) (18")	L.F.	1,118.0	\$2.60	\$2,906.80
711-11-125	THERMOPLASTIC (White) (Solid) (24")	L.F.	2,710.0	\$3.30	\$8,943.00
711-11-141	THERMOPLASTIC (White) (Skip) (6")	L.F.	5,268.0	\$1.00	\$5,268.00
711-11-160	THERMOPLASTIC (White) (Message)	EA.	33.0	\$110.00	\$3,630.00
711-11-170	THERMOPLASTIC (White) (Arrows)	EA.	68.0	\$60.00	\$4,080.00
711-11-221	THERMOPLASTIC (Yellow) (Solid) (6")	L.F.	32,600.0	\$0.90	\$29,340.00
711-11-224	THERMOPLASTIC (Yellow) (Solid) (18")	L.F.	4,065.0	\$2.50	\$10,162.50
711-11-241	THERMOPLASTIC (Yellow) (Skip) (6")	L.F.	4,060.0	\$0.90	\$3,654.00
711-14-160	Thermoplastic, Preformed, White, Message	EA.	39.0	\$360.00	\$14,040.00
711-2A	SKIP TRAFFIC STRIPE, THERMOPLASTIC (4" WHITE/YELLOW, 6'-10' SKIP)	L.F.	26.0	\$1.00	\$26.00
711-33-34	SKIP TRAFFIC STRIPE - ((4" White/Yellow) (10' Stripe, 30' Skip) (Thermoplastic, lead free))	L.F.	5,908.0	\$0.80	\$4,726.40

# Contract Prices

Project Title: Roadway Resurfacing Contract  
 Contractor: H & J ASPHALT, INC.

Project No: 20130281  
 Bid Date: 04/30/2014

Item Number	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
711-35-41	SOLID TRAFFIC STRIPE -[[4" WHITE](Thermoplastic)]	L.F.	3,216.0	\$0.80	\$2,572.80
711-36-41	SOLID TRAFFIC STRIPE [[4" Yellow] (THERMOPLASTIC) (Lead-free)]	L.F.	682.0	\$0.80	\$545.60
711-72	REMOVAL OF EXISTING PAVEMENT MARKINGS (Thermoplastic & Paint)	S.F.	380.0	\$2.20	\$836.00

## ALLOWANCE ACCOUNTS

(used as approved by the engineer pursuant to the requirements of the Contract Documents)

999	CONTINGENCY FUND (10% OF SUBTOTAL AMOUNT)	L.S.	1.0	\$175,216.76	\$175,216.76
102-10A	OFF-DUTY LAW ENFORCEMENT OFFICER	L.S.	1.0	\$40,000.00	\$40,000.00
102-1P	MAINTENANCE OF TRAFFIC (Including traffic cones, temporary signs, flag men, etc.)	L.S.	1.0	\$35,043.35	\$35,043.35
300-1-999	BITUMINOUS MATERIAL ADJUSTMENT	L.S.	1.0	\$20,000.00	\$20,000.00
990	ALLOWANCE-PERMITS	L.S.	1.0	\$998.80	\$998.80

Public Works and Waste  
Management  
Contracts & Specifications Section  
111 NW 1st Street, Suite 1410  
Miami, FL 33128



MIAMI-DADE COUNTY, FLORIDA  
REQUEST FOR PRICE QUOTATION (RPQ)  
Contract No: MCC 7360 Plan - CICC 7360-0/08  
RPQ No: 20130281

RPQ BID FORM – ATTACHMENT 5A

RPQ Project Name: Roadway Resurfacing Contract

Price Proposal (Cost to Perform the work must be stated here. State 'No Bid' if not submitting a price proposal)

1,752,167.60

Bidder's Company Name: H & J Asphalt, Inc.

Company Address: 4310 N W 35 Avenue

Miami, FL 33142

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: 305-634-3342 Fax No: 305-634-3313 Email: hjasph@belleouth.net

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Name of Person Submitting Quote (Print): Humberto Lorenzo

Number of Addendums received: 2 (If none write "None")

Signature: [Handwritten Signature]

Date: 4/23/14

Note: Quotes must be submitted on this form. Quote envelope must state RPQ Number, date and time due and the Bidder's Name. Use of any other form for submission of the price quotation shall result in the rejection of the price quotation. Late bids will not be opened. Low bidder will be notified, in the Recommendation of Award, of the requirements to submit current copies of insurance certificates in accordance with the Contract Documents. By signature, the CONTRACTOR agrees to be bound by the terms set forth in the MCC 7360 Plan.

In accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under this Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

PRINCIPAL (Full legal name and business address) H & J Asphalt, Inc. 4310 NW 35th Avenue Miami, FL 33142	TYPE OF ORGANIZATION ("X" one) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> Corporation
---	--

SURETY (Name and business address)  
 Berkley Insurance Company  
 7380 Sand Lake Road, Ste. 500  
 Orlando, FL 32819

PENAL SUM OF BOND	*****Five Percent of the Total amount Bid*****			
BID IDENTIFICATION	Project No:	20130281	Bid Opening Date:	April 30, 2014
	County Project Name:	Roadway Resurfacing Contract		

**OBLIGATION**

Principal and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Miami-Dade County, Florida (herein after County) upon default of Principal the penal sum set forth on the face of this Bond.

Principal and Surety agree that the Penal Sum of the Bond is a liquidated damage reasonably estimated to compensate the County for damages suffered as a result of the Principal's default including but not limited to any resulting from delay, procurement costs and incremental costs of contracting.

Default of Principal shall occur in the event that the Principal withdraws Bid within 180 days after bid opening (or any extension thereof agreed to in writing by the Bidder and County); or, after proper notification of intent to Contract from the County, fails to comply with all pre-award requirements including, but not limited to providing Payment and Performance Bonds with good and sufficient surety and the necessary Insurance Certificates pursuant to the Contract Documents, and enter into a written Contract with the County, as may be required; all within 10 days after the prescribed forms are presented to Principal for signature or as otherwise required by the Bidding Documents.

Payment under this Bond will be due and payable upon default of Principal and within 30 calendar days after receipt by Principal and Surety of written notice of default from County, which notice will be given with reasonable promptness, identifying this Bond and the Project.

Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

**CONDITIONS**

The Principal has submitted the Bid identified above.

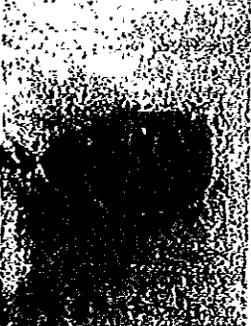
**THEREFORE**

By executing this Instrument Surety agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the County. Notice to the Surety of extensions is waived. However, waiver of the notice applies only to extensions aggregating not more than 60 calendar days in addition to the period originally allowed for acceptance of the bid. Any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes does not affect Surety's obligation under this Bond.

**WITNESS**

The Principal and Surety executed this Bond and affixed their seals on the above date. Copy of Resident Agent's current Identification Card as issued by State of Florida Insurance Commissioner must be attached.

	PRINCIPAL      H & J Asphalt, Inc.	
SIGNATURE		
NAME AND TITLE (Typed)	Humberto Lorenzo, President	
	SURETY      Berkley Insurance Company	
SIGNATURE OF ATTORNEY-IN-FACT		
PRINTED NAME OF ATTORNEY-IN-FACT (Typed)	Michael A. Bonet	
SIGNATURE OF RESIDENT FLORIDA AGENT		
PRINTED NAME OF RESIDENT FLORIDA AGENT (Typed)	Michael A. Bonet	



ALEX SINK  
Chief Financial Officer  
State of Florida

MICHAEL ANTHONY BONET

License Number A025509

IS LICENSED TO TRANSACT THE FOLLOWING CLASSES OF INSURANCE

General Lines (Prop & Casu) 05/25/1984

RESIDENT  
LICENSE



This license is valid only if the licensee complies with the provisions of the Insurance Code of the State of Florida and the rules promulgated thereunder.

BERKLEY INSURANCE COMPANY  
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: Roy V. Fabry or Michael A. Bonet of Kahn-Carlin & Co., Inc. of Miami, FL its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

**RESOLVED**, that, with respect to the Surety business written by Berkley Surety Group, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

**RESOLVED**, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

**RESOLVED**, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

**RESOLVED**, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 22 day of July, 2013.

Attest:

(Seal)

By

Ira S. Lederman  
Senior Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter  
Senior Vice President

**WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.**

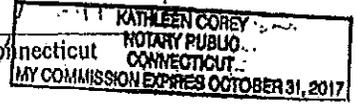
STATE OF CONNECTICUT )

) ss:

COUNTY OF FAIRFIELD )

Sworn to before me, a Notary Public in the State of Connecticut, this 22 day of July, 2013, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Senior Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

Kathleen Corey  
Notary Public, State of Connecticut



**CERTIFICATE**

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 30 day of April, 2014

Andrew M. Tuma





Miami-Dade County  
 Department of Procurement Management  
 Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No.: 20130281 Federal Employer Identification Number (FEIN): 65-0024320  
 Contract Title: Roadway Resurfacing Contract

**Affidavits and Legislation/ Governing Body**

1. <i>Miami-Dade County Ownership Disclosure</i> Sec. 2-8.1 of the County Code	6. <i>Miami-Dade County Vendor Obligation to County</i> Section 2-8.1 of the County Code
2. <i>Miami-Dade County Employment Disclosure</i> County Ordinance No. 90-133, amending Section 2-8-1(c)(2) of the County Code	7. <i>Miami-Dade County Code of Business Ethics</i> Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (e) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <i>Miami-Dade County Employment Drug-free Workplace Certification</i> Section 2-8.1.2(b) of the County Code	8. <i>Miami-Dade County Family Leave</i> Article V of Chapter 11 of the County Code
4. <i>Miami-Dade County Disability Non-Discrimination</i> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <i>Miami-Dade County Living Wage</i> Section 2-8.9 of the County Code
5. <i>Miami-Dade County Debarment Disclosure</i> Section 10.38 of the County Code	10. <i>Miami-Dade County Domestic Leave and Reporting</i> Article 8, Section 11A-6U 11A-67 of the County Code

Humberto Lorenzo  
 Printed Name of Affiant

President  
 Printed Title of Affiant

[Signature]  
 Signature of Affiant  
4-29-14  
 Date

H & J Asphalt, Inc  
 Name of Firm  
4310 N W 35 Avenue  
 Address  
Miami, FL 33142  
 City, State, Zip Code

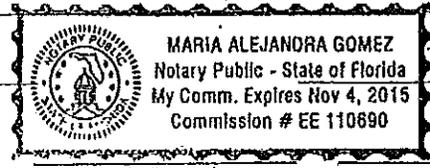
Notary Public Information

Notary Public - State of Florida County of Miami-Dade

Subscribed and sworn to (or affirmed) before me this 29th day of April 2014.

by Humberto Lorenzo He or she is personally known to me  or has produced identification

Type of Identification produced  
[Signature]  
 Signature of Notary Public



Serial Number

Print or Stamp of Notary Public

Expiration Date

Notary Public Seal

COLLUSION AFFIDAVIT

(Code of Miami-Dade County Section 2-8.1.1 and 10-33.1) (Ordinance No. 08-113)

BEFORE ME, A NOTARY PUBLIC, personally appeared Humberto Lorenzo who being duly sworn states: (Insert name of affiant)

I am over 18 years of age, have personal knowledge of the facts stated in this affidavit and I am an owner, officer, director, principal shareholder and/or I am otherwise authorized to bind the bidder of this contract.

I state that the bidder of this contract:

Is not related to any of the other parties bidding in the competitive solicitation, and that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer.

OR  is related to the following parties who bid in the solicitation which are identified and listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Any person or entity that fails to submit this executed affidavit shall be ineligible for contract award. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted by presentation of evidence as to the extent of ownership, control and management of such related parties in the preparation and submittal of such bids or proposals. Related parties shall mean bidders or proposers or the principals, corporate officers, and managers thereof which have a direct or indirect ownership interest in another bidder or proposer for the same agreement or in which a parent company or the principals thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same agreement. Bids or proposals found to be collusive shall be rejected.

By: [Signature] Date 04-29 2014  
Signature of Affiant

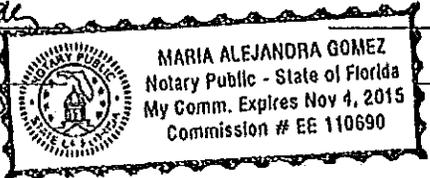
Humberto Lorenzo - President 615-010243201  
Printed Name of Affiant and Title Federal Employer Identification Number

H & J Asphalt, Inc. Printed Name of Firm  
4310 N W 35 Avenue  
Miami, FL 33142 Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 29th day of April 2014

He/She/It is personally known to me/ or has presented \_\_\_\_\_ as identification. Type of Identification

[Signature] Signature of Notary  
\_\_\_\_\_  
Print or Stamp Name of Notary



\_\_\_\_\_  
Serial Number  
\_\_\_\_\_  
Expiration Date

Notary Public - State of \_\_\_\_\_

Notary Seal

**FAIR WAGE AFFIDAVIT**

Before me, the undersigned authority appeared Humberto Lorenzo  
(print name), the President (print title) of  
H&J Asphalt, Inc (print name of Bidder or Proposer), who attests  
that H&J Asphalt, Inc. (print name of bidder or proposer)  
shall pay workers on the project minimum wages rates in accordance with  
Section 2-11.16 of the Miami-Dade County Code, and the Labor Provisions of the  
contract documents.

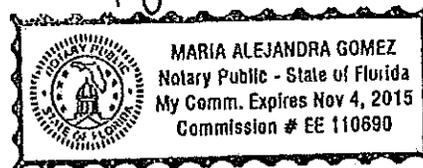
STATE OF FLORIDA)

SS

COUNTY OF DADE)

The foregoing instrument was acknowledged before me this 29<sup>th</sup> day of  
April, 2014, HUMBERTO LORENZO on behalf of  
H & J ASPHALT, INC., who is personally known to  
me/or has produced \_\_\_\_\_, as identification and  
who [ ] did [ ] did not take an oath.

*Maria Alejandra Gomez*







**THIS FORM MUST BE COMPLETED  
SCHEDULE OF INTENT AFFIDAVIT  
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM**

Name of Prime Contractor Firm H & J Asphalt, Inc. Contact Person Amberto Horvato  
 Address 4310 NW 35 Ave. Miami, FL 33142 Phone 305-634-3372 Fax 305-634-3313  
 Project Name Roadway Rehabilitation Contract Project Number 20130281  
 CSBE Contract Measure Trade Set-Aside

This form must be completed by the Prime Contractor and the CSBE Subcontractor that will be utilized for scopes of work on the project. Bidders must include this form in a separate envelope at the time of bid submission. This form must also include the percentage for CSBE make-up, if applicable.

Name of Prime Contractor	Certification No. (if applicable)	Certification Expiration Date (if applicable)	Type of CSBE work to be performed by Prime Contractor	Prime Contractor % of Bid
<u>H &amp; J Asphalt</u>			<u>Paving, Milling</u>	<u>83.50</u>
Prime Contractor Total Percentage:				

The undersigned intends to perform the following work in connection with the above contract:

Name of Subcontractor	Certification No.	Certification Expiration Date	CSBE Make-Up		Type of CSBE work to be performed by Subcontractor	Subcontractor % of Bid CSBE	Make-Up % of Bid
			Yes	No			
<u>AMERICAN BUILDERS MASTERS</u>	<u>65231</u>	<u>3-31-16</u>			<u>CONCRETE</u>	<u>16.50</u>	
Subcontractor Total Percentage:							

I certify that the representations contained in this form are to the best of my knowledge true and accurate.  
 Prime Signature: [Signature] Prime Print Name: Amberto Horvato Prime Print Title: President Date: 4-23-14

The undersigned has reasonably uncommitted capacity sufficient to provide the required goods or services, all licenses and permits necessary to provide such goods or services, ability to obtain bonding that is reasonably required to provide such goods or services consistent with normal industry practice, and the ability to otherwise meet the bid specifications.  
 Subcontractor Signature: [Signature] Subcontractor Print Name: Jose Benitez Subcontractor Print Title: President Date: 4/23/14

Check this box if this project is a set-aside and you are performing 100% of the work with your own work forces.

Check this box if Form DBD 305A and Form DBD 305B have been submitted in your pricing envelope.

**THIS FORM MUST BE COMPLETED**  
**SCHEDULE OF INTENT AFFIDAVIT**  
**COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM.**

Name of Prime Contractor Firm H & J Asphalt, Inc. Contact Person Humberto Lora  
 Address 4319 N W 35 Ave Miami FL 33142 Phone 305-634-5342 Fax 305-634-3313  
 Project Name ROADWAY RESURFACING CONTRACT Project Number 20130281  
 CSBE Contract Measure TRAK 305-A-SIDE

This form must be completed by the Prime Contractor and the CSBE Subcontractor that will be utilized for scopes of work on the project. Bidders must include this form in a separate envelope at the time of bid submission. This form must also include the percentage for CSBE make-up, if applicable.

Name of Prime Contractor	Certification No. (if applicable)	Certification Expiration Date (if applicable)	Type of CSBE work to be performed by Prime Contractor	Prime Contractor % of Bid
<u>H &amp; J Asphalt, Inc</u>			<u>Paving, Milling</u>	<u>83.50</u>
Prime Contractor Total Percentage:				

The undersigned intends to perform the following work in connection with the above contract:

Name of Subcontractor	Certification No.	Certification Expiration Date	CSBE Make-Up		Type of CSBE work to be performed by Subcontractor	Subcontractor % of Bid CSBE	Make-Up % of Bid
			Yes	No			
<u>ROADWAY MILLING</u>	<u>12597</u>	<u>2-9-15</u>			<u>Striping</u>	<u>10%</u>	
Subcontractor Total Percentage:							

I certify that the representations contained in this form are to the best of my knowledge true and accurate.

Prime Signature [Signature] Prime Print Name JOSEPH RUIZ Date April 28, 2014  
 Sub-Contractor Sub-Contractor

The undersigned has reasonably uncommitted capacity sufficient to provide the required goods or services, all licenses and permits necessary to provide such goods or services, ability to obtain bonding that is reasonably required to provide such goods or services consistent with normal industry practices, and the ability to otherwise meet the bid specifications.

Subcontractor Signature [Signature] Subcontractor Print Name Humberto Lora Date 4-29-14  
 Subcontractor Print Title President

- Check this box if this project is a set-aside and you are performing 100% of the work with your own work forces.
- Check this box if Form DBD 305A and Form DBD 305B have been submitted in your pricing envelope.

MIAMI-DADE COUNTY  
PUBLIC WORKS AND WASTE MANAGEMENT DEPARTMENT (PWWM)

ADDENDUM NO. 2  
March 25, 2014

PROJECT: Roadway Resurfacing Contract  
Project No. 20130281 (MCC 7360)

BID DUE DATE: April 30, 2014; 2:00 P.M.

FROM: Miami-Dade County PWWM  
Contracts and Specifications Section  
111 NW First Street, 14<sup>th</sup> Floor  
Miami, FL 33128  
305.375.2930

TO: Prospective Bidders and Interested Parties

This Addendum forms part of the project solicitation documents and will be incorporated into the Contract Documents, as applicable. Insofar as the Original Contract Documents, Drawings and Specifications are inconsistent, this Addendum shall govern. Please acknowledge receipt of this Addendum, at the time of bid submittal to Miami-Dade County, in the space provided on the "Acknowledgement of Addenda Form" provided with the project solicitation documents. Failure to acknowledge receipt of all addenda may be cause for disqualification.

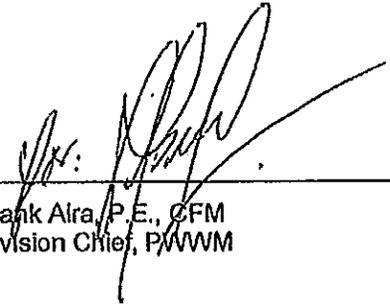
**CHANGES TO: Section 3, Supplementary Instructions to Bidders**

1. Delete the language in its entirety and Replace with the following attachment.

**CHANGES TO: Appendix B to the Supplementary Conditions**

1. Delete the Small Business Division, Project Worksheet and Replace with the following attachment.

**END OF ADDENDUM NO. 2**

  
\_\_\_\_\_  
Frank Alra, P.E., CFM  
Division Chief, PWWM

c: PWWM, Luis O. Pérez, P.E., PWWM, Joaquín Rabassa, P.E., PWWM, Bassam Moubayed, PWWM, Duane Kopp, PWWM, Último de Oliveira, ISD, Clerk of the Board, Project File

# CONTRACT EXHIBIT "A"

**ROADWAY RESURFACING IMPROVEMENTS**  
Town of Cutler Bay, Florida  
Town Project No. ITB #13-09

**BID FORM**

Bid unit prices stated in this proposal include all costs and expenses for labor, equipment, materials, contractor's overhead and profit. Unit prices for the various work items are intended to establish a total price for completing the project in its entirety. The Contractor shall include in the Bid price any work item and materials for which a separate pay item has not been included in the Bid Form. All work and incidental costs shall be included for payment under the several scheduled items of the overall contract, and no separate payment will be made therefore. It is the intent of the Town to spend \$600,000 on resurfacing and \$300,000 on sidewalk repairs annually. These amounts are subject to change. The work is being funded in part through the People's Transportation Plan (PTP).

ITEM	DESCRIPTION	QUANTIT Y	UNIT	UNIT PRICE	AMOUNT
<i>General Items</i>					
101-1	Mobilization	1	L.S.	\$ .01	\$ .01
102-1	Maintenance of Traffic	1	L.S.	\$ .01	\$ .01
<i>Sub-Total - General Items</i>		\$ <u>.02</u>			
<i>Roadway Items</i>					
337	Type S-III Asphalt Overlay (1" thick)	1	S.Y.	\$ 7.79	\$ 7.79
337	Type S-III Asphalt Overlay (1" thick)	1	TN.	\$ 144. <sup>00</sup>	\$ 144. <sup>00</sup>
339-1	Type S-III Asphalt Leveling Course	1	TN.	\$ 154. <sup>00</sup>	\$ 154. <sup>00</sup>
327-70-1	Asphalt milling (1" depth)	1	S.Y.	\$ 6.49	\$ 6.49
425-6	Adjust existing valve box	1	EA.	\$ 125. <sup>00</sup>	\$ 125. <sup>00</sup>
425-5	Adjust existing manhole ring and cover	1	EA.	\$ 225. <sup>00</sup>	\$ 225. <sup>00</sup>

339-1	Remove and reconstruct existing asphalt apron with 1-1/2" type S-III asphalt	1	EA.	\$ 295. <sup>00</sup>	\$ 295. <sup>00</sup>
711-11125 711-11211 706-3	24" white thermoplastic stop bar with 50 feet of double yellow, including 6 yellow RPMs	1	EA.	\$ 155. <sup>00</sup>	\$ 155. <sup>00</sup>
711-11111	Standard 6" white thermoplastic	1	L.F.	\$ 1. <sup>50</sup>	\$ 1. <sup>50</sup>
711-11123	Standard 12" white thermoplastic	1	L.F.	\$ 2. <sup>50</sup>	\$ 2. <sup>50</sup>
711-11125	Standard 24" white thermoplastic	1	L.F.	\$ 6. <sup>00</sup>	\$ 6. <sup>00</sup>
711-11211	Standard 6" yellow thermoplastic	1	L.F.	\$ 2. <sup>00</sup>	\$ 2. <sup>00</sup>
711-11224	Standard 18" yellow thermoplastic	1	L.F.	\$ 3. <sup>50</sup>	\$ 3. <sup>50</sup>
711-11170	Standard thermoplastic arrow	1	EA.	\$ 175. <sup>00</sup>	\$ 175. <sup>00</sup>
706-3	White/red RPMs	1	EA.	\$ 4. <sup>50</sup>	\$ 4. <sup>50</sup>
706-3	Blue RPMs	1	EA.	\$ 5. <sup>50</sup>	\$ 5. <sup>50</sup>
706-3	Yellow RPMs	1	EA.	\$ 4. <sup>50</sup>	\$ 4. <sup>50</sup>
663	Traffic Loop Replacement	1	EA.	\$ 100. <sup>00</sup>	\$ 100. <sup>00</sup>
<b><u>Sub-Total - Roadway Items</u></b>		<b>\$ 1,417.28</b>			
<b><u>Sidewalk Items</u></b>					
522-1	Construct new or replace existing 4" thick 5' wide sidewalk (includes removal, disposal, debris removal, root pruning, preparation and restoration)	1	L.F.	\$ 42. <sup>00</sup>	\$ 42. <sup>00</sup>
522-2	Construct new or replace existing 6" thick 5' wide sidewalk (includes removal, disposal, debris removal, root pruning, preparation and restoration)	1	L.F.	\$ 43. <sup>00</sup>	\$ 43. <sup>00</sup>
110-15-1	Bio-barrier installation (per sidewalk flag)	1	EA.	\$ 20. <sup>00</sup>	\$ 20. <sup>00</sup>
522-1	Installation of 5'x5' handicap ramps @ existing sidewalk - including ADA detectable warning surface (4' x 2' @ each) (includes restoration). See detail "A" in Appendix B	1	EA.	\$ 275. <sup>00</sup>	\$ 275. <sup>00</sup>

522-1	Installation of handicap ramps @ new sidewalk – including ADA detectable warning surface (4' x 2' @ each) (includes restoration)	1	EA.	\$ 275. <sup>00</sup>	\$ 275. <sup>00</sup>
Survey	R.O.W. survey (to establish property line)	1	L.F.	\$ 10. <sup>00</sup>	\$ 10. <sup>00</sup>
520-1-10	Concrete curb and gutter (Type "F") (Includes Demo & Disposal of Damaged Curbs If Required)	1	L.F.	\$ 19. <sup>00</sup>	\$ 19. <sup>00</sup>
520-2-4	Concrete curb (Type "D") (Includes Demo & Disposal of Damaged Curbs If Required)	1	L.F.	\$ 15. <sup>00</sup>	\$ 15. <sup>00</sup>
550	Fence Relocation (chain link)	1	L.F.	\$ 5. <sup>00</sup>	\$ 5. <sup>00</sup>
590-70-1	Irrigation system restoration: Schedule 40 PVC Pipe	1	L.F.	\$ 7. <sup>00</sup>	\$ 7. <sup>00</sup>
	Rainbird / Swing Joints	1	EA.	\$ 20. <sup>00</sup>	\$ 20. <sup>00</sup>
1080	Replace existing meter boxes (as directed)	1	EA.	\$ 200. <sup>00</sup>	\$ 200. <sup>00</sup>
522-2	Storm Drain Concrete Apron Construct New or Replace 6" Thick Concrete Apron. (Includes Removal, Disposal, Debris Removal, Root Pruning, Preparation, Restoration, and Saw Cutting.	1	SF.	\$ 5.25	\$ 5.25
<b>Sub-Total – Sidewalk Items</b>				\$ <u>936.25</u>	

GRAND TOTAL IN FIGURES: \$ 2,353.55

GRAND TOTAL WRITTEN: two thousand three hundred fifty three and 5/4 BIID

DER: Enviro Waste Services Corp Inc

By: Eduardo Barba

Title: President

Telephone: 305-637-9665 Fax: 305-637-9659

Bid Form  
 Page 4 of 7  
**MISCELLANEOUS STREET RESURFACING SERVICES**

BID ITEM NO.	DESCRIPTION	UNIT	TOTAL COST (\$)
MSR-1	Asphaltic Concrete (Type S; 1" Thick)	Ton	\$ 110. <sup>00</sup>
MSR-2	Milling Existing Pavement [(1") Payment for greater cuts will be paid proportionately]	Square Yards	\$ 2.50
MSR-3	Adjust Manhole (This item is contingent upon field conditions and may be increased, decreased or eliminated by the engineer)	Each	\$ 350. <sup>00</sup>
MSR-4	Adjust existing valve boxes (This item is contingent upon field conditions and may be increased, decreased or eliminated by the engineer)	Each	\$ 300. <sup>00</sup>
MSR-5	Reflective Pavement Markers (Class B; Mono or Bi-Directional, all colors)	Each	\$ 2.85
MSR-6	Temporary Pavement Marking (Directional Arrows)	Each	\$ 25. <sup>00</sup>
MSR-7	Thermoplastic (Directional Arrows)	Each	\$ 45. <sup>00</sup>
MSR-8	Temporary Pavement Marking (White/Yellow; Solid; 6")	Each	\$ 0.20
MSR-9	Thermoplastic (White/Yellow; Solid; 6")	Each	\$ 0.50
MSR-10	Temporary Pavement Marking (White; Solid; 8")	Each	\$ 0.30
MSR-11	Thermoplastic (White; Solid; 8")	Each	\$ 0.85
MSR-12	Temporary Pavement Marking (White; Solid; 12")	Each	\$ 0.50
MSR-13	Thermoplastic (White; Solid; 12")	Each	\$ 1.35
MSR-14	Temporary Pavement Marking (White/Yellow; Solid; 18")	Each	\$ 0.80
MSR-15	Thermoplastic (White/Yellow; Solid; 18")	Each	\$ 1.45
MSR-16	Temporary Pavement Marking (White; Solid; 24")	Each	\$ 1.00
MSR-17	Thermoplastic (White; Solid; 24")	Each	\$ 2.55
MSR-18	Temporary Pavement Marking Skip Traffic Stripe (4" White/Yellow; 6'-10' Skip)	Each	\$ 0.18
MSR-19	Thermoplastic Skip Traffic Stripe (4" White/Yellow; 6'-10' Skip)	Each	\$ 0.55
MSR-20	Temporary Pavement Marking Skip Traffic Stripe (4" White/Yellow; 10' Stripe; 30' Skip)	Each	\$ 0.18
MSR-21	Thermoplastic Skip Traffic Stripe (4" White/Yellow; 10' Stripe; 30' Skip)	Each	\$ 0.55
MSR-22	Thermoplastic Skip Traffic Stripe (4" White/Yellow)	Each	\$ 0.18

Bid Form  
 Page 5 of 7

MISCELLANEOUS STREET RESURFACING SERVICES

BID ITEM NO.	DESCRIPTION	UNIT	TOTAL COST (\$)
MSR-23	Temporary Pavement Marking Skip Traffic Stripe (6" White/Yellow; 10' Stripe; 30' Skip)	Each	\$ 0.20
MSR-24	Thermoplastic Skip Traffic Stripe (6" White/Yellow; 10' Stripe; 30' Skip)	Each	\$ 0.55
MSR-25	Re-Grade Existing Swale (Without Sod; when required by the Engineer)	Square Yards	\$ 5.00
MSR-26	Removal of existing pavement	Square Yards	\$ 5.00
MSR-27	Regular Excavation	Cubic Yards	\$ 5.00
MSR-28	Borrow Excavation (Contractor supplied, truck measurement; This item is contingent upon field conditions and may be increased, decreased, or eliminated by the Engineer)	Cubic Yards	\$ 9.00
MSR-29	Embankment for Road Build-up (Borrow material from Contractor's own source)	Cubic Yards	\$ 8.50
MSR-30	Embankment material for shoulder (Borrow material from Contractor's own source)	Cubic Yards	\$ 8.50
MSR-31	Sodding (Pensacola Bahia or match existing; includes watering)	Square Yards	\$ 3.50
MSR-32	Reset Existing Post and Sign	Each	\$ 220. <sup>00</sup>
MSR-33	36" Tubular Delineator	Each	\$ 7.00
MSR-34	Lime Rock Base	Square Yard	\$ 16.00
MSR-35	Response Time	Hours/Minutes	10 Hours

IMPORTANT NOTE:

- THE MISCELLANEOUS SERVICES LISTED ABOVE MAY BE REQUESTED THROUGHOUT THE LENGTH OF THIS (2011-PW-103) CONTRACT.

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

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA; APPOINTING THE BOARD OF DIRECTORS OF THE PALMETTO BAY FOUNDATION, INC. (PBFI) DUE TO THE CHANGE IN THE COMPOSITION OF THE VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, THE SINGLE MEMBER OF PBFI; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village of Palmetto Bay village council is the sole member "member" of the Palmetto Bay Foundation, Inc.; and

WHEREAS, the records should reflect the change in the PBFI board of directors.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The Village Council of the Village of Palmetto Bay hereby appoints the following members to the Board of Directors of the Palmetto Bay Foundation, Inc.:

- Eugene Flinn
- John DuBois
- Karyn Cunningham
- Tim Schaffer
- Larissa Siegel Lara

Section 2. This resolution shall take effect immediately upon enactment.

PASSED and ADOPTED this \_\_\_\_\_ day of March, 2015.

Attest: \_\_\_\_\_

<p>Meighan Alexander Village Clerk</p>	<p>_____ Eugene Flinn Mayor</p>
--	---

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY ONLY:

\_\_\_\_\_  
Dexter W. Lehtinen  
Village Attorney

1  
2 FINAL VOTE AT ADOPTION:  
3  
4 Council Member Karyn Cunningham \_\_\_\_\_  
5  
6 Council Member Tim Schaffer \_\_\_\_\_  
7  
8 Council Member Larissa Siegel Lara \_\_\_\_\_  
9  
10 Vice-Mayor John DuBois \_\_\_\_\_  
11  
12 Mayor Eugene Flinn \_\_\_\_\_



---

To: Honorable Mayor and Village Council

Date: February 23, 2015

From: Ron E. Williams, Village Manager

Re: Title VI Compliance Program  
Policy

---

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, APPROVING A TITLE VI PROGRAM POLICY FOR THE PURPOSE OF ENSURING COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT PURSUANT TO THE CIVIL RIGHTS ACT OF 1964 AND THE CIVIL RIGHTS RESTORATION ACT OF 1987; APPROVING THE ASSOCIATED LIMITED ENGLISH PROFICIENCY PLAN; AND FURTHER AUTHORIZING THE VILLAGE MANAGER TO SUBMIT THE POLICY DOCUMENTS TO MIAMI-DADE TRANSIT AUTHORITY FOR INCLUSION IN THEIR TITLE VI PROGRAM ON BEHALF OF THE VILLAGE OF PALMETTO BAY; AND PROVIDING FOR AN EFFECTIVE DATE. (Administration)**

#### **BACKGROUND AND ANALYSIS**

The Federal Transportation Administration (FTA) is one of ten operating administrations within the Department of Transportation (DOT). The Federal Government, through FTA, provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. FTA oversees thousands of grants to hundreds of State and local transit providers. These grant recipients are responsible for managing their programs in accordance with Federal requirements, and FTA is responsible for ensuring that recipients follow Federal statutory and administrative requirements. One of these requirements is the Civil Rights Act of 1964 regarding anti-discrimination and the subsequent amendments to the Act.

The Miami-Dade Transit Authority (MDTA) is a direct recipient of Federal Funding through the Federal Transportation Administration (FTA). The Village of Palmetto Bay is the sub-recipient of Federal Funding through MDTA. Both entities must be in compliance at all times with Title VI of the Civil Rights Act of 1964 which protects people from discrimination based on race, color or national origin in programs or

activities that receive federal financial assistance.

Compliance requires periodic updates to the existing Title VI Program documents. Staff received notification from MDTA that the Village of Palmetto Bay was non-compliant with FTA Circular C 4702.1B. The document is 130 pages long and includes the following:

1. Clear guidance for grantees on the relationship between reporting requirements and DOT's Title VI regulation.
2. Describes what grantees must include in their Title VI programs.
3. Adds approximately 40 pages of Appendices to provide examples to grantees.
4. Includes graphs, sample forms, and flow charts.
5. New Title VI Program must be submitted every three years even if the Program has not changed.
6. Title VI Program must be approved by the Governing Body.
7. Grantees must upload updated Title VI Programs 30 days before the existing Program expires.
8. Notice of Rights Under Title VI
9. Complaint Procedures & Complaint Form
10. Investigations, Complaints and Lawsuits
11. Language Assistance Plan

The procedures are required so people who think they may have experienced discrimination can better understand how to file a complaint, where the forms can be found, and what they can expect as an investigation moves forward. In addition, a Language Assistance Plan is incorporated to ensure that people who speak a different language than English can still understand the process to file a complaint.

Staff has prepared this Title VI compliance document in accordance with the Circular in order to comply with all elements of Title VI of the Civil Rights Act of 1964. The sub-recipient Title VI Program documents, if approved by the Village Council, must then be submitted to the recipient MDTA so they can incorporate them into their Title VI Program documents. The document has been reviewed by MDTA for completeness and has been approved for submittal to the MDTA once it is approved by the Village Council.

The Village of Palmetto Bay has not been named in any Title VI complaint or investigation. It is recommended that the Village Council adopt the attached Title VI Program that protects people from discrimination based on race, color or national origin when they are using public transportation as ordered by the Federal Transportation Administration in accordance with the Civil Rights Act of 1964 and the recently issued Circular C 4702.1B and authorizing staff to submit the approved documents to Miami-Dade Transit Authority (MDTA) the direct recipient of Federal Transportation Administration Funds for inclusion in their Title VI Program.

#### **FISCAL/BUDGETARY IMPACT**

None.

#### **RECOMMENDATION**

Approval is recommended.

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

2  
3 A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE  
4 VILLAGE OF PALMETTO BAY, FLORIDA, APPROVING A TITLE VI  
5 PROGRAM POLICY FOR THE PURPOSE OF ENSURING  
6 COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT  
7 PURSUANT TO THE CIVIL RIGHTS ACT OF 1964 AND THE CIVIL  
8 RIGHTS RESTORATION ACT OF 1987; APPROVING THE  
9 ASSOCIATED LIMITED ENGLISH PROFICIENCY PLAN; AND  
10 FURTHER AUTHORIZING THE VILLAGE MANAGER TO SUBMIT  
11 THE POLICY DOCUMENTS TO MIAMI-DADE TRANSIT  
12 AUTHORITY FOR INCLUSION IN THEIR TITLE VI PROGRAM ON  
13 BEHALF OF THE VILLAGE OF PALMETTO BAY; AND PROVIDING  
14 FOR AN EFFECTIVE DATE. (Administration)

15  
16 WHEREAS, the Village of Palmetto Bay is a sub-recipient of Federal Transportation  
17 Administration funding through Miami-Dade Transit Authority (MDTA); and

18  
19 WHEREAS, Title VI documents are required to be in compliance with the Civil  
20 Rights Act of 1964; and

21  
22 WHEREAS, staff created a Title VI Program Policy in accordance with Circular C  
23 4702.1B ensuring protection of people from discrimination based on race, color or national origin  
24 in programs or activities that receive federal financial assistance; and

25  
26 WHEREAS, the draft documents were reviewed by MDTA for completeness and  
27 found to be complete and ready for submittal; and

28  
29 WHEREAS, the Program documents must be approved by the Village Council of the  
30 sub-recipient and submitted to the MDTA for inclusion in their Title VI Program;

31  
32 NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE  
33 COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

34  
35 Section 1: The Village Council hereby accepts the Title VI Program and authorizes the  
36 Village Manager to submit the Program documents to Miami-Dade County Transit Authority for  
37 inclusion in their Title VI Program.

38  
39 Section 2: This resolution shall take effect immediately upon approval.

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41  
42 PASSED and ADOPTED this \_\_\_\_\_ day of March 2015.

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Attest: \_\_\_\_\_  
Meighan J. Alexander  
Village Clerk

\_\_\_\_\_  
Eugene Flinn  
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE  
AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

\_\_\_\_\_  
Dexter W. Lehtinen  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Karyn Cunningham \_\_\_\_\_  
Council Member Tim Schaffer \_\_\_\_\_  
Council Member Larissa Siegel Lara \_\_\_\_\_  
Vice-Mayor John DuBois \_\_\_\_\_  
Mayor Eugene Flinn \_\_\_\_\_



# VILLAGE OF PALMETTO BAY

(NON-DISCRIMINATION)

TITLE VI PROGRAM PLAN

## Circulator Service



**February 2015**

Village of Palmetto Bay  
Public Works Department

9495 SW 180<sup>TH</sup> Street

Palmetto Bay, FL 33157

Tel: 305-259-1234

Fax: 305-259-1290

Website: [www.palmettobay-fi.gov](http://www.palmettobay-fi.gov)

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## **I. Circulator Service Overview**

The Village of Palmetto Bay provides a free circulator service and operates two (2) fixed local circular routes within the Village. The Village bus service provides public transportation to parks within the boundaries of the Village and connects to the busway located outside of the Village's limits. The IBUS is the only public transportation within the Village that links riders to the Miami-Dade Busway and Metrorail service. Riders making connection to Miami-Dade Transit are expected to pay the appropriate fares at time of transfer. There is no fare when using the Village IBUS service. A map depicting the two (2) routes is provided in **(Appendix J)**.

## **II. Policy Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The Village of Palmetto Bay is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide the Village of Palmetto Bay in its administration and management of Title VI-related activities.

### **Guideline:**

- A. Nondiscrimination programs require that Federal-aid recipients, sub-recipients, and contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs and activities are federally-funded or not.
  - 1. If a unit of a State or local government is extended Federal-aid and distributes such aid to another governmental entity, all of the operations of the recipient and sub-recipient are covered.
  - 2. Corporations, partnerships, or other private organizations or sole proprietorships covered in their entirety if such entity received Federal financial assistance (FHWA Notice N 4720.6, September 2, 1992).
  
- B. The Village of Palmetto Bay as a recipient of federal financial assistance will ensure full compliance with Title VI of the Civil Rights Act of 1964.

**Procedure:**

Any person who believes that he or she has, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap/disability may file a confidential Title VI complaint with the Village of Palmetto Bay. Any and all complaints related to this policy should be forwarded to the Office of the Village Manager or his designee charged with the overall responsibility for the administration of this policy 9705 E. Hibiscus Street, Palmetto Bay, FL 33157.

**Background:**

Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds -whether schools and colleges, government entities, or private employers -must comply with Federal civil rights laws, rather than just the particular programs or activities that receive the funds.

**Statutory Authorities:**

Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, Executive Order 12250, Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited English Proficiency), 49 CFR Part 21 and 23 CFR Part 200.

**Any questions regarding this policy should be directed to:**

Village of Palmetto Bay, Office of the Village Manager, 9705 E. Hibiscus Street, Palmetto Bay, FL 33157, Telephone: (305) 259-1234 Fax: (305) 259-1290.

### III. Title VI Notice to the Public

The Village of Palmetto Bay maintains a proactive, interdisciplinary approach to Title VI, requiring that decision makers of the Village fully implement Title VI in all business decisions. The Village has adopted a "Notice of Rights under Title VI of the Civil Rights Act of 1964" in connection with its circulator service. The notice is posted on the Village's website: [palmettobay-fl.gov](http://palmettobay-fl.gov) in English and Spanish. The notice contains a telephone number for individuals to contact in the event that he/she needs information in another language. A copy of the notice is attached as (Appendix A).

In addition to the website, the notice is prominently and publicly displayed in each bus and in all Village owned facilities and each office where Title VI is applicable. An individual may also request a copy of the notice from the Office of the Village Manager. Additional information relating to the Village's nondiscrimination obligation is provided in this document.

Further information can be obtained directly from the designated Title VI representative from the Office of the Village Manager.

Village of Palmetto Bay  
Office of the Village Manager  
9705 E. Hibiscus Street, Palmetto Bay, FL 33157  
Telephone: (305) 259-1234 Fax: (305) 259-1290

#### IV. Title VI Definitions

Title VI requires that all FL/DOT programs; benefits, activities and services occur without discrimination on the basis of race, color, national origin, or sex and with active inclusion of protected class persons. (The term benefit includes doing business with FL/DOT and encompasses all FL/DOT contracting and purchasing.).

*TITLE VI: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance."* **Section 601 of the Civil Rights Act of 1964**

*Simple Justice requires that public funds to which all taxpayers of all races contributes, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination.*

**-President John F. Kennedy**

Also a part of Title VI is:

**Environmental Justice** – Each Agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations." **Executive Order 12898**

**Limited English Proficiency (LEP)** – Each agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities. **Executive Order 13166**

## V. Title VI Complaint Procedure and Complaint Form

The Village is committed to its Title VI Policy, and Title VI Nondiscrimination Program to ensure that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Village, its recipients, sub recipients and contractors. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

If an individual believes he or she has been discriminated against on the basis of race, color or national origin in connection with the Village's circulator service, the individual may file a complaint by completing and submitting a Title VI Complaint Form to the Office of the Village Manager no later than 180 days after the date of the alleged discrimination. Each complaint should include the following information:

- Full name
- Mailing address
- Contact Information (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against, including location, names and contact information of any witnesses
- Other information that you consider significant

All complaints will be handled in accordance with the Village's Title VI Complaint Procedure.

Also included in this Plan is the **Village's Title VI Complaint Procedure** which outlines the process to follow for any individual or group that may feel that they have been denied the benefits of, or otherwise subjected to discrimination under any and all programs, services, or activities administered by Village, its recipients, sub recipients and contractors. It also explains the Village's authority and responsibilities in regards to responding to and acting upon their complaint. This document also describes enforcement procedures to be followed by the FHWA in the event of the Village's noncompliance with Title VI.

There is a form that the Village utilizes to document any complaints in regards to Title VI – the **Village of Palmetto Bay Title VI Complaint Form**. The Complaint Procedure and Complaint Form are available on the Village's website and upon request from the Office of the Village Manager. The Complaint Form is a .pdf file that can be printed and submitted via email, fax, mail, or in person to the Office of the Village Manager.

Additionally, the Village shall make every effort to address all complaints in an expeditious and thorough manner. A letter acknowledging receipt of complaint will be mailed within seven days (see **Appendix F**). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

The Village of Palmetto Bay will send a final written response letter (see **Appendix G**) to the complainant that complaint is substantiated. If the complaint is found to be not substantiated (see **Appendix H**), the complainant is also advised of his or her right to:

- Appeal within seven calendar days of receipt of the final written decision from the Village, and/or
- File a complaint externally with the U.S. Department of Transportation and/or the FTA.

Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by the Village, a written response will be drafted subject to review by the Village Attorney. If appropriate, the Village Attorney may administratively close the complaint. In this case, the Village will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor-TCR 1200  
New Jersey Ave., SE Washington, DC20590

The Complaint Procedure and Complaint Form contain a telephone number for an individual to contact in the event that he/she needs the information in another language. A copy of the Complaint Procedure is attached as (**Appendix D**), and a copy of the Complaint Form is attached as (**Appendix E**).

## **VI. Subcontracts and Vendors**

All subcontractors and vendors who receive payments from the Village of Palmetto where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

## **VII. Record Keeping of Investigations, Complaints or Lawsuits**

The Village of Palmetto Bay maintains a log of transportation-related Title VI investigations, complaints, and lawsuits. A copy of the log (as of October 6, 2014) is attached in **(Appendix I)**. The Village Attorney's Office shall be responsible for investigating and completing the log for any future complaints received regarding Title VI complaints and for any future formal administrative charges or lawsuits under Title VI.

## **VIII. Website Location of Title VI Notice, Procedure and Form**

An individual may locate information about the Village's Non-Discrimination policy, Title VI Notice, Complaint Procedure, and Complaint Form for the circulator service on the Village's website ([www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)) in one of several ways:

- By clicking the Ibus logo entitled "Ibus Information" at the bottom of the Village's home page.
- By selecting "Departments" on the left hand side of the home page under "Village Links" and then selecting "Public Works" and "Circulator Information."
- By selecting the link for "Visitors" on the home page and then selecting "Circulator Information" at the left hand side of the page.
- By selecting the link for "Visitors" on the home page and then selecting "Circulator Information" at the bottom of the page.

A user is linked to the same information regardless of which of the above options is used.

## IX. Limited English Proficiency (LEP) Analysis

The Village of Palmetto Bay is located in Miami-Dade County, Florida. According to the United States Census Bureau, the village has a total area of 8.8 square miles (22.6 km<sup>2</sup>). 8.8 square miles (22.5 km<sup>2</sup>) of it is land and 0.04 square miles (0.1 km<sup>2</sup>) of it (0.44%) is mostly water. As of the census of 2000, the Village's estimated total population was 24,469 residents, 7,970 households, and 6,783 families residing in the village. There were 8,145 housing units at an average density of 925.6 per square mile (360.4/km<sup>2</sup>). The racial makeup of the village was 84.4% White (Non-Hispanic White 61.9%), 7.65% African American, 0.12% Native American, 3.00% Asian, 0.03% Pacific Islander, 2.44% from other races, and 1.35% from two or more races.

The principal languages among the Village's residents are English and Spanish. Of the Village's population 34.3% speak Spanish at home, (75% speak English very well and 25% speak English less than very well).

The Village provides information in English and in Spanish when it is requested. Residents can request translations of documents that are in English. The Public Works Department has employees who are bilingual and are fluent in Spanish. These employees are able to assist any Spanish-speaking residents who call or email the office with questions or who request information concerning the Circulator service. For passengers on the circulator, all of the current circulator drivers speak Spanish and the Village's "Notice of Rights Under Title VI of the Civil Rights Act of 1964" (printed in English and Spanish) is posted in each bus.

The Village uses several methods to communicate with its residents (whether about the circulator service or other Village issues). The Village's communication tools are the Village's website, Palmetto Bay TV channel WBAY, local community newspapers, social media accounts (Facebook), and the Village of Palmetto Bay E-Current Newsletter. Residents may watch WBAY from their home (with a Comcast cable subscription) or via the Village's website.

The Village Title VI Policy and Complaint Procedures is hosted on the Village's web page in English and made available in other languages as requested.

The Village educates our staff and contractors on the following procedure:

- a. Understanding the Title VI Policy and LEP responsibilities
- b. How to access Title VI Policy and Procedures via the Village's website.
- c. Document and resolve any language assistance deficiencies
- d. The procedure if a Title VI and/or LEP complaint is filed.

The Village will review LEP procedures annually to determine if modifications are needed to meet language assistance deficiencies.

## **X. Public Participation / Outreach Plan**

The Village of Palmetto Bay seeks to engage the public in its planning and decision-making processes. Members of the public may make statements at Commission meetings during the "Public Hearing" portion of any Village Council meeting regardless of whether the Commission is considering a bus-related item during that meeting. The Council meetings occur the first Monday of every month with the exception of August whereas no meetings are scheduled during this month. Village Commission agendas are available for review by the public no less than ten (10) days before Commission meetings. Notices of resolutions or ordinances under Commission consideration are available on the Village's website [www.palmettobayfl.gov](http://www.palmettobayfl.gov). The agenda for Village Commission meetings are published three (3) business days in advance of the meeting on the Village's website, and notices of resolutions or ordinances being considered by the Village Commission are published on the Village's website ten (10) days in advance of a meeting. If any individual wishes to speak during the Public Hearing portion of a Commission meeting, but does not speak English fluently, he or she may contact the Village Clerk's Office at least three (3) days in advance to request a translator.

The Village continuously seeks to engage the public in its planning and decision-making processes for the Village's bus service. Members of the public may make a presentation or statement about the trolley service during the "Public Hearing" portion of any Village Council meeting.

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

- Schools Surveys
- Church Surveys
- Website
- Transit Stakeholders
- The Village will ensure that all new riders are provided with a copy the Title VI Plan. The plan will be passed out to all current riders upon its approval. Any questions or concerns may be forwarded through the vehicle operator or an appointment may be made in person to discuss questions or concerns with the Office of the Village Manager.
- The Title VI plan will be located on the Village of Palmetto Bay website for review.
- All Village Council Commission meetings are open to the public and allow for public comments during the meeting.
- A satisfaction survey will be given to all transit riders on a yearly basis. This survey will be reviewed by the Director of Public Works.
- Customers' complaints are forwarded to the director of Public Works for review and investigation.
- Site Spanish speaking individuals who can assist those persons either with information relative to transportation or with lodging complaints or concerns.

Ordinances and resolutions adopted by the Village to apply for and utilize Federal and State grant funding are placed on the public hearing/meeting agenda and are subject to public notice and comment procedures.

The Village and its records are available to the public and the Village welcomes their input. The Village's Title VI Complaint Procedure is available to the public via the Village's website [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

The Village has published a brochure about the bus service that contains a map of the bus route. The brochure is available to passengers on all buses. The brochure is currently available in English (see **Appendix J**).

## **XI. Employee Education**

During New Employee Orientation and subsequent employee trainings, information relative to the provisions of Title VI, and the Saginaw County Commission on Aging's expectations to perform their duties accordingly will be reviewed and discussed.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (**Appendix B and C**).

The Village of Palmetto Bay will ensure that all new riders are provided with a copy the Title VI Plan. The plan will be passed out to all current riders upon its approval.

## XII. Service Standards

### A. Vehicle Load

The Village currently has three (3) buses. All of the buses are wheelchair accessible and have secure space for one (1) wheelchair. Below is a table indicating the amount of passenger load each vehicle in the Village Circulator System may be able to accommodate.

IBUS	Year	Make	Sitting capacity	Standing Capacity	Passenger Total Capacity
3973-1	2006	Eldorado Aerotech	24	0	24
3974-2	2006	Eldorado Aerotech	24	0	24
4262-3	2007	Eldorado Aerotech	24	0	24

### B. Service Availability and Vehicle On-Time Performance

#### Service Availability

The Village's bus service runs a split shift operation that consists of 2 routes. This service operates as close to schedule as possible. Traffic conditions may cause the IBUS arrival time to be slightly inaccurate. No service on Saturday & Sunday or on that holiday's observed by the governing body of the Village of Palmetto Bay.

**Route A** connects the densely residential community in the northern most section of the Village to shopping plazas, our beautiful Coral Reef Park, doctor offices, banks, elementary schools, and the very popular South Dade busway. This route operates from 10:00 AM till 1:50 AM Monday thru Friday. This route also provides connections to most of the Miami-Dade Transit routes which run throughout the Village.

**Route B** connects the densely residential community in the southern most section of the Village to shopping plazas, our beautiful Palmetto Bay Park, doctor offices, historic sites located in the Village, elementary schools, banks, MDC library, the coastal areas of Palmetto Bay and the very popular South Dade busway. This route operates from 7:00 AM till 8:52 AM and 2:10 PM til 5:20 PM Monday thru Friday. This route also provides connections to most of the Miami-Dade Transit routes which run throughout the Village.

### On-Time Performance

Currently, the Village does not evaluate on-time performance but is interested in implementing the performance measure in the near future.

## **XIII. Service Policies**

### A. Transit Amenities

All buses are equipped with the following:

- Air conditioned interior
- Wheelchair accessible seating and lifts
- Non-skid surfaces at entrance and exit areas
- Bicycle racks for up to 2 bicycles
- MotoMon GPS Live Tracker System

Additionally, the Village provides a GPS Live Tracker which visually provides the specific real-time location of the bus via the Village's website. Signage and benches for 25 bus stops advising of the service's days, hours of operation, and a detailed route map are planned for implementation. Amenities such as stop benches will also be provided at each bus stop location throughout the Village.

### B. Vehicle Assignment

The Village has a total of three (3) buses, however only one (1) bus is in service at a time. Currently the Village of Palmetto Bay of Doral operates a split route which operates during peak service hours on the south end of the Village and off peak hours on the north end of the Village. The other remaining buses are used as a back-up in order to rotate the buses so that preventive maintenance and other repairs can be performed.

## **XIV. Language Assistance Plan**

The Village is taking responsible steps to ensure meaningful access to benefits, services, information and other important portions of its programs and activities for individuals who are Limited English Proficient. A copy of Village's Language Assistance Plan (LAP) is attached as *Appendix J*.

## **XV. Make up of Transit Related, Non-Elected Advisory Committees**

The Village of Palmetto Bay does not have any transit related, non-elected boards, advisory councils or committees.



Appendix A - Notice of Rights Under Title VI of the  
Civil Rights Act of 1964

**ATTENTION: ALL VILLAGE OF PALMETTO BAY**  
**IBUS PASSENGERS**

Notice of Rights under Title VI of the Civil Rights Act of 1964

The Village of Palmetto Bay is committed to ensuring that no person is excluded from participation in, or denied benefits of, its IBUS Circulator Program on the basis of race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes he or she has been subjected to discrimination under Title VI may file a written complaint with the Village of Palmetto Bay.

For more information on the procedure to file a complaint, contact 305-259-1234, visit the Village's website: [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov), or visit the Public Works administrative office at 9495 SW 180<sup>TH</sup> Street, Palmetto Bay, Florida 33157 or the Office of the Village Manager at 9705 E. Hibiscus Street, Palmetto Bay, Florida 33157.

An individual may also file a complaint directly with the Federal Transit Administration by filing a written complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>TH</sup> Floor-TC R, 1200 New Jersey Ave. SE, Washington, DC 20590.

If information is needed in another language, please contact 305-259-1234.



## Appendix B – Employee Education Form Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Village of Palmetto Bay are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Office of the Village Manager and Director of Public Works for the Village of Palmetto Bay.



## Appendix C – Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the Village of Palmetto Bay Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date



## Appendix D - Title VI Complaint Procedure

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by the Village of Palmetto Bay may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. A complaint may be filed no later than 180 days after the date of the alleged discrimination. The Village or its designated Title VI Coordinator will process complaints that are complete.

Once the complaint is received, the Village Manager's office will review it to determine if his office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by the Office of the Village Manager.

The Village has 60 days to investigate the complaint. If more information is needed to resolve the case, the Manager's office may contact the complainant. The complainant will have 10 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, a representative of the Manager's office can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the case is investigated he/she will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, he/she has 10 business days after the date of the LOF to do so. If information is needed in another language, please contact 305-259-1234.

A person may also file a complaint directly with: Federal Transit Administration within 180 days of the alleged incident. The complaint must be filed with the Office of Civil Rights.

FTA Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

Appendix E - Title VI Complaint Form



**Village of Palmetto Bay IBUS Circulator System  
 Title VI Complaint Form**

Note: The Village of Palmetto Bay is committed to complying with Title VI of the Civil Rights Act of 1964 which states "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Two Executive Orders extend Title VI protections to Environmental Justice, which also protects persons of low income, and Limited English Proficiency (LEP).

If you need assistance in completing this form, please contact the Office of the Village Manager.

**PLEASE FILL OUT COMPLETELY.**

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	I (Work):	(Cell):
Email Address:		
<b>Section II:</b>		
Are you filing this complaint on your own behalf/		Yes*    No
*/ (you answered "Yes" to this question, go to Section III.		
If you answered "No" to this question, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party, if you are filing on behalf of a third party.		Yes    No
<b>Section III:</b>		
I believe the discrimination experienced was based on (check all that apply): ( ) Race    ( ) Color    ( ) National Origin		
Date of alleged discrimination (month, day, year): _____		

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. (If more space is needed, please use the back of this form or attach additional sheet(s)).





Appendix F

Letter Acknowledging Receipt of Complaint

Village Letterhead

Date

Complainant's Name

Complainant's Address Dear

(Mr/Ms):

This letter is to acknowledge receipt of your complaint against the Village of Palmetto Bay alleging:

---

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 305-259-1234, or write to me at this address.

Sincerely,

Attention: Village of Palmetto Bay  
Office of the Village Manager  
9705 E. Hibiscus Street  
Palmetto Bay, Florida



Appendix G

Letter Notifying Complainant that the  
Complaint is Substantiated

Village Letterhead

Date

Complainant's Name

Complainant's Address

Dear (Mr/Ms):

The matter referenced in your letter of \_\_\_\_\_(date) against the Village of Palmetto Bay alleging Title VI violation has been investigated.

The violation of the Title VI of the Civil Rights Act of 1964 mentioned in your letter was identified. Corrective action of this deficiency(s) is being implemented to ensure that this issue does not arise again

Thank you for bringing this important matter to our attention.

Sincerely,

Village of Palmetto Bay  
Office of the Village Manager  
9705 E. Hibiscus Street  
Palmetto Bay, Florida



Appendix H  
Letter Notifying Complainant that the Complaint is not Substantiated

Village Letterhead

Date

Complainant's Name  
Complainant's Address

Dear (Mr/Ms):

The matter referenced in your complaint of (date) against the Village of Palmetto Bay alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The Village Attorney has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to:

- 1) Appeal within seven calendar days of receipt of this final written decision from the Village, and/or;
- 2) File a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor  
TCR 1200 New Jersey Ave.,  
SE Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Village of Palmetto Bay  
Office of the Village Manager  
9705 E. Hibiscus Street  
Palmetto Bay, Florida



**Appendix I - Village Log of Transportation-Related Title VI Investigations, Complaints and Lawsuits**



Village of Palmetto Bay  
 Title VI

Complaint Monitoring

Reference Number	Date Complaint Received (xx/xx/xx)	Date of Incident (xx/xx/xx)	Summary (describe complaint; race, color, or national origin)	Status (Ongoing/Closed)	Action(s) Taken	Date of Action (xx/xx/xx)

Note: The Village of Palmetto Bay does not have any complaints to disclose at this time. Any future disclosures will be listed under the Title VI Program Plan.



Village of Palmetto Bay  
 Title VI

Investigation Monitoring

Reference Number	Date Complaint Received (xx/xx/xx)	Date of Incident (xx/xx/xx)	Summary (describe complaint; race, color, or national origin)	Status (Ongoing/Closed)	Action(s) Taken	Date of Action (xx/xx/xx)

Note: The Village of Palmetto Bay does not have any investigations to disclose at this time. Any future disclosures will be listed under the Title VI Program Plan.



Village of Palmetto Bay  
 Title VI

Lawsuit Monitoring

Reference Number	Date Complaint Received (xx/xx/xx)	Date of Incident (xx/xx/xx)	Summary (describe complaint; race, color, or national origin)	Status (Ongoing/Closed)	Action(s) Taken	Date of Action (xx/xx/xx)

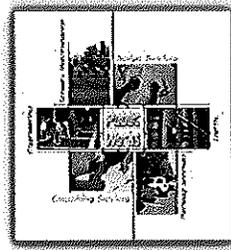
Note: The Village of Palmetto Bay does not have any lawsuits to disclose at this time. Any future disclosures will be listed under the Title VI Program Plan.



Appendix J - Village of Palmetto Bay

IBUS Information Brochure

"IBUS" is a play on words to reflect the many beautiful ibis that frequent Village parks and neighborhoods. The blue and white buses feature an impressive drawing of this native bird.



# Village of Palmetto Bay

## IBUS

"This circulator service furthers our efforts to provide the community with an effective, eco-friendly mode of transportation," stated former Councilmember, Paul Neidhart. "Previously, residents had to find their own way to the busway or one of the County's other transit routes."

### PUBLIC WORKS

### TRANSIT STAFF

Corrice E. Patterson, Director  
 Kristina Perez, Administrative Assistant  
 Danny Casals, Field Operations Supervisor  
 Juan Lopez, Bus Operator



"It is gratifying to be able to provide residents with this vital link between our village and the very popular Metrorail Public Director Patterson. of our IBUS is in direct demands for forms of transportation and well-timed, convenient schedules." "You could say IBUS has really taken off."



busway and system," said Works Corrice "The success service response to more economical

### INFORMATION

For additional information about the Village of Palmetto Bay's IBUS service destinations and connections you may visit or contact the Public Works Department at:

9495 SW 180<sup>TH</sup> Street  
 Palmetto Bay, Florida 33157  
 Phone: (305) 969-5011  
 Fax: (305) 969-5091

You may also visit the Village of Palmetto Bay Web Site at:  
[www.palmettobay.fl.gov](http://www.palmettobay.fl.gov)

MAYOR  
 Shelley Stanczyk

VICE MAYOR  
 John DuBois

COUNCILMEMBER DISTRICT 1

Patrick Fiore

COUNCILMEMBER DISTRICT 2

Tim Schaffer

COUNCILMEMBER DISTRICT 3

Joan S. Lindsay

VILLAGE MANAGER  
 Ron E. Williams

Updated February 2014

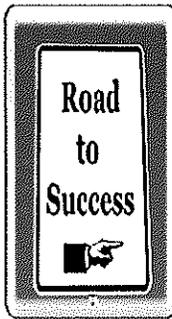


The Village of Palmetto Bay IBUS service is air-conditioned, wheelchair accessible and bike rack equipped.

The Village's successful connector bus continues to do its part driving ever-increasing numbers of residents to Busway/Metrorail service. In the six-month period ending February 2012, ridership continues to be consistent, from 703 riders in September 2011 to 761 in February 2012

**Village IBUS Service Is Succeeding By:**

- ❖ Key intersections and sidewalks have been upgraded along IBUS routes throughout the Village (making them ADA compliant);



- ❖ IBUS is an efficient eco-friendly operation by properly adjusting routes and schedules;

- ❖ The service meets the needs of loyal riders on popular routes such as Route B into the Palmetto Bay Village Center;

- ❖ IBUS is the only public transportation within the Village that links riders to the Miami-Dade Busway and Metrorail service.

**HOURS OF OPERATION**  
Monday through Friday

**Route A:**  
10:04 a.m. – 1:50 p.m.

**Route B:**  
7:00 a.m. – 8:50 a.m.  
2:10 p.m. – 5:20 p.m.

Please refer to the route map for the IBUS schedules and destinations.

This service operates as close to schedule as possible. Traffic conditions may cause the IBUS arrival time to be slightly inaccurate. Please allow yourself an additional 5-10 minutes time when traveling. We apologize for any inconvenience this may cause.

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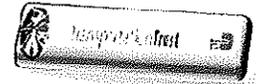
**HOLIDAYS**  
No service on Saturday & Sunday or on the following holiday's observed by the Village of Palmetto Bay:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day



**VILLAGE OF PALMETTO BAY BUS SERVICE**

In 2006, the Village of Palmetto Bay launched a much-needed intra-Village bus service in full compliance with Miami-Dade County policy, as directed by the staff of the Citizens' Independent Transportation Trust (CITT) and the County Attorney's Office. The service was



designed to increase the number of destinations that can be reached via fixed public routes throughout Palmetto Bay and surrounding areas, as well as to connect with Miami-Dade Transit routes and the very popular busway. This initiative is being paid for with funding provided by the People's Transportation Plan (PTP). As stated in a publication of the Citizens' Independent Transportation Trust, "the plan was created because of public demand for greater mobility choices in Miami-Dade County. The citizens backed their demand at the ballot box by approving the transportation surtax to fund the projects in the PTP."

The Village bus service also provides public transportation to parks within the boundaries of the Village. There is no fare when using the Village IBUS service. Riders making connection to Miami-Dade Transit are expected to pay the appropriate fares at time of transfer.







Appendix K

**VILLAGE OF PALMETTO BAY**



**Language Assistance Plan  
(LAP)**

**February 2015**

**INTRODUCTION**

The Village of Palmetto Bay (Village) as a sub-recipient of federal funding is required to ensure that Limited English Proficient (LEP) persons have *meaningful* access to programs and activities by developing and carrying out a language implementation plan pursuant to recommendations in Section VII of the U.S. Department of Transportation (DOT) LEP Guidance.

The starting point for the Language Assistance Plan (LAP) is the four-factor analysis developed by the U.S. Department of Transportation to assist agencies in creating language access plans. The four-factor approach allows the Village to prioritize types of language services and to ensure that appropriate language assistance resources are promptly available where most needed.

**DEMOGRAPHIC INFORMATION**

The Village determined the extent of its obligation to provide LEP services by employing the recommended four-factor analysis. This assessment includes:

- (1) The number or proportion of LEP persons eligible to be served or likely to encounter the Village’s programs and services; and
- (2) The frequency with which LEP individuals come in contact with the Village’s programs and services; and
- (3) The importance of Village’s programs and services to people's lives; and
- (4) The resources available to the Village and costs associated with providing language services.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to encounter the Village’s programs and services

The data from the 2000U.S. Census Bureau and [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov) on Table 1 & 2 provides information of those speaking a language other than English at home in the Village of Palmetto Bay.

Table 1: Language Spoken at Home in the Village of Palmetto Bay

AMONG PEOPLE LIVING IN THE VILLAGE OF PALMETTO BAY	ESTIMATE	PERCENT
Population	23,801	
English only	16,399	68.9%
Language other than English	7,402	31.1%

**Table 2: Analysis of LEP Population in the City of Hercules**

SELECTED SOCIAL CHARACTERISTIC IN THE U.S. - SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME	ESTIMATE	PERCENT
Spanish	6,402	26.9%
Other languages	1,000	4.20%

With the wide range of languages within the Spanish and Asian category, further analysis was done to determine which language services the Village shall provide. Data from the 2000 Census Survey provides information regarding the race population of the Village, shown in Table 3.

**Table 3: Highest Race Population in the Village of Palmetto Bay**

RACE	NUMBER	PERCENT
White Non-Hispanic	6,038	61.9%
Black Non-Hispanic	5,319	7.6%
Hispanic	4,562	26.9%
Some Other Race	1,564	4.2%

The 2000 Census Survey Data shows that Hispanic has the largest non-English speaking population living in the Village. With Spanish as the primary language spoken, staff has determined that Spanish is an eligible LEP language group.

**Factor 2: The frequency with which LEP individuals come in contact with Village services**

Staff will survey the frequency LEP individuals use Village services at the front desk of Village Hall, parks and Recreation, Permitting, Planning and Zoning and Public Works. The results of the survey will then be used to assess the Village's language assistance needs.

**Factor 3: The importance of the Village of palmetto Bay services to people's lives**

Accessing the Village's emergency, planning, permitting and recreational services are very important to the residents, and staff will strive to provide language assistance when needed.

**Factor 4: The resources available to the Village of Palmetto Bay and costs associated with providing language services**

Adequate resources are critical for a successful LAP program. At this time, the costs associated with delivery of service to LEP individuals are not known. Self-assessment of costs will help to identify resources spent and needed for the LAP program. Reduction of costs for language services shall be pursued through use of technology, sharing of materials and services, use of bilingual staff resources, efficient procurement of contract services, and community participation.

### Language Assistance Services

The Village's administrative and field staff has several bilingual employees who speak English and Spanish. Staff with bilingual capabilities will be available to LEP individuals if needed. An employee survey will be conducted to determine what other languages, other than English are understood and spoken. This information will be documented and analyzed to enhance the effectiveness of the LAP.

### Notification to LEP Individuals

The public must be informed of their rights under Title VI. This will be done by:

- Notification displayed at Village of Palmetto Bay front desk of Village Hall, parks and Recreation, Permitting, Planning and Zoning and Public Works.
- Notification will be posted on the Village's website ([www.palmettobay-fl.gov](http://www.palmettobay-fl.gov))
- Notification will be posted on all Village issued publications

### Public Participation and Outreach

The Village of Palmetto Bay employs a number of methods to inform the public of Village programs and services, including but not limited to the following:

- Press releases
- Ads and public notices in E-Current
- Community meetings/workshops
- Information posted on the Village of Palmetto Bay website ([www.palmettobay-fl.gov](http://www.palmettobay-fl.gov))
- Facebook
- Information posted on local public access television station (WBAY TV Channel 77)

### Staff Training

The Village of Palmetto Bay works to educate its staff with the knowledge of and sensitivity to the needs of LEP residents. Staff will be trained on procedures for accommodating LEP populations. Some of the items covered include information about LEP guidance from the U.S. DOT.

### Training Materials

Training materials will be developed for staff that interacts with LEP populations. The materials will include instruction on how to respond to face to face interactions, phone inquiries and written communications from LEP persons. Training materials will include instruction on how to arrange for translation services should they be required.

### Monitoring and Updating of the LAP

The Village will monitor requests for translations and adjust practices to meet demand while maintaining a basic level of access by LEP populations to vital information. Staff will be using Language Identification Cards to help identify what languages people they interact with use. These cards will be issued at all the public counters in order to collect more data on the languages spoken by Palmetto Bay residents. These cards are collected and the data tabulated to be included in future LEP plan updates.

### Contact Information

Any comments or questions related to this plan should be directed to the designated Title VI representative from the Office of the Village Manager:

Village of Palmetto Bay  
Office of the Village Manager  
9705 E. Hibiscus Street, Palmetto Bay, FL 33157  
Telephone: (305) 259-1234 Fax: (305) 259-1290



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To: Honorable Mayor and Village Council

Date: February 23, 2015

From: Ron E. Williams, Village Manager

Re: Engineering Services for  
Comprehensive Operational  
Analysis of Village Shuttle Bus  
Services

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**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ENGINEERING SERVICES FOR COMPREHENSIVE OPERATIONAL ANALYSIS (COA) OF VILLAGE SHUTTLE BUS SERVICES; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A PROJECT AGREEMENT WITH THE CORRADINO GROUP, INC. TO PROVIDE THIS SPECIALIZED TRANSIT STUDY AND TO APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$32,000.00; AND PROVIDING FOR AN EFFECTIVE DATE. (Administration)**

**BACKGROUND AND ANALYSIS:**

In December 2004 as per Resolution No: 04-101, the Village of Palmetto Bay contracted with the Corradino Group for the provision of specialized transit services to potentially support the specific needs of our seniors and youth. The study examined the need and cost of a potential circulator transit service for these specific groups. In 2006, the Corradino Group assisted the Village of Palmetto Bay in launching a much-needed intra-Village bus service in full compliance with Miami-Dade County policy, as directed by the staff of the Citizens' Independent Transportation Trust (CITT) and the County Attorney's Office. The service was designed to increase the number of destinations that can be reached via fixed public routes throughout Palmetto Bay and surrounding areas, as well as to connect with Miami-Dade Transit routes and the very popular busway. This initiative is being paid for with funding provided by the People's Transportation Plan (PTP).

The Village of Palmetto Bay currently operates 2 shuttle routes, route A and B, which operate Monday through Friday.

**Route A:**

10:04 a.m. – 1:50 p.m.

**Route B:**

7:00 a.m. – 8:52a.m.

2:10p.m. – 5:20p.m.

The Village bus service provides public transportation to parks and other principal locations within the boundaries of the Village. There is no fare when using the Village IBUS service. Riders making connection to Miami-Dade Transit and are expected to pay the appropriate fares at time of transfer.

Several changes to improve ridership and provide better connectivity to Miami Dade Transit routes have been made to the Ibus route over the past eight (8) years. The demographics and implementation of transit routes in the neighboring communities should be evaluated to re-establish the general parameters of the Village's current transit system. A comprehensive analysis of the Village's shuttle bus system is needed to provide insight onto how to evolve our current transit system to best serve not only the residents/visitors and existing riders that currently use the Village's shuttle service but develop/design an integrated feeder/shuttle bus service that connects to Miami-Dade Transit at the busway, and potential travel market from the Village of Pinecrest and the Town of Cutler Bay transit service and those local transit stops within the Village that are currently served by the Miami-Dade transit. The study shall explore the market for shuttle service and determine whether the existing routes should be reconfigured, discontinued or consolidated. The potential for other mechanisms for providing the service, including employer sponsored services, vanpools, ridesharing or demand responsive services shall also be examined.

In response to the Village's needs, the Corradino Group responded to the Department of Public Works request for a proposal to undertake a Comprehensive Operational Analysis (COA) of the Village's current shuttle services.

As per Resolution No. 2013-40 approved on May 6, 2013, the Corradino Group is qualified to provide ongoing transportation engineering services for the Village of Palmetto Bay. The Corradino Group developed the original Palmetto Bay systems and the Cutler Bay transit system and was also instrumental in planning and evaluating the Pinecrest system. The firm planned the US-1 Bus lanes, and has performed the most recent alternatives analysis of the US-1 Corridor, as well as has conducted data collection for all of the South Dade MD'T Routes. The Corradino Group has extensive information and local knowledge that will be used to minimize data collection efforts and to better serve the Village during this COA.

The Corradino Group in response to the Village's request provided a proposal to perform a COA as it relates to expeditious and efficient completion of the project described hereunder.

#### **Task 1 – Data Collection**

**Ridership** –conduct comprehensive counts of bus ridership from FY 14-15 for the Village of Pinecrest, Town of Cutler Bay and Miami Dade Transit routes that run within the boundary of the Village. It is anticipated that the successful proposer will not be required to conduct additional counts.

**Passenger Survey** – A comprehensive passenger survey on all shuttle routes will be conducted to obtain information about the demographics of the riders, trip origin and destination and attitudes about the service. A reasonable sample must be obtained for each route. The survey results will be tabulated and analyzed in a technical memorandum.

Run Time Analysis – The study shall examine how the shuttles spend their time traveling from route origin to destination, to determine the cause and extent of delays and opportunities for improving running times. Possible rerouting, traffic signal retiming or traffic signal priority to improve running times without negatively impacting ridership shall be examined. The results shall be analyzed in a technical memorandum.

**Task 2 – Study Oversight/Public Outreach**

A Steering Committee will be formed consisting of Public Works Transit Operations, Planning and Zoning, Miami-Dade Transit, Village of Pinecrest Transit Operations, and Town of Cutler Bay Transit Operations. The Steering Committee will provide oversight to the study process at key junctures. There will also be meetings to inform the general public about the study and to solicit their input. Publicity for the public meetings will focus on the riders and potential riders of the shuttles. The Village will publicize the meetings and arrange meeting locations. It is estimated that 2 or 3 public meetings will be held. Interviews shall also be conducted with businesses, churches, and public schools to obtain information about origins and destinations of possible commuters. Summaries of all meetings and interviews shall be provided.

**Task 3 – Market Analysis**

Using the data and information from Tasks I and II, and additional data sources as necessary, the successful proposer shall determine the market for shuttle service in the Village of Palmetto Bay. A technical memo on the projected demand for service shall be provided.

**Task 4 – Conduct an Individual Route Analysis for each Shuttle Route and Identify Service Improvements/Alternatives**

Opportunities to improve service, increase operating efficiency, reconfigure routes, provide new routes and eliminate/consolidate routes shall be determined. The potential for changes in scheduling (i.e. – time of day, reduced headways, etc.), and span of service shall be evaluated.

The successful proposer shall also identify opportunities for providing alternative service to the existing shuttles that would serve the same markets, such as fixed routes with flexible/fixed schedule traveling in a fixed direction and/or bidirectional. The operating and financial implications of the proposed service changes shall be identified. The frequency of these services, and the types of services offered, may vary to reflect particular demand dynamics, such as season, day of week, and time of day. It is the goal of the Shuttle to provide convenient, user friendly service within the Village of Palmetto Bay in a cost effective manner. The recommendations shall be provided in technical memorandum.

Input	Output
Survey	Demand Analysis
Road Map	Routing + Stops
Standard + Travel Time	Frequency + Timetable
Shuttle Buses + Travel Time	(3) Buses + Scheduling
Operators	Scheduling Drivers
Communication	Caller Information

Advertise Routes

County Transit, Website/E-Current/Facebook, &  
Brochures

Pilot Test Routes

Operational Routes

Update

Change Route if Needed

### **Task 5 – Final Report**

The final report shall synthesize information from previous tasks and provide an overall plan for best serving the market for shuttle bus service that connects to Miami-Dade Transit at the busway, and between the Village of Pinecrest and the Town of Cutler Bay. The final report shall consist of an executive summary further detailing existing shuttle conditions and proposed shuttle service conceptual plan. Transit ridership survey and de Fleet requirements and capital and operating costs shall be provided. All study products shall be provided in electronic format. A conceptual design for the recommended route, map and schedule improvements shall be prepared by the consultant. Promotional material for route enhancements shall be designed under the scope of this project.

The final report shall also include the following information:

- a) Shuttle Demand Forecast
- b) Service Concept
- c) Survey Results
- d) Equipment (types of buses that might meet the transportation needs)
- e) Operating Structure
- f) Operating Costs
- g) Sources of Operating Revenues

The Administration is requesting authorization to enter into an agreement with the Corradino Group for the purpose of evaluating the Ibus shuttle service and provide insight into how to develop a transit system that best serve the residents and visitors of Palmetto Bay. Transit is a key issue because alternatives need to be provided as roadway capacity continues to diminish.

### **FISCAL/BUDGETARY IMPACT:**

Twenty percent of the Peoples Transportation Plan money is to go to transit use. The Village budgets this item under "Special Revenue Fund-Transit Sales Tax" in an amount not to exceed \$32,000 in the Fiscal Year 2014-2015.

### **RECOMMENDATION:**

Approval is recommended.

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

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ENGINEERING SERVICES FOR COMPREHENSIVE OPERATIONAL ANALYSIS (COA) OF VILLAGE SHUTTLE BUS SERVICES; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A PROJECT AGREEMENT WITH THE CORRADINO GROUP, INC. TO PROVIDE THIS SPECIALIZED TRANSIT STUDY AND TO APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$32,000.00; AND PROVIDING FOR AN EFFECTIVE DATE. (Administration)**

**WHEREAS**, in December 2004 as per Resolution No. 04-101, the Village of Palmetto Bay contracted with the Corradino Group for the provision of specialized transit services to potentially support the specific needs of our seniors and youth;; and,

**WHEREAS**, in 2006, the Corradino Group assisted the Village of Palmetto Bay in launching a much-needed intra-Village bus service in full compliance with Miami-Dade County policy; and,

**WHEREAS**, the Village of Palmetto Bay currently operates 2 shuttle routes, route A and B, which operate Monday through Friday; and,

**WHEREAS**, the demographics and implementation of transit routes in the neighboring communities should be evaluated to re-establish the general parameters of the Village's current transit system, and;

**WHEREAS**, a comprehensive analysis of the Village's shuttle bus system is needed to provide insight onto how to evolve our current transit system to best serve not only the residents/visitors and existing riders that currently use the Village's shuttle service but develop/design an integrated feeder/shuttle bus service that connects to Miami-Dade Transit at the busway, and potential travel market from the Village of Pinecrest and the Town of Cutler Bay transit service and those local transit stops within the Village that are currently served by the Miami-Dade transit.; and,

**WHEREAS**, the Corradino Group in response to the Village's request provided a proposal to perform a COA as it relates to expeditious and efficient completion of the project; and,

**WHEREAS**, as per resolution No. 2013-40 approved on May 6, 2013, the Corradino Group is qualified to provide ongoing transportation engineering services for the Village of Palmetto Bay; and,

**WHEREAS**, the Corradino Group developed the original Palmetto Bay system and the Cutler Bay transit system and was also instrumental in planning and evaluating the Pinecrest system. The firm planned the US-1 Bus lanes, and has performed the most recent alternatives

analysis of the US-1 Corridor, as well as has conducted data collection for all of the South Dade MDT Routes ; and,

**WHEREAS**, the Administration is requesting authorization to enter into an agreement with the Corradino Group for the purpose of evaluating the Ibus shuttle service and provide insight into how to develop a transit system that best serve the residents and visitors of Palmetto Bay; and,

**WHEREAS**, the Village budget this item under "Special Revenue Fund-Transit Sales Tax" in an amount not to exceed \$32,000 in the Fiscal Year 2014-2015; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:**

**Section 1.** The Village Manager is authorized to execute an agreement with the Corradino Group to provide Transportation Engineering Services to complete a comprehensive analysis of the Village's shuttle bus system in an amount not to exceed \$32,000.

**Section 2.** This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED this \_\_\_\_\_ day of March 2015.

Attest: \_\_\_\_\_  
Meighan J. Alexander  
Village Clerk

\_\_\_\_\_  
Eugene Flinn  
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

\_\_\_\_\_  
Dexter W. Lehtinen  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Katryn Cunningham \_\_\_\_\_

Council Member Tim Schaffer \_\_\_\_\_

Council Member Larissa Siegel Lara \_\_\_\_\_

Vice-Mayor John DuBois \_\_\_\_\_

Mayor Eugene Flinn \_\_\_\_\_

**RESOLUTION NO. 2013-40**

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PROFESSIONAL SERVICES; APPROVING THE QUALIFICATION OF FIRMS TO PROVIDE TRANSPORTATION PLANNING & ENGINEERING SERVICES, ENGINEERING SERVICES FOR ELECTRICAL ENGINEERING, MECHANICAL ENGINEERING & PLUMBING SYSTEMS, STRUCTURAL ENGINEERING, LANDSCAPE ARCHITECTURE, GENERAL PLANNING SERVICES, ARCHITECTURE, GENERAL CIVIL ENGINEERING SERVICES TO THE VILLAGE; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS WITH THE CORRADINO GROUP, INC., FLORIDA TRANSPORTATION ENGINEERING, INC., MARLIN ENGINEERING, WOLFBERG ALVAREZ AND PARTNERS, AMEC, PISTORINO & ALAM CONSULTING ENGINEERS, INC., STANTEC CONSULTING SERVICES, INC., NARMEL ENGINEERING, INC., O'LEARY RICHARDS DESIGN ASSOC., INC., KIMLEY-HORN & ASSOCIATES, INC., CALVIN, GIORDANO & ASSOC., INC., BERMELLO AJAMIL & PARTNERS, INC., AND KEITH & SCHNARS, P.A.; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in order to implement recommended improvements to the Village as outlined in its Stormwater Master Plan, Transportation Master Plan, Parks Master Plan, and Comprehensive Master Plan, the need for quick response and professional expertise is required; and

**WHEREAS**, a Request for Qualifications (RFQ) 2013-PW-100 was issued for qualified firms or teams of firms to obtain Professional Services in 7 service areas; and

**WHEREAS**, pursuant to Chapter 287.055, Florida Statutes, the Village will retain consultants to provide professional services in Transportation Planning & Engineering Services, Electrical Engineering, Mechanical Engineering & Plumbing Systems, Structural Engineering, Landscape Architecture, General Planning Services, Architecture, and General Civil Engineering; and

**WHEREAS**, in order to fulfill the needs of quick response and professional expertise, the Village intends to retain three (3) Consultants in each Service Area; and

**WHEREAS**, the Village conducted a mandatory Pre-RFQ response meeting on February 25, 2013 at the Edward & Arlene Feller Community Room; in response to the Village of Palmetto Bay's RFQ # 2013-PW-100, a total of 59 responses were received from many experienced, talented and highly capable firms; and

**WHEREAS**, as a result of the two part screening process and deliberations, the selection committee is recommending and requesting Village Council approval of the 3 highest ranking firms in accordance with the attached evaluation tabulation for each service area; and

WHEREAS, it should be noted that, along with the Village's overall desire to continue to implement the recommendations of its Master Plans, there are also legislative requirements (Chapter 287.055, Florida Statute) that must be adhered to by municipalities; and

WHEREAS, the eventual contracting for these services is in the best interest of Village improvements and in certain instances their end products are mandated; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:**

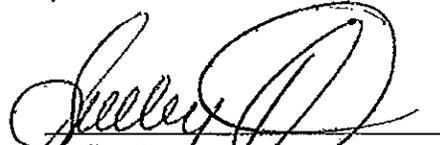
Section 1. The Village Manager is authorized to enter into contract negotiations with the selected Consultants to provide professional engineering services.

Section 2. This Resolution shall become effective immediately.

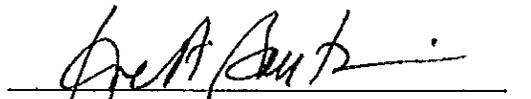
PASSED AND ADOPTED this 6<sup>th</sup> day of May, 2013.

Attest:

  
Meighan J. Alexander  
Village Clerk

  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

  
Eve A. Boutsis,  
FIGUEREDO & BOUTSIS, P.A., as Office  
of the Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore	<u>YES</u>
Council Member Tim Schaffer	<u>YES</u>
Council Member Joan Lindsay	<u>YES</u>
Vice-Mayor John DuBois	<u>YES</u>
Mayor Shelley Stanczyk	<u>YES</u>

# VILLAGE OF PALMETTO BAY REQUEST FOR QUOTE



Project Title: **Engineering Services for Comprehensive Operational Analysis (COA) of Village Shuttle Bus Services**

Issued: Monday, December 15, 2014

Due Date: Friday, December 19, 2014

## 1.0 Introduction

The Village of Palmetto Bay (Village) Public Works Department, Division of Transit Operations is seeking proposals from qualified consulting firms to undertake a COA of its shuttle services. It is the intent of the Village to hire a pre-qualified consultant who is knowledgeable in planning, engineering, design and operation of transit systems; intermodal connections including but not limited to bus (local), bus rapid transit, automobile, bicycle and pedestrian; function, transportation modeling, ridership forecasting, and capital and operating cost analysis for transit supportive development opportunities within the Village of Palmetto Bay.

## 2.0 Background

The Village of Palmetto Bay currently operates two (2) shuttle routes. In 2006, the Village of Palmetto Bay launched a much-needed intra-Village bus service in full compliance with Miami-Dade County policy, as directed by the staff of the Citizens' Independent Transportation Trust (CITT) and the County Attorney's Office. The service was designed to increase the number of destinations that can be reached via fixed public routes throughout Palmetto Bay and surrounding areas, as well as to connect with Miami-Dade Transit routes and the very popular busway. This initiative is being paid for with funding provided by the People's Transportation Plan (PTP).

### Shuttle Bus Schedule

Both Route Routes A and B operate Monday through Friday

#### Route A:

10:04 a.m. – 1:50 p.m.

#### Route B:

7:00 a.m. – 8:52a.m.

2:10p.m. – 5:20p.m.

The Village bus service also provides public transportation to parks within the boundaries of the Village. There is no fare when using the Village IBUS service. Riders making connection to Miami-Dade Transit are expected to pay the appropriate fares at time of transfer.

### **3.0 Scope of Work**

The purpose of the COA is to determine not only how best to serve the residents/visitors and existing riders that currently use the Village's shuttle service but develop/design an integrated feeder/shuttle bus service that connects to Miami-Dade Transit at the busway, and potential travel market from the Village of Pinecrest and the Town of Cutler Bay transit service and those local transit stop within the Village that are currently served by the Miami-Dade transit shuttle services. The study shall explore the market for shuttle service and determine whether the existing routes should be reconfigured, discontinued or consolidated. The potential for other mechanisms for providing the service, including employer sponsored services, vanpools, ridesharing or demand responsive services shall also be examined.

The Consultant shall provide expertise during all elements of the Comprehensive Operational Analysis (COA) as it relates to expeditious and efficient completion of the project described hereunder.

#### **Consultant Responsibility**

The consultant(s) chosen for this project shall be responsible for the following tasks:

##### **Task 1 – Data Collection**

**Ridership** –conduct comprehensive counts of bus ridership from FY 14-15 for the Village of Pinecrest, Town of Cutler Bay and Miami Dade Transit routes that run within the boundary of the Village. It is anticipated that the successful proposer will not be required to conduct additional counts.

**Passenger Survey** – A comprehensive passenger survey on all shuttle routes will be conducted to obtain information about the demographics of the riders, trip origin and destination and thoughts about the service. A reasonable sample must be obtained for each route. The survey results will be tabulated and analyzed in a technical memorandum.

**Run Time Analysis** – The study shall examine how the shuttles spend their time traveling from route origin to destination, to determine the cause and extent of delays and opportunities for improving running times. Possible rerouting, traffic signal retiming or traffic signal priority to improve running times without negatively impacting ridership shall be examined. The results shall be analyzed in a technical memorandum.

##### **Task 2 – Study Oversight/Public Outreach**

A Steering Committee will be formed consisting of Public Works Transit Operations, Planning and Zoning, Miami-Dade Transit, Village of Pinecrest Transit Operations, and Town of Cutler Bay Transit Operations. The Steering Committee will provide oversight to the study process at key junctures. There will also be meetings to inform the general public about the study and to solicit their input. Publicity for the public meetings will focus on the riders and potential riders of the shuttles. The Village will publicize the meetings and arrange meeting locations. It is estimated that 2 or 3 public meetings will be held. Interviews shall also be conducted with businesses, churches, and public schools to obtain information about origins and destinations of possible commuters. Minutes/summaries of all meetings and interviews shall be provided.

### Task 3 – Market Analysis

Using the data and information from Tasks I and II, and additional data sources as necessary, the successful proposer shall determine the market for shuttle service in the Village of Palmetto Bay. A technical memo on the projected demand for service shall be provided.

### Task 4 – Conduct an Individual Route Analysis for each Shuttle Route and Identify Service Improvements/Alternatives

Opportunities to improve service, increase operating efficiency, reconfigure routes, provide new routes and eliminate/consolidate routes shall be determined. The potential for changes in scheduling (i.e. – time of day, reduced headways, etc.), and span of service shall be evaluated.

The successful proposer shall also identify opportunities for providing alternative service to the existing shuttles that would serve the same markets, such as fixed routes with flexible/fixed schedule traveling in a fixed direction and/or bidirectional. The operating and financial implications of the proposed service changes shall be identified. The frequency of these services, and the types of services offered, may vary to reflect particular demand dynamics, such as season, day of week, and time of day. It is the goal of the Shuttle to provide convenient, user friendly service within the Village of Palmetto Bay in a cost effective manner. The recommendations shall be provided in technical memorandum.

Input	Output
Survey	Demand Analysis
Road Map	Routing + Stops
Standard + Travel Time	Frequency + Timetable
Shuttle Buses +Travel Time	(3) Buses + Scheduling
Operators	Scheduling Drivers
Communication	Caller Information
Advertise Routes	County Transit, Website/E-Current/Facebook, & Brochures
Pilot Test Routes	Operational Routes
Update	Change Route if Needed

### Task 5 – Final Report

The final report shall combine information from previous tasks and provide an overall plan for best serving the market for shuttle bus service that connects to Miami-Dade Transit at the busway, and between the Village of Pinecrest and the Town of Cutler Bay. The final report shall consist of an executive summary further detailing existing shuttle conditions and proposed shuttle service conceptual plan. Transit ridership survey , fleet requirements and capital and operating costs shall be provided. All study products shall be provided in electronic format. A conceptual design for the recommended route, map and schedule improvements shall be prepared by the consultant. Promotional material for route enhancements shall be designed under the scope of this project.

The final report shall also include the following information:

- Shuttle Demand Forecast
- Service Concept

- Survey Results
- Equipment (types of buses that might meet the transportation needs)
- Operating Structure
- Operating Costs
- Sources of Operating Revenues

#### 4.0 Project Schedule

The final design of the project must be completed by April 2015.

#### 5.0 Responses

Firm shall submit one (1) hard copy OR one (1) electronic copy of the response (via email), which shall contain the following information:

1. Scope of services
2. Proposed fees for the scope of work identified herein, broken down by required tasks
3. Total Proposed fees (Price Form attached)

Responses are due on or before the close of business on Friday, December 19<sup>th</sup>, 2014. Late responses will not be accepted. Responses may be faxed, emailed or delivered to the contact provided below.

Fax: 305-259-1290

Email: [KBada@palmettobay-fl.gov](mailto:KBada@palmettobay-fl.gov)

Address: Village of Palmetto Bay  
Attn: Kristy Bada  
9705 E Hibiscus Street  
Palmetto Bay, FL 33157

Questions concerning this request are to be addressed via email to [KBada@palmettobay-fl.gov](mailto:KBada@palmettobay-fl.gov).

Sincerely,



Kristy Bada, Procurement Specialist  
Village of Palmetto Bay



# PRICE FORM

Project Title: **Engineering Services for Comprehensive Operational Analysis (COA) of Village Shuttle Bus Services**

Issued: Monday, December 15, 2014

Due Date: Friday, December 19, 2014

Item No.	Project Name	Total for Professional Services
COA1415	Comprehensive Operational Analysis (COA) of Village Shuttle Bus Services	
<i>TOTAL</i>		

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

# THE CORRADINO GROUP

Kristy Bada

Village of Palmetto Bay

Palmetto Bay, FL 331579705 East Hibiscus Street,

Palmetto Bay, Florida 33157

Tel: 305.259.1234 Email: KBada@palmettobay-fl.gov

**RE: Engineering Services for Comprehensive Operational Analysis (COA) of Village Shuttle Bus Services.**

Ms. Bada,

This is a proposal by The Corradino Group to provide a Comprehensive Operational Analysis of the iBus Service. In 2006, Corradino assisted the Village of Palmetto Bay in launching an intra-Village shuttle (iBus) to increase the mobility of residents and visitors, and provide for better accessibility of Village destinations via a fixed public transit route.

We understand that the purpose of this Comprehensive Operational Analysis is to evaluate the iBus shuttle service and provide insight into how it can evolve to best serve the residents and visitors of Palmetto Bay. Integral to this scope of services is the evaluation and development of an integrated feeder/shuttle bus system which connects to the US-1 Busway and to the transit circulators of the Village of Pinecrest and the Town of Cutler Bay. This study explores the existing and potential market for shuttle service within the Village of Palmetto Bay in order to:

- Determine whether the two existing routes should be reconfigured, discontinued, or consolidated.
- Evaluate the current operating model in light of the fiscal and market needs inherent in future development.

The Corradino Group, over its four decade existence, has focused on transit work. Few local firms are as well suited for this project as Corradino. We have developed the Cutler Bay and Palmetto Bay systems. Joe Corradino was instrumental in planning and evaluating the Pinecrest system as an elected official in that community. The firm planned the US-1 Bus lanes, and has performed the most recent alternatives analysis of the US-1 Corridor, as well as has conducted data collection for all of the South Dade MDT Routes. The Village and Corradino have won awards for the Palmetto Bay Transportation Master Plan and the Bicycle and Pedestrian Master Plan. Corradino has studied transportation, traffic, transit, bicycle and pedestrian movement, as well as land use, zoning and development in every community in South Dade. A large aspect of this success has been the firm's ability to work with the citizens of the community in a highly constructive manner. Corradino understand the community from its participation in the various area organizations, such as the Economic Development Council of South Dade and Chamber South.

Our transit projects have ranged from:

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- Local municipal circulator programs in Miami Dade County, not only here in Palmetto Bay, but in Miami Beach, Hialeah, Hialeah Gardens, Doral, Miami Gardens, and Cutler Bay.
- Heavy rail projects in Los Angeles and Miami;
- Light rail and people mover systems in Detroit;
- Bus rapid transit systems here on the Busways and I-95 Express;
- Statewide performance measures for transit systems in Florida, Michigan Illinois, Indiana, Ohio, and Kentucky;
- Siting of transit centers in: Coastal Link, Jupiter to Miami; Cleveland, Ohio; Springfield, Ill.; Missoula, Mont.; Jackson and Meridian, Miss., Muskegon and Traverse City, Mich.; and, Miami, Fla.

We feel we are the best for this job because, as you can see, we know transit and we know Palmetto Bay. We are very excited to have this opportunity to work with the Village staff again on this important project.

If the notice to proceed can be provided in early January 2015, this project can be concluded by April of 2015. It can be completed within 90 days for a cost of \$32,000.

## **Proposed Scope of Services:**

This scope of services addresses each of the aspects specified in the RFP as well as those most relevant in a traditional COA for what the Village is trying to achieve. Each task contains a time line and proposed fee for the individual task. The total time frame is summarized in a table, and the Price form is attached.

## **Task 1 – Data Collection:**

**Time Frame: Day 1 – 30**

**Cost: \$11,000**

Task 1 will provide for the data collection and analysis of existing conditions relevant to the evaluation of iBus operations.

## *Route Background Information:*

The project will begin by documenting the existing status of the routes, including stops and transfer locations. This data will be mapped in GIS.

## *Ridership:*

A key aspect of the ridership analysis is the evaluation of ridership counts to understand and assess current/potential transfer locations. Ridership counts of Miami-Dade Transit routes within

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the Village of Palmetto Bay will be obtained, as will those ridership counts for the Village of Pinecrest and the Town of Cutler Bay circulators. This will assist in determining the potential riders from those communities to destinations within Palmetto Bay.

The boarding and alighting survey is major undertaking and an extremely important data item, as it is necessary to support the Market Demand Analysis in Task 3. The boarding and alighting data will be used to examine route productivity issues, key trip generators, vehicle requirements, potential transfer opportunities, and the like. Corradino has conducted numerous boarding and alighting surveys for systems of all sizes including massive regional systems, most recently for the City of Rockford Illinois. The firm typically uses hand-held tablets and computers with all stops, routes and trips preprogrammed.

This will be done with surveyors riding each route on each loop and collecting data throughout the day. The Boarding's and alighting's will be time-stamped as they are collected to allow for the calculation of run time per trip and segment, schedule adherence and average speed. Data will be downloaded from the handheld or tablet devices and compiled into a ridership database that can then be queried to determine key performance factors such as total and average ridership by trip and route, boarding by stop, segment and trip and time of day, maximum load point, etc. The database will also be linked to a GIS-based map to graphically depict data such as boarding's and alighting's by stop, load factors and route productivity by segment.

## *Passenger Survey:*

An onboard passenger interview survey will be conducted in order to generate a profile of the Palmetto Bay Circulator passengers; determine origins and destinations, trip frequency, and customer satisfaction; and, document the need for additional services and service coverage. The surveys will be conducted as passengers board the buses. Each route will be surveyed. The data can then be factored up to match ridership levels by route to obtain and form a profile of Palmetto Bay iBus passengers and trip characteristics. Corradino will provide all survey materials and tabulate all results. Using the data collected and industry standards and practices, a service standards policy will be developed to monitor each route's productivity. The survey results will be tabulated and analyzed.

## *Run Time Analysis:*

A Run Time Analysis of each route shall be conducted, and will examine route's timetable. This study will factor in an evaluation of potential causes of delay through a review of existing traffic data, including roadway segments and at intersections along the circulator routes. The results of the analysis will be analyzed in Technical Memorandum 1, and will include a review of possible rerouting options, traffic signal retiming, or traffic signal priority for the routes.

**Technical Memorandum No. 1** will provide the results of Task 1 and include the ridership counts, findings and data associated with the boarding and alighting survey and accompanying service standards policy for monitory route productivity, the passenger onboard survey, and the Run Time Analysis. Technical Memorandum No. 1 will be submitted in in hard copy and

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electronically. Corradino will also provide the Village of Palmetto Bay with all survey databases.

## **Task 2 – Study Oversight/Public Outreach:**

**Time Frame: Day 1 – Project Conclusion**

**Cost: \$3,000**

Task 2 will provide for the study oversight and the public engagement components of the COA.

A kickoff meeting will be held with Village staff after the NTP within one week.

A steering committee will be formed consisting of Public Works Transit Operations, Planning and Zoning, Miami-Dade Transit, Village of Pinecrest Transit Operations, and Town of Cutler Bay Transit Operations. Meetings with the steering committee will be held at the start of the study after the NTP has been issued, after the submission of the draft Market Analysis technical memo, prior to the final draft of the report, and as desired by Village staff.

Three (3) public meetings will be held to inform the general public about the study and to solicit their input, and will be publicized to encourage current and potential riders to attend.

Stakeholder meetings are critical to a good transit plan. Interviews with major stakeholders, such as schools, businesses, churches, and service and community organizations located in Palmetto Bay will be conducted. During these meetings, it will be important to document the needs of the groups that the stakeholders represent, the vision of what they would like services to look like in the future (types of services and service area), and any upcoming developments within their organization or the group that they represent that would generate changes in the need for transportation. Minutes/summaries of all meetings and interviews shall be provided.

## **Task 3 – Market Analysis:**

**Time Frame: Day 20 – 50**

**Cost: \$9,000**

Task 3 will evaluate the market for shuttle service within the Village of Palmetto Bay.

The Corradino Team will review the existing ridership profile and identify any unmet segments of the transit market. The market analysis will utilize ridership, survey, and community input data from Tasks I and II, in conjunction with data on the current and future land use in the Village to determine transit generators. In addition, census and survey data indicating the demographic make-up of the community and ridership, current iBus data, and the potential coverage of the iBus system in relation to the coverage area of existing transportation systems shall be utilized to determine the potential between existing marketed services and future needs.

*Review Roadway, Land Use and Demographic Factors*

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The Corradino Team will review roadway, land use and demographic changes in Palmetto Bay. Existing roadways and sidewalks data will be utilized to determine access points to the circulator and potential routing options. Land use changes will be accounted for by reviewing applicable land use plans and meeting with Planning and Zoning department staff. This data will provide a picture of past changes and also an idea of changes to come in the future, and where new transit generators are planned. Any new transit generators identified will be mapped and can then be compared to the existing service area and any potential expansion areas.

## *Community Conditions Summary*

Using data from the onboard passenger interview survey in Task I and national trends, a summary of the potential transit market characteristics by population, employment, type of land development, age, school enrollment, auto ownership and the like will be developed.

## *Community/Ridership Attitude Assessment*

Using data collected during the Task I onboard passenger interviews and stakeholder input sessions, perceptions of the existing system will be documented, as well as, the strengths and weaknesses of the existing services. In addition, stakeholder and rider priorities for service will also be documented.

## *Service Demand*

Based on the demand for service and population in the existing service area, demand for mass transportation services within Palmetto Bay will be calculated. Using population projections, the anticipated demand for services will be calculated for the upcoming five-year period. New markets outside the existing service area will be documented.

The product of Task 3 will be **Technical Memorandum No. 2**, detailing the projected demand for service. Technical Memorandum No. 2 will be submitted in in hard copy and electronically. It will be submitted in draft form for review and comment by Village staff. A revised final version will be submitted incorporating Village staff comments.

## **Task 4 – Conduct an Individual Route Analysis for each Shuttle Route and Identify Service Improvements/Alternatives:**

**Time Frame: Day 30 – 60**

**Cost: \$9,000**

Task 4 will evaluate opportunities to improve service, increase operating efficiency, reconfigure routes, provide new routes, and/or eliminate/consolidate routes as necessary.

## *Review Palmetto Bay iBus Data*

Corradino will review all available Palmetto Bay iBus data as a means of documenting the history of changes in ridership, route productivity, funding and the like. The data will also assist in documenting the starting point for potential system changes and improvements. Data to be collected will include but not be limited to: the annual operating budget, daily service

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requirements, demographic/travel patterns, headway sheets, highway/street network information, listings of equipment and facilities, any prior marketing surveys and materials, operator labor agreements, passenger counts and fare classification, planned road improvements, productivity factors, public timetable and system route maps, route performance reports, route travel time data, work rules, and any other needed data.

## *Evaluate Each Specific Route*

As part of Task 4, Corradino will evaluate each route in terms of performance and generators and create a profile of each route. The purpose of this task is to take the data collected in Tasks 1 and 3 and use it to evaluate the existing conditions. The Corradino Team will build upon any service modifications identified in previous tasks and incorporate any transfer point relocations as necessary for improved efficiency and connectivity with other route systems. Both routes in the Palmetto Bay system will be evaluated. As part of this task, The Corradino Team will also plot current and future shelter placement needs on a map. It may not necessarily be applicable in Palmetto Bay, but as with any changes to a transit system, consideration will be given to Title VI and Environmental Justice regulations and guidance.

Corradino will work with Village Staff to develop criteria upon which to evaluate current performance and potential service alternatives. The evaluation criteria will be a mix of qualitative and quantitative criteria. Local performance expectations will make up the qualitative component of the evaluation criteria, while thresholds based on current performance standards, and the operating experience of other local systems will be the basis for the quantitative component of the evaluation criteria. The proposed set of evaluation criteria will be submitted to the Village staff for review and approval.

## *Current Performance Review*

This will be done on a route by route basis using data collected during Task 1. Using the boarding and alighting data, route productivity can be shown by stop and also by route segment. A profile of each route will be developed, listing the route's strengths and weaknesses along with accompanying graphics that will visually show ridership activity along the route. An analysis of this type can clearly point to the development of more productive routing.

Routes are typically evaluated for productivity in terms of passengers per hour and/or passengers per mile. This will be compared with other municipal systems in the regional as well as with MDT routes in the area.

## *Performance Trendline/Performance Measures*

Using the boarding and alighting data collected in Task 1 and revenue hours and/or miles by route and combining this with industry standards and practices, performance measures will be established. In addition, a Service Standards Policy will be developed that can be used to monitor the productivity of each route. This Service Standards Policy will guide the Village of Palmetto Bay in determining how and when to modify service if a route is not performing at an acceptable level.

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## *Internal Cost Reduction*

An efficiency and effectiveness study on dwell times will be conducted. Time-related data from the boarding and alighting counts and Run Time Analysis will be used to conduct this analysis. A set of recommendations including potential internal cost reductions will be developed. It is possible that additional route coverage can be substituted for some dwell times or that by eliminating inefficient segments of routes and re-routing, some locations with excessive dwell times may be eliminated.

## *Alternative Route Structures*

Based on the projected demand for transit services as well as new transit generators identified through the review of growth areas conducted during Task 1, alternative route structures that will most effectively serve current and projected needs will be developed for each route. The potential for changes in scheduling (i.e. time of day, reduced headways, etc.) and span of service shall be evaluated as a component of alternative route structuring. The alternative route structures will be based on population and location of transit generators, both existing and future. All alternative routing structures will be detailed in terms of cost. A cost allocation model will be developed for Palmetto Bay that breaks down the fixed and variable costs for the service by cost per hour, cost per mile and cost per peak vehicle. These incremental costs can then be used to determine the cost impact of modifying existing routes and also adding new service. Capital needs will also be included such as the cost of additional vehicles and facilities if needed.

Evaluation of Route Structures will, at a minimum, consider:

- The need for deviated routes as opposed to standard fixed routes with complementary paratransit;
- Benefits and detriments of linking routes;
- Analysis of transfer locations/times to determine the efficiency of route connectivity; and,
- Assessment of the feasibility of express and limited stop services.

The Corradino Team will utilize the results of Task 3 to conduct an analysis of expansion opportunities to areas not currently served by the shuttle. The expansion analysis will include consideration of how expansion will impact the existing system.

Service alternatives will be evaluated based on the following three scenarios:

- A cost neutral scenario that is consistent with existing funding levels; and,
- An expansion scenario that includes alternatives and services that exceed the existing funding levels; and,
- A reduction scenario that could be put in place in the event of funding cuts that would minimize ridership impacts.

The service alternatives and scenarios will all be mapped as applicable and include both capital and operating costs, vehicle, equipment and facility requirements, potential funding sources and

# THE CORRADINO GROUP

a proposed timeline for implementation. The Corradino Team will detail all costs incurred for each alternative. These will include all operating costs as well as capital costs.

## *Alternative Modes*

Corradino will compare Village services to other transportation alternatives including the automobile, ridesharing, cycling and walking. The costs, advantages and disadvantages of each mode will be quantified using accepted industry calculations. All evaluation methods will be thoroughly referenced. The potential for other mechanisms for service provisions, such as employer sponsored services, vanpools, ridesharing, or demand response services shall also be examined.

## *Implementation Plan*

Corradino will develop suggested changes to the preferred alternative(s) and review them with the Village staff. The proposed plan will then be documented with the preferred alternative(s) and any necessary modifications.

The product of Task 4 will be **Technical Memorandum No. 3**. It will document all results and findings from Task 4, including the final set of evaluation criteria and the recommended preferred alternative. It will be submitted in draft form for review by the Village staff. Upon review and any required edits, a brief Executive Summary will be developed.

## Task 5 – Final Report:

**Time Frame: Day 90**

**Cost: \$1,000**

Corradino will provide a final report to the Village of Palmetto Bay which will combine information from previous tasks and provide an overall plan which connects to Miami-Dade Transit at the US-1 busway, and to the Village of Pinecrest and the Town of Cutler Bay Circulators. Corradino will provide an executive summary detailing existing shuttle conditions, fleet requirements, and proposed capital and operating costs. A conceptual design for the recommended route, map, and schedule improvements will be prepared along with promotional materials for route enhancements. All study products will be provided in electronic format.

The final report shall also include the following information:

- Shuttle Demand Forecast
- Service Concept
- Survey Results
- Fleet requirements/Equipment (types of buses that might meet the transportation needs)
- Operating Structure
- Operating Costs
- Sources of Operating Revenues

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Palmetto Bay  
 Comprehensive Operations Analysis  
 Schedule

Task	Cost	Month	January				February				March			
		Day	1	14	21	30	37	45	52	60	67	75	82	90
Task 1: Data Collection	\$ 10,000		■	■	■	■								
Task 2: Outreach	\$ 3,000		■	■	■	■	■	■	■	■	■	■	■	■
Task 3: Market Analysis	\$ 9,000				■	■	■	■						
Task 4: Route Analysis	\$ 9,000						■	■	■	■				
Task 5: Final Report	\$ 1,000													■
	\$ 32,000													

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## PRICE FORM

Project Title: Engineering Services for Comprehensive Operational Analysis (COA) of Village Shuttle Bus Services

Issued: Monday, December 15, 2014

Due Date: Friday, December 19, 2014

Item No.	Project Name	Total for Professional Services
COA1215	Comprehensive Operational Analysis (COA) of Village Shuttle Bus Services	
	TOTAL	\$32,000

Signature of Official: \_\_\_\_\_

Name (typed): Joseph M. Corradino, AICP

Title: President

Date: 12/19/14

Vendor: The Corradino Group

9705 East Hibiscus Street, Palmetto Bay, Florida 33157  
Tel: 305.239.1234 • Fax: 305.239.1290

**RESOLUTION NO. 04-101**

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO A CIRCULATOR ASSESSMENT STUDY IN THE VILLAGE OF PALMETTO BAY; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT WITH THE CORRADINO GROUP, INC. TO PROVIDE THIS SPECIALIZED TRANSIT STUDY AND TO APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$33,000.00; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village wants to examine the need and cost of a potential circulator transit service in the Village of Palmetto Bay; and

WHEREAS, the legislative requirement of the Peoples Transportation Plan is the expenditure of twenty percent of the funding is designated for transit use; and,

WHEREAS, the Administration has determined that The Corradino Group, Inc., is a capable firm and qualified to provide transit recommendations, and cost for the circulator services that meet the needs of the Village of Palmetto Bay and implementation strategies in accordance with approved recommendations; and

WHEREAS, the Administration desires to select The Corradino Group, Inc., to study the need and the desire for a circulator bus service within the boundaries of the Village; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1: The Village Manager is authorized to contract for Traffic Engineering Services with The Corradino Group, Inc. and approve expenditure of funds in an amount not to exceed \$33,000 on a study to evaluate potential circulator transit services in the Village of Palmetto Bay.

Section 2: This Resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 6<sup>th</sup> day of December, 2004.

ATTEST:

Meighan Pier  
Meighan Pier  
City Clerk

APPROVED:

Eugene P. Flinn  
Eugene P. Flinn  
Mayor

READ AND APPROVED AS TO FORM:

Eve A. Bouzsis  
Eve A. Bouzsis  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Ed Feller	<u>YES</u>
Council Member Paul Neidhart	<u>YES</u>
Council Member John Breder	<u>YES</u>
Vice-Mayor Linda Robinson	<u>YES</u>
Mayor Eugene P. Flinn	<u>YES</u>

K:\Users\cpatterson\resolution\December Agenda\circulator transit services.doc

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## **SCOPE of WORK**

### ***Village of Palmetto Bay Circulator Assessment***

#### **OBJECTIVE:**

The goal of this study is to assess the need and cost of potential circulator transit services in the Village of Palmetto Bay

#### **BACKGROUND:**

As specified in the Palmetto Bay Transportation Master Plan and with the advent of the Peoples Transportation Plan, municipalities in Miami-Dade County have been charged by the citizens of the county to improve local transportation service and options. One of the legislative requirements of the PTP is the expenditure of at least 20% of annual revenues from this tax for transportation projects specifically related to transit.

#### **PREVIOUS WORK:**

Palmetto Bay has not studied the provision of specialized transit within its boundaries. The City believes that the provision of such service, if needed and cost effective, can add to the quality of life of the community.

#### **COST:**

This study can be provided for a cost of \$33,000

#### **METHODOLOGY**

##### **TASK 1: Existing Conditions**

This task will assess the existing conditions in Palmetto Bay as they relate to transportation and transit.

- 1.1 Regional  
This will include a brief history of the City and previous transportation initiatives.
- 1.2 Comprehensive Plan  
An examination of the current Comprehensive Plan particularly the Transportation Element.
- 1.3 Future Growth  
Population projections will be examined to determine potential need.
- 1.4 Current Demographics:  
An examination of demographic and socio-economic conditions will influence transit planning and service delivery issues.
- 1.5 Transit Propensity Analysis:

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This sub-task will provide an understanding of the spatial arrangement of certain demographic characteristics that typically influence transit use. Given resource constraints, transit service will focus where there is the greatest overall need.

## 1.6 Currently MDT Service Level

An understanding of the existing MDT service is imperative. The idea of this circulator is to enhance existing service, not to duplicate it.

## 1.7 Traffic Generators

An understanding of land uses, developments, facilities, activity centers, institutions that attract people is important in the location of transit routing.

### **TASK 2: Recommend Circulator System**

Based on the examination of the existing and background conditions, and meetings held with stakeholders, a system will be recommended. The operational characteristics of this system will be developed.

#### 2.1 System Routing and Operating Characteristics

The systems route will be mapped, headways will be estimated as well as the duration of travel time, and cost in man power and rolling stock, that the system would take to operate.

### **TASK 3: Implementation Strategy**

The general parameters of the proposed system will be examined in greater detail. This will include an analysis of:

- Vehicle Fleet Requirements
- Personnel Requirements

#### 3.1 Cost Estimates

#### 3.2 Service Options

This will deal with the examination of options varying from self operation, utilization of a private operator, or contracting nearby systems, combining systems with adjacent communities or contracting with MDT.

### **TASK 4: Public Involvement**

This task will focus on stakeholder meetings to be held individual or in small groups. Stakeholders may include City staff, administration or leadership, concerned citizens or community activists. Public presentations for discussion will be held before the City Council. A

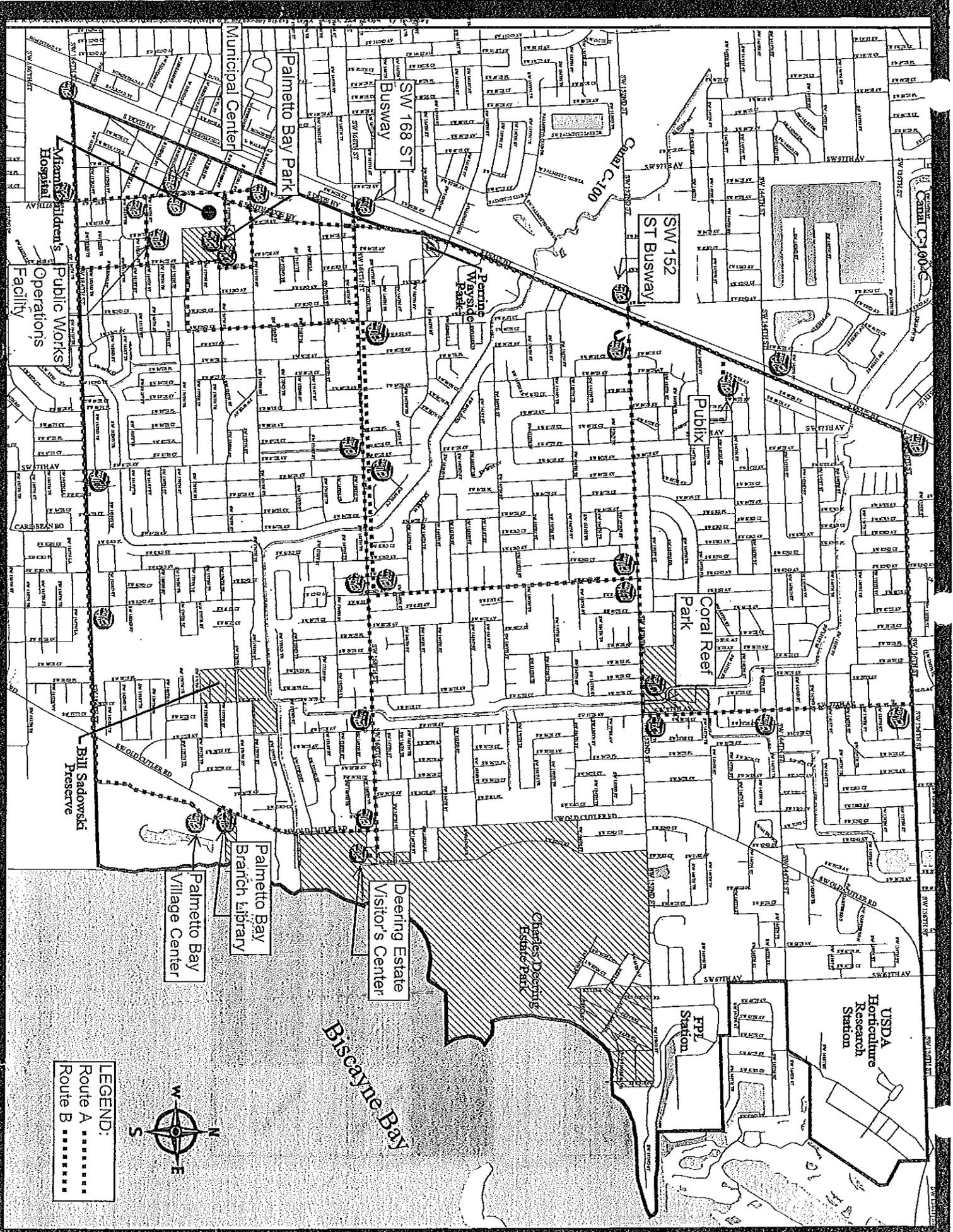
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public opinion survey may be developed to gauge desire for such a system.

## **TASK: 5 Final Report**

A final report will be produced as will a PowerPoint presentation of that report. Drafts will be delivered to the City for review. After the final presentation, 10 bound copies will be made available.





Miami Children's Hospital  
Public Works Operations Facility

Municipal Center  
Palmetto Bay Park

SW 168 ST Busway

Palm Bay Park

SW 152 ST Busway

Publix

Coral Reef Park

Bill Sadovschi Preserve

Palmetto Bay Branch Library

Palmetto Bay Village Center

Deering Estate Visitor's Center

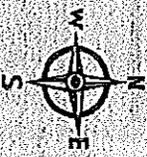
Charles Deering Estate Park

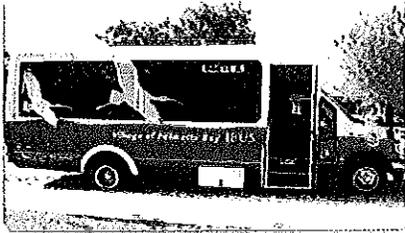
Biscayne Bay

FPI Station

USDA Horticulture Research Station

LEGEND:  
Route A .....  
Route B .....

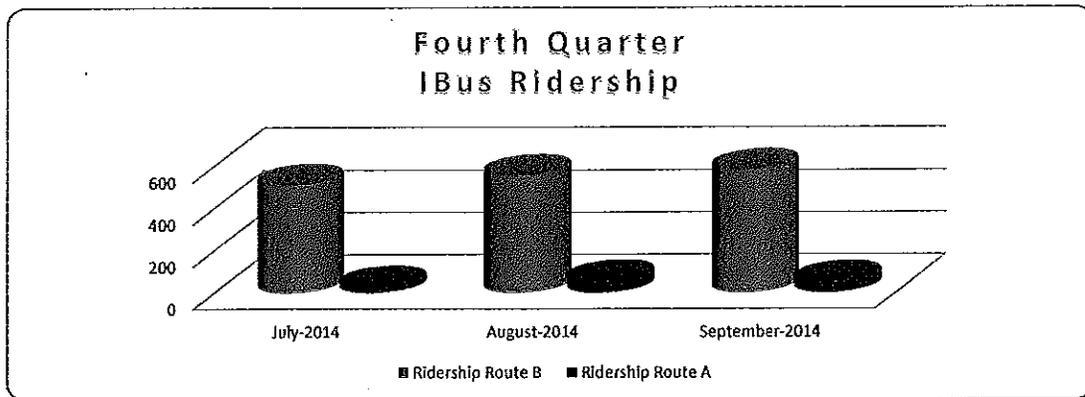




# Village of Palmetto Bay ■ IBUS

## Shuttle Services

Month-Year	Ridership Route A	Ridership Route B	Daily Average
July-2014	27	510	24.4
August-2014	54	554	29.0
September-2014	49	580	30.0
Total	130	1644	27.8



<b>Popular Destinations</b>
Palmetto Bay Village Center ; 7am - 9am & 3pm-5pm
168 ST / Old Cutler Road; 7am - 9am & 3pm-5pm
168 St / Busway; 7am - 9am & 3pm-5pm
Village of Palmetto Bay Branch Library; 3pm-4pm
184 St / Busway; 7am - 9am & 3pm-5pm



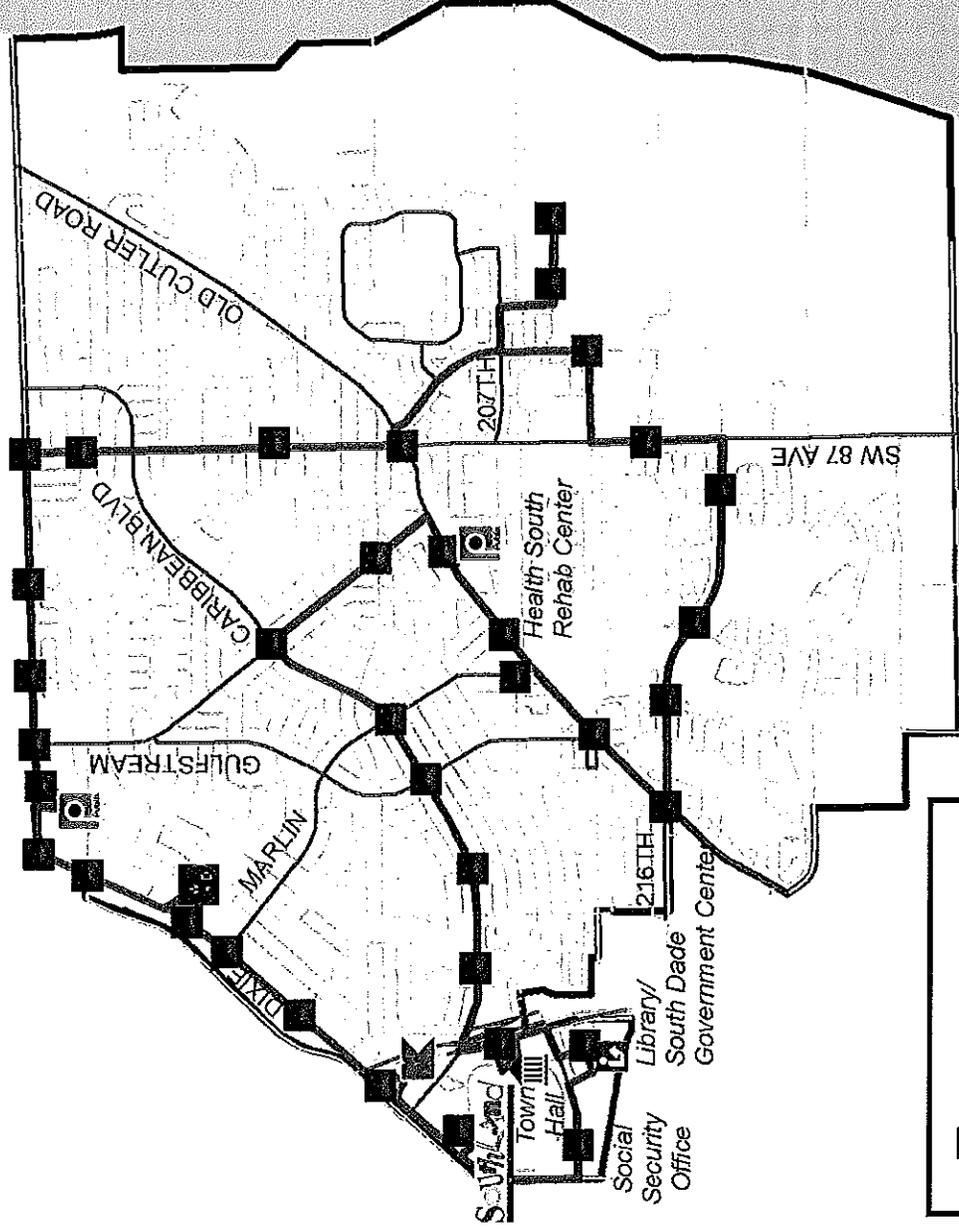
# Town of Cutler Bay Municipal Circulator

Days of Service:  
Monday thru Friday

Operating Hours:  
8:35 AM to 5:35 PM

For Additional Route  
Information Please  
Call Town Hall  
(305) 234-4262

## Cutler Bay Circulator



- Bus Stops
- Cutler Bay Circulator
- Cutler Bay Streets
- Cutler Bay Boundary

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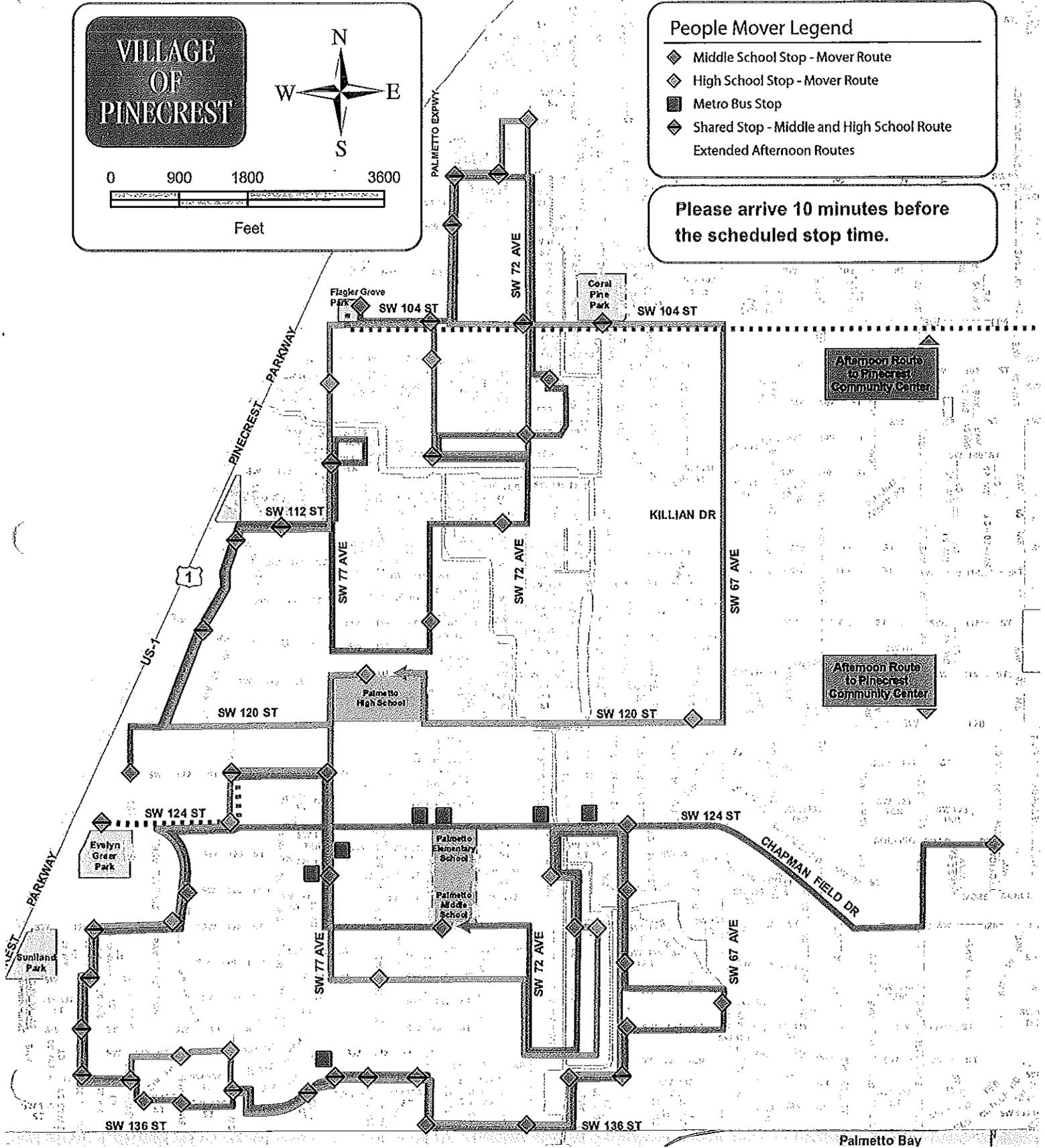
**VILLAGE OF PINECREST**

0 900 1800 3600  
Feet

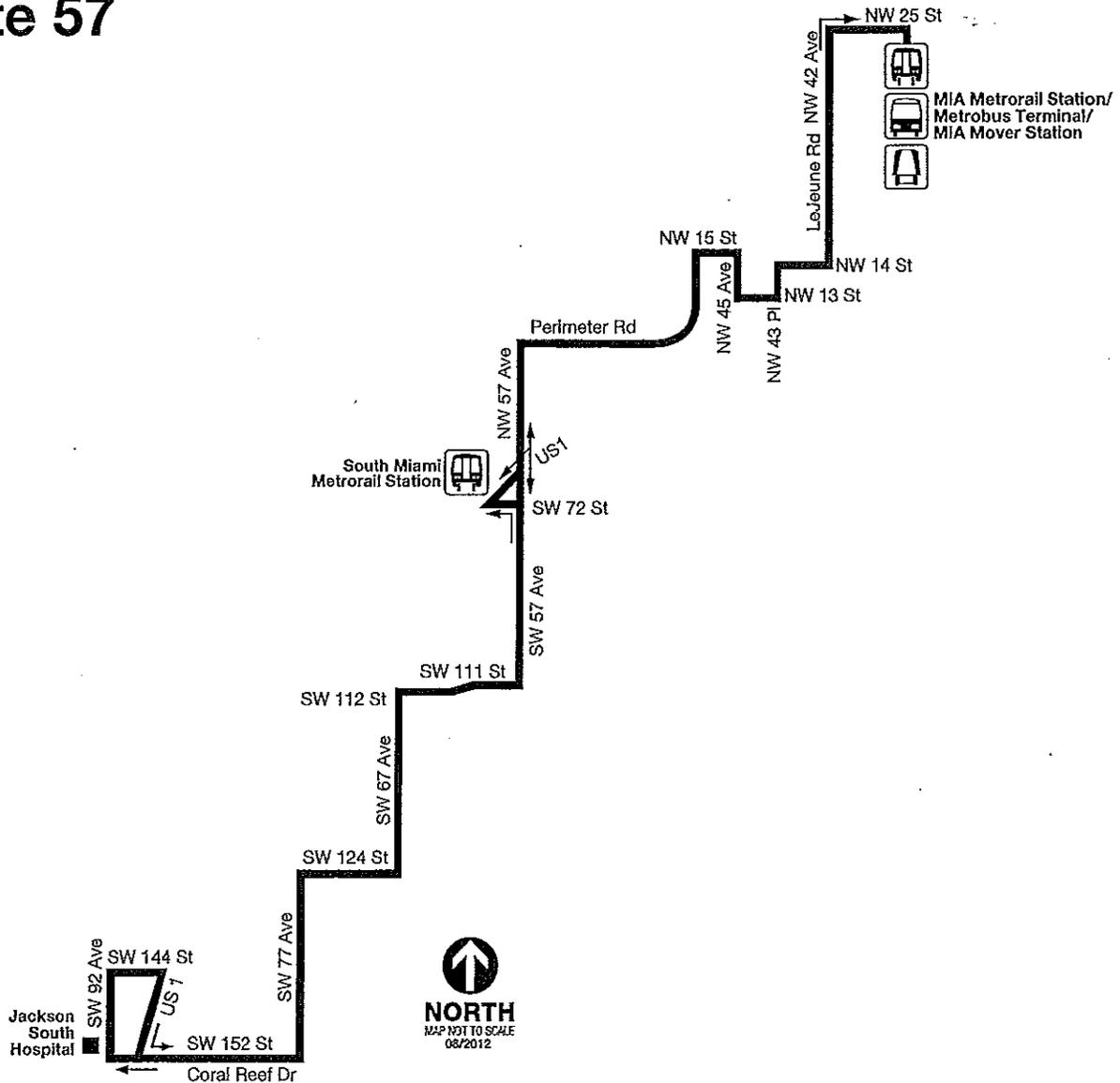
**People Mover Legend**

- ◆ Middle School Stop - Mover Route
- ◆ High School Stop - Mover Route
- Metro Bus Stop
- ◆ Shared Stop - Middle and High School Route  
Extended Afternoon Routes

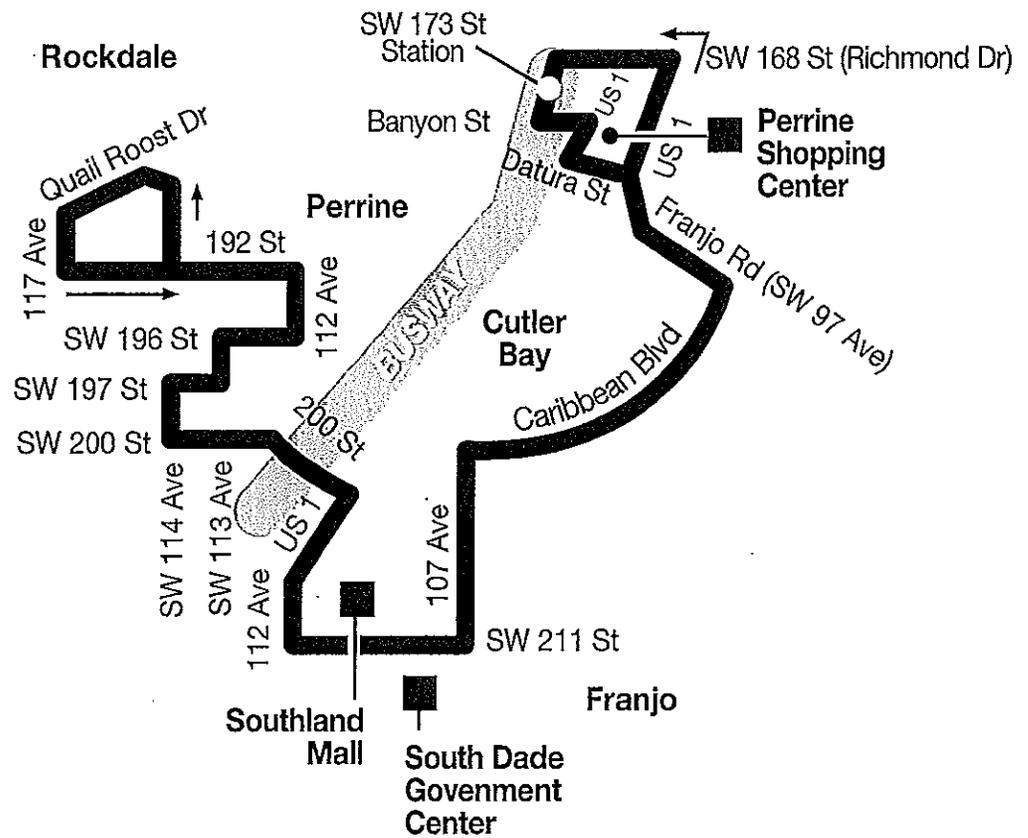
**Please arrive 10 minutes before the scheduled stop time.**



# Route 57

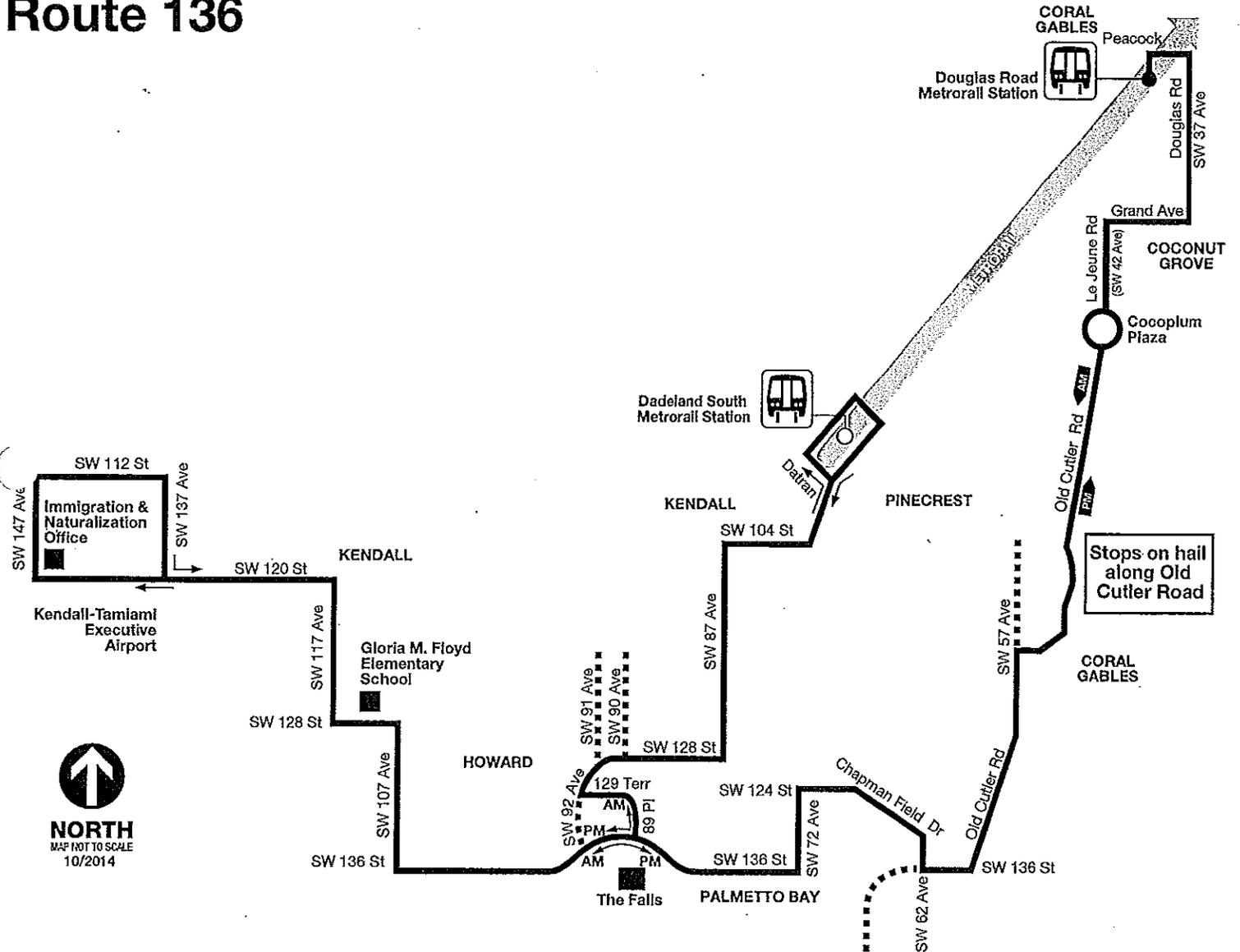


# Route 1



**NORTH**  
MAP NOT TO SCALE  
12/2009

# Route 136



**NORTH**  
MAP NOT TO SCALE  
10/2014

# Route 287 Saga Bay MAX



Saga Bay bus stops  
 Busway Park & Ride Lot

