

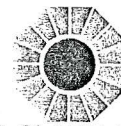
TITLE VI REVIEW

Action Plan

WELCOME
to the
Metropolitan Planning
Organization

Miami-Dade County

*Prepared by
the Metropolitan Planning Organization (MPO)
for the Miami Urbanized Area
January 2002*



STEPHEN P. CLARK CENTER

OFFICE OF THE COUNTY MANAGER
METROPOLITAN PLANNING ORGANIZATION
(MPO) SECRETARIAT

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February 14, 2002

Mr. Roberto Escalera
Civil Rights Program Coordinator
FHWA-Florida Division
227 N. Bronough Street, Suite 2015
Tallahassee, FL 32301

Dear Mr. Escalera:

In response to the recommendations and corrective actions indicated in the Review of the Title VI Program Report dated December 2001, it is our pleasure to submit for your approval an Action Plan approved by the Metropolitan Planning Organization (MPO) Governing Board on January 31, 2002. This Plan includes documentation to support programs and processes already in place and proposed actions to comply with your recommendations.

I would like to recommend you to carefully review the plan, specifically Appendix "G" that includes copy of the MPO Resolution # 9-02 unanimously approving the Plan, and a photo gallery with quotes and statements from MPO Board Members and citizens supporting the plan. The efforts by staff in developing this Plan and their dedication in assembling the report have not been easy tasks. Comments made by Board Members at the meeting make me feel very proud of the results of this process. As you are aware, all our Board meetings are televised and the County Cable Channel replays the meetings on a regular weekly schedule. We are very satisfied with the fact that these proceedings were widely available to the greater Miami-Dade Community.

Should you have any additional questions or comments, please contact me at (305) 375-4507 or by e-mail at jlml@miamidade.gov

Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Jose-Luis Mesa'.

Dr. Jose-Luis Mesa, Director
MPO Secretariat

c: Honorable Chairperson and Members, MPO Governing Board
Sabrina David, FHWA, Tallahassee
Roger Khral, FTA, Atlanta
Bill Johnson, Assistant County Manager

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✓ Transportation Aesthetics Review Committee (TARC)	
✓ Bicycle Pedestrian Advisory Committee (BPAC)	
• List of Citizens Interested in Serving on CTAC	

- B. "Public Involvement Effectiveness Evaluation Program"
 - MPO Resolution #6-02: Approving an Amendment to the MPO Prospectus for Transportation Improvements to include the Public Involvement Effectiveness Program.
 - Public Involvement Effectiveness Evaluation Program Report - November 2001
- C. "Contracting Process"
 - MPO Request for Proposals Process
 - Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying, and Mapping professional Service Certification process
- D. "List of Minorities and Female Consultants"
- E. "Affirmative Action Plan"
 - Current Plan for 2000 - 2001
 - Ordinance 98-30: Ordinance requiring certain entities contracting with the county demonstrate that their employment and procurement practices do not discriminate against minorities and women...
 - Resolution 1049-93: Resolution directing the County Manager, when considering affirmative action plans in the acquisition of professional services under section 2-10.4 of the Code, to require demonstration and documentation by each competing firm of the actions that have been taken in furtherance of and compliance with that firm's approved affirmative action plan.
 - Ordinance 82-37: Amending Section 2-10.4 of the County Code governing the acquisition of professional, architectural, engineering, landscape architectural or land surveying to require that the County Manager consider each firm's Affirmative Action Plan as one of the factors in selecting firms that are deemed most highly qualified; providing severability, inclusion in the code and an effective date.
- F. "Social Equity Study for the LRTP"
 - Tentative Scope of Services for FY 2003 Unified Planning Work Program (UPWP)
- G. "Highlights of the MPO Board Meeting held on January 31, 2002"
 - MPO Resolution # 9-02: Approving the Title VI Review Action Plan for Miami-Dade MPO
 - Photo Gallery and Statements

SECTION I: MPO ORGANIZATION

A. GOAL

To maintain membership composition in the Citizens' Transportation Advisory Committee (CTAC) that represents the demographics of the citizenry of Miami-Dade County.

B. OBJECTIVES

1. To increase Hispanic representation on the CTAC.
2. To fill all existing vacancies on the committee.
3. To promote better citizen participation at CTAC meetings.

C. EVALUATION CRITERIA

1. Performance Measures

- a. Percentage by demographics.
- b. Percentage of active members.

2. Performance Standards (Goals)

- a. Percentage of:
 - Hispanic 40%
 - Caucasian 30%
 - African-American 20%
 - Other 10%
- b. Active Members 75%

D. CURRENT ACTIONS

1. At every MPO Board meeting, there is a standing item on the agenda which shows CTAC vacancies.
2. On a monthly basis, a report is distributed to all MPO members with names, addresses telephone numbers and resumes of individuals who have expressed interest in becoming members of CTAC. See Appendix "A".

E. PROPOSED ACTIONS

1. Written communication will be established with MPO Board members to notify them of CTAC vacancies and the importance of filling their vacancies.
- a. The "Vacancy Report", which is a standing MPO Board agenda item listing CTAC vacancies, will be modified to include a demographic breakdown of CTAC's current membership composition. This will give the Board members a feel as to the demographic disparity that currently exists on the committee.
- b. Periodic advertisement of CTAC vacancies in Haitian and Hispanic newspapers.
- c. Additionally, better advertise CTAC meetings to encourage better public participation.

F. ESTIMATED COMPLETION TIME

This is a continuing activity. A Quarterly Progress Report will be prepared.

G. POTENTIAL ISSUES AND CONCERNS

1. MPO staff may recommend candidates but appointments are made by MPO Board Members.
2. Commitment of CTAC members in actively participating in the process.
3. Continuity of membership may become a concern considering that CTAC members terms of office are parallel with that of the appointing MPO Board Members' term.

H. PARTNERS

1. Citizens' Transportation Advisory Committee (CTAC)
2. MPO Governing Board Members
3. MPO Secretariat

I. ADDITIONAL RESOURCES AND NEEDS

No additional resources or funding is needed.

SECTION II: MPO DOCUMENTATION

A. GOAL

To develop better documentation efforts related to Title VI and to implement a mechanism to evaluate the MPOs public involvement activities.

B. OBJECTIVES

1. To develop and maintain a compendium of minority and low-income communities contacts which will be used for setting up presentations and hearings in said communities and to be included as a part of the MPO's mailing database
2. Implement a formal mechanism to determine the effectiveness of the public involvement program.

C. BACKGROUND

1. Implement a formal mechanism to determine the effectiveness of the public involvement program

The Public Involvement Effectiveness Evaluation process will guide the MPO in the development of successful project specific public involvement plans based on the established goals, performance indicators and performance targets applicable to a particular project. Additionally, evaluation tools will identify when public activities should be evaluated and how improvement strategies can be incorporated into ongoing and future public involvement efforts. For every public involvement activity, there will be an established evaluation program. This program was adopted and incorporated into the MPO Prospectus on Transportation Improvement at the MPO Governing Board meeting of January 31, 2002. Copy of the Resolution and the Report are attached. See Appendix "B".

D. PERFORMANCE MEASURES

Performance measures for the PIP Evaluation Program, refer to Appendix "B".

E. DESCRIPTION OF ACTIONS

1. A compendium which will document the MPO's outreach efforts as they relate to minority and transit-dependent and senior citizen populations in Miami-Dade County. In the meeting held on January 31st, the Board decided to use the term transit-dependent instead of low-income population. This term includes all persons affected by transit services, without segregating them by income levels.

2. Implement the Public Involvement Effectiveness Evaluation Program for the MPO's required work products as well as specific planning studies.

F. ESTIMATED COMPLETION TIME

1. Develop compendium of Title VI activities:

The compendium will be developed within 60 days. However, the document will continually be supplemented with new Title VI activities.

2. Implement the Public Involvement Effectiveness Evaluation Program

Ninety (90) days

G. POTENTIAL ISSUES AND CONCERNS

None

H. PARTNERS

1. MPO Secretariat
2. FDOT Dist VI

I. ADDITIONAL RESOURCES AND NEEDS

1. Implement a formal mechanism to determine the effectiveness of the public involvement program

A staff assistant position to the Public Involvement Manager has been approved. This staff person will assist in developing and managing various PIP evaluation programs.

SECTION III: MPO CONTRACTS

A. GOAL

To provide information to FHWA that demonstrate the participation of minority and female consultants in the contracting process.

B. OBJECTIVE

To submit to FHWA the required information.

C. PERFORMANCE MEASURES

Evidence is being submitted as part of this document.

D. DESCRIPTION OF ACTIONS

A package of information will be prepared with the requested evidence, including:

1. Contracting Process. See Appendix "C".
2. List of minority & female consultants. See Appendix "D".
3. Affirmative Action Plan for the County. See Appendix "E".

E. ESTIMATED COMPLETION TIME

Documents included.

F. POTENTIAL ISSUES AND CONCERNS

Currently, the MPO uses the procedures established in the County to comply with Federal, State and Local regulations. If this is not sufficient, additional MPO administrative procedures will be established to maintain compliance.

G. PARTNERS

1. Department of Business Development (DBD)
2. Department of Procurement
3. MPO Secretariat

H. ADDITIONAL RESOURCES AND NEEDS

None at this time.

SECTION IV: PUBLIC INVOLVEMENT

A. GOAL

To provide additional opportunities to the community to participate in the MPO programs and activities.

B. OBJECTIVE

1. To establish specific public involvement programs for the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), etc.
2. To evaluate review time for public comment in the TIP development process.
3. Additional staff resources for Public Involvement Section of MPO.

C. PERFORMANCE MEASURES

Performance measures are defined in the Public Involvement Effectiveness Evaluation Program

D. DESCRIPTION OF ACTIONS

1. Public Involvement Effectiveness Evaluation Program will ensure that the MPO uses the most effective Public Involvement Process (PIP) tools and techniques to provide for public to have full and open access to MPO's plans and programs.
2. Specific public involvement processes will be developed for the LRTP, TIP, UPWP and special projects.
3. A "citizen" hosted televised/interactive public hearing will be set for the Draft TIP prior to its consideration before the MPO Governing Board. This will provide additional time for public input on the Draft TIP before going to the Board. Citizen comments will be compiled at these meetings and brought before the MPO Board for consideration at the same time of consideration of the TIP Document.
4. LRTP, TIP and UPWP information are being posted in the MPO Website.
5. A new position has been approved to assist the Public Involvement Manager with expanded PIP activities.
6. Coordinating presentation or information at nontraditional venues such as sporting events, shopping malls and grocery stores.
7. Continuation of effort of the Public Involvement Management Team. The Public Involvement Management Team has been formed in an effort to enhance coordination and communication among agencies involved in transportation planning, programming and operations. PIP personnel from transportation related agencies meet once a month to collaborate on issues of public involvement generally.

8. Establish Citizen Guide for transportation process to be distributed at community meetings.
9. Promote transportation fairs as a community outreach event.
10. Establish a better communication process with major entities and organizations such as homeowner associations and other community groups like, People Acting for Community Together (PACT), to promote group's participation in the transportation planning process.
11. Develop information video brochures to be positioned in grocery stores, libraries, community centers, etc.
12. Establish media contacts with newspapers in major circulation in Miami-Dade County

E. ESTIMATED COMPLETION TIME

1. Annual PIP reviews will be scheduled for December 2002.
2. LRTP PIP will be developed in conjunction with the new Update of the LRTP.
3. 2003 TIP development schedule will be completed in 30 days.
4. 2003 TIP PIP will be developed in 120-days.
5. 2003 UPWP PIP will be developed in 120-days.
6. Citizen Guide will be developed in 90 days
7. Coordination of a transportation fair in 120-days
8. Video Brochures: 120 days
9. Add new staff person may take 5 months.

F. POTENTIAL ISSUES AND CONCERNS

None at this moment.

G. PARTNERS

1. FDOT
2. MPO Secretariat
3. Public Involvement Management Team
4. Miami-Dade Communications Department

H. ADDITIONAL RESOURCES AND NEEDS

1. A new person is being hired to assist the MPO Public Involvement Manager.
2. Funding will have to be allocated for this new position.

SECTION V: PUBLIC HEARINGS

A. GOAL

To increase public participation at public hearings.

B. OBJECTIVES

1. To conduct more nontraditional outreach activities to fully engage the public in the transportation planning process. This may include transportation games and interaction tools for public meetings.
2. To plan public informational activities around nontraditional places such as grocery stores, shopping centers, sporting events, etc.
3. Use Haitian and Spanish published newspapers in circulation in Miami-Dade County to increase advertisement for people speaking languages other than English.

C. PERFORMANCE MEASURES

1. Provide list of attendance of citizens that participated in the hearing.
2. Provide list of recommendations and comments made by citizens.

D. DESCRIPTION OF ACTIONS

1. The MPO will develop a list of nontraditional venues and key contact personnel for those venues throughout Miami-Dade county to conduct MPO meetings and informational displays.
2. The MPO will prepare an administrative procedure to keep track of activities and actions related to providing information to citizens. This procedure will include contact lists, phone logs, meeting sign-in sheets, etc...
3. Work with Miami-Dade Communications Department to insure the use of Haitian and Spanish newspapers and community periodicals.
4. The MPO Board will schedule selected meetings at 5:00 PM to facilitate greater participation of citizens during the public hearings for the adoption of the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP).

E. ESTIMATED COMPLETION TIME

1. The administrative procedure will be in place in 120 days.
2. Develop Haitian and Spanish newspaper and community periodical contacts: 90 days
3. Develop interactive tools for public meetings: 90 days

F. POTENTIAL ISSUES AND CONCERNS

None at this time.

G. PARTNERS

1. CTAC
2. MPO Secretariat
3. FDOT
4. TEAM Metro
5. Miami-Dade Communication Department

H. ADDITIONAL RESOURCES AND NEEDS

1. A new position has been approved to assist the Public Involvement Manager.
2. A major task of this new position will have this individual setting up presentations and attending the non-traditional/community meeting venues.
3. Funding will have to be allocated for this new position.

SECTION VI: COMMUNITY IMPACT ASSESSMENT

A. GOAL

To implement Community Impact Assessment (CIA) strategies and techniques into the MPO planning process.

B. OBJECTIVES

1. To participate in the CIA Training sponsored by FHWA.
2. To consider CIA techniques in the development and implementation of the different programs and activities included in the MPO transportation planning process.

C. PERFORMANCE MEASURES

An activity has been added in the FY 2003 UPWP regarding the application of CIA techniques and strategies into the MPO's processes and programs; individual performance measures will be developed for programs and activities to be implemented under this activity.

D. DESCRIPTION OF ACTIONS

1. Staff participated in the CIA Training Seminar held on November 14-16, 2001 in Fort Lauderdale.
2. Perform staff research on MPO's who have successfully implemented CIA into their plans and programs.
3. A community profile will be developed using demographics in a GIS platform. This will also include location of churches, schools, transit facilities, neighborhoods, and related information available in the GIS County System. The MPO Transportation Database Management Project will be used to develop this community profile.

E. ESTIMATED COMPLETION TIME

The development of the Community Profile will take 6 months and the element proposed in the UPWP may take a year for completion.

F. POTENTIAL ISSUES AND CONCERNS

1. Information available in the GIS County system.
2. Completion of the MPO Transportation Database Management Project by April 2002.

G. PARTNERS

1. MPO Secretariat
2. FDOT Dist. VI

H. ADDITIONAL RESOURCES AND NEEDS

Funding could be an issue for implementing the recommended actions.

SECTION VII: SERVICE EQUITY

A. GOAL

To address the distribution of benefits and impacts of the transportation investment program.

B. OBJECTIVES

1. To measure the benefits and impacts of the transportation investments in the LRTP.
2. To measure the benefits and impacts of the transportation investments in the TIP.

C. PERFORMANCE MEASURES

Complete the study within the time frame.

D. DESCRIPTION OF ACTIONS

A study will be incorporated in the 2003 Unified Planning Work Program (UPWP) to integrate the CIA process and techniques in the development of the TIP and LRTP. See Appendix "F".

E. ESTIMATED COMPLETION TIME

The study will take 18 months.

F. POTENTIAL ISSUES AND CONCERNS

None at this stage.

G. PARTNERS

1. FDOT
2. MPO Secretariat
3. MDT

H. ADDITIONAL RESOURCES AND NEEDS

Funding for implementing activities and programs under the CIA process.

LIST OF APPENDICES

1. Appendix "A": "List of Citizens Interested in Serving on CTAC"
2. Appendix "B": "Public Involvement Effectiveness Evaluation Program"
3. Appendix "C": "Contracting Process"
4. Appendix "D": "List of Minority and Female Consultants"
5. Appendix "E": "Affirmative Action Plan"
6. Appendix "F": "Social Equity Study for the LRTP"

"Citizens Participation in the Transportation Planning process"

- **Vacancy Report for:**
 - ✓ **Citizens' Transportation Advisory Committee (CTAC)**
 - ✓ **Transportation Aesthetics Review Committee (TARC)**
 - ✓ **Bicycle Pedestrian Advisory Committee (BPAC)**
- **List of Citizens Interested in Serving on the Citizens' Transportation Advisory Committee (CTAC)**

**Miami-Dade County
Metropolitan Planning Organization (MPO)**

**COMPLETE MEMBERSHIP ROSTERS FOR EACH
CITIZENS COMMITTEE**

#	BOARD MEMBER	VACANCIES		
		CTAC (a)	TARC (b)	BPAC (c)
1	Commissioner Ferguson District 1	One Vacancy	Filled	One Vacancy
2	Commissioner Rolle District 2	Filled	One Vacancy	One Vacancy
3	Commissioner Carey-Shuler District 3	One Vacancy	Filled	One Vacancy
4	Commissioner Margolis District 4	Filled	One Vacancy	One Vacancy
5	Commissioner Barreiro District 5	Filled	One Vacancy	Filled
6	Commissioner Sosa District 6	Filled	One Vacancy	One Vacancy
7	Commissioner Morales District 7	Filled	Filled	One Vacancy
8	Commissioner Sorenson District 8	Filled	Filled	One Vacancy
9	Commissioner Moss District 9	One Vacancy	Filled	One Vacancy
10	Commissioner Souto District 10	Filled	One Vacancy	One Vacancy
11	Commissioner Martinez District 11	One Vacancy	Filled	One Vacancy
12	Commissioner Alonso District 12	Two Vacancies	Filled	One Vacancy
13	Commissioner Seijas District 13	One Vacancy	One Vacancy	One Vacancy
14	William H. Herdyk Smaller Municipalities	Filled	One Vacancy	One Vacancy

Table continues...

#	BOARD MEMBER	CTAC	TARC	BPAC
15	M. Ronald Krongold Non-Elected Official	One Vacancy	Filled	One Vacancy
16	Darryl K. Sharpton Expressway Authority	One Vacancy	One Vacancy	One Vacancy
17	Perla Tabares Hantman School Board	Filled	Filled	One Vacancy
18	Jose Smith City of Miami Beach	One Vacancy	Filled (d)	Filled
19	Raul Martinez City of Hialeah	Filled	Filled	One Vacancy
20	Joe Celestin City of North Miami	Filled	One Vacancy	One Vacancy
21	Arthur E. Teele, Jr. City of Miami	Two Vacancies	One Vacancy	One Vacancy
Total Vacancies		12	10	19
Percentage of Vacancies		29	48	90 (e)
a	Citizen's Transportation Advisory Committee (CTAC) - Each Board Member has two appointments. For Commissioners, at least one of their appointments must reside within their District.			
b	Transportation Aesthetics Review Committee (TARC) - Each Board Member has one appointment. Appointee need not to reside within MPO Board Member's district or municipality.			
c	Bicycle Pedestrian Advisory Committee (BPAC) - Each Board Member has one appointment. Multiple vacancies exist due to a recent change in the committee's composition allowing for each Board Member to appoint one member to the committee. There are seven (7) members from the old composition that are serving as adjunct members who are seeking reappointment under the new composition.			
d	Member serving pending reappointment.			
e	This number is not representative of the real vacancies. See detailed explanation on (c) above.			

Interested Citizen List for CTAC

Area	Central						
	First Name	Last Name	Address 1	Address 2	Zip Code	Telephone #	Resume
	Enrique	Bargioni	1000 Venetian Way, Apt 1306	Miami, FL	33139	305 205-574	No
	Miguel	Bravo	3087 NW 15th Street	Miami, FL	33125	305 633-156	No
	Phillip	Englemann	4001 NW 97th Avenue, Ste. 20	Miami, FL	33178	305 593-000	No
	Larry	Lewis	4217 Ponce de Leon Blvd	Coral Gables,	33146	305 461-205	Yes
	Christopher	Norwood	14844 Breckness Place	Miami, FL	33016	305 373-210	No
	Abel	Vargas	5275 NW 7th Street, Apt 401	Miami, FL	33126	305 379-899	No

Area	East						
	First Name	Last Name	Address 1	Address 2	Zip Code	Telephone #	Resume
	Mijel	Brazlavsky	1113 Biarritz Drive	Miami Beach,	33141	305 448-748	No
	Alice	Burch	1440 NE 101 Street	Miami Shores,	33138	305 758-488	Yes
	Renee	Herman	1700 Convention Center Drive	Miami Beach,	33139	305 673-719	No
	Linn	Jess	1915 Brickell Avenue C1510	Miami, FL	33129	305 491-472	Yes
	Andrea	St.James	300 No. Bayview Drive #1403	Bal Harbour,	33160	305 949-900	Yes
	Ted	Walker	11370 NE 8 Avenue	Biscayne Park	33161	305 895-883	Yes

Area	South						
	First Name	Last Name	Address 1	Address 2	Zip Code	Telephone #	Resume
	Alicia	Rodriguez	2398 SW 22nd Avenue	Miami, FL	33145	305 854-699	No
	Martin	Alianelli	6220 SW 69 Avenue	Miami, FL	33143	305 662-566	No
	Valentine	Alvarez	3400 SW 76th Avenue	Miami, FL	33155	786 683-633	No
	Ravi	Baskaran	7540 SW 59th Court Ste.35	Miami, FL	33143	305 662-248	No
	Alex	Diaz	250 SW 68th Avenue	Miami, FL	33144	305 265-803	Yes
	Martin	Lampkin	10235 SW 172 Street	Miami, +FL	33157	305 493-186	Yes
	Shellie Sachs	Levin	22800 SW 157th Avenue	Miami, FL	33170	305 248-086	No

Area	West						
	First Name	Last Name	Address 1	Address 2	Zip Code	Telephone #	Resume
	Rolando	Acosta	1281 W. 43 Place	Hialeah, FL	33012	305 556-123	Yes

Armando	Corbelle	17425 NW 67th Place Apt. B	Hialeah, FL	33015	305 416-152	No
Rabbi Alba	Leonardo, Sr.	16741 NW 74th Court	Hialeah, FL	33015	305 471-744	No

ALICE BURCH

WORK EXPERIENCE

1982 - present Burch & Burch DVM South Florida

Office Manager, Veterinary Office

- Personnel Management, 12 employees
- Accounts payable and payroll
- Legal collections
- Purchasing
- Automobile fleet management
- Office computerization

EDUCATION

1979 - 1982 Barry University Miami Shores
Bachelor of Science – Nursing
 ■ Cum laude

COMMUNITY ACTIVITIES

Founding member – Friends of Brockway Memorial Library

Co-creator of six annual Brockway Book Fairs 1983-89

Member – Mayor’s Task Force 1989-1995 & 1998-2000

Trustee – Brockway Library – 1994-present, Chairman

Fundraising: State Library Building Grant, North Dade Medical Foundation Grant, total \$375,000 raised for Library addition to be completed 2002

Founding member and Secretary, Sunny Shores MSV Homeowners Association, experience with Miami-Dade’s Special Taxing District Division, 1998 to present.

Member – Miami Shores Property Owners Association, Miami Shores Chamber of Commerce

VOLUNTEER EXPERIENCE

Schools: Founding member – Holding Hands Cooperative School, North Miami – President – 1985-86 Outstanding Service Award, Florida Council of Parent Cooperative Preschools, 1986 Miami Country Day School - Parents' Board, 1989-1997. Founded Parent Network, Parents for Able Learner Students, Hands-on Science Activities Program. Headmaster's Award for Unselfish Service, 1994.

MPO RESOLUTION # 6-02

RESOLUTION APPROVING AN AMENDMENT TO THE MPO PROSPECTUS FOR TRANSPORTATION IMPROVEMENTS TO INCLUDE THE PUBLIC INVOLVEMENT EFFECTIVENESS PROGRAM

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the MPO provide a structure to evaluate the adequacy of the transportation planning and programming process, and

WHEREAS, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions, and

WHEREAS, the TPC has reviewed the amendment to the MPO Prospectus and finds it consistent with federal and state requirements, and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA:

SECTION 1. That the approval of an amendment to the MPO Prospectus for Transportation Improvements 7th edition, October 1999 to include the Public Involvement Effectiveness Program is hereby approved

The foregoing resolution was offered by Board Member Joe. J. Celestin who moved its adoption. The motion was seconded by Chairperson Gwen Margolis, and upon being put to a vote, the vote was as follows:

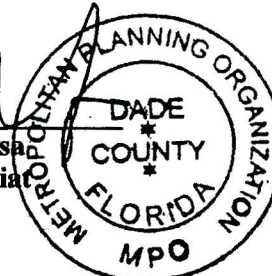
Board Member Miriam Alonso	- Aye	Board Member Dennis C. Moss	- Aye
Board Member Bruno A. Barreiro	- Aye	Board Member Dorrin Rolle	- Aye
Board Member Barbara M. Carey-Shuler	- Absent	Board Member Natacha Seijas	- Aye
Board Member Joe J. Celestin	- Aye	Board Member Darryl K. Sharpton	- Aye
Board Member Betty T. Ferguson	- Aye	Board Member Jose Smith	- Aye
Board Member Perla T. Hantman	- Aye	Board Member Katy Sorenson	- Aye
Board Member William H. Kerdyk	- Aye	Board Member Rebeca Sosa	- Aye
Board Member M. Ronald Krongold	- Aye	Board Member Javier D. Souto	- Aye
Board Member Joe A. Martinez	- Aye	Board Member Arthur E. Teele, Jr.	- Aye
Board Member Raul L. Martinez	- Aye	Chairperson Gwen Margolis	- Aye
Board Member Jimmy L. Morales	- Aye		

The Chairperson thereupon declared the resolution duly passed and approved this 31st day of January, 2002.

METROPOLITAN PLANNING ORGANIZATION

By

Jose-Luis Mesa
MPO Secretariat



“Public Involvement Effectiveness Evaluation Program”

- **MPO Resolution #6-02
“Approving an Amendment to the MPO Prospectus for
Transportation Improvements to Include the Public
Involvement Effectiveness Program”**
- **Public Involvement Effectiveness Evaluation Program Report
November 2001**



Public Involvement Effectiveness Evaluation Program

Prepared for:

The Metropolitan Planning Organization for
the Miami Urbanized Area



November 2001

Prepared by:

 **Gannett Fleming**

In association with:

Civil Works, Inc.

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Introduction

The Metropolitan Planning Organization for the Miami Urbanized Area (Miami-Dade MPO) is the designated Metropolitan Planning Organization for all of Miami-Dade County. It is the goal of the Miami-Dade MPO to provide a transportation planning process in which public participation plays a defining role in the transportation decision-making process.

The Miami-Dade MPO is the state and federally recognized organization for the metropolitan transportation planning process, fulfilling federal and state mandates that require a regional planning organization as a condition of funding. The Miami-Dade MPO is an organization of local governments and public agencies within Miami-Dade County. Its 2001 membership includes all thirteen (13) members of the Miami-Dade County Board of County Commissioners; representatives from the City of Miami Beach, City of Hialeah, City of Miami and City of North Miami; representative from the Dade League of Cities; representative of the Miami-Dade County Expressway Authority and a non-elected citizen representative.

The Transportation Equity Act for the 21st Century (TEA-21), passed in 1998, continues to recognize the important role of public involvement in the transportation planning process initially established in the Intermodal Surface Transportation Efficiency Act (ISTEA). Identifying those components necessary for an effective public involvement process, TEA-21 calls for a “proactive public involvement process that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement in developing plans.”

These key elements of an effective public involvement process form the basis for public involvement in the Miami-Dade MPO’s activities. The MPO has an adopted *Public Involvement Procedure*, which identifies the goal of the public involvement process for transportation planning in Miami-Dade as the distribution of information to the general public regarding MPO transportation plans and programs, the consideration of comments and incorporation of agreed upon modifications prior to the adoption of transportation plans. The *Public Involvement Procedure* recognizes that public involvement shall be a two-way exchange of information.

Scope of Study

Overview

The Miami-Dade MPO directed that a process to evaluate its existing and future public involvement activities be developed to better gauge the level of success of its public involvement outreach. The purpose of this study is twofold:

- 1) To review and update the current PIP goals where appropriate.
- 2) To develop and implement a systematic process to evaluate the effectiveness of the PIP.

The Public Involvement Effectiveness Evaluation Program will identify:

- goals applicable to the public involvement activities of the Miami-Dade MPO;
- performance indicators and performance targets against which the public involvement activities of the MPO will be evaluated; and,
- strategies to be applied to improve the performance of public involvement activities determined not to meet the established performance targets.

The Public Involvement Effectiveness Evaluation Process will guide the MPO in the development of successful project specific public involvement plans based on the established goals, performance indicators and performance targets applicable to the project. The Process will also identify when public involvement activities should be evaluated and how improvement strategies can be incorporated into ongoing and future public involvement efforts.

Public Involvement in the Development of the Public Involvement Effectiveness Evaluation Program and Process

Development of the Public Involvement Effectiveness Evaluation Program and Process for the Miami-Dade MPO was guided by the MPO's Citizens' Transportation Advisory Committee (CTAC). A Study Advisory Committee made up of interested members of the CTAC was established to participate in the development of goals for the MPO's public involvement efforts and the establishment of performance indicators and performance targets against which public involvement efforts will be evaluated. During development of the PI Effectiveness Evaluation Program, the Study Advisory Committee's recommendations were presented to the CTAC for

information and additional comment. The final recommendations were presented to the CTAC for recommendation to the MPO Governing Board.

Program Development

Adopted Public Involvement Procedures

The Miami-Dade MPO has an adopted Public Involvement Procedure (PIP) that guides its current public involvement activities. The adopted PIP includes the MPO's stated goal and objectives for public involvement:

GOAL

The main goal of the proposed process is to distribute information to the general public regarding MPO transportation plans and programs and to consider all comments and incorporate the agreed upon modifications prior to the adoption of the plans. This is a two-way exchange of information.

OBJECTIVES

- 1) To develop effective citizen participation, by attracting a larger number of interested citizens and organizations which will provide decision-makers with reliable community input.*
- 2) To achieve adequate support for transportation related plans by providing timely and reliable information to the public.*
- 3) To create a process tailored to local circumstances.*
- 4) To establish an adequate mechanism to evaluate the openness, fairness and responsiveness of the process.*

The adopted PIP identifies tools that support general public involvement, where the goal is to increase public awareness of the MPO, its role in transportation planning and the identification of opportunities for general public involvement. The PIP also identifies tools used to involve the public in specific projects. General public involvement tools include the MPO's Webpage, brochures about transportation programs administered by the MPO and newspaper inserts that summarize the MPO's activities. Project specific public involvement tools include community meetings, direct mailings, fact sheets, newspaper advertisements that are specific to a project, and project links/buttons on the MPO's WebPage.

An understanding of the current public involvement tools used by the Miami-Dade MPO is necessary to the development of an appropriate evaluation process. **Table 1. Summary of Public Involvement Tools** identifies the tools currently used by the Miami-Dade MPO for general public involvement, mandated work products and select special projects.

Table1. Summary of Public Involvement Tools- Miami-Dade Metropolitan Planning Organization

	Target Audience			PUBLIC INVOLVEMENT TOOLS															
				MPO Master Mailing List	Committee Mailing List	Project Specific Mailing List	MPO WebSite	Legal Notice	Agency Distribution	Display Ads/Inserts	Newspaper Ads- Underserved	Brochures/Maps	Public Access TV Calendar	Meetings - Public Access TV	Meeting - TV Call-In	Meetings - Alt. Locations	CTAC Workshops	Quarterly MPO Newsletter	Public/University Libraries
Citizen Committees																			
Citizens' Transportation Advisory Committee	X				X			X		X			X	X	X	X			
Transportation Aesthetics Review Committee		X			X			X											
Bicycle/ Pedestrian Advisory Committee	X	X			X													X	
Required Work Programs																			
Public Information/Outreach	X		X		X		X			X		X						X	
Unified Planning Work Program (UPWP)	X	X						X	X										
Transportation Improvement Plan (TIP)	X	X			X		X	X	X	X							X	X	
Long Range Transportation Plan (LRTP)	X	X			X		X	X	X	X	X	X					X	X	
Special Projects																			
Downtown Master Plan	X	X	X		X	X	X	X		X									
Bicycle/Pedestrian Plans	X				X	X	X	X	X			X							

Literature Review

A literature search and survey of Metropolitan Planning Organizations (MPOs) throughout Florida and the United States (US) was conducted to determine the extent to which evaluation measures have been adopted and implemented by other MPOs. MPOs surveyed that have not implemented evaluation measures were asked to identify current public involvement activities that were believed to be the most effective and the reason each was believed to be successful.

The literature research included examining MPOs' websites found through search engines and on the Association of Bay Area Governments' (ABAG) Website (http://www.abag.ca.gov/abag/other_gov/rcg.html), which included a comprehensive list of MPOs throughout the US. Based on recommendations from FHWA and investigation of MPO websites, ten MPOs were contacted by telephone; eight were reached successfully. In addition, an e-mail survey was sent to forty-four (44) MPOs chosen from the ABAG website on the basis of indicators of a comprehensive public involvement plan. Four of these surveys were returned. A summary of the literature search and survey is provided in **Appendix A**.

Effectiveness Evaluation Programs

Most MPOs contacted did not have an effectiveness evaluation program or process in place to measure the success of their public involvement efforts. Of the MPOs contacted by telephone, four indicated that they currently have or are developing effectiveness evaluation criteria:

- Atlanta Regional Commission
- Brevard County MPO
- Hillsborough County MPO
- First Coast MPO

The adoption of effectiveness evaluation measures by MPOs contacted in all cases is very recent. At the time of the survey (early 2001), only the Hillsborough County MPO had implemented evaluation measures. The Hillsborough MPO had applied its effectiveness evaluation measures once. The Hillsborough MPO identified that while guidance for improvement was provided by the evaluation results, additional evaluations will be required to determine the value of the particular performance measures adopted in shaping a more effective public involvement program.

Table 2. *Public Involvement Evaluation Measures* summarizes the evaluation measures developed by the above MPOs, the Transportation Research Board (TRB) and the FHWA.

Public Involvement Tools

Table 3. *Public Involvement Strategies* summarizes the current public involvement tools used by select MPOs throughout the country as well as those recommended by the International Association for Public Participation (IAP) and FHWA. Public involvement tools are divided into two areas of application: general public involvement/information exchange and project specific public involvement. Some public involvement tools identified are used in both areas of application. While there are various public involvement tools to consider, each MPO identified those they perceived to be the most successful. **Table 4. *Public Involvement Tools Perceived as Successful*** summarizes the responses by MPO.

There is a consensus among the MPOs surveyed by telephone that attending existing community meetings (civic associations, homeowners associations, neighborhood groups, etc) is more successful than establishing meetings specifically for the purpose of presenting transportation issues. Presenting information at existing community meetings has been successful in minimizing the amount of disruption to an individual's life while reaching people who would not normally attend a "transportation" meeting. MPOs that use this tool identified that the smaller meetings allow for specific questions to be answered and for more one-on-one interaction to occur between MPO staff and individuals.

By tracking "hits" to the MPO website and surveying the participants of community meetings as to their sources of transportation information, MPOs surveyed identified an increase in the number of people that obtain information regarding specific projects and meeting dates from the MPO website. Links to project websites were identified as successful in reaching the public.

Direct mailings to individuals and organizations included in master mailing lists that are developed and maintained over time was identified as an effective public involvement tool.

Newspaper advertisements that exceed the legal requirement in size and are located outside the legal section of the newspaper were identified by several MPOs as a successful tool in increasing public involvement by providing adequate space for project explanations and graphics.

**Table 2. Public Involvement Evaluation Measures
Transportation Research Board and Select MPOs**

Measure	TRB	ARC	Brevard	Hillsborough	First Coast
Timing and Focus of Public Involvement (During what project phase was the public consulted?)	✓				
Public's Influence on Decisions & Process/ Documented revisions to plans based on citizen input	✓	✓		✓	
Proportion of Number Stakeholders Groups Involved to Total Number of Stakeholder Groups	✓				
Community Groups Represented					✓
Extent of Coverage of Atlanta Region		✓			
Meeting Convenience (ex. Time of day, child care provided, location)	✓				
Frequency of Events	✓				
Opportunities for Input	✓				
Information Exchange	✓				
Shared Decision Making	✓				
Reprioritization	✓				
Documentation	✓				
Number of MPO Newsletters and Other Handout Materials Distributed				✓	
Number of Meeting Notices Distributed		✓			
Quantity of Educational Material Available		✓			
Time between Decisions to Implementation (more public participation= less conflict for the project)	✓				
Duration of Decision Process	✓				
Process Costs	✓				
Controversial Nature of Decision	✓				
Stakeholder Response	✓				
Media Participation- Coverage	✓				
Media Coverage- Mix of Types	✓				
Media Coverage- Balance and Neutrality	✓				
Number of Newspaper Advertisements and Public Notices				✓	
Number of Display Ads in Newspapers		✓			
Quantity of Media coverage		✓			
Decision Implementation by Governing Board	✓				
Stakeholder Perspective (Stakeholder feels ownership for the project)	✓				
Degree of Compromise	✓				
Level of Contact (among all participants- stakeholders and decision makers)	✓				
Verbal Exchanges	✓				
Transformation	✓				

**Table 2. Public Involvement Evaluation Measures
Transportation Research Board and Select MPOs**

Measure	TRB	ARC	Brevard	Hillsborough	First Coast
Required Commitment	✓				
Appropriateness (time spent on entire process/specific tasks)	✓				
Other Public Involvement	✓				
Continued Involvement	✓				
Participating Officials	✓				
Number of MPO public forms, workshops or meetings sponsored		✓		✓	
Number of Listening Sessions/Focus Groups		✓			
Number of Addresses on Mailing List		✓			
Number of Planning Partners Actively Involved		✓			
Number of languages uses		✓			
Number of Environmental Justice Sessions		✓			
Coverage of Environmental Justice Area		✓			
Number of Avenues used to reach the Elderly and Disabled		✓			
Public Understanding of TIP Process		✓			
Understandability of TIP Information		✓			
Availability of Educational Opportunities		✓			
Public Awareness of Plan Changes		✓			
Request to add to mail list		✓			
Website Hits		✓	✓	✓	✓
Number of Comments/ Calls/ Hotline Calls/ Letters/ Email Messages/ Newsletter Questionnaires Received		✓	✓	✓	✓
Advertising (Legal Notice, Press Release, Fliers, Newsletters, Postcards)		✓			
Number of Articles and list in which they appeared		✓			
Number of meeting attendees/survey respondents that saw printed, electronic, or television outreach materials.			✓		
Attendance (Project Specific Open Houses/Workshops, Citizen Advisory Committees, Public Hearings, etc)		✓	✓		✓
Current Attendance and Attendance at previous meetings		✓		✓	
Stakeholder	✓				
Continued Participation	✓				
Number of Meetings Broadcast on Public TV				✓	
Estimated number and demographic make-up of readers and viewers				✓	
Nature of Comments/ Calls (LRTP, TIP, PIP, etc)					✓
Number of Completed Comment Cards Received/ Returned Mailings					✓
Number of positive/negative comment forms/ meeting evaluation forms					✓
Number and nature of comments received from website/ email messages					✓

**Table 2. Public Involvement Evaluation Measures
Transportation Research Board and Select MPOs**

Measure	TRB	ARC	Brevard	Hillsborough	First Coast
Number of positive/negative letters received from website/ newsletter questionnaires/ email messages/ calls					✓
Time spent to follow-up/handle requests from website/ email messages/ citizen letters/ calls		✓	✓		
Number of Completed Surveys Received		✓	✓		
Survey/ Questionnaire Results/Totals					✓
Survey Results by Minority Group, Low-Income group, Zip Code					✓
Participant Evaluation Responses/ Comment Forms Returned (by gender, age, race)		✓		✓	✓
Qualitative					
Impressions on location and timing		✓			
Impressions on attendance		✓			
Impressions on tone of meeting (did it meet expectations, impressions of comments/questions, were question/comments relevant/focused)			✓		
Were questions/comments adequately addressed/ Percentage of comments responded to within two working days		✓		✓	
How Public Concerns were Addressed		✓			
Type of Follow-up required from calls/ letters/ website comments/ email comments received					✓

1. Transportation Research Board, Committee on Public Involvement in Transportation. *Assessing the Effectiveness of Project-Based Public Involvement Processes: A Self-Assessment Tool for Practitioners*. January, 1999.

2. United States Department of Transportation, Federal Highway Administration. What are the indicators of an effective public involvement process? http://www.fhwa.dot.gov/transportation/public_inv/q3.htm

3. Atlanta Regional Commission. *Transportation Improvement Program FY 2002-2004, Public Involvement Plan*. Atlanta, GA: December, 2000.

4. Atlanta Regional Commission. Update to the Atlanta Regional Commission Transportation Public Improvement Plan. 3 Jan. 2001. www.atlntaregional.com/download/arc_tpip.pdf.

5. Brevard MPO. *Public Involvement Plan*. November, 2000.

6. Hillsborough MPO. *Public Involvement Plan Measures of Effectiveness- From July 1, 1999 to June 30, 2000*. August, 2000.

7. First Coast Metropolitan Planning Organization. *Public Involvement Plan Draft*. Jacksonville, FL: December, 2000.

Table 3. Public Involvement Strategies
Frequency of Use by Select MPOs

Tool/Strategy	Atlanta	Brevard	Hillsborough	Jacksonville ¹	Metropolitan Washington	Pinellas	Richmond	S CA Assc of Gvts	Durham, Chapel Hill, Carrboro	WILMAPCO	NC Texas COGs	Toledo	IAP	FHWA-EJ
General Tools														
MPO Newsletter	✓	✓	✓	✓	✓	✓	✓ ⁴	✓	✓	✓	✓	✓	✓	✓
Posters/Flyers/Brochures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MPO Website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Surveys	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MPO Master Database/Direct Mailings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attending Existing Community Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Newspaper Ads (above required standards)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Traveling Exhibit/Public Displays	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Newspaper Inserts/Articles	✓	✓	✓	✓	✓	✓ ³	✓	✓	✓	✓	✓	✓	✓	✓
Press Releases/News Conferences	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public TV/TV Message Board Scripts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fact Sheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Telephone Hotline	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Hearings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Focus Groups	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comment/Response Sheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Speakers Bureau	✓	✓	✓	✓	✓	✓ ²	✓	✓	✓	✓	✓	✓	✓	✓
Radio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task Forces	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Summary/Technical Reports	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Special Events/Community Fairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information Repositories	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
E-mail Announcements/Internet Message Boards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Service Announcements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Educational Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stakeholder Group	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Open Houses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Table 3. Public Involvement Strategies
Frequency of Use by Select MPOs**

Tool/Strategy	Atlanta	Brevard	Hillsborough	Jacksonville ¹	Metropolitan Washington	Pinellas	Richmond	S CA Assc of Gvts	Durham, Chapel Hill, Carrboro	WILMAPCO	NC Texas COGs	Toledo	IAP	FHWA-EJ
Review and Comment Periods	✓				✓									
Video Tapes	✓												✓	
Interviews with Key Contacts/Stakeholders						✓							✓	
Information Center/Field Offices	✓												✓	
MPO Logo		✓												
Electronic Town Forums							✓							
Bill Stuffer													✓	
Billboards			✓											
Central Information Contact													✓	
Task Forces												✓		
Retreats/Working Sessions	✓													
Coffee Klatches (Meeting at community member home)													✓	
Evaluation of Comments/Responses														✓
Briefings													✓	
Expert Panels													✓	
"Prizes"						✓								
Technical Assistance													✓	
Simulation Games													✓	
Field Trips													✓	
Vision Planning Process														✓
Project Specific Tools														
Project-Specific Newsletters/Informational Materials	✓	✓	✓	✓		✓		✓					✓	✓
Surveys	✓	✓	✓	✓		✓	✓						✓	✓
Small Group Meetings/Focus Groups/Listening Sessions	✓	✓	✓	✓		✓					✓		✓	✓
Project Workshops/Open-House		✓	✓	✓			✓	✓			✓		✓	
Posters/Flyers		✓	✓	✓	✓								✓	✓
Project-Specific Website	✓	✓	✓										✓	✓
Comment/Response Forms	✓	✓	✓	✓									✓	
Email Announcements/Internet Message Boards		✓											✓	✓

**Table 3. Public Involvement Strategies
Frequency of Use by Select MPOs**

Tool/Strategy	Atlanta	Brevard	Hillsborough	Jacksonville ¹	Metropolitan Washington	Pinellas	Richmond	S CA Assc of Gvts	Durham, Chapel Hill, Carrboro	WILMAPCO	NC Texas COGs	Toledo	IAP	FHWA-EJ
Direct Mailings		✓	✓										✓	
Advisory Committees/Task Forces/Panels											✓	✓	✓	✓
Manuals	✓												✓	✓
Design Charrettes											✓	✓	✓	
Study Teams											✓	✓	✓	
Visual Preference Surveys														✓
Community Facilitators													✓	
Mediation/Negotiation													✓	
Consensus Building Techniques													✓	
Citizen Juries													✓	
Role Playing													✓	
Electronic Democracy													✓	
Samoan Circle													✓	
Deliberative Polling													✓	

Shaded- MPO identified as most successful tool.

1. Based on revised Public Involvement Plan, Draft December 18, 2000.
2. Speakers Bureau organized through Public Affairs; MPO actively participates in the Speakers Bureau.
3. Annual Report highlighting planning initiatives and project of the prior year, inserted in the St. Petersburg Times.
4. Do not produce own newsletter; list MPO activities within the Planning Commission newsletter distributed quarterly.

Table 4. Public Involvement Tools Perceived as Successful - Select MPOs

Tool	MPO	Location	Explanation
Attending Existing Meetings/ Small Meetings	Atlanta Regional Commission	Atlanta, Georgia	Allows specific questions to be answered.
	First Coast MPO	Jacksonville, Florida	Reaches people during their daily normal lives causing less inconvenience.
	Pinellas County MPO	Clearwater, Florida	Allows specific questions to be answered.
	Southern California Association of Governments	Los Angeles, California	Workshops allow good dialogue exchange.
	Wilmington Area Planning Council	Newark, DE	Involves people who may not usually attend a transportation meeting.
	North Central Texas Council of Governments	Arlington, TX	Listening Sessions successful due to heavy advertising in targeted areas.
Website	Brevard County MPO	Viera, Florida	Increasing in citizen popularity and use.
	Hillsborough County MPO	Tampa, Florida	Very Interactive.
	Wilmington Area Planning Council	Newark, DE	Frequently praised.
Direct Mailings	Brevard County MPO	Viera, Florida	Provides information directly to interested parties.
	Durham-Chapel Hill-Carrboro MPO	Durham, NC	
Accessible and easy to understand materials	Hillsborough County MPO	Tampa, Florida	L RTP fold out map of projects easy for average person to understand.
Increased Advertisement	Richmond Area MPO	Richmond, Virginia	Larger newspaper ads and radio advertisements reached larger audience.
	Durham-Chapel Hill-Carrboro MPO	Durham, NC	
	Wilmington Area Planning Council	Newark, DE	Newspaper articles promote events.
Surveys	Pinellas County MPO	Clearwater, Florida	Allows the MPO to measure their progress
	Richmond Area MPO	Richmond, Virginia	Survey sent to Social Service Agencies provided valuable information regarding the underserved populations.
Study Teams/ Task Forces	Toledo Metropolitan Area Council of Governments	Toledo, Ohio	Allows for good dialogue and communication.
Act as Clearing House	Metropolitan Washington Council of Governments	Washington, D.C.	Directs individuals to the appropriate local decision maker.

Survey of Select MPOs, January, 2001

Advertising in several alternative newspapers is used by most MPOs surveyed to target specific, traditionally underserved populations.

Increasing the involvement of the traditionally underserved populations (minority, low-income, disabled and the elderly) is a common goal among the MPOs. In addition to advertising in alternative newspapers, targeting religious institutions (churches) for the distribution of notices and the development of one-on-one relationships with religious leaders in the community was identified by multiple MPOs as an effective tool. Providing information on public meeting dates and locations and project status updates to community churches for inclusion in church bulletins was identified as a successful public involvement tool. Of those MPOs surveyed by telephone, 2 identified that creating a direct relationship with community leaders (ministers, etc.) to provide education about transportation planning and public involvement opportunities has led to more accurate information being delivered to the community.

The Charlotte County/Punta Gorda Metropolitan Planning Organization developed a methodology for actively identifying communities that have been traditionally underserved in the transportation planning process for use in performing a Community Impact Assessment for its 2020 Long Range Transportation Update. A summary of the methodology is provided in **Appendix B.**

Development of Public Involvement Goal

The purpose of evaluating the success of the Miami-Dade MPO's public involvement activities is to identify which public involvement activities employed by the MPO are effective in meeting the goals for public involvement established by the MPO. Public involvement activities that are determined not to be effective can be improved to be more effective or may be eliminated as a public involvement activity employed by the MPO. There are four components to the development of evaluation measures for public involvement for MPO projects:

- 1) Review of the existing goal in the MPO Public Involvement Procedures to identify if adequate guidance is provided to support effectiveness evaluation.
- 2) Identification of Performance Indicators to evaluate the MPO's public involvement goal(s).
- 3) Identification of Performance Targets for the Performance Indicators established.

- 4) Identification of the applicability of each Performance Indicator to the types of public involvement employed by the MPO: general information, required work product or special project.

Review of Existing Public Involvement Goals

The Miami-Dade MPO's adopted *Public Involvement Procedure* identifies a single goal:

"The main goal of the proposed process is to distribute information to the general public regarding MPO transportation plans and programs to consider all comments and incorporate the agreed upon modifications prior to the adoption of the plans. This is a two-way exchange of information."

This goal seeks to achieve the following:

- The distribution of information to the general public;
- To recognize the comments received from the general public; and
- To establish two-way communication between the MPO and the general public.

Table 5. *Public Involvement Evaluation Goals* identifies public involvement goals as suggested by the Transportation Research Board, Federal Highway Administration and those adopted by the surveyed MPOs.

Recommended Public Involvement Goal

The goal adopted by the Miami-Dade MPO for its Public Involvement Procedures is general, providing little guidance to the MPO and its staff in the development of effective public involvement plans and strategies. The adopted goal does not recognize the need for the MPO to be proactive in its public involvement efforts.

The recommended goal for the public involvement efforts of the Miami-Dade MPO, consistent with the emphasis established in TEA-21, is:

The Miami-Dade County Metropolitan Planning Organization shall develop and implement a proactive public involvement process which provides complete and easily understood information under timely public notice, full access to key decisions and processes, and supports an early and continuing involvement of the public in the development and implementation of transportation plans and programs that affect the citizen's of the Miami-Dade Urbanized Area.

Table 5. Public Involvement Evaluation Goals - FHWA, TRB and Select MPOs

Miami¹	Transportation Research Board²	FHWA³	Brevard County MPO⁴	Hillsborough County MPO⁵
	Public's Accessibility to the Decision Making Process	Public meetings are well attended		
	Diversity of Views Represented	Public forums where a broad representation of diverse interests is in attendance		
	Opportunities for Participation	Plans, TIPs, MIS alternatives, and project designs which reflect an understanding and		Give the Public the Opportunity to Participate Obtain Input and Feedback
Consider all comments and incorporate the agreed upon modifications prior to the adoption of the plans Distribute Information to the General Public Regarding MPO Transportation Plans	Integration of Concerns			Result of Public Input
	Information Exchange	Frequent news coverage on transportation issues	To Provide the Public with Thorough Information in Convenient and Timely	Make Information Clear/Improve Understanding Make the Public Aware
	Project Efficiency			
	Project/Decision Authority			
	Mutual Learning			
	Mutual Respect			
	Cost Avoidance			
	Indirect Cost of Time			
	Indirect Opportunity Costs			
	Indirect costs Associated with Authority and Influence			
	Indirect Costs Associated with Emotional Issues			

1. Miami Dade MPO. *Prospectus for Transportation Improvements- Public Involvement Procedure*.

2. Transportation Research Board, Committee on Public Involvement in Transportation. *Assessing the Effectiveness of Project-Based Public Involvement Processes: A Self-Assessment Tool for Practitioners*. January, 1999.

3. United States Department of Transportation, Federal Highway Administration. *What are the indicators of an effective public involvement process?* http://www.fhwa.dot.gov/environment/pub_inv/q3.htm

4. Brevard MPO. *Public Involvement Plan*. November, 2000.

5. Hillsborough MPO. *Public Involvement Plan Measures of Effectiveness- From July 1, 1999 to June 30, 2000*. August, 2000.

Development of Evaluation Measures

Performance Indicators and Targets

A minimum of one performance indicator was developed for each component of the Miami-Dade MPO's public involvement goal. Performance indicators are:

- Measurable - A quantitative translation of the desired goal. Qualitative performance indicators may be identified, but should not be the sole indicator for a goal.
- Verifiable - Multiple, independent observers should be able to agree upon the results.
- Cost Effective - The benefits gained from using an indicator should exceed the costs associated with tracking it.

Of the MPOs surveyed, only Hillsborough County ties its evaluation measures to specific public involvement goals. The Transportation Research Board (TRB) also directly ties their evaluation measures to specific public involvement goals. The remaining MPOs and the Federal Highway Administration (FHWA) do not tie goals directly to specific evaluation measures.

A performance target for each performance indicator was established to permit the tracking of improvement over time. Performance Targets are based on:

- Public Expectations;
- Past Performance; and
- Performance of other MPOs.

Recommendations

The MPO's adopted PIP recognizes that an effective public involvement program consists of two parts: 1) the program and 2) the tools used to implement the program.

The program component addresses the structure of the public involvement: when will public involvement start, at what project milestones will the public be involved, which stakeholders should be reached with the public involvement activities, what information is made available and in what format and how information is disseminated.

The tools implement the program, bringing information to the public on the schedule established, in the formats chosen and targeting the stakeholders identified for inclusion.

Both components of a public involvement program must be evaluated to determine the effectiveness of the overall public involvement activity. For example, meetings that are heavily attended but that do not provide information that is timely, i.e. in enough time to allow public understanding and comment prior to action by the MPO, may be considered a successful tool but an unsuccessful program.

Evaluation of the Public Involvement Program

The recommended Public Involvement Goal for the Miami-Dade County MPO can be broken down into five components:

- Public Involvement is Proactive
- Complete Information is Available to the Public
- Information is Made Available in a Timely Manner
- The Public has Full Access to Key Decisions and Processes
- Involvement Commences Early and is Continuing

Table 6. Evaluation of Public Involvement Program identifies the performance indicators and performance targets for each of the five Program goals identified. Multiple Performance Indicators are identified for three of the Program goals, reflective of the complex nature of the Program goal to be evaluated. Recognizing the lack of baseline performance data, Performance Targets are identified as Interim and Final. The MPO will implement the PI Effectiveness Evaluation Program to develop baseline data and reevaluate the Performance Targets at the end of the first year's implementation period. Interim Targets are recognized as minimum targets; Final Targets may be adjusted in light of baseline data results.

Performance Indicators apply to all Required Work Product and Special Project public involvement activities. Performance Targets vary in their application to the two types of public involvement activities undertaken by the MPO based on the ability to identify and reach stakeholders. Performance Targets for Special Projects that affect a specific geographic area of the Miami-Dade Urbanized Area are higher, recognizing that stakeholders can be more readily identified. Interim Performance Targets for Required Work Products, which affect the general

Table 6. Evaluation of Public Involvement Program

GOAL	PERFORMANCE INDICATOR	PROJECT TYPE	INTERIM PERFORMANCE TARGET	FINAL PERFORMANCE TARGET
Public Involvement Program is Proactive	General information about the MPO's role in transportation planning and timely project specific information is presented to the public on an ongoing basis.	Req'd WP	A minimum of one presentation/exhibit is scheduled each quarter in a location where the public already gathers.	A minimum of one presentation/exhibit is scheduled each month in a location where the public already gathers.
	Participants/stakeholder groups that have participated in previous phases, previously indicated an interest (request) or resides within the study area are contacted directly at project initiation.	All	All stakeholder groups or individuals that participated in project review in prior years or have provided notice to the MPO of interest in future participation are contacted individually to encourage participation.	Participation representation resembles the make-up of the entire county including: geographic and ethnic diversity.
		Special	Residents and businesses within the study area are contacted individually or through existing community associations to encourage participation.	Participation is highly diverse including: geographic diversity, ethnic diversity (to include representation of ethnic groups that make up 20% of the study area), community groups, business groups and special interests.
Complete Information is Available to the Public	Number of mechanisms used to distribute information.	All	N/A	At each project milestone, information is distributed at each project milestone in written, oral and electronic format.
	Number of alternate formats used to provide information.	All	N/A	Information is available in alternative formats (Braille, large print, on-tape) within 5 days of request.
	Number of languages used to convey information.	All	N/A	Information is provided in English, Spanish and Creole.
	Percent of participants/ Stakeholder groups with increased understanding of the issue/project.	All	50 percent of project participants/ stakeholder groups exhibit increased understanding of the project.	75 percent of project participants/stakeholder groups exhibit increased understanding of the project.
Information is Made Available in a Timely Manner	Information is available in sufficient time to review, prior to final action/milestone.	All	N/A	Recommendation for final action is provided at least 30 days prior to MPO action.

Table 6. Evaluation of Public Involvement Program

GOAL	PERFORMANCE INDICATOR	PROJECT TYPE	INTERIM PERFORMANCE TARGET	FINAL PERFORMANCE TARGET
The Public has Full Access to Key Decisions and Processes	Meeting location is convenient to the participants.	Req'd WP	A minimum of one meeting is held in each of the 6 Planning Districts.	Meetings are held in each of the 6 Planning Districts at each project milestone.
		Special	N/A	Meetings at project milestones are held within the study area boundary.
	Number of affected participants represented.	Req'd WP	Individual meeting/workshop attendance exceeds 20.	Individual meeting/workshop attendance increases by 10 percent per year.
		Special	Total meeting attendance is 3 to 5 percent of the study area population.	Total meeting attendance is 10 percent of the study area population.
	Percent of Project Stakeholder groups represented.	All	50 percent of identified project stakeholder groups are represented through the course of the project.	75 percent of identified project stakeholder groups are represented through the course of the project.
		All	25 percent of meeting participants provide written or oral comment.	50 percent of meeting participants provide written or oral comment.
	Number of comments received.	All	10 percent of questionnaires/surveys are completed and returned.	30 percent of surveys/surveys are completed and returned.
Involvement Commences Early and is Continuing.	Number of project milestones at which information is provided.	All	N/A	Information is provided at all project milestones.
	Percentage and number of participants that continue involvement throughout project.	All	25 percent of participants attend all scheduled meetings/workshops.	Increase percentage of participants that attend all scheduled meetings/workshops by 5 percent a year, with a goal of 50 percent over 5 years.

Req'd WP: Required Work Product (TIP, UPWP, LRTP)

population of the Urbanized Area, appear to accomplish less, yet are harder to achieve because of the diversity of the population represented by the MPO. Final Performance Targets for Required Work products raise the level of performance to that of the Special Projects, requiring geographic and ethnic diversity in public involvement participants.

Some General Information Public Involvement activities require a separate approach to effectiveness evaluation. General Information PI activities like the annual newspaper insert and general information brochures that are distributed in public locations require that effectiveness be measured by survey. General Information PI activities performed using tools for which Performance Indicators and Targets have been identified should be evaluated using the Performance Indicators and Targets identified for the tools employed.

Evaluation of Public Involvement Tools

The MPO employs many public involvement tools to implement its public involvement programs. There are numerous public involvement techniques, none of which can reach all segments of the study population alone. In order to have a successful public involvement outreach plan for a particular project, a combination of tools should be employed.

Appendix C outlines many of the public involvement tools available.

The public involvement tools currently employed by the Miami-Dade MPO have been associated with a particular component of the overall public involvement goal to provide guidance in the selection of the combination of tools to be employed in a project public involvement plan. A public involvement tool may be applicable to more than one goal component; individual project public involvement plans will recognize the specific applicability to the project in effectively reaching the targeted stakeholders.

A successful public involvement program requires that the specific tools employed be evaluated for success. **Table 7. Evaluation of Public Involvement Tools** identifies the Performance Indicators and Performance Targets applicable to the public involvement tools currently employed by the Miami-Dade MPO.

Table 7. Evaluation of Public Involvement Tools

GOAL	MPO TOOLS	PERFORMANCE INDICATORS	PERFORMANCE TARGETS
Public Involvement Program is Proactive	Master Database/Project Database	Regular updates.	Quarterly update.
	Project Specific Newsletter	Number of meeting attendees/survey respondents that receive newsletter.	Minimum 25 percent of meeting attendees/survey respondents received newsletter.
	MPO Newsletter	Number of returned items.	Maximum 2 percent return rate per mailing.
	Focus Groups	Percent of participants providing comment.	90 percent of focus group participants provide comment.
	Interviews with Key Stakeholders	NA. Targeted or Requested interviews.	NA
Complete Information is Available to the Public	MPO Website	Number of hits.	50 hits per month: increase by 10% per year.
	MPO Master Database	Number of returned items.	Maximum 2 percent return rate per mailing.
	MPO Newsletter	Number of returned items.	Maximum 2 percent return rate per mailing.
	Project Specific Newsletter	Number of meeting attendees/survey respondents that receive newsletter.	Minimum 25 percent of meeting attendees/survey respondents received newsletter.
	Project Specific Website	Number of hits.	30 hits per month. Increase of 20 percent per month.
	Posters/Flyers/Brochures	Percent of survey respondents reached with each tool.	25 percent of survey respondents/meeting participants indicate receiving information from each tool utilized.
	Display Advertisements (newspaper)		
	Newspaper Inserts		
	Press Releases		
	Public TV Message Board		
	Scripts		
	Fact Sheets		
	Public Service Announcements		
	Billboards		

Table 7. Evaluation of Public Involvement Tools

GOAL	MPO TOOLS	PERFORMANCE INDICATORS	PERFORMANCE TARGETS
The Public has Full Access to Key Decisions	MPO Website	Number of comments/requests for information.	25 comments/requests per month.
	Project Specific Website	Number of comments/requests for information.	10 comments/requests per month.
	Telephone Hotline	Number of calls.	25 calls per month.
	Focus Groups	Percent of participants providing comment.	90 percent of focus group participants provide comment.
	Open Houses	Percent of affected population in attendance.	3- 5 percent of affected population in attendance; Not applicable to projects of Countywide interest.
	Project Meetings/Workshops	Percent of affected population in attendance.	3-5 percent of affected population in attendance; Not applicable to projects of Countywide interest.
	Interviews with Key Stakeholders	NA. Targeted or Requested interviews.	NA
	Virtual Town Meetings	Number of e-mails/call-ins.	20 e-mails/call-ins per meeting.
	Vision Planning Process	Number of participants. Number of stakeholder groups represented.	5 percent of affected population in attendance. 50 percent of stakeholder groups represented.

Table 8. Improvement Strategies to Address Underperforming Program Elements

Goal	Deficiency	Strategy
Public Involvement Program is Proactive	Geographic diversity does not meet established performance target.	Schedule meetings throughout the county at each milestone.
		Identify specific organizations within the target area; provide direct contact via mailings and phone calls; attend regularly scheduled organizational meetings.
	Ethnic diversity does not meet established performance target.	Identify and target community organizations that represent targeted ethnic groups including churches.
Complete Information is Available to the Public	Information was not made in a variety of formats within five days of request.	Establish an ongoing contract with a vendor that is able to meet the request on short notice.
	Insufficient number of participants displayed an increased understanding of the project.	Conduct a peer evaluation of all materials for ease of understanding prior to distribution. Provide information in a variety of formats (graphic and written).
The Public has Full Access to Key Decisions and Processes	Number of participants at project meetings fail to meet established performance targets.	Increase outreach efforts.
		Review meeting locations, times and dates for convenience to the targeted stakeholders.
		See Workshop/Meeting Improvement Strategies
	Number of stakeholder groups represented fails to meet established performance target.	Send out direct mailings or phone calls to identified stakeholder groups.
	Sufficient number of participants failed to provide written or oral comment to meet established performance target.	Meetings should include an interactive component.
		Allow for sufficient amount of time for public comment at each meeting. Provide comment cards at each meeting.
Involvement Commences Early and is Continuing.	Insufficient number of questionnaires/surveys are returned.	Use other media to increase awareness of the importance and remind the public of the questionnaire/survey.
		Send follow-up cards requesting questionnaires/surveys be completed and returned.
		Survey people in attendance for recommendations on how to retain participants. Provide follow-up mailing or phone calls to previous participants/stakeholders.

Improvement Strategies

The determination that the performance of a portion of the public involvement program is below the applicable Performance Target indicates that improvement is required. **Table 8.**

Improvement Strategies to Address Underperforming Program Elements identifies the improvement strategies to be applied to program deficiencies. **Table 9. Improvement Strategies to Address Underperforming Public Involvement Tools** identifies the improvement strategies to be applied to deficiencies in performance of specific public involvement tools.

The following are specific improvement strategies intended to increase participation in the transportation planning process by those groups that are traditionally under-represented. These strategies should be reviewed prior to the development of a project public involvement plan:

- Identify and contact community leaders
- Identify existing Neighborhood/Community Organizations
- Contact leaders of Religious Organizations
- Provide information in languages other than English
- Understand Culture/Customs of the targeted groups
- Place announcements in minority or ethnic news media
- Provide financial and/or other incentives
- Provide transportation to the meetings
- Provide day care and other needed services during the meeting

Process Development

Development of a successful project public involvement plan is based on recognition of the applicable performance indicators and targets: the choice of public involvement tools to be employed is based on the stakeholders to be reached and the minimum number of meetings to be scheduled is based on the number of project milestones identified for the project. The time and location of meetings is also dependent on the stakeholders to be reached.

Evaluation of a project public involvement plan serves to identify deficiencies in order to direct improvement. Improvement strategies are implemented and increases in performance are measured and integrated to guide future public involvement efforts.

Table 9. Improvement Strategies to Address Underperforming Public Involvement Tools

Tool	Deficiency	Strategy
Public Hearings	Insufficient time allotted for public comment.	Schedule public comment periods throughout long meetings.
		Allow for comments on specific items at the conclusion of an item.
	Public did not receive adequate answer to questions.	Follow-up on comments: Use comment cards to identify speakers and the issues raised; follow-up on questions/issues by phone, e-mail or correspondence as applicable.
	Increased public awareness was not sufficient to meet established target.	Introduce technical issues in layman's terms and with sufficient background and detail to include the audience.
		Employ graphics to explain complex issues/topics.
	Meeting materials were not available prior to the meeting.	Provide the agenda and support materials prior to the scheduled meeting through the MPO Website or upon request.
		Announce the availability of meeting materials for future meetings at each meeting.
	Insufficient meeting notice.	Provide notice of meetings in alternative sources: minority/community newspapers or newsletters, church bulletins, radio, public television, etc.
Meetings (Open Houses, Project Workshops, Visioning Sessions, etc.)	Meeting times were inconvenient.	Hold meetings at times that are convenient to the target audience: elderly may be able to meet during the day; project workshops targeted at the general public should be held after 6, allowing citizens to travel from work.
		Make presentations as part of an existing meeting agenda (community association, chamber of commerce, etc.).
		Meeting locations should be perceived as safe to exit at the time the meeting is scheduled to end.

Table 9. Improvement Strategies to Address Underperforming Public Involvement Tools

Tool	Deficiency	Strategy
Meetings (Cont.)	Insufficient meeting attendance.	Mail or e-mail meeting notices to persons that have participated previously in the same study.
		Place information about transportation planning projects and meetings where people already gather.
		Meeting locations should recognize the need to access meetings by transit.
		Meeting locations should have adequate parking and be easily located if persons are traveling from outside the area (maps should be provided with newspaper notices).
		Provide notice of meetings in alternative sources: minority/community newspapers or newsletters, church bulletins, radio, public television, etc.
		Target specific stakeholders, particularly those traditionally underserved in transportation planning: host small meetings that target stakeholder within their community.
		Use community institutions (church groups, community business associations, small business owners within the community, etc.) to identify community leaders that will facilitate communication.
		Provide day care.
		Provide free transit/parking to meeting attendees.
	Insufficient public input.	Encourage comments by providing comment forms at each meeting.
		Identify phone numbers and e-mail addresses to which additional comments may be directed.
		Allow sufficient time at each meeting for public input/comment.
	Public participation throughout process is not continuous.	Increase continued participation by establishing and maintaining a meeting schedule and meeting agendas at the initiation of the project.
		Identify all subsequent meeting dates at each meeting held on a project.
		Telephone or send out reminders to all those who attended previous meetings.

Table 9. Improvement Strategies to Address Underperforming Public Involvement Tools

Tool	Deficiency	Strategy
Mailing Lists or Master Database	Mailing list is not up-to-date.	Use meeting sign-in sheets as a cross reference to update the database.
		Delete names based on returned mailings.
		Assign the task of updates to an individual in the MPO to insure regular review.
Websites	Contact information not easily obtained.	Review the Website for ease in locating contact information.
		Provide contact phone numbers in addition to e-mail addresses.
		Provide contact information in each link.
	Information not available for children.	Create a "Kid Zone" that is targeted at children's understanding of transportation issues; introduce games and interactive segments.
	Inadequate maintenance of the Website.	Provide a complete and up-to-date Calendar of Event for the MP's activities.
		Keep all information current.
		Update Website on a regularly scheduled basis.
	Inadequate use of the Website.	Provide links to project Websites and other transportation sites.
		Announce the address at all opportunities.
		Encourage use of the site to request information.
		Create reminders for distribution such as magnets, stickers, cards that identify the MPO's Website address.
Public Information Materials	Information provided is not clear or easy to understand.	Promote links to your Website from other related Websites.
		Technical information should be provided at the level of the audience's understanding.
		Decisions and relevance should be placed in context.
		Provide information in written, oral and graphic form.
		Provide information in a variety of media: radio, television, newspapers, internets, mailings, etc.
		Information should be provided in sequence to build participants understanding of complex topics.
		Provide information in English, Spanish and Creole.

Table 9. Improvement Strategies to Address Underperforming Public Involvement Tools

Tool	Deficiency	Strategy
Public Information Materials (Cont.)	Information does not capture a large audience.	Provide brochures, flyers, meeting materials at a variety of locations where the public gathers: restaurants, stores, community newsletters, grocery stores, sporting events, etc.
		Use large notices to increase visibility and provided more information.
		Include color graphics.
		Place display advertisements in prominent locations within the newspaper.
		Place notice in alternative newspapers.
		Schedule public service announcements during peak hours.
	Information not provided early in the process.	Develop and distribute information commensurate with project milestones such that participants are aware of the issues/decisions in a timely manner.
	Information not advertised by the media.	Develop press contacts.
		Provide camera ready/formatted material in timely manner.
		Understand applicable deadlines and news cycles.
Surveys	Insufficient number returned.	Send out reminder cards requesting that the survey be completed.
		Use alternative advertising to promote the importance of the survey.

The schedule of evaluation is based on the type and duration of the project, emphasizing that the evaluation must be performed in sufficient time to increase performance if indicated, but not so frequently as to impede the progress of the project.

Development of a Project Public Involvement Plan

The process for developing a successful Project Public Involvement Plan is identified in **Figure**

1. Process for Development of Project Public Involvement Plan. The process includes:

Review of Previous Public Involvement Plans

If the project is a Required Work Product of the MPO (TIP, UPWP or LRTP Update), there is a history of successful and not-so-successful public involvement activities. As the PI Effectiveness Evaluation program is implemented, the record of successful activities represents the first source of information about the public involvement plan to be developed. If the project is a Special Project with multiple phases, previous successful activities also provide insight into developing a successful public involvement plan for the proposed phase of the project.

Identification of Project Characteristics

Identification of the project stakeholders and milestones supports a successful development of a successful public involvement plan. Identification of stakeholders can assist in the choice of public involvement tools to be employed and establish appropriate meeting times and locations. Project milestones direct the identification of meeting dates.

Identification of Applicable Performance Indicators and Targets

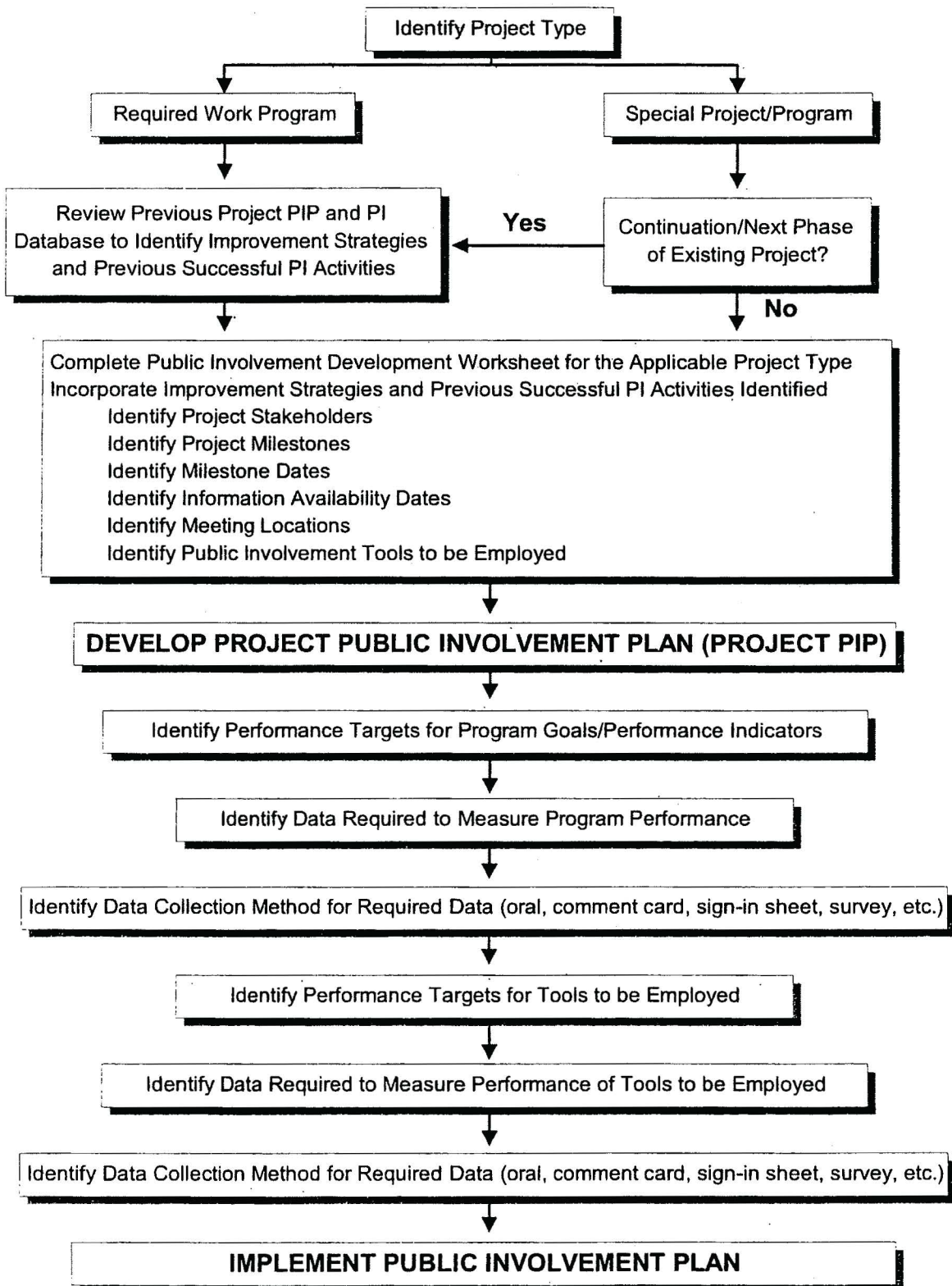
Recognition of the “grading scale” against which a successful public involvement plan will be measured is critical. An understanding of the standards for performance at the time the PI plan is developed also guides the choice of public involvement tools to be employed.

Data Requirements and Collection

Data points will be required to be collected during the implementation of the PI plan.

Understanding the methods for data collection, and the formats and units that will allow for easy analysis facilitates the final evaluation of performance. Forms to facilitate the MPO’s development of a successful Project Public Involvement Plan are included in **Appendix D**.

**Figure 1. Process for Development of Project
Public Involvement Plan**



Project Public Involvement Plan Evaluation

Following the development of project public involvement plan is the process for evaluation during and after implementation as depicted in **Figure 2. Process for Public Involvement Plan Evaluation**. Data is collected and used to measure performance. If the performance is determined to be below the applicable Performance Target, the effectiveness evaluation includes review of improvement strategies to increase performance. If there are additional milestones prior to project completion that would benefit from the improvement strategy or strategies identified, the Project PI Plan is revised to incorporate applicable improvement strategies. If the project is complete, or there are no subsequent milestones that would benefit from the identified improvement strategies, the results of the effectiveness evaluation are recorded in a database to be developed by the MPO to track performance and leverage the implementation of successful activities in future public involvement activities.

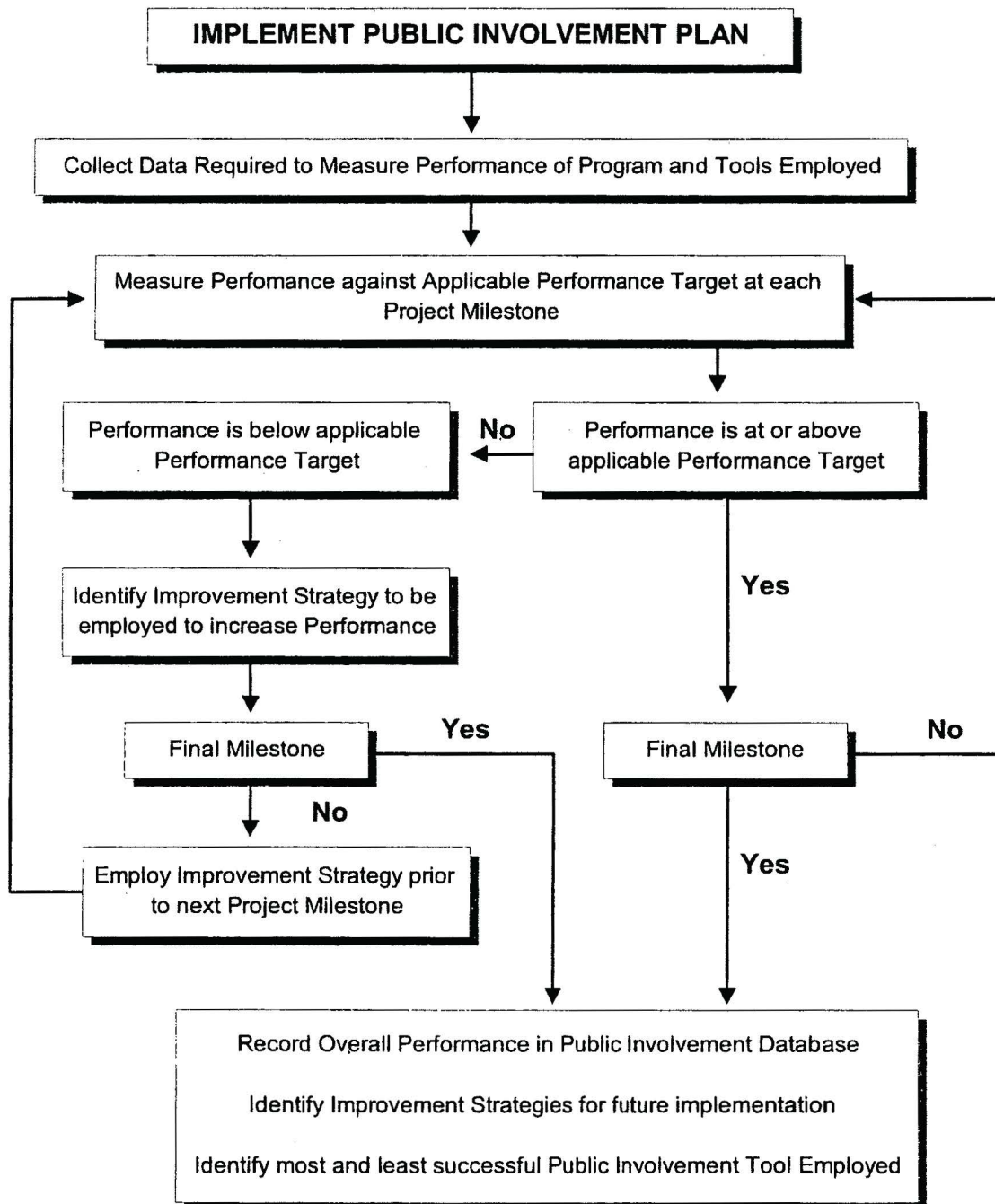
Appendix E includes forms to facilitate the MPO's evaluation of the effectiveness of a Project PI Plan. Examples of comment cards and sign-in sheets that address data collection needs are provided in **Appendix F**.

Effectiveness Evaluation Schedule

The Miami-Dade MPO uses public involvement activities for two purposes: to communicate information about the MPO itself and to facilitate the exchange of information about projects the MPO undertakes. Each serve the MPO to better represent the citizen's of the Miami-Dade Urbanized Area:

- **General Information-** the distribution of general information about the MPO and its role in transportation planning, including providing information about its ongoing and future plans and projects helps the citizen's of the Miami-Dade Urbanized Area understand general transportation planning concepts and the overall goals within Miami-Dade County. This public relations activity assists the MPO in raising the public's consciousness about transportation needs and build support for local funding of transportation improvements.
- **Project Information-**
 - o **Required Work Products-** the MPO is required to prepare certain documents. Annually the MPO prepares the Unified Planning Work Program and the TIP. Every three years the MPO formally updates its Long Range Transportation Plan.

**Figure 2. Process for Public Involvement
Plan Evaluation**



- o Special Projects- the Unified Planning Work Program identifies special projects that the MPO will undertake in a given year. Examples of special projects are the Bicycle and Pedestrian Plans, the Downtown Miami Transportation Master Plan, School Zone Traffic Congestion Study and the Short-Range Truck Traffic Study.

The schedule and frequency of effectiveness evaluation differs for each of the above.

General Information

The communication of General Information is ongoing throughout the year. The budget for General Information public involvement activities for the upcoming year occurs at the time the UPWP is developed. The schedule for effectiveness evaluation of General Information PI activities should occur in the third quarter of the fiscal year to allow the results to be incorporated into the development of the activities and budget for the upcoming year.

Required Work Products

Public involvement activities for the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP), two of the three Required Work Products, should occur in the month following adoption by the MPO Governing Board. Public Involvement for both of these programs is concentrated in a few months prior to adoption and both represent technical products based on data gathered primarily from agency and technical sources. Adopted annually, the effectiveness evaluation of public involvement for both programs is recognized as ongoing, with improvements made to each subsequent years' public involvement plan.

Special Projects

Public involvement activities for the Long Range Transportation Plan Updates that occur every three years require effectiveness evaluation during the project. Evaluation of performance should be scheduled monthly during the LRTP Update and improvement strategies incorporated prior to subsequent months' public involvement activities. Effectiveness evaluation of the overall public involvement efforts undertaken for an LRTP Update should occur in the month following adoption by the MPO Governing Board. Successful strategies and activities should be documented for incorporation into the MPO database of Public Involvement Effectiveness.

The schedule and frequency of effectiveness evaluation for Public Involvement activities for Special Projects is based on the number of project milestones prior to action by the MPO Governing Board:

Special Projects with greater than two milestones- Effectiveness Evaluation should occur immediately following any public involvement activity to allow for incorporation into subsequent public involvement activities for the project. Immediately may be construed to mean the next day when public meetings or deadlines dictate that changes be implemented as soon as possible.

Special Projects with fewer than two milestones- Effectiveness Evaluation should occur after action by the MPO Governing Board and any improvement strategy recommendations made available to all MPO Project Managers to assist in the development of Public Involvement Plans for similar Special Projects.

Appendix A

Appendix A. Literature Search Summary

Annotated Bibliography

Association of Metropolitan Planning Organizations Awards Page- Award Winner: Outstanding Overall Achievement for an MPO over 200,000 in Population.

Association of Metropolitan Planning Organizations. 1 Jan. 2001

<http://www.ampo.org/activities/awards/past_winners.html>

The Pima Association of Governments (PAG), Tucson Arizona, was awarded the 1998 award for outstanding overall achievement for an MPO with a population over 200,000. Their public outreach program included going to places where people were already gathered such as the mall, in order to increase public input. They also co-sponsored a number of target events for key transportation interest groups such as the Tucson Urban League and the Chamber of Commerce. In addition to encouraging public input regarding specific projects, the PAG also stressed the reality of financial constraints and forced the public to take those real constraints into consideration. Due to the increased public involvement efforts, the LRTP had a more diverse split among transportation modes (at the request of the citizens) as well as a variety of new revenue sources such as a statewide gasoline tax and sales tax (reflecting the citizens' desires to make the user pay). The PAG also aggressively encouraged community groups to apply for State Enhancement funding intended to improve the compatibility between transportation facilities and their surroundings. Citizens groups received funding for two Enhancement projects for traffic calming and landscaping, empowering citizens' groups to proactively address their concerns. Finally, programs such as the PAG's Art by Youth program which incorporates public art into transportation projects while providing employment and training to disadvantaged youth positively benefits youth in the area while increasing PAG's public image. The projects are designed collectively by student groups and are intended to humanize the roadway systems and preserve the unique characteristics of individual communities.

Atlanta Regional Commission. Transportation Improvement Program FY 2002-2004 Public Involvement Plan. Atlanta, Georgia: 2000.

The Public Involvement Plan (PIP) list the various meeting types and public resources in addition to a list of quantitative and qualitative evaluation measure to be used in the evaluation report prepared at the completion of the TIP planning process. Environmental Justice is specifically identified; special attention, such as conducting listening sessions/focus groups and tailored information, will be provided to typically underrepresented communities.

Atlanta Regional Commission. Update to the Atlanta Regional Commission Transportation Public Involvement Plan.

The document contains a list of public involvement goals and objectives as well as a description of typical public involvement activities for Regional Transportation Plans and Transportation Improvement Programs. The PIP also includes a list of possible quantitative and qualitative measures useful in determining if there are sectors of the region where involvement efforts should be enhanced.

Bunnewith, Denise. Telephone Interview. First Coast MPO. 21 Dec. 2000.

The First Coast MPO is currently in the process of completely revising their public involvement plan to include evaluation measures and to emphasize participation by environmental justice groups, particularly low-income and minority populations. Once the new PIP is adopted, the evaluation process will be implemented on an annual basis and most likely at the end of the LRTP process. Ms. Bunnewith indicated that the most successful way to get the public involved was by going to existing public meetings (particularly the CAC meetings) rather than waiting for the public to come to their meetings. The MPO currently advertises in 7 newspapers, 3 of which are targeted towards minority community. They also intend to do more advertising on the radio to target minority groups particularly during morning drive time as the current newspaper ads do not appear to be successful in getting people involved in the planning process.

Burris, Alice. Electronic Survey. The Wilmington Area Planning Council (WILMAPC). 15 Dec. 2000.

WILMAPC attempts to inform people and get public input without disrupting their daily lives. In addition to receiving compliments on their website, they also encourage the newspaper to write articles promoting events as well as attending existing locals meetings in order to get people involved. Often meeting/event attendees indicate they found out about the meeting on the radio or in the paper. WILMAPC performs an annual public opinion phone survey to see if people are familiar with WILMAPC (average 35%). WILMAPC would like to increase the awareness rate to 50%. They have recently implemented a program geared towards school children aimed at teaching children alternatives to driving and the consequences of sprawl (if successful, they would like to promote it region-wide). They also survey people at events to determine the best way to contact them; email is gaining in popularity. In order to keep their name in the public they host an event once or twice a year where a national speaker is invited to discuss a relevant topic. They also sponsor display tables at local conferences and transportation events promoting the most current issues. While they are moderately successful at reaching the public, Ms. Burris feels that they need to make a greater effort to reach legislators.

Current Practices in Statewide Planning and Statewide Transportation Improvement Program. Western Association of State Highway Transportation Officials. 11 Jan. 2001. <<http://www.wfc.fhwa.dot.gov/BODY.HTM>>

Survey sent the States, metropolitan planning organizations, and FHWA and FTA planners regarding their approaches to programming, including public involvement practices. Found that most find it hard to have meaningful public involvement unless it is regarding a project that directly affects an individual. A common element was that public involvement needs to be proactive and attend forums and locations at the community level that general public frequents (existing community meetings, county fairs, public schools, malls, etc). Survey found that few States and MPOs have evaluated or measured the effectiveness of their public involvement process. In the instances where evaluation has taken place it was in the form of customer surveys or questionnaires. Generally States and MPOs consider public involvement a success based on: attendance, amount of comments generated, number of letters received, and the number of hits on their website.

Dobbs, Kama. Telephone Interview. Brevard County MPO. 12 Dec. 2000.

Ms. Dobbs indicated that the most successful public involvement tools utilized were their direct mail postcards and the website. A direct mail postcard is sent to all people on the newsletter mailing list when the issue or information is general. During corridor studies, direct mail postcards are sent all property owners plus residents within the effected area. The postcards indicate the time, date, etc. of each meeting. The website is increasing in popularity as more people indicated that they are getting information regarding meeting times and project status off the internet site. While these tools have not been evaluated formally, there is a general perception that they are getting people to come to the meetings as well as calling to ask for more information. Environmental Justice groups are generally reached based on a corridor-by-corridor basis (i.e. when a corridor study is conducted). In addition, they have found that educating the ministers and leaders of the minority churches is a successful way to reach the minority populations. The MPO recently adopted an evaluation handbook to formally evaluate their public involvement plan.

Dover, Judy. Telephone Interview. Atlanta Regional Commission. 3 Jan. 2001.

Ms. Dover indicated that the most successful public involvement tool was the one-on-one meetings held between staff members and interested individuals or small groups. The Commission receives calls frequently requesting such meetings. There are several reasons for why the Commission is largely recognized by the public: recently the local newspaper has featured several articles on the Commission; they actively seek meeting with civic groups (Kiwanis Clubs, Housing Authority, Homeowners associations); keep up to date contact information on all individuals who call requesting information in order to keep them up to date on current activities; informational website; use community leaders to pass information along; have many endeavors, particularly involving refugee population, aging community and the jobless community therefore their name is familiar; recently underwent a very large community visioning effort which engaged the public; and the local newspaper features a section known as the Horizon every Monday that is dedicated to various planning endeavors. They are currently implementing evaluation measures, both quantitative and qualitative to track the success of their public involvement efforts.

Environmental Justice, Public Involvement Tools. Federal Highway Administration. 2 Jan. 2001 <[http://www.fhwa.dot.gov/// environment/ejustice/lib/lib_pubinvtools.htm](http://www.fhwa.dot.gov///environment/ejustice/lib/lib_pubinvtools.htm)>

Lists a variety of possible public involvement techniques including their pros and cons by level of participation: passive public information, active public information, small group public input, large group public input, small group problem solving and large group problem solving.

Everett, Linda. Telephone Interview. Pinellas County MPO. 18 Dec. 2000.

Ms. Everett indicated that the most successful tools are the public involvement surveys currently being conducted and the public contact at the events and community requested meetings. Ms. Everett feels that the survey is successful because it will allow the MPO to measure the progress of their public involvement effort. However, as of December 2000, only about 40 surveys have been completed (surveys distributed through direct mailings and have been available on the

internet since June). The community requested meetings are successful because they give the residents the opportunity to speak and get answers to their specific questions.

Federal Highway Administration & Federal Transit Administration. Public Involvement Techniques for Transportation Decision-Making. U.S. Department of Transportation, 1996.

A guide for developing an effective public involvement program based on five basic principles. The guide identifies possible stakeholders who should be included in the process, communication methods, types of meetings and special techniques to enhance participation such as special events and non-traditional meeting places (i.e. mall, fairs, sporting events). The guide also includes techniques to increase participation among the underserved populations such as:

- meeting with community organization and their leaders;
- presenting information at existing community group meetings;
- communicating with religious organizations;
- providing information in appropriate languages;
- understanding the cultural differences and traditions;
- providing financial incentives;
- providing free daycare and transportation to meetings; and
- holding smaller meetings.

American Indian Tribal governments are considered domestic sovereign nations that require a direct and special relationship with the federal government. Expert guidance, such as members of the Governor's Interstate Indian Council, should be sought in developing relationships with tribal governments.

FHWA/FTA Questions and Answers on Public Involvement in Transportation.

Federal Highway Administration. 2 Jan. 2001 <http://www.fhwa.dot.gov//environment/pub_inv/q3.htm>

The FHWA website lists several indicators of an effective public involvement process including: meetings that are well attended, news coverage, projects which reflect an understanding and consideration of public input and public forums with a broad representation of diverse interests and plans.

FHWA/FTA Questions and Answers on Public Involvement in Transportation.

Federal Highway Administration. 11 Jan. 2001 <http://www.fhwa.dot.gov//environment/pub_inv/q11.htm>

Active involvement of Tribal Governments in transportation planning is necessary. Because Tribal Governments should not be treated as other minority groups but treated as independent government bodies. MPOs should work proactively with the Federal Lands Agencies and Indian Tribal Governments to gain an understanding of procedures regarding the development of each agency's Transportation Improvement Programs.

Florida Department of Transportation, Office of Policy Planning. Public Involvement Toolkit. Tallahassee, FL: Florida Department of Transportation, 1998.

Public involvement toolkit containing information on how to: develop a Public Involvement Plan, identify and reach the right people, create effective communication materials, plan and implement effective public meetings, handle public comment and deal effectively with people. The “how to develop a PIP” includes a list of questions that should be asked periodically to evaluate the effectiveness of the public involvement activities:

- is the entire project community participation in the public involvement activities;
- is there continuity among participants, are the appropriate communications techniques being employed;
- are the comments received from the community relevant to the project and are they realistic; and
- are there significant unresolved issues on the project.

An effective meeting is defined as one in which the purpose is achieved. Survey/evaluation forms, project team opinions/impressions and participation level (number of attendees, number of surveys/comment cards collected, number of community groups represented and adequacy of comments received) are all methods to evaluate public meetings. A list of evaluation questions to determine whether or not the right people were reached is also included:

- do the participant participate;
- do the participants have an interest in the public involvement process;
- do the participants effectively represent their organization;
- are the participants “stakeholders”; and
- are all the affected parties represent.

The Toolkit also provides sample forms such as evaluation and comment forms, meeting checklists and comment logs.

Fuentes, Al. Telephone Interview. Southern California Association of Governments. 12 Dec. 2000.

While it is hard to judge what tools will be successful, in the past, workshops have been well attended and produced good dialogue between staff and citizens. To continue to improve citizen input, the Southern California Association of Governments (SCAGs) intends to schedule presentations with existing organizations in addition to having their own public involvement events and meetings. All public outreach done by SCAGs is related to policy planning; operating agencies conduct project related outreach.

The IAP2 Public Participation Spectrum. The International Association for Public Participation. 2 Jan. 2001 <<http://www.pin.org/spectrum.pdf>>

A matrix listing various levels of public involvement (from informing the public to empowering the public), objectives under each level of public involvement and examples of tools to reach that level of public involvement.

The IAP2 Public Participation Toolbox. The International Association for Public Participation. 2 Jan. 2001 <<http://www.pin.org/toolbox.pdf>>

Matrix listing examples of tools and techniques and their pros and cons for the following public participation techniques: passive public information, active public information, small group public input, large group public input, small group problem solving and large group problem solving.

Malaby, Elizabeth. Telephone Interview. Hillsborough County Metropolitan Planning Organization. 14 Dec. 2000

Hillsborough County developed a fold out map depicting the projects on the LRTP which has been used extensively and provides a summary of information that an average person can understand. In addition, the Hillsborough County website is very interactive and offers a variety of information. As part of their latest certification review, they were told to cultivate the use of their website and encourage other websites to have a link to the Hillsborough County MPO website. Hillsborough County performs an annual evaluation of their general public involvement program. In addition, they distribute comment cards for any contact with the public to evaluate the quality of information/assistance received. The majority of public involvement programs are project specific; during these meetings the MPO takes the time to state who and what they are. The Hillsborough MPO is currently making changes to their public involvement plans, specifically to their LRTP public involvement in which they intend to conduct a statistical survey and introduce a visual preference survey.

MPO Best Practice Central 1 Page: BPO Successfully manages Unique Cross-Cultural Collaboration in Regional Planning Efforts. Association of Metropolitan Planning Organizations. 1 Jan. 2001 <http://www.ampo.org/programs/best_practices/state_bp/~mid.html>

A large portion of the Bannock Planning Organization Southeast Idaho Council of Governments (BPO) boundary includes Fort Hall Indian Reservation land presenting a unique cross-cultural challenge. BPO staff took steps to incorporate the region's Shoshone Bannock Indian tribes in the long range transportation planning process and established a Program for Community Problem Solving (PCPS) as a forum for cross-cultural education and cooperative skills development. The PCPS included a cross-cultural workshop, a training session on collaborative planning and preliminary negotiation sessions.

Morris, Cathy. Electronic Interview. North Central Texas Council of Governments. 15 Dec. 2000.

Recently hosted a series of listening sessions that were successful. The targeted areas were heavily advertised in the papers. The meetings that were well attended were in areas that had an active city public information officer that was able to disseminate the information to the public about the meeting. Ms. Morris also finds that contacting city staff and chambers to post flyers about upcoming meetings is a successful way to disseminate information. Currently they do not have any formal measurement tool to evaluate the success of their public involvement efforts (the only indicator is the attendance at meetings). Ms. Morris would like to make additional literature (newsletters, brochures) available to the public.

Rudge, Dan. Telephone Interview. Richmond Area Metropolitan Planning Organization. 12 Dec. 2000.

In addition to the legal requirements for public notice, the Richmond Area MPO placed two quarter page advertisements for the LRTP (one targeted to the minority community). The large advertisements permitted more explanation than legal advertisements alone. The quarter page advertisements contributed to a "ripple effect": the local talk radio station saw the advertisement and used the topic (LRTP update) as a question in their afternoon drive time slot allowing people to express their opinions on the LRTP. Based on the radio coverage, the local news station did a morning remote program during three morning timeslots on the LRTP. In addition to the newspaper ads, a survey was conducted for the LRTP. Surveys were available on the website and information on how to request a survey was included in the newspaper ads. They were also sent out to over 200 social service agencies primarily serving low income and minority populations. The surveys sent to the social service agencies were successful (50% return rate) in that they provided information regarding the needs of the low income and minority populations. In response to their certification review, the MPO now targets the underserved populations (particularly minority communities) by providing information to all the churches and requesting they include the information in their bulletins. The minority churches have responded favorably. The MPO works closely with the Chamber of Commerce, which holds an annual meeting to determine the top ten priority issues. Once the top ten issues have been determined by the citizens and meeting attendees, the Chambers holds individual meetings to gain more feedback on the issues.

Swanson, John. Telephone Interview. Metropolitan Washington Council of Governments. 18 Dec. 2000.

An evaluation of their public involvement effort was conducted in 1998 that focused primarily on the composition and effectiveness of their Citizens Advisory Council. At the conclusion of the study, the CAC was restructured and their PIP was revised to include specific goals. Mr. Swanson believes the role of the MPO should be to act as a clearinghouse to connect citizens with the correct decision makers (due to the large geographical coverage, D.C., Maryland and Virginia, many of the decisions are made in the local arenas without public involvement). A copy of the MPOs evaluation measures was requested however they no longer have any available copies for the public.

Suanders, Tim. Electronic Survey. Durham-Chapel Hill- Carrboro Metropolitan Planning Organization. 18 Dec. 2000.

The MPO does not have a specific evaluation procedure in place. Mr. Suanders feels that the mailing to the groups and individuals collected over the years and newspaper ads are the most successful tools based on the number of attendees and comments/responses received.

Transportation Research Board, Committee on Public Involvement in Transportation. Assessing the Effectiveness of Project-Based Public Involvement Processes: A Self-Assessment Tool for Practitioners Draft. Transportation Research Board, 1999.

The TRB guide provides fourteen (14) indicators of a successful public involvement program. Each indicator has two or more metrics, or measures, and a point scale ranging from one (1) to five (5). The indicators expand beyond the typical indicators of success (i.e. the number of

meeting attendees, the number of comments received, etc.) and include the accessibility and opportunities available to the public participation process, the integration of concerns into the decision making process, the availability and clarity of information provided, level of mutual learning and respect as well as the cost associated with the process (indirect cost of time and opportunity costs). While specific measures and scales are provided for each indicator, the measure themselves are subjective.

Tribal Consultation and Cultural Resources Assessment. Arizona Department of Transportation. 11 Jan. 2001 <<http://www.fhwa.dot.gov/environment/ejustice/case/az.pdf>>

Case study documenting the outreach efforts between transportation officials and Native American Tribes. Because Tribes are sovereign governments, interactions between transportation officials and Tribal Governments should be structured as an agency to agency relationship. Tribal Governments should be formally invited to participate in planning activities and all correspondence should be documented. Tribal Governments should receive regular contact and update information creating opportunities to enhance the awareness of tribal concerns and customs by transportation agencies.

Email Survey

Miami-Dade MPO is investigating successful ways other MPOs evaluate their public involvement efforts and would like your help. This investigation is in response to comments received from FHWA and FTA during certification. You are asked to assist the Miami-Dade MPO in the development of performance measures by answering the following questions:

1. What public involvement strategies do you have that are successful?
2. Why do you think those strategies in particular are successful?
3. Do you have specific evaluation criteria in place to measure the success of your public involvement efforts?

Certain MPOs have been contacted by telephone to complete a more lengthy survey, a copy of which is attached. You are invited to complete the survey and include your responses in an email to:

Please respond to the above questions or the survey by December 31, 2000. Your participation is appreciated.

Miami-Dade Public Involvement Effectiveness Evaluation Program Analysis

MPO Interview Form

MPO Name: _____
MPO Location: _____
Date of Interview: _____
Interviewee name: _____

Introduction:

I'm with Gannett Fleming and we are working with Miami-Dade MPO investigating successful ways other MPOs get the public involved. We know all MPOs are charged with public involvement and we would like to find out about the type of tools your MPO uses to reach the public and which tools you think are successful.

1. MPOs use a variety of tools to inform and engage the public. Could you identify if you use any of these approaches? **Utilized (Y/N)**

- Web page (ask for address)
- Brochures
- Advertisements in the newspaper that are in addition to the required notices. (for example – ads in alternative papers that target an audience)?
- Publications in the newspaper (inserts?) in addition to the required advertisements for meetings.
- Newsletters
- Educational programs with school system (such as career day)
- Do you use the Public T.V. (cable) to televise any of your meetings?
- Focus groups/surveys
- Interactive displays – in the mall, at transit stations?

2. What other techniques do you use that I did not mention? (i.e. Speakers Bureau- to talk before business or citizens groups, etc)
*
3. What do you believe to be your most successful tools?
Which do you think are the most successful- If you had to choose two or three?
*
4. Why do you think those tools are the most successful?
*

When you say they are successful, what are you using to make that judgment? Do you have any specific indicators to measure the successfulness of those Public Involvement tools? Things like the number of hits to your web page? If so, how? (i.e. web page by the number of visitors; meeting by the number of attendees)
*

If you don't measure the success quantitatively, what qualitative indicators make you identify those particular tools as successful?

5. Who are you trying to reach with these public involvement tools (in general there are three different focus groups- agencies, businesses, general public)? Are these techniques all targeted to the same group? Or do you use different approaches to reach the different audiences, like presentations to businesses?
*

Do you meet with or include any other agencies such as the technical advisory committee? Do you meet with/coordinate with agencies other than in the tech committee forum?

Do you consider economic development/business concerns?
*

6. In addition to the public involvement required for a project, do you also perform more general informational activities?
(The Miami MPO has public involvement efforts that are targeted to specific projects, like the development of the LRTP or Bicycle Pedestrian Plans. They also perform general "marketing" activities where they provide an insert in the newspaper once a year that describes who they are, what projects are current or exciting over the last year).
7. For the public involvement projects that you do to support a specific project, is there coordination of Public Involvement efforts between individual projects? How? (Do the different project managers involved in public involvement efforts ever talk to each other? Formally or informally?)

8. Does your MPO have a budget for their Public Involvement efforts in the Unified Plan Work Program or is it part of the budget for individual projects?

*

9. Does your MPO do all Public Involvement efforts in house or do you receive assistance outside the department (do you use a consultant? Use other departments in your organization, etc)? What kind of assistance do you receive?

*

10. Finally, you've said that ____ are your most successful tools. Are you satisfied with your public involvement efforts?

*

Do you think your techniques reach your target audience?

*

Are there any changes you would make or like to see included in your program?

*

11. Do you publish a PIP? Can we get a copy?

*

Do you have a web page? If so, what is the address? How often is it updated?

*

Supplemental Citizen Advisory Questions:

We assume you have citizens advisory committee- what is it called?

When does it meet? On a regular basis or just when there is a "need" for public input on a specific issue?

Do you use them for specific project review/input? Do you also use your CAC to educate about issues, provide general information about the MPO?

Appendix B

Appendix B. Community Impact Assessment Methodology

Charlotte County-Punta Gorda Methodology for Identification of Transportation Planning Stakeholders Developed for the Community Impact Assessment and Environmental Analysis Long Range Transportation Plan 2000

To facilitate Community Impact Assessment for the long-range transportation plan, the Charlotte County-Punta Gorda MPO conducted a Community Impact Assessment (CIA) study.

Community Impact Assessment (CIA) is a suite of methodologies used to determine transportation priorities and concerns, focusing on the neighborhood or community level. Methodologies to increase stakeholder participation include: standard public participation techniques, neighborhood level investigations and technical methods such as GIS analysis.

The foundation for CIA is the concept of environmental justice, recognizing that transportation improvements can adversely affect communities and neighborhoods that are underrepresented in the transportation planning process. Charlotte County defined its CIA process as community based public participation process that was primarily grounded in neighborhood participation. Charlotte County defined “community” from three perspectives:

- Demographic community;
- Organization community (church or service club); or
- Geographic community (neighborhood).

Charlotte County implemented the following approach to identify transportation planning stakeholders.

Identification of Underserved/Underrepresented Stakeholders

The MPO used two surrogates for the identification of individuals that are traditionally underserved/underrepresented in transportation planning: the location of low-income neighborhoods and the home addresses of transportation disadvantaged clients. First, 1990 Census data was used to identify minority and low-income neighborhoods. To identify other potential low-income neighborhoods, the MPO used the Property Appraiser’s Assessment data to map the value of single-family homes in Charlotte County. Locations with a concentration of single-family home where the housing structures values were less than \$25,000 were mapped and local knowledge was used to establish the corresponding neighborhood boundary. An additional analysis of the distribution of Transportation Disadvantaged clients by address was performed to identify low-income neighborhoods. The additional analysis did not identify additional neighborhoods over those located using P.A data and the 1990 Census.

Contacts for neighborhoods identified in this analysis were identified from several sources:

- An individual within one of the identified areas that previously requested information;
- CRA within one of the identified areas;
- Conclusion from previous public involvement efforts within one of the defined areas;
- Community League within one of the defined areas;
- Englewood Area Planning Advisory Board whose jurisdiction included one of the defined areas;

- Neighborhood association within one of the defined areas.

Community Contact

The MPO prepared its community outreach program more than a year prior to the date participation was initiated for the identified project (LRTP Update). The MPO obtained the most recent mailing lists of civic associations and organizations from the County Community Development Department and the Chamber of Commerce. Letters were sent to the mailing list providing information about the MPO in general and identifying that the MPO Director was available to speak at scheduled meetings. The mailing included a request for identification of neighborhood boundaries on an enclosed map. Several organizations requested the MPO make a presentation at their meeting. At the conclusion of each meeting, a meeting summary was prepared identifying the association name and contact information, meeting date, the number present, priorities raised at the meeting, and actions to be taken as a result of the priorities. The neighborhood boundary was verified at each meeting. Civic associations and organizations were identified based on the following three classifications.

Geographic Communities:

Neighborhood boundaries were transferred to a geographic information system file. Sources for neighborhood identification included the Community Development Department, Sheriff's Office (neighborhood watch groups), a staff individual who managed civic association lists and maps for West County and the results of the community outreach program (above). Sub-areas based on the county's comprehensive planning and concurrency programs were also mapped. Other geographic boundaries were identified: Commission Districts, Election Precincts, and Municipal Service Benefit Units. Identification of geographic communities varied from sub-areas of the County to identification of individual neighborhoods. For transportation planning purposes, the MPO concluded that the neighborhood, as represented by neighborhood associations, is the best definition of geographic communities (neighborhood associations include civic organizations, home owners associations and community leagues).

In order to effectively obtain participation from residents within the identified neighborhoods, the Charlotte County MPO identified active neighborhood association(s) or church group(s) within the identified neighborhoods. Large populated areas that were not represented by a neighborhood organization were identified. Smaller condominium associations were coded in these larger areas.

Demographic Communities:

Demographic communities were defined as groups that share common characteristics or interests. Examples include the elderly, disabled, business groups, cycling groups, etc. Each was targeted for involvement in the LRTP for their various expertise/interest. Those active organizations that were easily identified were asked to participate (all organizations contacted were already active in the LRTP process except the Zoomers Club): Our Charlotte Elder Affairs Network (OCEAN), Visually Impaired Persons (VIP), Council of the Blind, Charlotte County Chamber of Commerce, Englewood area Chamber of Commerce and the Zoomers Club.

Organizational Communities:

Organizational Communities are based on common beliefs/experiences rather than on a geographical boundary. Organizational Communities included churches and social clubs. Churches were found to be particularly useful for reaching minority populations. The yellow pages were used to identify churches and addresses were used to map the distribution of

churches within the County. Churches were mapped and treated as neighborhood association with regards to notices.

Appendix C

Appendix C. Public Involvement Tools

Public Hearings

Formal meetings that gather community comments and positions from all interested parties for public record and input into the decisions. Hearings are required by the Federal government for most transportation projects and require public notices in a general circulation newspaper that cite the time, date and place of a hearing.

Open Houses

An informal setting in which people receive information regarding a project or plan. No formal agenda, discussion or presentations take place however information is provided in the form of displays and exhibits with the opportunity to talk one-on-one with MPO staff.

Project Workshops/Meetings

Relatively small, task-oriented meeting usually organized around a particular plan or project. Workshops usually last three to four hours and follow a specific agenda.

Focus Groups

Focus groups are small group discussions lead by a professional to gauge public opinion on a specific topic.. Participants are carefully selected, either randomly to assure representation of the entire study population or non-randomly to elicit a particular position or point of view.

Vision Planning Process

Visioning sessions usually consist of a series of meeting that are focused on long-term issues resulting the creation of goal statements. Visioning sessions results in long range plans with strategies to achieve the defined goals as well as establishing priorities and performance standards.

Interviews with Key Stakeholders/People

A one-on-one interview with an individual that is recognized or designated a community leader to discuss a specific topic or issue. The main goal is to elicit the interviewee's reactions and suggestions and to learn about the person's views and constituency.

Virtual/Electronic Town Meetings

Meetings, presentations or panel discussions that are held in a central location with an audience while a TV crew records and broadcasts the proceedings over local cable. In many cases, the home viewers are able to phone in questions for discussions leaders to answer; similar to a talk radio program. Interactive television allows for a larger number of people to participate because they are able to do so directly from their homes.

MPO and Project Specific WebSites

Websites provided on-line information accessible twenty-four hours a day. Websites have the ability to provide a wide range of information including general information on the MPO, project specific information, calendar of events, links to specific documents and plans, etcetera. They also allow people to post their opinions and comments regarding specific projects and plans.

Telephone Hotline

Used to obtain and receive information from the public. Hotlines typically have a staff person or a recording to answer questions regarding a specific project or program. Hotlines also provide a way to receive feedback from the public.

Project/Plan Mailing Lists or Master Database

Database containing the name, address, phone numbers, etcetera of interested people allowing the MPO to keep them informed of future meetings, plans, programs and/or project. The database can also identify the "key interests" of listed individuals to help identify or target various groups as necessary. The database should be updated and expanded on a regular basis and attendees at MPO or community meetings should always be invited to be place on the mailing list.

Public Information Materials

Public information materials are materials that provide information about a transportation project or plan that is currently underway or in the planning stage. Public information materials summarize large amounts of information in a simple straightforward manner thereby communicating information quickly. Materials can be geared to specific target groups or intended to reach a mass audience. Examples include:

Fliers

Fact Sheets

Public TV Message Board Scripts

Posters	Billboards	Display Advertisements- Newspaper
Brochures	Press Releases	Public Service Announcements
Newsletters	Display Boards	Project Specific Newsletters
Newspaper Articles/Inserts		Announcements (paper, video, radio)

Conferences/Retreat

Used to focus the attention of the participants on a specific subject or objective, conferences and retreats can be used to educate elected officials and their staff about complex transportation planning issues and trends. Conferences and retreats build relationships that can be important to the success of controversial or complex projects.

Briefings

Individual briefings for elected officials and/or their staff, agency leaders and other individuals that influence transportation planning decisions are effective when the issues are complex or time is limited.

Speaker's Bureau

The availability of skilled speakers to attend meetings of public and private organizations increases the general awareness of current and future transportation issues. Advertising the resource represented by a Speaker's Bureau to organizations that influence transportation decisions or have identified an interest in transportation planning will maximize its use. The creation of standard presentations on current or upcoming transportation issues reduces the burden on individual speakers.

Surveys

A tool for gauging the opinions of the public that would not be otherwise reached through public involvement activities or to gauge the effectiveness of public involvement activities, surveys are a significant investment in time and resources to develop, administer and interpret the results. Surveys should be employed only when other methods have proved unsuccessful.

Transportation Fairs

The assembly of information about all aspects of transportation services, from planning to transit service, introduces participants that are interested in one aspect of the

represented services to other aspects of the services. The “one-stop shopping” approach maximizes the time contributed by the participants and can provide for cost savings to the represented service providers. Transportation Fairs should be well advertised and the location and time evaluated as to convenience to the targeted audience.

Appendix D

Miami-Dade Metropolitan Planning Organization

Public Involvement Development

Required Work Program

<input type="checkbox"/>	TIP
<input type="checkbox"/>	UPWP
<input type="checkbox"/>	LRTP

Date PIP Prepared: _____

Prepared by: _____

Goal: Public Involvement Program is Proactive

<p>A. Identify Project Stakeholders</p> <p>Citizens Technical Advisory Committee</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Prior Participation (Y/N)</p> <p>Yes</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

Goal: Complete Information is Available to the Public

- A. Distribute information at each project milestone in written, oral and electronic format.
- B. Make Information available in alternative formats within 5 days of a request.
- C. Make information available in English and Spanish.
- D. Prepare a comment card for distribution at project meetings/ where information is available to identify project understanding.

Goal: Information is Made Available in a Timely Manner

<p>A. Identify Project Milestones</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 MPO Action _____</p>	<p>Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---

- B. Identify date 30 days prior to milestone at which time information will be available to all stakeholders.

<p>Project Milestones</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	<p>Public Involvement Tools Utilized</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

- C. Identify stakeholders that are targeted by each tool.

	Public Involvement Tools Utilized	Stakeholders
1		
2		
3		
4		
5		

Goal: The Public has Full Access to Key Decisions

- A. Identify location within each of the Six Planning Districts where meetings will be held.

	Location	Date
1		
2		
3		
4		
5		
6		

- B. Record meeting attendance.
 C. Prepare and collect comment card at each meeting that identifies stakeholder association.
 Survey all calls received to identify stakeholder association.
 D. Record percent of meeting participants that provide oral or written comments at the end of each meeting. Record number of phone calls received.

Goal: Involvement Commences Early and is Continuing.

- A. Identify the number of project milestones at which information is to be provided. Describe the information to be provided.

	Milestone	Type of Information
1		
2		
3		
4		
5		

- B. Maintain a list of participants/meeting attendees and identify continuing attendance.

Miami-Dade Metropolitan Planning Organization

Public Involvement Development

Special Projects/Programs

Project Name:	Date PIP Prepared:
Project Boundaries:	Prepared by:
Brief Description:	

Goal: Public Involvement Program is Proactive

A. Identify Project Stakeholders	Prior Participation (Y/N)
All Residents within Project Boundaries	
Community Groups within Project Boundaries:	
Business/Economic Development Groups within Project Boundaries:	

Goal: Complete Information is Available to the Public

- A. Distribute information at each project milestone in written, oral and electronic format.
- B. Make Information available in alternative formats within 5 days of a request.
- C. Make information available in English and Spanish.
- D. Prepare a comment card for distribution at project meetings/ where information is available to identify project understanding.

Goal: Information is Made Available in a Timely Manner

A. Identify Project Milestones	Date
1	
2	
3	
4	
5 MPO Action	

- B. Identify date 30 days prior to milestone at which time information will be available to all stakeholders.

Project Milestones	Public Involvement Tools Utilized
1	
2	
3	
4	
5	

- C. Identify stakeholders that are targeted by each tool.

Public Involvement Tools Utilized		Stakeholders
1		
2		
3		
4		
5		

Goal: The Public has Full Access to Key Decisions

- A. Identify location within study boundaries where meetings will be held.

Location	Date
1	
2	
3	

- B. Record meeting attendance.

- C. Prepare and collect comment card at each meeting that identifies stakeholder association.
Survey all calls received to identify stakeholder association.

- D. Record percent of meeting participants that provide oral or written comments at the end of each meeting. Record number of phone calls received.

Goal: Involvement Commences Early and is Continuing.

- A. Identify the number of project milestones at which information is to be provided. Describe the information to be provided.

Milestone	Type of Information
1	
2	
3	
4	
5	

- B. Maintain a list of participants/meeting attendees and identify continuing attendance.

Appendix E

Miami-Dade Metropolitan Planning Organization

Public Involvement Evaluation Form

Evaluation of Program

Evaluation of: _____

Project Description: _____

Goal	Target	Actual	Improve (Y/N)
Public Involvement Program is Proactive	All stakeholder groups/individuals previously involved were individually contacted.		
	Special Projects: Residents/ businesses within the study area are contacted individually or through existing community associations.		
Complete Information is Available to the Public	Information is distributed in written, oral & electronic format.		
	Information is available in alternative formats (Braille, large print, on-tape) within 5 days of request.		
	Information is provided in English and Spanish.		
	50 percent of project participants/ stakeholder groups exhibit increased understanding.		

Public Involvement Evaluation Form

Evaluation of Program

Goal	Target	Actual	Improve (Y/N)
Information is Made Available in a Timely Manner	Recommendation for final action is provided at least 30 days prior to MPO action.		
The Public has Full Access to Key Decisions	Mandated projects: a minimum of one meeting is held in each of the 6 Planning Districts.		
	Special projects: Meetings at project milestones are held within the study area boundary.		
	Mandated projects: individual meeting/workshops attendance exceeds 20.		
	Special Projects: Total meeting attendance is 3 to 5% of the study area population.		
	50% of project stakeholder groups represented through course of project.		
	25% of meeting participants provide comment.		
Early and Continuing Involvement	10% of questionnaires/ surveys sent returned.		
	Information is provided at all project milestones.		
	25% of participants attend all scheduled meetings/ workshops.		

Miami-Dade Metropolitan Planning Organization

Public Involvement Evaluation Form

Evaluation of Tools

Evaluation of: _____

Project Description: _____

Public Involvement Tools Employed:

Tool	Target	Actual	Improve (Y/N)
MPO Master Database	Max 2% return rate per mailing		
	Quarterly Update		
MPO Website	50 hits per month: increase by 10% per year.		
	25 comments/requests per month		
MPO Newsletter	Max 2% return rate per mailing		
Project Specific Newsletter	Min 25% of attendees/ respondents received newsletter		
Project Specific Website	30 hits per month. Increase of 20% per month.		
	10 comments/requests per month		
Telephone Hotline	25 calls per month		

Miami-Dade Metropolitan Planning Organization Public Involvement Evaluation Form

Tool	Target	Actual	Improve (Y/N)
Posters/Flyers/Brochures	25% of survey respondents/ meeting participants indicate receiving information from each tool utilized.		
Display Advertisements (newspaper)			
Newspaper Inserts			
Press Releases			
Public TV Message Board Scripts			
Fact Sheets			
Public Service Announcements			
Billboards			
Focus Groups	90% of participants provide comment.		
Open Houses	3-5% of affected pop in attendance. NA to Countywide projects.		
Project Meetings/Workshops	3-5% of affected pop in attendance. NA to Countywide projects.		
Interviews with Key Stakeholders	NA. Targeted or requested interviews.		
Virtual Town Meetings	20 e-mails/call-ins per meeting.		
Vision Planning Process	5% of affected population in attendance.		
	50% of stakeholder groups represented.		

Appendix F

Meeting Location:

Date:

[illegible]

Project: _____
Date: _____

Meeting Location: _____

Thank you for your participation in today's meeting. In order to continually improve our public involvement efforts, please take a few minutes to provide us your input on how we are doing and how we can improve.

Do you represent any community organization/group? ☐ Yes ☐ No

If yes, what is the name your organization/group? _____

Is your group interested in transportation planning issues? ☐ Yes ☐ No

May we contact you or your organization to provide additional information? ☐ Yes ☐ No

Contact information _____

Did tonight's meeting increase your understanding/awareness of the project? ☐ Yes ☐ No

Were you able to understand the materials distributed at the meeting? ☐ Yes ☐ No

Was the meeting time and location convenient? ☐ Yes ☐ No

If no, when and where would you suggest future meetings be held? _____

Was there a sufficient amount of time to have your questions answered? ☐ Yes ☐ No

Would you find it useful to have information regarding the project on the internet? ☐ Yes ☐ No

Any other comments/suggestions to improve our public involvement efforts:

Project: _____
Date: _____

Meeting Location: _____

Thank you for your participation in today's meeting. In order to continually improve our public involvement efforts, please take a few minutes to provide us your input on how we are doing and how we can improve.

Do you represent any community organization/group? ☐ Yes ☐ No

If yes, what is the name your organization/group? _____

Is your group interested in transportation planning issues? ☐ Yes ☐ No

May we contact you or your organization to provide additional information? ☐ Yes ☐ No

Contact information _____

Did tonight's meeting increase your understanding/awareness of the project? ☐ Yes ☐ No

Were you able to understand the materials distributed at the meeting? ☐ Yes ☐ No

Was the meeting time and location convenient? ☐ Yes ☐ No

If no, when and where would you suggest future meetings be held? _____

Was there a sufficient amount of time to have your questions answered? ☐ Yes ☐ No

Would you find it useful to have information regarding the project on the internet? ☐ Yes ☐ No

Any other comments/suggestions to improve our public involvement efforts:

“Contracting Process”

- **“Metropolitan Planning Organization Request for Proposals Process”**
- **“Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying, and Mapping Professional Service Certification Process”**

METRO DADE COUNTY
METROPOLITAN PLANNING ORGANIZATION
REQUEST FOR PROPOSALS
GENERAL ENGINEERING CONSULTANTS
AFFIRMATIVE ACTION REQUIREMENTS
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Certification of Assurance (Alternate)
Schedule for Participation by DBE Contractors
DBE Contractor Participation Letter of Intent
DBE Contractor Identification Statement
DBE Contractor Unavailability Certification
Notice of Opportunity to Meet with the Contracting Officer
Monthly Progress Report on DBE Activities
Disclosure Affidavit ("Certification Application")
DBE Directory, Department of Business Development (May be bound or made available separately)

SECTION I: DEPARTMENT OF LABOR - AFFIRMATIVE ACTION REQUIREMENTS

1. Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess forty hours in such work week.
2. Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5 in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of eight hours or in excess of the standard work week of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5.
3. Withholding for Unpaid Wages and Liquidated Damages. DOT or the recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of

such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b) (2) of 29 CFR Section 5.5.

4. Non-construction Grants. The contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the recipient shall require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of DOT and the Department of Labor, and the representatives of DOT and the Department of Labor, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.
5. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph 1. through 5. of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs 1. through 5. of this paragraph.

SECTION II: EQUAL OPPORTUNITY/NON-DISCRIMINATION

A. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, or national origin. The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, disability, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Contractor further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

B. DISCRIMINATION PROHIBITED

No person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any contract covered by this Part, on the grounds of race, color, disability, national origin or sex. (49 CFR Part 23.7)

C. NONDISCRIMINATION.

The proposer/bidder will comply with all regulations of the U. S. Department of Transportation, all applicable provisions of the Civil Rights act of 1964, Executive Order 11246 of September 24, 1964 as amended by Executive Order 11375 Executive Order 11625 of October 13, 1971, the Age Discrimination in Employment Act effective June 12, 1968, the rules regulations and relevant orders of the Secretary of Labor, Florida Statutes 112.041, 112.042 and 112.043; and Articles 3 and 4 of Chapter 11a of the Code of Metropolitan Dade County which prohibit discrimination because of race, color, religion, ancestry, sex, pregnancy, national origin, age, handicap, marital status or familial status of any individual.

D. DISABILITY NONDISCRIMINATION.

It is hereby declared to be the national policy that elderly persons and persons with disabilities have the same right as other persons to utilize mass transportation and services; that special efforts shall be made in the planning and design of mass transportation facilities and services so that the availability to elderly persons and persons with disabilities of mass transportation which they can effectively utilize will be assured; and that all Federal programs offering assistance in the field of mass transportation (including the programs under this chapter) should contain provisions implementing this policy. (49 U.S.C. Part 1612.[a].) Further, each contractor agrees to insert a similar provision and requirement in each subcontract it awards in the conduct of this project or contract.

SECTION III: DISADVANTAGED BUSINESS ENTERPRISE AFFIRMATIVE ACTION REQUIREMENTS

- A. DEFINITIONS: As used in this Disadvantaged Business Enterprise (DBE) Contractor Participation Provision ("Provision"), the following terms shall have the following meanings (the definitions shall not apply outside of this Provision where inconsistent with those contained elsewhere in the Proposal documents):

1. Affirmative Action means positive activities undertaken to eliminate discrimination and effects of past discrimination and to ensure non-discriminatory practices in the future.
2. Board - Board of County Commissioners, Dade County, Florida.
3. Certification of Assurance - A certification, in the form attached to the Proposal form that is completed and executed by the proposer stating that the proposer will meet or exceed the DBE Contract Goal or the alternate DBE goal proposed by the proposer.
4. Challenge means a formal filing by a third party to rebut the presumption that a particular individual is socially and economically disadvantaged.

5. Commercially Useful Function means work performed by a DBE firm in a particular transaction that, in light of industry practices and other relevant considerations, has a necessary and useful role in the transaction, i.e., the firm's role is not a superfluous step added in an attempt to obtain credit toward goals. If, in the Metropolitan Planning Organization's judgment, the firm (even though an eligible DBE) does not perform a commercially useful function in the transaction, no credit toward the goal may be awarded.
6. Compliance Monitor - the individual or individuals designated from time to time by MDC to assist and make recommendations to MDC with respect to compliance with this Provision.
7. Contract - the Contract, executed by MDC and the successful Proposer, of which this Provision is a part.
8. Contract Price - the total price of the successful Proposal upon which the Contract is awarded.
9. Contracting Officer - The Director of the Metropolitan Planning Organization or his/her designee.
10. Contracting Opportunity means any decision by the Metropolitan Planning Organization or contractor to institute a procurement action to obtain a product or service commercially (as opposed to intergovernmental actions).
11. Disadvantaged Business Enterprise - A small business concern according to the standards of 13 CFR Part 121 and:
- a. Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
 - b. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
12. DBE Contractor Identification Statement - a statement, in the form annexed to this Provision, to be signed by a DBE Contractor and containing certain information with respect to the DBE Contractor.
13. DBE Directory - a list of reputed DBE Contractors, which is available from the DBE Administration, Metropolitan Planning Organization, MDC, to aid proposers and bidders, but which is neither exclusive nor a representation by MDC that any such listed DBE Contractor is Qualified to do any particular work or is in fact a DBE.

14. DBE Contractor Unavailability Certification - a written certification, in the form annexed to this Provision, by a DBE Contractor as to its unavailability for certain work.

15. Goal means the numerically expressed objective for this Contract solicitation which proposers are required to make good faith efforts to achieve.

16. Letter of Intent - a letter, in the form annexed to this Provision, to be signed by a DBE Contractor with respect to certain work under the Contract.

17. Manufacturer means an individual (or individuals) who owns, operates, or maintains a factory or establishment that produces on the premises the components, materials, or supplies obtained by the Metropolitan Planning Organization, Contractor, or Transit Vehicle Manufacturer.

18. Notice of Opportunity to Meet with the Contracting Officer - a notice, in the form annexed to this Provision, to be given to a proposer as to its opportunity to request a meeting with the Contracting Officer with respect to MDC's determination of the proposer's compliance with this Provision.

19. Proposer/Bidder - an individual, firm, partnership, association, corporation or combination thereof submitting a proposal or bid to MDC for the Work (the terms "proposer" or "bidder" are used interchangeably with "contractor" in this provision).

20. Qualified - a Contractor is qualified to do specific work if it meets all of the following criteria:

- a. It has or is able to obtain any and all licenses required to do such work;
- b. It has the necessary experience, organization, technical qualifications, skills and facilities to do such work;
- c. It is able to comply with the performance schedule reasonably needed for such work;
- d. It does not have an unsatisfactory record of integrity, judgment and performance;
- e. It is able to meet the applicable equal employment opportunities requirements; and
- f. It is not otherwise ineligible to perform such work under applicable laws and regulations.

21. Regular Dealer means a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A regular dealer in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment. Brokers and packagers shall not be regarded as manufacturers or regular dealers within the meaning of this definition.

22. Socially and Economically Disadvantaged Individuals - means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are:

- a. "Black Americans," which includes persons having origins in any of the black racial groups of Africa;
- b. Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish or Portuguese culture or origin, regardless of race;
- c. "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
- d. "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and the Northern Marianas;
- e. "Asian-Indian Americans," which includes persons whose origins are from India, Pakistan, and Bangladesh;
- f. "Women," regardless of race, ethnicity, or origin; and
- g. "Other," individuals found to be socially and economically disadvantaged by the Small Business Administration (SBA) pursuant to Section 8(a) of the Small Business Act.

The Metropolitan Planning Organization (MPO) shall make a rebuttable presumption that individuals in the above groups are socially and economically disadvantaged. MPO also may determine, on a case-by-case basis, other individuals who are socially and economically disadvantaged.

23. Schedule for Participation by DBE Contractors - a schedule, in the form annexed to this Provision, containing certain information with respect to work to be performed by DBE Contractors.

24. Successful Proposer - the proposer to which the Contract is awarded.
25. Transit Vehicle is a vehicle used by the Metropolitan Planning Organization, e.g., bus, railcar, or van, for the primary program purpose of public mass transportation; this definition does not include locomotives or ferry boats.
26. Transit Vehicle Manufacturer (TVM) is a manufacturer of vehicles used by FTA recipients for the primary program purpose of public mass transportation (e.g., buses, railcars, vans). The term does not apply to firms which rehabilitate old vehicles or to manufacturers of locomotives or ferry boats. The term also refers to distributors of or dealers in transit vehicles with respect to requirements of Section 23.67 of the regulations.
27. Transportation Improvement Program (TIP) means an annual or biennial listing of capital and operating assistance projects proposed for funding by FTA.
28. Unavailable - a Contractor is unavailable to do specific work if:
- a. It has that knowledge of the terms and specifications of the Contract needed to formulate intelligently a bid or proposal to do such work or to decline intelligently an opportunity to formulate such a bid or proposal; and
 - b. It does not intend, or is unable, to make a bid or proposal because of lack of interest, inability to meet the reasonable and ordinary demands connected with doing such work, unwillingness to meet the specifications for such work, unwillingness to work on this project or in this geographic area, or such other reason as is determined by MDC to be sufficient
29. U.S. Department of Transportation Regulations - the final rules and regulations published in the Federal Register (45 FR 21172) dated Monday, March 31, 1980, entitled Part VIA, Department of Transportation, Office of the Secretary, Participation by Minority Business Enterprise in Department of Transportation Programs, and Codified as 49 CFR Part 23 included amendments adopted October 21, 1987, and subsequently.

B. UTILIZATION OF DBE CONTRACTORS:

1. Affirmative Action Obligation.

- a. Policy. It is the policy of the Department of Transportation and MDC that DBE Contractors as defined in 49 CFR Part 23 and this Provision shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal Funds under this project. Consequently, the DBE requirements of 49 CFR Part 23 apply to this project.

- b. DBE Obligation. Each bidder agrees to ensure that DBE Contractors as defined in 49 CFR Part 23 and this Provision have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal Funds provided under this project. In this regard all bidders shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 and this Provision to ensure that DBE Contractors have the maximum opportunity to compete for and perform contracts. Proposers and Bidders shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

All determinations of compliance or non-compliance of the proposers and bidders with the requirements of this Provision, and of the appropriate consequences of non-compliance, shall be final and binding, except that an appeal from an adverse decision by MDC as provided herein. All such determinations shall be final and may be taken by an affected DBE Contractor to the U.S. Department of Transportation to the extent provided under 49 CFR Section 23.55. Nothing in this Provision shall be construed to diminish the legal responsibility or authority of MDC.

2. Stated Goal - the stated goal is to have portions of the work under the contract performed by qualified DBE firms owned and controlled by individuals who are socially or economically disadvantaged for prices totaling not less than the percentage of the contract price set out in the Proposal Form. For the purposes of this contract, the Stated Goal is Ten percent (10%) for DBE firms. Where no DBE goal is provided, the proposer shall use its best efforts during the performance of the contract to encourage the participation of these persons.
3. DBE Contractor/Proposer - a Proposer which is itself a DBE may, subject to compliance with the applicable requirements of Section III.B.1.a. and III.B.1.b. of this Provision, achieve the stated goal by performing work with its own forces a value at least equal to the percentage goal.
4. Title VI Compliance (Civil Rights Act of 1964).

During the performance of this contract, the contractor itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- a. Compliance with Regulations: The contractor shall comply with the Regulations relative to non-discrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. Non-discrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, religion, color, sex, age, or national origin in the selection and retention of

subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- c. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, religion, color, sex, age, or national origin.
- d. **Information and Reports:** The contractor shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro Dade County or the Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required from a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to Metro Dade County, or to the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the non-discrimination provisions of this contract, Metro Dade County shall impose such contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:
 - 1) Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - 2) Cancellation, termination or suspension of the contract, in whole or in part.
- f. **Incorporation of Provisions:** The contractor shall include the provisions of paragraph III.B.4.a. through III.B.4.f. of this section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurements as Metro Dade County or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction,

the contractor may request Metro Dade County to enter into such litigation to protect the interests of Metro Dade County, and, in addition, the contractor may request the services of the Attorney General in such litigation to protect the interests of the United States.

C. PROPOSAL REQUIREMENTS AND PROCEDURES PRIOR TO CONTRACT AWARD

1. Proposal Submittal

Each proposer, as part of its proposal, shall submit a completed and signed Certification of Assurance, and, for each proposed DBE, the following documents:

- a. A letter of Certification or other document from the Metro Dade County Department of Business Development for each proposed DBE firm showing that the firm possesses a currently valid certification as a Disadvantaged Business Enterprise at the time the bids or proposals are submitted.
- b. A completed Schedule For Participation signed by the proposer listing those subcontracts which will be awarded to DBE contractors. This schedule shall list those Qualified DBE Contractors with which the proposer intends to contract for the performance of portions of the work under the Contract, specifying the price to be paid to each such DBE Contractor, including a proposed timetable for the performance of each such contract item and providing other information as may be required by the Schedule. No work shall be included in the Schedule which the proposer has reason to believe the listed DBE Contractor will subcontract, at any tier, to a non-DBE contractor;
- c. A completed and signed Letter of Intent by each DBE Contractor listed in the Schedule of Participation indicating readiness to perform the work described for the amounts stated in the Schedule for Participation;
- d. A completed and signed DBE Contractor Identification Statement for each proposed DBE Contractor and for the proposer if it is a DBE Contractor.

A proposal which does not include the above forms may be found to be non-responsive.

2. Submittals During Contract Negotiations

The selected proposer(s), as a condition of responsiveness, submit to the MPO by 4:30 p.m. the second business day after selection for negotiation the documents and information set out in sub-paragraphs III.C.2.a. and III.C.2.b. herein.

- a. Evidence of insurability of all listed DBE Contractors as required by the contract documents and by law and regulations, if applicable.
- b. Good Faith Effort. If the Disadvantaged Business Enterprise information submitted in response to the previous paragraphs demonstrates a bidder does not meet the DBE contract goals, information sufficient to satisfy MDC that the bidder has made good faith effort must be submitted to the MPO. This information shall demonstrate all good faith efforts extended by the bidder in attempting to meet the Stated Goal and shall include a detailed statement of the efforts made to contract and negotiate with DBE contractors including (i) the names, addresses and telephone numbers of DBE contractors who were contacted; (ii) a description of the information provided to the DBE Contractors regarding the plans and specifications for portions of the work to be performed; and (iii) a detailed statement of the reasons why additional prospective agreements with DBE contractors, if needed to meet the stated goal, were not reached.

Efforts that are merely pro forma are not good faith effort to meet the goal. Efforts to obtain DBE participation are not good faith effort to meet the goal, even if they are sincerely motivated, if, given all relevant circumstances, they could not reasonably be expected to produce a level of DBE participation sufficient to meet the goal. In order to award a contract to a Bidder that has failed to meet DBE contract goals, MDC must determine that the Bidder's efforts were those that, given all relevant circumstances, a bidder actively and aggressively seeking the goal would make.

In making the required judgment, MDC can consider the kinds of effort listed below. This is not a mandatory checklist. MDC does not insist the bidder do any one or any particular combination of things on the list. Nor is the list exclusive or exhaustive. Other factors or types of effort may be relevant in appropriate cases. In determining whether or not a bidder has made good faith effort, MDC will look not only at the different kinds of effort that a bidder has made, but also the quantity and intensity of these effort.

The kinds of good faith efforts MDC may consider are as follows:

- (1) Whether the Proposer attended any pre-bid meetings that were scheduled by MDC to inform DBEs of contracting and subcontracting opportunities;
- (2) Whether the Proposer advertised at least twenty (20) days before bids or proposals are due in general circulation, trade association and minority-focus media concerning the subcontracting opportunities (if the interval between MDC advertising and bid openings is so short that twenty (20) days are not available, then publication for a shorter reasonable time is acceptable);
- (3) Whether the Proposer provided written notice to a reasonable number of specific DBEs that their interest in the contract is being solicited in sufficient time to allow DBEs to participate effectively;
- (4) Whether the Proposer followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested. For this purpose, the DBE Contractor Unavailability Statement in the Appendix may be used where appropriate; or a statement from the Bidder that the DBE contractor refused to give such written certification after reasonable request; and a detailed statement from the Bidder of the reasons for the bidder's conclusion that the DBE contractor was Unavailable;
- (5) Whether the Proposer selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation;
- (6) Whether the Proposer provided interested DBEs with adequate information about the plans, specifications and requirements of the contract;
- (7) Whether the Proposer negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on thorough investigation of their capabilities;
- (8) Whether the Proposer made effort to assist interested DBEs in obtaining bonding, lines of credit or insurance required by MDC or the Bidder; and
- (9) Whether the Proposer effectively used the services of available socially and economically-focus community organizations, disadvantaged contractors' groups, local, state and federal disadvantaged business assistance offices; and other organizations that provide assistance in the recruitment and placement of DBEs.

Meeting the DBE contract goal or making good faith effort to do so is a condition of being awarded this contract.

Good Faith Efforts (Invitation for Bid/Request for Proposal). Good faith efforts, under the Invitation for Bid (IFB) method of procurement, to be considered must have been carried out prior to bid opening. Under a Request for Proposal (RFP) or similar method, good faith efforts must have been accomplished prior to receipt of proposals.

MDC may request any other information as may be required to determine the listed DBE contractor's qualification.

Agreements between a proposer and a DBE Contractor in which the DBE Contractor promises not to provide subcontracting quotations to other proposers are prohibited. The listing of a DBE Contractor by a proposer on its Schedule shall constitute a representation by the proposer that such DBE Contractor is Qualified and Not Unavailable, and a commitment by the proposer that if it is awarded the contract, it will enter into a subcontract with such minority contractor for the portion of the work and at the price set forth in its submission subject to the terms of this Provision.

MDC shall make every effort, prior to award of the contract, to approve or disapprove the DBE status of each firm listed on a proposer's Schedule for Participation. MDC reserves the right to award the Contract to a proposer prior to making a final determination as to the DBE status or qualification of a firm listed on the proposer's Schedule. If the DBE status of a firm listed on the proposer's Schedule is disapproved after contract award, the proposer shall remain bound by procedures under Section III.D.

3. DBE Participation shall be counted toward meeting the DBE Goal as follows:
 - a. Once a firm is determined by MDC to be an eligible DBE, the total dollar value of the contract awarded to the DBE is counted toward the applicable DBE Goal, except as limited by the following:
 - b. MDC shall count toward the DBE Goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the DBE partner(s) in the joint venture.
 - c. MDC shall count toward the DBE Goal only expenditures to DBEs that perform a commercially useful function in the work of a contract.
 - (1) A DBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carrying out its responsibilities by actually performing and supervising the work involved. To determine whether a DBE is performing a commercially useful function, the proposer shall evaluate the amount of work subcontracted, industry practices, and other relevant factors.
 - (2) Consistent with normal industry practices, a DBE may enter into subcontracts. If a DBE Contractor subcontracts a significantly greater portion of the work

of the contract than would be expected on the basis of normal industry practices, the DBE shall be presumed not to be performing a commercially useful function.

- d. MDC shall count toward DBE goals expenditures for materials and supplies obtained from DBE suppliers and manufacturers, provided that the DBE's assume the actual and contractual responsibility for the provisions of the materials and supplies.
- (1) MDC shall count toward DBE goals the entire expenditure to a DBE manufacturer (i.e., a supplier that produces goods from raw materials or substantially alters them before resale).
- (2) MDC shall count toward DBE goals 60 percent of the expenditures to DBE suppliers that are not manufacturers provided that the DBE supplier performs a commercially useful function in the supply process.

4. Procedures for Determination of Compliance

The selected proposer shall cooperate with the DBE Administration during the determination of compliance process as described below:

- a. Investigation and Recommendation by Compliance Monitor. The proposer shall, upon at least three (3) days notice given by the Compliance Monitor, meet with the Compliance Monitor at the office of the Department of Business Development, 111 N. W. 1st Street, Suite 1710, Miami, FL 33128, phone 305/375-4132, or such other place as the Compliance Monitor may designate. The purpose of this meeting shall be for the Compliance Monitor to consider whether to recommend that the proposer's proposal be determined to be in compliance with the requirements of this Provision or to recommend award not be made to the proposer. At this meeting the proposer shall have an opportunity to present information and arguments pertinent to its compliance with the applicable requirements. Upon request of the Compliance Monitor, the proposer shall produce in writing at this meeting the following information:
 - (1) A detailed statement of the efforts made to contact and negotiate with DBE Contractors, including: (i) the names, addresses and telephone numbers of DBE Contractors who were contacted; (ii) a description of the information provided to DBE Contractors regarding the plans and specifications for portions of the work to be performed; and (iii) a detailed statement of the reasons why additional prospective agreements with DBE Contractors, if needed to meet the stated goal, were not reached;

- (2) A detailed statement of the efforts made to select portions of the work proposed to be performed by DBE Contractors in order to increase the likelihood of achieving the stated goal;
- (3) As to each DBE Contractor contacted but which the proposer considered to be not qualified, a detailed statement of the reasons for the proposer's conclusion;
- (4) As to each DBE Contractor contacted but which the proposer considered to be unavailable, either (i) a DBE Contractor, or (ii) a statement from the proposer that the DBE Contractor refused to give such written certification after reasonable request, and a detailed statement from the proposer of the reasons for the proposer's conclusion that the DBE Contractor was unavailable (the DBE Contractor Unavailability Statement may be used for this purpose where appropriate);
- (5) Attendance at a pre-proposal meeting, if any, scheduled by the proposer to inform DBE's of subcontracting opportunities under a given solicitation;
- (6) Advertisements in general circulation media, trade association publications, and minority-focus media for at least 20 days are not available, then publication for a shorter reasonable time is acceptable;
- (7) Effort made to assist the DBE's contacted that needed assistance in obtaining bonding or insurance required by the proposer or MDC; and
- (8) Written notification to DBE's that their interest in the contract is solicited.

The Compliance Monitor may require the proposer to produce such additional information as the Compliance Monitor deems appropriate and may obtain whatever other and further information, from whatever other sources, he deems appropriate.

Not later than fifteen (15) days after given notice of his initial meeting with the proposer, the Compliance Monitor shall make a written recommendation to the Contracting Officer which shall include a statement of the facts and reasons upon which it is based.

- b. Determination by MDC. Following receipt of the Compliance Monitor's recommendation, the Contracting Officer shall send to the proposer a Notice

of Opportunity to meet with the Contracting Officer, enclosing a copy of the Compliance Monitor's recommendation. Such Notice shall indicate the date, time and place at which the proposer may, if it so requests in writing, meet with the Contracting Officer and have an opportunity to present pertinent arguments and information relating to the recommendation by the Compliance Monitor regarding the proposer's compliance with this Provision. The Contracting Officer may request such further information from the proposer as it deems appropriate, and may rely upon any factual conclusion reported by the Compliance Monitor which is not contradicted by the proposer. The Contracting Officer may also conduct informal conferences, to which the proposer shall be invited, in which other parties invited by the Contracting Officer may offer information relevant to the issues on which its recommendation to the Board will be based.

As soon as practicable, the Contracting Officer shall make a determination, in writing and setting forth the facts and reasons upon which it is based, whether the proposal of such proposer complies with the requirements of this Provision or recommending to the Board that the Contract not be awarded to the proposer. A copy of such determination shall be sent to the proposer. Such determination shall not affect the power of the Board of County Commissioners to reject the proposer's proposal for any other reason or to take action on the recommendation of the Contracting Officer it deems appropriate.

- c. Failure of Proposer to Participate. The proposer will be bound by proceedings under this Provision to which it has been given required notice without regard to its participation or lack of participation in them. Its lack of participation, upon receiving notices and requests pursuant to this Provision, shall not be grounds for reconsideration of any actions taken in the procedure.

MDC shall not award a Contract to any proposer which it determines fails to comply with the applicable requirements of this Provision. Nothing herein shall relieve any proposer or any Contractor performing any work under the Contract from any of the terms, conditions or requirements of the Contract or modify MDC's rights as reserved in the Contract Documents.

- 5. Substitution of DBE Contractors for those Listed in the Schedule for Participation - A proposer may change information required by this provision from that provided in its Schedule of Participation of DBE Contractor only when directed to do so by the Contracting Officer. The Contracting Officer may make such a direction if it determines in the course of any proceeding conducted pursuant to Section III.C.4., that (a), although listed by a proposer in good faith, a Contractor appearing on the proposer's Schedule is not a DBE Contractor, is not qualified or is unavailable and that (b), if the work scheduled to be performed by said Contractor or its equivalent is not performed by a DBE Contractor, the proposer will not achieve the level of

participation listed on its Schedule. Upon receiving such a direction, the proposer shall make every reasonable effort to replace a contractor listed in its Schedule with a qualified DBE Contractor to perform, for not less than the lesser of the same price or the price necessary to achieve the level of participation listed in its Schedule, the same work or other work not appearing on the Schedule included with its proposal submission.

For the purpose of determining the proposer's compliance with this Provision, the revised list of DBE Contractors shall be considered. However, a failure by a proposer to make the efforts required by the preceding paragraph prior to Contract award shall be grounds for a determination by the Board of County Commissioners that the contract not be awarded to the proposer. If a proposer is awarded the Contract and it fails to make such efforts upon notice by MDC, MDC shall subject the proposer to sanctions as provided in Section IV.D.

D. REQUIREMENTS AND PROCEDURES SUBSEQUENT TO CONTRACT AWARD

1. Proposal, Execution, and Compliance with Subcontracts - the successful proposer shall, in the manner prescribed in Section 14.0 of the Contract entitled "Assignment, Transfer, or subcontracting", (or other relevant section) propose for MDC approval subcontracts corresponding in all respects to the proposed agreements listed on the successful proposer's Schedule for Participation by DBE Contractors included in its proposal with substitutions authorized under this Provision. Upon approval by the Contracting Officer the successful proposer shall enter into each such approved subcontract and shall thereafter neither terminate any such subcontract nor reduce the scope of the work to be performed by, or decrease the price to be paid to, the DBE Contractor thereunder without in each instance the prior written approval of the Contracting Officer.

MDC retains the right to approve or disapprove any subcontract with a DBE Contractor proposed under this Provision for the same reasons and in the same manner that MDC may approve or disapprove any other subcontract proposed to it. If MDC disapproves a subcontract required to be proposed under this Provision for reasons relating to its form, the successful proposer shall propose for approval another subcontract with the same DBE Contractor, for the same work and at the same price, in a form acceptable to MDC. If MDC disapproves a subcontract required to be proposed under this Provision for any other reason, the successful proposer shall be excused from proposing that subcontract and shall be subject to the provisions of Section III.D.2 below.

2. Substitution of Subcontractors

- a. Excuse from Entering Subcontracts. If prior to execution of a subcontract required by this Provision, the successful proposer submits a written request to the Contracting Officer and demonstrates to the satisfaction of the

Contracting Officer that, as a result of a change in circumstances beyond its control of which it was not aware and could not reasonably have been aware until subsequent to the date of award of the Contract, a DBE Contractor which is to enter into such subcontract has become not Qualified, or that the DBE Contractor has unreasonably refused to execute the subcontract, the successful proposer shall be excused from executing such subcontract.

- b. Rightful Termination of Subcontracts. If, after execution of a subcontract required by this Provision, the successful proposer submits a written request to the Contracting Officer and demonstrates to the satisfaction of the Contracting Officer that, as a result of a change in circumstances beyond its control of which it was not aware and could not reasonably have been aware until subsequent to the date of execution of such subcontract, a DBE Contractor which entered into such subcontract has become not Qualified or has committed and failed to remedy a material breach of the subcontract, the successful proposer shall be entitled to exercise such rights as may be available to it to terminate the subcontract.
- c. Determination of Excuse of Rightful Termination. If the successful proposer at any time submits a written request to the Contracting Officer under the provisions of either Section III.D.2.a. or Section III.D.2.b., the Contracting Officer, as soon as practicable, shall determine whether the successful proposer has made the requisite demonstration, and shall not determine that such a demonstration has not been made without first providing the successful proposer, upon notice, an opportunity to present pertinent information and arguments.
- d. Alternative Subcontracts. If the successful proposer is excused from proposing a subcontract under Section III.D.1. or from executing a subcontract under Section III.D.2.a., or rightfully terminates a subcontract under Section III.D.2.b. and without such subcontract the successful proposer will not achieve the stated level of DBE participation on which the contract was awarded, the successful proposer shall make every reasonable effort to propose and enter into an alternative subcontract or subcontracts for the same work to be performed by another Qualified DBE Contractor or Contractors for a contract price or prices totaling not less than the contract price under the excused or terminated subcontract, less all amounts previously paid thereunder. The successful proposer shall be deemed to satisfy the requirements of this Section III.D.2.d. if:
 - (1) it shall propose and enter each such alternative subcontract for the same work; or
 - (2) it demonstrates to the satisfaction of the Contracting Officer that it has made every reasonable effort to contact and negotiate with DBE

Contractors in an attempt to subcontract such work, but that it was unable to subcontract the work because DBE Contractors were (i) not Qualified; (ii) Unavailable; or (iii) although Qualified and not Unavailable, unwilling or unable to propose a price for such work equal to or less than the greater of the price originally scheduled for such work (less all amounts previously paid therefor), or the price stated in another bona fide proposal, of which such DBE Contractors had knowledge, submitted by another contractor to which the successful proposer proposes to subcontract such work; or

- (3) it shall propose and enter into subcontracts with another qualified DBE Contractor or Contractors, for prices totaling the price originally scheduled for such work (less all amounts previously paid therefor) for the performance of other work not included in its Schedule as it may be modified according to this Provision.

In any situation covered by this Section III.D.2., the Compliance Monitor shall promptly meet with the successful proposer and provide it an opportunity to demonstrate compliance with these requirements. The Compliance Monitor shall, as promptly as practicable, recommend to the Contracting Officer whether the successful proposer should be determined to be in compliance with these requirements.

The Compliance Monitor may require the successful proposer to produce such information as the Compliance Monitor deems appropriate and may obtain whatever other and further information from whatever sources the Compliance Monitor deems appropriate. A copy of the Compliance Monitor's recommendation shall be promptly hand delivered or sent by registered mail to the successful proposer. The Compliance Monitor shall not make his recommendation under this paragraph without giving the successful proposer notice and an opportunity to present pertinent information and arguments. MDC will consider objections to the Compliance Monitor's recommendation only if such written objections are received by the Contracting Officer within five (5) calendar days from the successful proposer's receipt of the Compliance Monitor's recommendation. The Contracting Officer with or without a hearing, as he in his discretion may determine, will reply to the successful proposer's written objection within ten (10) working days of receipt of these objections. The Contracting Officer's determinations upon consideration of the successful proposer's written objections shall be final and binding without right of appeal.

3. **Continued Compliance** - MDC shall monitor the compliance of successful proposer with the requirements of this Provision during the course of the work to be performed under the Contract. The successful proposer shall permit MDC to have access to the job site and to necessary records, and to examine such information as appropriate for the purpose of investigating and determining compliance with this Provision,

including, but not limited to, manning tables, records of expenditures, change orders, observations at the job site, and contracts between the successful proposer and other parties entered into during the life of the Contract.

4. **Sanctions for Violations** - if at any time MDC has reason to believe that the successful proposer is in violation of its obligations under this Provision, or has otherwise failed to comply with this Provision, MDC may, in addition to pursuing any other available legal remedy, commence proceedings to impose sanctions on the successful proposer. Such sanctions may include, but are not limited to, one or more of the following:

- a. the suspension of any payment or part thereof due the successful proposer until such time as the issues concerning the successful proposer's compliance are resolved;
- b. the termination or cancellation of the Contract in whole or in part unless the successful proposer is able to demonstrate within a reasonable time its compliance with the terms of this Provision; and
- c. the denial to the successful proposer of the right to participate in any further contracts awarded by MDC for a period of not longer than three (3) years. No such sanction shall be imposed by MDC upon the successful proposer except pursuant to a hearing conducted by the Contracting Officer.

5. **Prime Contractor DBE Reporting Requirements** - the prime Contractor shall submit reports periodically on the participation by DBE firms in the project.

- a. **Monthly reports from DBE subcontractors.**

The prime contractor shall secure a report monthly from each DBE subcontractor working on the project, using the attached Monthly Progress Report form or a similar form. The reports from the DBE subcontractor shall specify the amounts of money that have been received by the DBE subcontractor from the prime contractor during the month the report covers. Authorized representatives of each DBE firm shall sign the report(s), verifying the participation of the DBE firm in the contract work and receipt of the monies listed.

- b. **Monthly report from the prime contractor.**

The prime contractor shall report subcontracting and purchasing activities with DBE firms monthly using the attached Monthly Progress Report form or a similar form. The report forms signed by each DBE subcontractor firm shall be attached to the prime contractor's Monthly Report. The completed Report with attachments shall be submitted to the Contracting Officer on or before the tenth working day following the end of the month the report covers.

APPENDIX OF FORMS

Certification of Assurance
Certification of Assurance (Alternate)
Schedule for Participation by DBE Contractors
DBE Contractor Participation Letter of Intent
DBE Contractor Identification Statement
DBE Contractor Unavailability Certification
Notice of Opportunity to Meet with the Contracting Officer
Disability Nondiscrimination Affidavit
Monthly Progress Report on DBE Activities
Disclosure Affidavit ("Certification Application")
DBE Directory, Department of Business Development
(May be bound or made available separately)

METROPOLITAN DADE COUNTY
GENERAL ENGINEERING CONSULTANTS

CERTIFICATION OF ASSURANCE FORM

The proposer, _____, hereby gives assurance of meeting the Disadvantaged Business Enterprise goal of Ten percent (10%) by utilizing DBE firms in the area(s) of:

1. Professional Services _____ percent
(Engineering, legal, accounting, etc.)
2. Construction _____
_____ percent (Site preparation, concrete work, etc.)
3. Procurement Services _____ percent
(Purchase of materials, supplies, equipment, etc.)

(Items 1, 2 and 3 must add up to above Goal percentage.)

The DBE goal will be obtained by certification of the prime contractor as a DBE; by establishment of a relationship of Association with DBE firms; by utilization of vendors and suppliers of goods and services; by subcontracting; or by joint venture arrangements in conformity with the requirements, terms and conditions of the "Disadvantaged Business Enterprise Contractor Participation Provision."

Signature

Name of Proposer (Typed)

Title

Date

METROPOLITAN DADE COUNTY

GENERAL ENGINEERING CONSULTANTS

CERTIFICATION OF ASSURANCE FORM (ALTERNATE)

(Where alternate goals are proposed)

The proposer, _____, hereby gives assurance of meeting a Disadvantaged Business Enterprise participation goal of _____ (____)percent by utilizing DBE firms in the area(s) of:

1. Professional Services _____ percent
(Engineering, legal, accounting, etc.)
2. Construction _____ percent (Site
preparation, concrete work, etc.)
3. Procurement Services _____ percent (Purchase of materials, supplies,
equipment, etc.)

(Items 1, 2 and 3 must add up to above Goal percentage.)

The DBE goal will be obtained by certification of the prime contractor as a DBE; by establishment of a relationship of Association with DBE firms; by utilization of vendors and suppliers of goods and services; by subcontracting; or by joint venture arrangements in conformity with the requirements, terms and conditions of the "Disadvantaged Business Enterprise Contractor Participation Provision."

Signature

Name of Proposer (Typed)

Title

Date

SCHEDULE FOR PARTICIPATION

DBE Contractor Participation

This form should be completed for **EACH** DBE firm listed in the bid submittal.

1. Name of prime Bidder: _____

2. Project Name: _____ Project or
Bid No. _____

3. Location: _____

4. Name and Address of DBE/Contractor:

5. DBE TYPE: Women ___ Black ___ Hispanic ___ Other (specify) _____
DBEs must show ownership percentage by gender--Male _____ % Female _____ %

6. Type of work to be performed by DBE/Contractor (general):

7. Scope of work to be performed (specific description by Bid Item):

If work to be subcontracted is a portion of a contract item outline in the bid specifications, specify only the portion of the work to be subcontracted and identify the Bid Item number if one is designated.

Description	Bid Item	Agreed Price
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

8. If overall contract price is based on Unit Price, list for each subcontracted bid item:

Approximate Quantities	Unit	Extended Dollar Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Continued on Page 2)

SCHEDULE FOR PARTICIPATION

DBE Contractor Participation

Page 2

9. Party responsible for Workmen's Compensation coverage of subcontracted portion: _____: Projected dollar amount of same: \$_____
10. Party responsible for Liability Insurance coverage: _____.
Projected dollar amount for same: \$_____
11. Projected commencement date for work performed by DBE Subcontractor: _____
12. Projected completion date for work to be performed by DBE Subcontractor: _____
13. For those DBE Contractors who previously have worked on Metropolitan Planning Organization (MPO) projects as DBE contractors or subcontractors, list name of the Prime contractor, the project name and/or number, and the date the contract was awarded:

Firm Name	MPO Project Name/No.	Date of Award
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. If the firm is presently or has in the past been certified by agencies other than MPO or the Metro Dade County Department of Business and Economic Development, give dates and names of other agencies.

Certified By

Date

_____	_____
_____	_____
_____	_____

15. DBED Certification No. _____ Expiration Date _____

LETTER OF INTENT
DBE Contractor Participation

NOTE: All bidders must submit Letters of Intent by 4:30 p.m. on the second business day following bid opening. Expenditures to DBEs on a Schedule of Participation that are not confirmed by a properly executed Letter of Intent shall not count toward the DBE goal.

To: _____ Project Name _____
Name of Prime Bidder

Project/Bid Number _____ Total Bid \$ _____

The undersigned holds DBED DBE Certificate No. _____, expiring _____, and intends to perform work in connection with the above project as (check one):

An individual____; a partnership____; a corporation____; a joint venture____.

The DBE status of the undersigned is (check only one):

Women _____ Black _____ Hispanic _____ Other (specify) _____

All DBEs must show ownership percentage by gender--Male____% Female____%

The undersigned is prepared to perform the following described work at the prices indicated in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Item No.	Work to be performed	\$ Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

You have projected the following commencement date for such work, and the undersigned it projecting completion of such work as follows:

Items	Date of Start-up (projected)	Completion Date(Projected)
_____	_____	_____
_____	_____	_____
_____	_____	_____

The above work will not be sublet to a non-DBE/at any tier. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with Metropolitan Dade County.

Name of DBE/Contractor

By _____

Date _____ Title _____

DBE CONTRACTOR IDENTIFICATION STATEMENT

DBE Contractor Participation

- 1) Name of DBE Contractor _____
- 2) Year business established _____
- 3) Address and telephone number _____

- 4) DBE Type: Women___ Black___ Hispanic___ Other (Specify)_____
All DBEs must show ownership percentage by gender--Male___% Female___%
- 5) Name of principal officer_____
- 6) Principal type of work _____
- 7) Name of persons involved in management of firm and positions held:

	NAME	RACE	SEX	POSITION/TITLE
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____
D.	_____	_____	_____	_____
E.	_____	_____	_____	_____

If additional space is needed, please use another sheet.

- 8) For a Corporation or Professional Association: Identify those who own five percent or more of the firm's stock or five percent or more share of P. A.

	NAME	RACE	SEX	YEARS OF OWNERSHIP	OWNERSHIP PERCENTAGE	VOTING PERCENTAGE
A.	_____	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____	_____
F.	_____	_____	_____	_____	_____	_____

If additional space is needed, please use another sheet.

(Continued on Page 2)

DBE CONTRACTOR IDENTIFICATION STATEMENT

DBE Contractor Participation

Page 2

- 9) For a Proprietorship, indicate the DBE status and gender of the proprietor:

Black Male ____ Black Female ____ Hispanic Male ____ Hispanic Female ____

Other Male (Specify) _____ Other Female (Specify) _____

- 10) Does the firm have an 8(a) Certification issued by the Small Business Administration under Section 8(a) of the Small Business Act as amended (15 U.S.C. 637 (a)?

NO _____ YES _____, Certified as an 8(a) Contractor (date) _____

- 11) Date first certified by MDTA/Dade County Department of Business and Economic Development _____ Cert. No. _____ Expires _____

- 12) The undersigned agrees to provide other relevant information concerning ownership and control if requested to do so by MDC or its representative.

NAME OF CONTRACTOR

Date

By _____

Title _____

DBE CONTRACTOR UNAVAILABILITY CERTIFICATION

I _____, _____
(Title)

of _____ certify that on _____
(Prime Bidder) (date)

I contacted the following DBE Contractor to obtain a bid for work items to be performed on Metropolitan Dade County Contract No. _____

DBE
Contractor

Work Items
Sought

Form of bid sought
(i.e. unit price,
materials & Labor,
labor only, etc.)

_____	_____	_____
_____	_____	_____

To the best of my knowledge and belief, said DBE Contractor was unavailable for work on this project, or unable to prepare a bid, for the following reason (s):

Signature: _____ Date: _____

I, _____, was offered an opportunity to bid on
(Name of DBE Contractor)
the above-identified work on _____ by _____
(date) (source)

The above statement is a true and accurate account of why I did not submit a bid on this project. (If not accurate, describe reason(s) below.)

(Print name of DBE contractor)

(Signature of DBE Contractor)

(date)

(Title)

NOTICE OF OPPORTUNITY TO MEET WITH THE CONTRACTING OFFICER

DBE Contractor Participation

To: _____

Metropolitan Dade County (MDC) is engaged in determining whether the bid you submitted on MDC/MPO Contract No.

_____ is in compliance with the requirements of the DBE Contractor Participation Provision of said Contract. Failure of your bid to comply with said requirements may result in a determination that the Contract not be awarded to you.

You are hereby notified that you may request a meeting with the Contracting Officer before such determination is made. If you wish to have such a meeting, the Contracting Officer must receive your request therefor no later than _____

If you make such a timely request, the meeting will be held on _____ a.m./p.m at _____

Accompanying this notice you will find a recommendation made to the Contracting Officer by the Compliance Monitor pursuant to said Provision, and any comments or suggestions transmitted by him to the Contracting Officer therewith. That recommendation is not binding on MDC; therefore, in addition to those issues raised in the recommendation, every issue pertinent to MDC determination under the requirements of the Provision may be raised at the meeting.

Your attention is drawn to Section III.C.4. of said Provision setting forth the procedures that will be followed by MDC in reaching its determination, and specifying your rights in the upcoming meeting.

Any questions that you may have concerning this notice should be directed to Administrator, DBE Administrator, Metropolitan Planning Organization, 111 N. W. First Street, Miami, Fla. 33128, telephone number 305/375-3634. Failure to request a meeting, or failure to attend without adequate prior excuse may result in a determination adverse to your interest.

**METROPOLITAN DADE COUNTY
METROPOLITAN PLANNING
ORGANIZATION**

BY _____

DISABILITY NONDISCRIMINATION AFFIDAVIT

CONTRACT REFERENCE _____

NAME OF FIRM, CORPORATION, OR ORGANIZATION _____

AUTHORIZED AGENT COMPLETING AFFIDAVIT: _____

POSITION _____ PHONE NUMBER: (____) _____

I _____, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including but not limited to, those provisions of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101-12213 and 47 U.S.C. Sections 225 and 611 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The rehabilitation Act of 1973, 29 U.S.C. Section 794

The Federal Transit Act, as amended 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42, U.S.C. Section 3601-3631 _____
Signature

Date

SUBSCRIBED AND SWORN TO (or affirmed) before me on _____
(Date)

by _____. He/She is personally known to me or has
(Affiant)

presented _____ as identification.
(Type of identification)

(Signature of Notary) (Serial Number)

(Print or Stamp Name of Notary) (Expiration Date)

Notary Public _____ Notary Seal
(State)

FEDERAL PROVISIONS

This Procurement is subject to a financial assistance contract between Metropolitan Dade County (MDC) and the U.S. Department of Transportation (DOT). By reason of such participation, the Bidder (the terms "Bidder", "Proposer", "Contractor" and "Offeror" are used interchangeably) is required to agree to the following provisions:

No Government Obligation to Third Parties

The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Incorporation of Federal Transit Administration (FTA) Terms

The general contract provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1C, dated May 1, 1995, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any MDC requests which would cause MDC to be in violation of the FTA terms and conditions.

Federal Changes

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (2) dated October, 1995) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

Program Fraud and False or Fraudulent Statements and Related Acts

The Contractor acknowledges that the provisions of the Program Fraud Remedies Act of 1986, as amended, 31 U.S.C. 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies", 49 C.F.R. Part 31, apply to its actions pertaining to this project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. 5307, the Government reserves the right to impose the penalties of 18 U.S.C. 1001 and 49 U.S.C. 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal Assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Audit and Inspection of Records:

The Contractor agrees that MDC, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination be permitted to inspect all work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records, and accounts with regard to the project. Further, Contractor agrees to maintain all required records for at least three years after MDC make final payments and all other pending matters are closed.

Recycled Products/Recovered Materials

The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

Certification Regarding Debarment, Suspension and Other Responsibility Matters - Lower Tier Covered Transactions (Third Party Contracts equal to or over \$100,000)

Instructions for Certification

1. By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out in "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower tier Covered Transaction" in Exhibit FED-DB1.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, MDC may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to MDC if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections or rules implementing Executive Order 121549 [49 CFR Part 29]. You may contact MDC for assistance in obtaining a copy of these regulations.

The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is

debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by MDC.

5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", and the certification form, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration.

8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, MDC may pursue available remedies including suspension and/or debarment.

"Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction"

(1) The prospective Lower Tier Participant certifies, by submission of this bid or proposal, that neither it nor its "principals" as defined at 49 C.F.R. 29.105(p) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) If the prospective Lower Tier Participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Lobbying Certification and Disclosure Statements:

In accordance with 31 U.S.C. 1352, and U.S. DOT regulations, "New Restrictions on Lobbying," 49 C.F.R. Part 20, the Contractor must have provided a certification to the Procuring Agency that the Contractor has not and will not use Federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any Federal department or agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. See "Lobbying Certification," (Exhibit FED-LB1). EXHIBIT FED-DB1

CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
(LOWER TIER COVERED TRANSACTION)

(To be submitted with a bid or Offer equal to or exceeding the small purchase threshold for Federal assistance programs, currently \$100,000.)

The prospective Lower Tier Participant certifies, by submission of this bid or proposal, that neither it nor its principals" as defined at 49 C.F.R. 29.105(p) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the prospective Lower Tier Participant is unable to certify to the statement above, it shall attach an explanation, and indicate it has done so, by placing an "X" in the following space_____.

THE BIDDER OR OFFEROR, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THIS CERTIFICATION AND EXPLANATION, IF ANY. IN ADDITION, THE LOWER-TIER BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND EXPLANATION, IF ANY.

Signature of
Participant's Authorized Official

Name and Title of
Participant's Authorized Official

Date

LOBBYING CERTIFICATIONCertification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The Contractor certifies, to the best of its knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an Federal department or agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification thereof.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by Government wide Guidance for New Restrictions on Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed Reg 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801 et seq. apply to this certification and disclosure, if any.

Signature of
Contractor's Authorized Official

Name and Title of
Contractors Authorized Official

Date

Interest of Members of, or Delegates to, Congress:

No member of, or delegates to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom (41 U.S.C. 22).

Conflict of Interest:

No employee, officer, or agent of MDC shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of his immediate family;
- c. His or her partner; or
- d. An organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

MDC's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contracts, potential contractors, or parties of subcontracts.

Energy Conservation

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. section 6321 et seq.).



PUBLIC WORKS DEPARTMENT
SUITE 1610
111 N.W. 1st STREET
MIAMI, FLORIDA 33128-1970

August 7, 2001

Re: Revised Miami-Dade County
Engineering, Architectural,
Landscape Architecture and
Surveying and Mapping Professional
Services Certification Request Package

Dear Consultant:

Attached herewith, please find a copy of the revised professional services certification request package. It contains the "Guidelines for obtaining Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying and Mapping Professional Services Certification", the "Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying and Mapping Professional Services Certification Request Questionnaire", the sample format for the "Category Information Form", and the descriptions of the "Miami-Dade County Work Class Categories".

The package has been expanded to include a new work class category: 20.00 – Landscape Architecture. In addition, sub-categories have been included in work class categories: 1.00 – Transportation Planning; 2.00 – Mass Transit Systems; 3.00 – Highway Systems; 4.00 – Aviation Systems; 5.00 – Port and Waterway; 6.00 – Water and Sanitary Sewer Systems; 10.00 – Environmental Engineering and 15.00 – Surveying and Mapping.

If your firm is currently certified in any of the above-referenced categories, you must re-submit no later than October 31, 2001, new category information forms with the applicable technical information pertaining to each of the sub-categories.

Please review the revised certification request package, and if your firm is not affected by the above-referenced category modifications, file it for future use. Certification expires one year from the date of issuance, unless otherwise indicated on the Statement of Certification. Should you have any questions regarding the above information or the contents of the certification package, please contact Mr. Jerry Borbolla, Coordinator for the Certification Committee, at (305) 375-1925.

Sincerely,

John W. Renfrow, P.E., Chairperson
Engineering, Architectural, Landscape
Architecture and Surveying and Mapping
Certification Committee

RECEIVED
AUG 10 2001

COUNTY MANAGER'S OFFICE
MPO SECRETARIAT

JWR/JB

**MIAMI-DADE COUNTY
ENGINEERING, ARCHITECTURAL, LANDSCAPE ARCHITECTURE AND
SURVEYING AND MAPPING
PROFESSIONAL SERVICES CERTIFICATION**

AUGUST, 2001

CERTIFICATION COMMITTEE

**John W. Renfrow, P.E. – Chairperson
Aristides Rivera, P.E., P.L.S. – Member
Luisa Millan Donovan, R.A. – Member
Jerry Borbolla – Certification Coordinator**

GUIDELINES FOR OBTAINING MIAMI-DADE COUNTY
ENGINEERING, ARCHITECTURAL, LANDSCAPE ARCHITECTURE AND SURVEYING
AND MAPPING
PROFESSIONAL SERVICES CERTIFICATION

- A. All correspondence regarding Miami-Dade County Professional Services Certification shall be addressed to:

Mr. Jerry Borbolla
Certification Coordinator
Public Works Department
Stephen P. Clark Center, 16th Floor
111 N.W. First Street
Miami, Florida 33128-1970

- B. The initial certification request and subsequent annual recertification requests must consist of the following:

1. A cover letter on the organization's letterhead requesting certification or recertification, shall be addressed to Mr. Jerry Borbolla, **specifically stating which categories/sub-categories of professional work are being requested.**
2. A filled out, signed and sealed Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying and Mapping Professional Services Certification Request Questionnaire. The questionnaire must be signed and sealed by a Florida registered professional engineer, architect, or landscape architect and surveyor and mapper employed full time by the firm, utilizing his or her personal professional registration seal.
3. A copy of the firm's current authorization to transact business in the State of Florida issued by the Secretary of State (as required); a copy of the firm's authorization(s) to offer professional services; and a copy of the certifying agent's license issued by the Florida Department of Business and Professional Regulation (as applicable, from the Boards of Professional Engineers, Architecture, Landscape Architecture and/or Surveyors and Mappers), or college degree.
4. A separate filled out, signed and sealed Category Information Form for each category of work being requested. Please refer to the attached category descriptions for the areas of work covered by each category and their individual personnel requirements. On the top portion of the form, please list the names, professional license registration numbers, area(s) of responsibility and years of experience for the firm's certifying agents; on the bottom portion of the form, please describe at least three or more relevant projects for each of the certifying agents, including the professional's responsibilities in connection with each project, the services provided, and adequate information to evaluate the project's scope

Consultants are encouraged to computerize the format for flexibility and future convenience in requesting future additional category request for certifications and/or re-certifications. Only the experience of the full-time employed Florida registered professionals of the firm listed as certifying agents on the form(s), will be considered by the Certification Committee in its evaluation of the firm's capabilities. Each form must be signed and sealed by a Florida registered professional engineer, architect, landscape architect or surveyor and mapper employed full time by the firm, utilizing his or her personal professional registration seal or signed by the individual whose degree is referenced for restricted professional certification.

5. A detailed education and experience resume for each of the certifying agents listed in the Category Information Form(s).
- C. Miami-Dade County defines "full-time" employee, as an individual employed by a firm and regularly scheduled to work at least 35 hours per week. An individual may not be a certifying agent for more than one firm at a time.
- D. The Certification Committee, will review the information submitted by each firm and will ascertain whether the firm is qualified to render the required services under each requested category, according to law and regulations prepared by the County Manager.
- E. Certification in a given work category will be granted based upon the information submitted for review, however, the number of Florida registered professionals and other technical support personnel required for particular projects, will be determined during the consultant selection process on a project-by-project basis against the Selection Committee's estimate of the consultant personnel, required to adequately and competently perform the work in the desired timeframe.
- F. Certification will expire one year from the date of issuance, unless otherwise indicated on the Statement of Certification. Recertification, must be requested not less than 30 days prior to the indicated expiration date.
- G. It is required, that the Certification Committee be notified immediately of any change in professional personnel and any significant change in the strength of support personnel, which occurs during the certification's effective term. Failure to comply with this requirement, may result in revocation of the firm's certification. The Committee must also be notified, in writing, of any change of address.

**MIAMI-DADE COUNTY
ENGINEERING, ARCHITECTURAL, LANDSCAPE ARCHITECTURE AND
SURVEYING AND MAPPING
PROFESSIONAL SERVICES CERTIFICATION REQUEST QUESTIONNAIRE**

1. Name of Firm: _____
Address: _____
_____ Phone No. (____) _____ Fax (____) _____
2. Name & Address of Parent Company (if applicable): _____

3. Name & Title of Contact Person: _____
4. Type of Firm: Corporation _____ Partnership _____ Sole Proprietorship _____ Other _____
If Corporation complete the following and attach copy of certificate: _____ If Partnership complete the following: _____
a. Date incorporated: _____ a. Date organized: _____
b. State Incorporated: _____ b. Type: General _____ Limited _____ Other _____
c. Date authorized in Florida: _____ c. Names of Partners: _____
d. President's Name: _____
Secretary of State's Charter Number: _____
5. Department of Professional Regulation Certification(s):
Engineering Business License No. _____ Exp. Date _____
Land Surveyor Business License No. _____ Exp. Date _____
Architectural Business License No. _____ Exp. Date _____
Landscape Architecture Business License No. _____ Exp. Date _____
Geologist Business License No. _____ Exp. Date _____
Degree (Bachelor's, Master's, Doctorate):
Degree conferred: _____ In _____ Date _____
(ATTACH A COPY OF EACH LICENSE/DEGREE ENTERED ABOVE)
6. Total number of full-time technical personnel (non-registered) employed by your firm: _____
7. Total number of full-time Florida registered and restricted professional personnel employed by your firm: _____

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED IN THIS CERTIFICATION PACKAGE IS TRUE AND CORRECT AND THAT THIS FIRM IS DULY AUTHORIZED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA AND POSSESSES THE EXPERTISE TO PERFORM THE WORK ASSOCIATED WITH THE REQUESTED CERTIFICATION CATEGORIES. I FURTHER CERTIFY THAT NEITHER THE FIRM NOR ANY OFFICER, DIRECTOR, EMPLOYEE OF THE FIRM, OR ANY OF ITS AFFILIATES, HAS BEEN CRIMINALLY OR CIVILLY CHARGED WITH ANTITRUST CRIMINAL ACTS UNDER STATE OR FEDERAL LAW WHICH INVOLVED FRAUD, BRIBERY, CONSPIRACY, ANTITRUST VIOLATIONS OR MATERIAL MISREPRESENTATION WITH RESPECT TO A PUBLIC CONTRACT.

SIGNATURE (SEAL)*

TITLE

DATE

* State of Florida professional registration seal of signator

**MIAMI-DADE COUNTY
ENGINEERING, ARCHITECTURAL, LANDSCAPE ARCHITECTURE AND SURVEYING AND MAPPING PROFESSIONAL
SERVICES CERTIFICATION
CATEGORY INFORMATION FORM**

CATEGORY/SUB-CATEGORY TITLE & NUMBER:

List the full-time, Florida registered professionals employed by your firm qualified to do this work. Attach a detailed education and experience resume for each certifying agent listed supporting their ability.

Name of Employee/ City & State of Residence	Title/ Areas of Responsibility	Florida Registration No. (or degree grantor)	Years of Professional
--	---	---	----------------------------------

**MIAMI-DADE COUNTY
ENGINEERING, ARCHITECTURAL, LANDSCAPE ARCHITECTURE AND SURVEYING AND MAPPING PROFESSIONAL
SERVICES CERTIFICATION
CATEGORY INFORMATION FORM**

CATEGORY/SUB-CATEGORY TITLE & NUMBER:

List recent projects completed for this type of work

Name of Employee/ Areas of Responsibility	Name/Location of Project/ Date Completed	Description of Project/ and Technical Duties

I hereby certify, that to the best of my knowledge, the information contained in these forms is true and correct.

SIGNATURE (SEAL)*

TITLE

DATE

* State of Florida professional registration seal of signator

INDEX OF CERTIFICATION CATEGORIES

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	3.03 BRIDGE DESIGN	
	3.04 TRAFFIC ENGINEERING AND OPERATIONS STUDIES	
	3.05 TRAFFIC OPERATIONS DESIGN	
	3.06 TRAFFIC CONTROL SYSTEMS ANALYSIS, DESIGN	

4.00	<u>AVIATION SYSTEMS</u>	4
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	4.02 ARCHITECTURAL DESIGN	
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7.00	<u>SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS</u>	7
8.00	<u>TELECOMMUNICATION SYSTEMS</u>	8
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	10.02 GEOLOGY SERVICES	
	10.03 BIOLOGY SERVICES	
	10.04 CHEMISTRY SERVICES	
11.00	<u>GENERAL STRUCTURAL ENGINEERING</u>	11
12.00	<u>GENERAL MECHANICAL ENGINEERING</u>	12

13.00	<u>GENERAL ELECTRICAL ENGINEERING</u>	13
14.00	<u>ARCHITECTURE</u>	14
15.00	<u>SURVEYING AND MAPPING</u>	15
	15.01 LAND SURVEYING	
	15.02 AERIAL PHOTOGRAMMETRY	
16.00	<u>GENERAL CIVIL ENGINEERING</u>	16
17.00	<u>ENGINEERING CONSTRUCTION MANAGEMENT</u>	17
18.00	<u>ARCHITECTURAL CONSTRUCTION MANAGEMENT</u>	18
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	19.01 TRANSPORTATION PLANNING	
	19.02 MASS TRANSIT SYSTEMS	
	19.03 HIGHWAY SYSTEMS	
	19.04 AVIATION SYSTEMS	
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	19.06 WATER AND SANITARY SYSTEMS	
	19.07 SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS	
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	19.10 ENVIRONMENTAL ENGINEERING	
	19.11 GENERAL STRUCTURAL ENGINEERING	
	19.12 GENERAL MECHANICAL ENGINEERING	
	19.13 GENERAL ELECTRICAL ENGINEERING	
	19.14 ARCHITECTURE	

19.16 GENERAL CIVIL ENGINEERING

19.20 LANDSCAPE ARCHITECTURE

20.00

LANDSCAPE ARCHITECTURE

20

1.00 TRANSPORTATION PLANNING

This class of work encompasses all aspects of transportation planning, necessary to generate comprehensive studies ranging in scope from the total transportation of a regional area to elements of a specific mode within an urban area. These studies may involve forecasting of short and long range transportation needs; evaluation of alternate transportation systems and their location within a study area; and feasibility analyses in connection with specific transportation modes and their facilities, including engineering, life cycle costs, revenue and ecological considerations. The above mentioned transportation modes include roadway and rail systems, ports and waterway systems, and aviation systems; and their study may concern the improvement or expansion of existing facilities, construction of new facilities and potential mass and rapid transit applications. The work may include data collection, modeling, alternate system testing, construction cost estimating, system and site selections, public interaction program and permitting process participation, conceptual systems design and planning, and preparation of summary reports on study findings with all necessary test and exhibits.

PROFESSIONAL STATUS:

Registration with the Florida State Board of Professional Engineers. Applicants without registration, may be given a restricted certification to perform activities encompassed by the class of work, which is not defined as the practice of engineering by the Florida State Board of Professional Engineers.

ADEQUACY OF PERSONNEL:

At least one Florida registered professional engineer is required. The number of Florida registered professionals and other technical support personnel required for specific projects, will be determined during the consultant selection process on a project-by-project basis against the Selection Committee's estimate of the consultant personnel, required to adequately and competently perform the work in the desired time frame.

PAST RECORD, EXPERIENCE AND CAPABILITY:

Category Information Forms must contain specific information as to the technical nature of projects demonstrating satisfactory experience activities required by this class by the full-time employed Florida registered professional engineer(s) in their specific fields, used by the firm to obtain County Certification.

The Certification Certificate will indicate the main work class category number (1.00) preceded by the applicable work class designations (1.01 through 1.04) listed below.

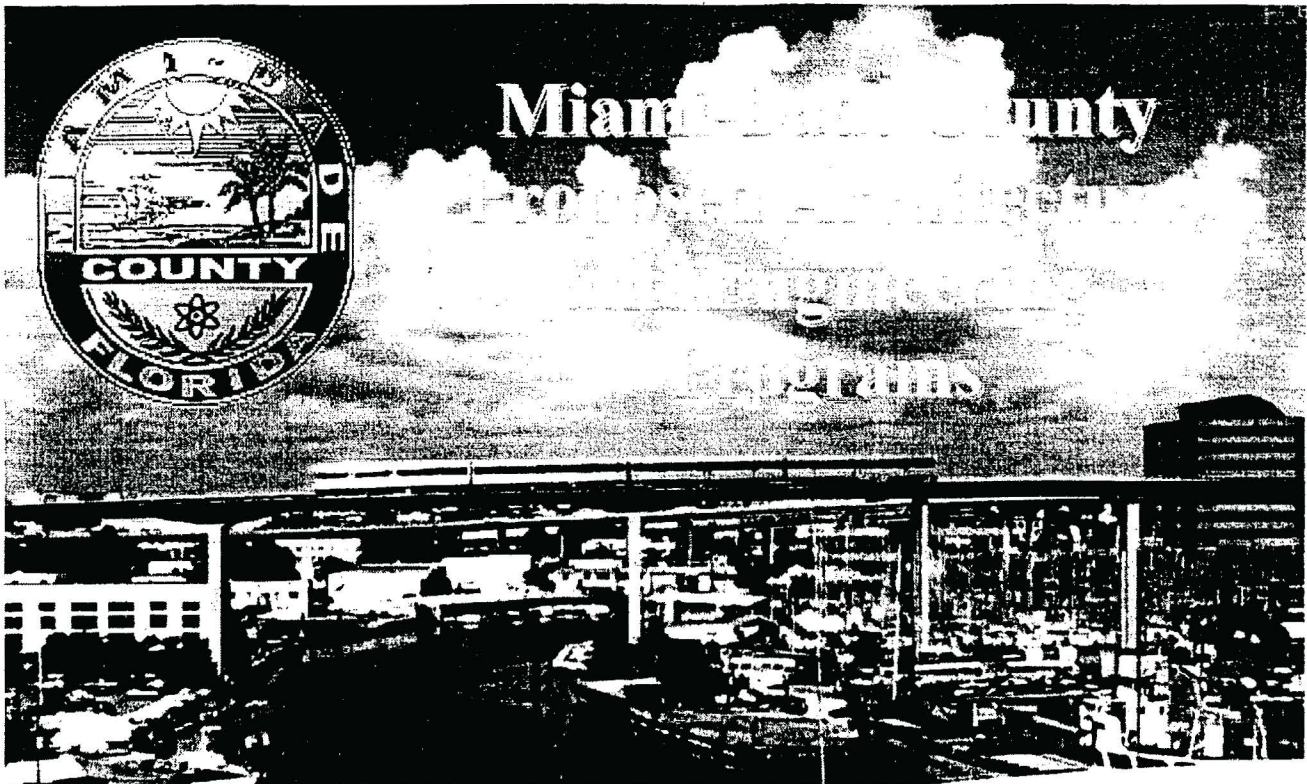
1.01 URBAN AREA AND REGIONAL
TRANSPORTATION PLANNING

1.02 MASS AND RAPID TRANSIT PLANNING

1.03 AVIATION SYSTEMS AND
AIRPORT MASTER PLANNING

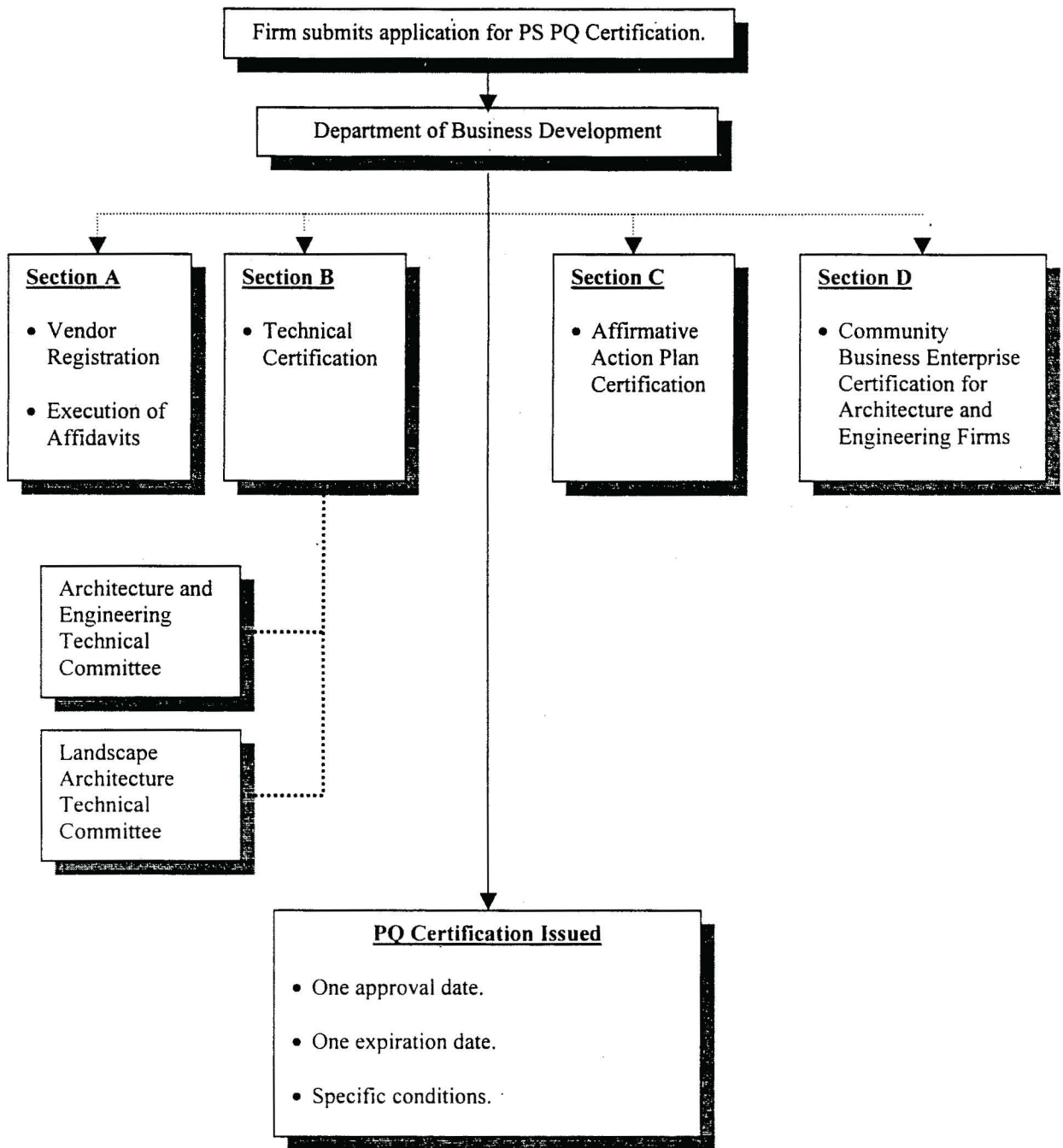
1.04 PORT AND WATERWAY SYSTEMS
PLANNING

Satisfactory experience must be demonstrated in the activities required by this class by the full-time employed Florida registered engineer(s) or other professional(s) used by the firm to obtain County Certification, and also by the bona fide employees thereof, if required by a particular project.

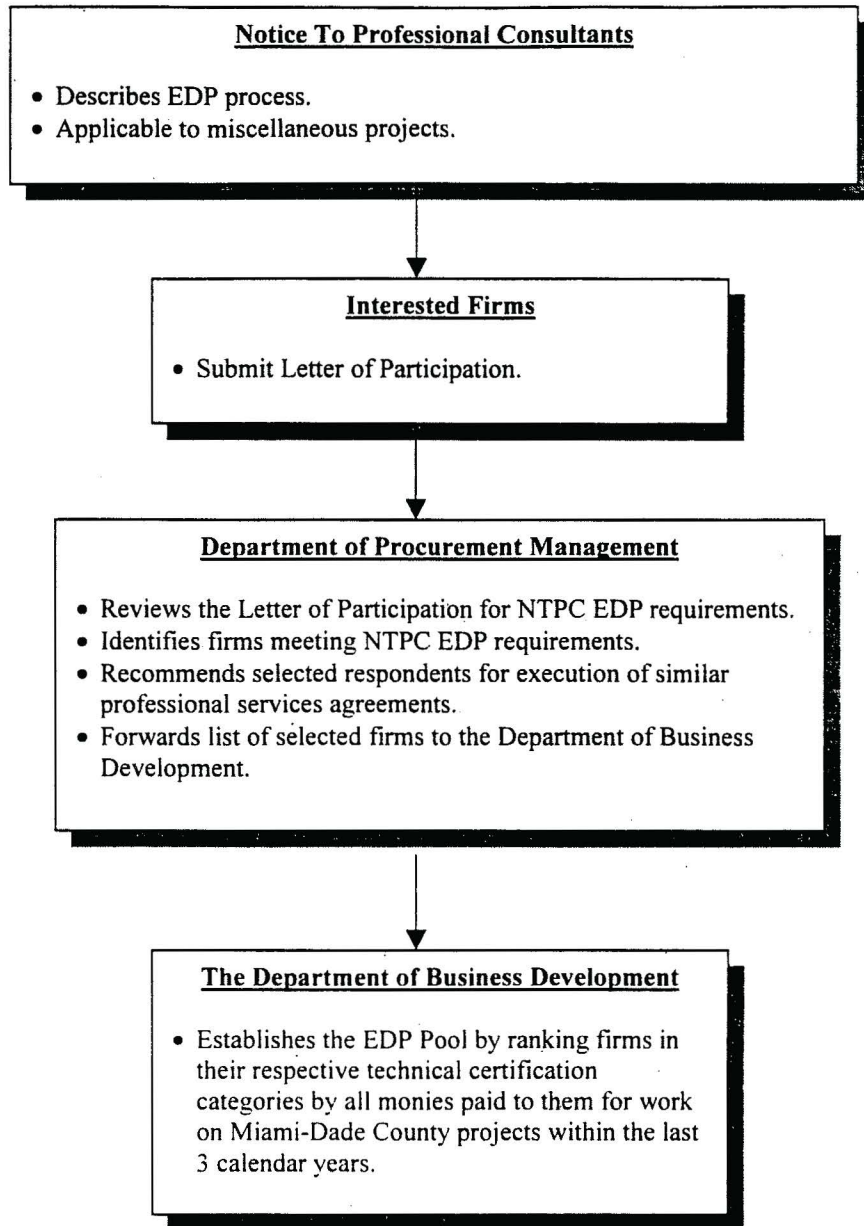


- **Pre-Qualification Certification Flow Chart**
- **Selection process To establish The Equitable Distribution Program**
- **Miscellaneous Project EDP Work Assignment Flow Chart**
- **Proposed Community Business Enterprise-A/E Ordinance**
- **Proposed Community Business Enterprise-A/E Administrative Order**

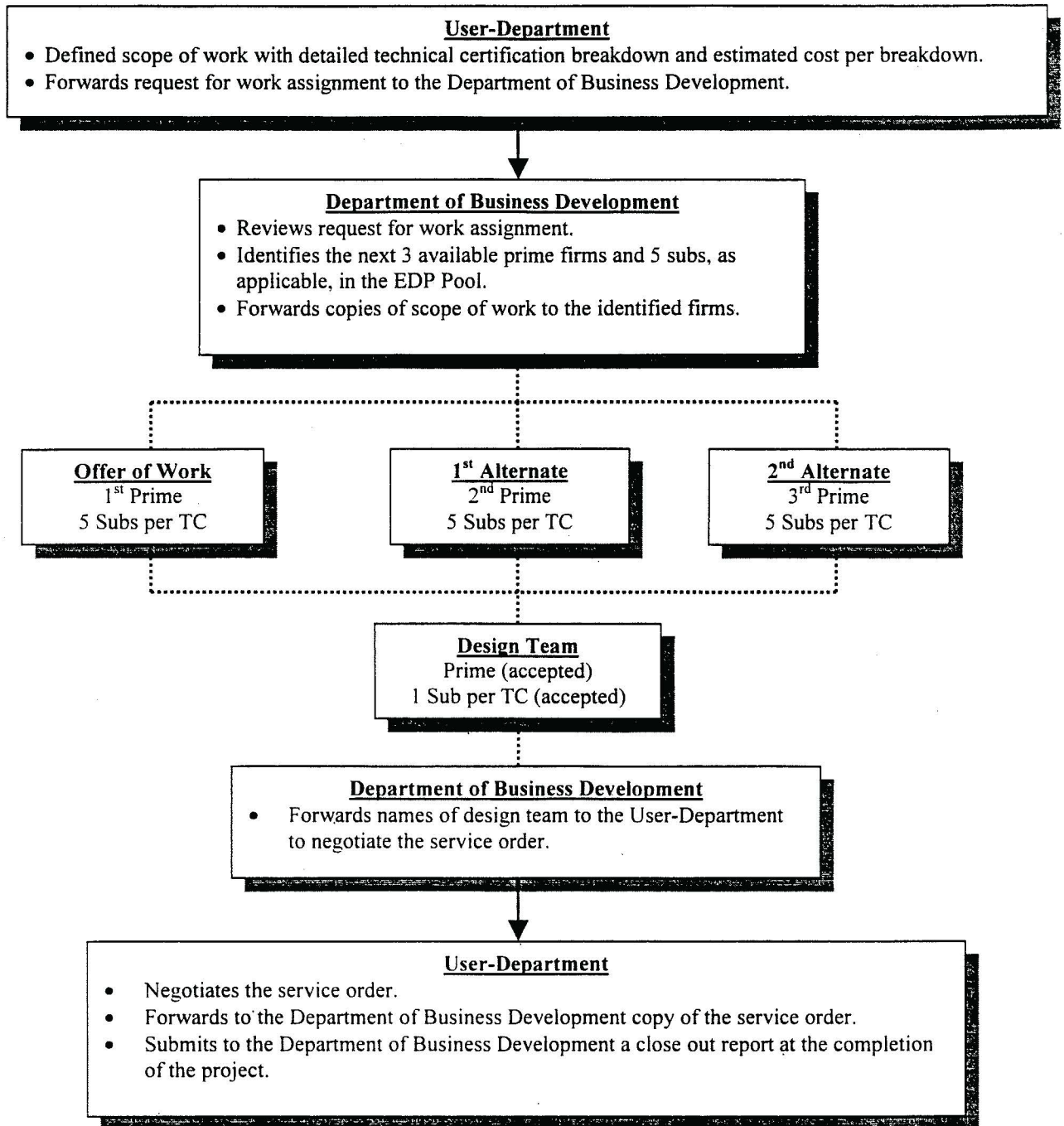
PRE-QUALIFICATION CERTIFICATION FLOW CHART



SELECTION PROCESS TO ESTABLISH THE EQUITABLE DISTRIBUTION PROGRAM



MISCELLANEOUS PROJECT EDP WORK ASSIGNMENT FLOW CHART



“List of Minority and Female Consultants”



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TRADE CATEGORIES

FIRM NAME CERT NO.	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
ALLEGUEZ & ASSOCIATES, INC.			ANA ALLEGUEZ	901 Ponce De Leon Blvd, #202 * Coral Gables, FL 33134	305-461-4001 / 305-461-6002
	HBE	02/28/2002	226		
	WBE	02/28/2002			
ALLEN & ASSOCIATES, P A			JIMMIE ALLEN	5940 SW 73 Street * Miami, FL 33143	305-661-7674 / 305-661-2388
171	BBE	03/31/2002	227		
ANGEL C. SAQUI, F A I A, ARCHITECTS, PLANNERS, INT			ANGEL SAQUI	2801 Ponce De Leon B , # 820 * Coral Gables, FL 33134	305-445-4544 / 305-445-5044
210	HBE	03/31/2002	282		
ANTHONY C. BAKER, ARCHITECT & PLANNERS, P. C., INC			ANTHONY BAKER	110 West 32 Street, * New York, NY 10001-3205	305-573-5417 / 305-573-5418
213	BBE	02/28/2002	289		
ARANGO ARCHITECTS			RICHARD ARANGO	4180 Loquat Ave * Miami, FL 33133	305-663-0870 / 305-665-5008
223	HBE	10/31/2002	303		
ARCHITECTS HALL DESIGNERS, INC., THE			DANIEL HALL	4100 NE 2 Ave, 311 * Miami, FL 33137	305-571-9177 / 305-571-9066
228	BBE	09/30/2002	309		
ARCHITECTS INTERNATIONAL, INC.			JUAN CRESPI	227 N E 26 Terrace * Miami, FL 33137	305-573-2052 / 305-576-5150
229	HBE	06/30/2002	310		
ARCHITECTURAL DESIGN CONSORTIUM, THE			EMMANUEL UCHE	4128 N Miami Ave * Miami, FL 33127	305-576-0572 / 305-576-6718
230	BBE	09/30/2002	311		
ARCHITECTURAL PARTNERSHIP, INC., THE			DAVID PEREZ	5040 NW 7 St, # 690 * Miami, FL 33126	305-448-5040 / 305-443-5435
232	HBE	08/31/2002	313		
ARCHITEKNICS, INC. *			LOURDES RODRIGUEZ	7450 S W 48 Street * Miami, FL 33155	305-661-5392 / 305-661-5832
233	HBE	02/28/2002	314		
233	WBE	02/28/2002			
AXIOMA 3, INC.			EDUARDO CASTINEIRA	4565 Ponce De Leon Blvd, # 201 * Coral Gables, FL 33146-0000	305-667-6333 / 305-667-6670
275	HBE	08/31/2002	372		
BEN LOPEZ & ASSOCIATES, INC.			MARIA NUNEZ	4105 Ponce De Leon Blvd, # B * Coral Gables, FL 33146-1419	305-445-1030 / 305-445-7367
327	HBE	08/31/2002	439		
BORRELLI & ASSOCIATES ARCHITECTS PLANNERS, P. A.			JAIME E. BORRELLI	4960 S W 72 Avenue, * Miami, FL 33155	305-665-8852 / 305-665-9972
369	HBE	05/31/2002	492		



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FIRM NAME	CERT NO.	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
BROWN & BROWN ARCHITECTS				MAIDA BROWN	7100 SW 99 Ave, #201 * Miami, FL 33173	305-273-7460 / 305-273-7467
381	HBE	10/31/2002		511		
381	WBE	10/31/2002				
C T G ARCHITECTS, INC.				CARMEN GARCIA	229 N E 26 Terrace * Miami, FL 33137	305-576-0535 / 305-576-5150
439	HBE	05/31/2002		581		
439	WBE	05/31/2002				
CABRERA RAMOS ARCHITECTS, INC.				ROSA RAMOS BOTTA	3625 N W 82 Avenue, * Miami, FL 33166	305-593-0750 / 305-593-8862
454	HBE	08/31/2002		600		
454	WBE	08/31/2002				
CARLOS M. MIRANDA, C S I				CARLOS MIRANDA	2020 N W 96 Avenue * Miami, FL 33172	305-477-9081 / 305-591-1393
481	HBE	04/30/2002		636		
CAZO & JARRO JACOBS ARCHITECTS, P A				ESPERANZA CAZO JARRO	3461 SW 8 Street St * Miami, FL 33135	305-448-3280 / 305-448-4199
504	HBE	03/31/2002		664		
CHAEI, COOPER & ASSOCIATES, P A				MARICE CHAEI	5879 Sunset Dr, 1 * South Miami, FL 33143	305-666-0185 / 305-666-0360
516	WBE	09/30/2002		681		
EDDY FRANCES, A I A, P. A.				EDUARDO FRANCES	1385 Coral Way, #204 * Miami, FL 33145	305-854-4070 / 305-858-3445
794	HBE	08/31/2002		1039		
FERGUSON GLASGOW SCHUSTER SOTO, INC. *				NATIVIDAD SOTO	2901 Ponce De Leon Blvd, 2-Flr. * Coral Gables, FL 33134	305-443-7758 / 305-445-9957
907	HBE	08/31/2002		1175		
907	WBE	08/31/2002				
GALLARDO & SUEIRO DESIGN, INC.				MANUEL GALLARDO	301 Almeria Avenue, * Coral Gables, FL 33134	305-529-1444 / 305-529-0026
1005	HBE	01/31/2002		1300		
GILI - MC GRAW ARCHITECTS, L. L. P.				CYNTHIA MC GRAW	4960 SW 72 Ave, # 403 * Miami, FL 33155	305-663-1263 / 305-663-1264
1045	WBE	10/31/2002		1342		
GURRI MATUTE, P A				DAPHNE GURRI	801 Monterey St., Ste#, 205-A * Coral Gables, FL 33134	305-445-5811 / 305-445-0656
1090	WBE	06/30/2002		1411		
1090	HBE	06/30/2002				
IDEAL ARCHITECTURAL DESIGN, P A *				MARIA GONZALEZ	1900 Coral Way, #205 * Miami, FL 33145	305-285-9573 / 305-285-9574
1177	HBE	06/30/2002		1520		
1177	WBE	06/30/2002				



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FIRM NAME CERT NO.	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
INDIGO SERVICE CORP. 1190	HBE	08/31/2002	RICARDO FERNANDEZ 1537	3195 SW Third Ave, 2-Fl * Miami, FL 33173-2984	305-858-7800 / 305-858-0151
J C M DEVELOPMENT GROUP, INC. 1245	HBE	08/31/2002	JULIO MENA 1601	8602 SW 74 St * Miami, FL 33143	305-595-3739 / 305-595-6811
J. BONFILL & ASSOCIATES, INC. 1259	HBE	07/31/2002	JACQUELINE BONFILL GEE 1624	9360 S W 72 Street , # 265 * Miami, FL 33173	305-598-8383 / 305-598-0023
K V H ARCHITECTS, P A * 1332	HBE	05/31/2002	CARIDAD HIDALGO - GATO 1711	3900 NW 79 Ave, # 465 * Miami, FL 33166	305-599-5221 / 305-599-5296
	WBE	05/31/2002			
KHULY ARCHITECTS ASSOCIATES, INC. * 1360	HBE	08/31/2002	MARGARITA KHULY 1742	7481 S W 50 Terrace * Miami, FL 33155	305-662-1222 / 305-662-1500
	WBE	08/31/2002			
L I V S ASSOCIATES 1384	HBE	01/31/2002	PAUL INGELMO 1775	151 Majorca Ave, # A * Coral Gables, FL 33134	305-443-2933 / 305-448-3748
	HBE	01/31/2003			
LAURA M. PEREZ & ASSOCIATES, INC. 1428	HBE	05/31/2002	LAURA PEREZ 1823	501 Brickell Key Dr. , # 502 * Miami, FL 33134	305-536-0111 / 305-577-4358
	WBE	05/31/2002			
LOCUS ARCHITECTURE, INC. 4239	HBE	08/31/2002	NELSON DE LEON 1881	2121 Ponce De Leon Blvd, # 740 * Coral Gables, FL 33134	305-445-5516 / 305-448-5057
MARILYS R. NEPOMECHIE ARCHITECT 1571	HBE	09/30/2002	MARILYS NEPOMECHIE 2014	1805 Espanola Dr * Coconut Grove, FL 33133	305-856-0240 / 305-858-0849
	WBE	09/30/2002			
MATEU CARRENO RIZO & PARTNERS, INC. 1594	HBE	06/30/2002	RONEY MATEU 2043	232 Minorca Avenue * Coral Gables, FL 33134	305-441-0888 / 305-444-8607
N A Y A ARCHITECTS 1707	HBE	08/31/2002	LUIS NAYA 2198	7400 NW 7 St, 101 * Miami, FL 33126-0000	305-265-7177 / 305-262-8435
NYARKO ARCHITECTURAL GROUP, INC. 1748	BBE	08/31/2002	CHARLES NYARKO 2259	5881 N W 151 Street, , # 203 * Miami Lakes, FL 33014	305-820-3555 / 305-820-3210



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FIRM NAME	CERT NO.	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
PEREZ & PEREZ ARCHITECTS PLANNERS, INC.	1847	HBE	06/30/2002	DANIEL PEREZ - ZARRAGA	2121 Douglas Road, 3 * Miami, FL 33145	305-444-4545 / 305-444-4524
				2388		
PEREZ ASSOCIATES	1850	HBE	08/31/2002	MARIA PEREZ	6899 S W 82 Court * Miami, FL 33143	305-596-5006 / 305-598-7347
				2392		
PUIG & MARTINEZ ARCHITECTS & PLANNERS, INC.	1922	HBE	03/31/2002	REINALDO MARTINEZ	7000 S W 97 Avenue, * Miami, FL 33173	305-270-3701 / 305-270-3703
				2494		
R O ARCHITECTS & PLANNERS, INC.	1960	HBE	09/30/2002	MANUEL OTALORA	7310 S W 48 Street * Miami, FL 33155	305-661-5990 / 305-661-7018
				2537		
R Y S A ARCHITECTS, INC.	1963	HBE	08/31/2002	SARA BLANCHE	7901 S W 52 Avenue * Miami, FL 33143	305-667-1745 / 305-667-1745
	1963	WBE	08/31/2002	2540		
R. E. CHISHOLM ARCHITECTS, INC.	1967	HBE	08/31/2002	ROBERT CHISHOLM	7254 SW 48 St * Miami, FL 33155	305-661-2070 / 305-661-6090
				2544		
SANCHEZ - ZEINALI & ASSOCIATES, INC.	2108	HBE	06/30/2002	BETTY SANCHEZ	1430 S. Miami Avenue * Miami, FL 33130	305-373-7770 / 305-373-7773
	2108	WBE	06/30/2002	2718		
SEQUEIRA & GAVARRETE, P A	2139	HBE	04/30/2002	ROBERT SEQUEIRA	811 Ponce De Leon Bl * Coral Gables, FL 33134	305-441-1556 / 305-445-2374
				2759		
SILVA ARCHITECTS	2158	HBE	09/30/2002	ROLANDO SILVA	3830 Shipping Ave * Miami, FL 33146	305-444-8262 / 305-444-5920
				2788		
SUZANNE MARTINSON ARCHITECTS, INC.	2258	WBE	07/31/2002	SUZANNE MARTINSON	7910 SW 54 Ct * Miami, FL 33143-0000	305-667-3944 / 305-663-0405
				2917		
THADDEUS COHEN ARCHITECT, P A	2313	BBE	04/30/2002	THADDEUS COHEN	2990 S W 35 Avenue * Miami, FL 33133	305-445-7602 / 305-443-0691
				2938		
THE ARCHITECTS GROUP, INC.	2314	HBE	10/31/2002	PEDRO RAMOS	6307 Bird Rd * Miami, FL 33155	305-740-0150 / 305-740-0158
				2939		
UNITED ARCHITECTS, INC.	2422	HBE	06/30/2002	MARIA LUISA CASTELLANOS	149 Sevilla Avenue * Coral Gables, FL 33134	305-442-4821 / 305-444-2829
	2422	WBE	06/30/2002	3129		



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NETWORK ENGINEERING SERVICES, INC. 4309 HBE	09/30/2002	JOAQUIN PEREZ 2233	420 South Dixie Hwy, 4d * Coral Gables, FL 33146	305-663-2711 / 305-663-2744
OJITO & ASSOCIATES, INC. 1762 HBE	11/30/2002	OSVALDO OJITO 2279	13200 SW 128 St, # B4 * Miami, FL 33186	305-235-2350 / 305-235-2324
TRIANGLE ASSOCIATES, INC. 2376 HBE 2376 WBE	09/30/2002 09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
W. A. SUTHERLAND & ASSOCIATES, INC. (LETTER 2) 2481 BBE	08/31/2002	CYNTHIA YAPP 3201	12926 S W 133 Court * Miami, FL 33186	N/A / N/A
W. A. SUTHERLAND & ASSOCIATES, INC. (LETTER 1) 2482 BBE	08/31/2002	WAYNE SUTHERLAND 3202	12926 SW 133rd Ct * Miami, FL 33186	305-255-1948 / 305-255-0831
54133 ENGINEERING SERVICES				
A & P CONSULTING TRANSPORTATION ENGINEERS 14 HBE	06/30/2002	CARLOS PEREZ 18	10305 N W 41 Street, , # 115 * Miami, FL 33178	305-592-7283 / 305-593-1594
A 2 GROUP, INC. 28 HBE 28 HBE	03/31/2002 03/31/2002	ALBERTO RIBAS 33	5001 S.W. 74th Court, , # 103 * Miami, FL 33155	305-668-8939 / 305-668-9454
A C T SERVICES, INC. 47 BBE	08/31/2002	DERRICK GOLDING 57	7596 N W 8 Street * Miami, FL 33126	305-264-6642 / 305-262-1361
A D A ENGINEERING, INC. 48 HBE 48 HBE	04/30/2002 04/30/2002	ALBERTO ARGUDIN 58	11401 SW 40 St * Miami, FL 33165	305-551-4608 / 305-551-8977
A P A C GROUP, INC. 60 BBE	05/31/2002	FAUSTIN DENIS JR. 77	20030 E Oakmont Dr * Miami, FL 33015	305-829-5421 / 305-829-5422
ADVANCE CONSULTING ENG. SERV., INC. 113 HBE	06/30/2002	JUAN SOTO 148	7800 W Oakland Park * Sunrise, FL 33351	305-331-5150 / 305-882-1200
ALDO P. GONZALEZ & ASSOCIATES, INC. 154 HBE	04/30/2002	ALDO GONZALEZ 203	1790 W 49 St, 305-5 * Hialeah, FL 33012	305-698-7553 / 305-698-7554



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FIRM NAME CERT NO. BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
ALLEN & ASSOCIATES, P A 171 BBE	03/31/2002	JIMMIE ALLEN 227	5940 SW 73 Street * Miami, FL 33143	305-661-7674 / 305-661-2388
ALPHA ENGINEERS CORP. 182 HBE	07/31/2002	ROLANDO SANTOS 241	7901 Coral Way * Miami, FL 33155-0000	786-621-1417 / 786-621-1421
ALVAREZ ENGINEERS, INC. 186 HBE	07/31/2002	JUAN ALVAREZ 249	10560 NW 27 St, # 102 * Miami, FL 33172	305-640-1345 / 305-640-1346
ANTHONY C. BAKER, ARCHITECT & PLANNERS, P. C., INC 213 BBE	02/28/2002	ANTHONY BAKER 289	110 West 32 Street, * New York, NY 10001-3205	305-573-5417 / 305-573-5418
ARCHITECTS INTERNATIONAL, INC. 229 HBE	06/30/2002	JUAN CRESPI 310	227 N E 26 Terrace * Miami, FL 33137	305-573-2052 / 305-576-5150
ARCHITECTURAL PARTNERSHIP, INC., THE 232 HBE	08/31/2002	DAVID PEREZ 313	5040 NW 7 St, # 690 * Miami, FL 33126	305-448-5040 / 305-443-5435
ARVELO & ASSOC., INC. 252 HBE	01/31/2002	ABRAHAM ARVELO 342	3374 Coral Way * Miami, FL 33145	305-444-3557 / 305-444-3149
AVINO & ASSOCIATES, INC. 273 HBE	03/31/2002	JORGE AVINO 370	2916 Ponce De Leon Blvd * Coral Gables, FL 33134	305-444-7445 / 305-444-1402
B C C ENGINEERING, INC. 4499 WBE	01/31/2002	HONG BENITEZ 385	13940 S W 136 Street, # 108 * Miami, FL 33186	305-254-8821 / 305-254-8826
B N D ENGINEERS, INC. 292 BBE	07/31/2002	BASIL WILLIAMS 394	1200 N W 78 Avenue, * Miami, FL 33126	305-599-8495 / 305-597-9312
B. A. CARMONA & ASSOCIATES 295 HBE	05/31/2002	BENITO CARMONA 398	7400 SW 50 Ter, #200 * Miami, FL 33155-0000	305-264-3508 / 305-669-1051
BASULTO & ASSOCIATES, INC. 315 HBE	03/31/2002	RENE BASULTO 422	480 W 83 Street * Hialeah, FL 33014-0000	305-698-3988 / 305-698-3989
BASULTO MANAGEMENT-CONSULTING, INC. 4660 HBE	10/31/2002	JOSE BASULTO 4930	5841 SW 76 St * Miami, FL 33143-0000	305-662-5850 / 305-662-5854
C A S ENGINEERING, INC. 419 HBE	03/31/2002	MARIA MARTIN - HIDALGO 558	8201 Coral Way * Miami, FL 33155	305-262-5151 / 305-264-8950



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FIRM NAME CERT NO. BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
C E S CONSULTANTS, INC. 423 BBE	02/28/2002	RUDY ORTIZ	6001 N W 153 Street, , # 201 * Miami Lakes, FL 33014	305-827-2220 / 305-827-1121
423 HBE	02/28/2002	564		
C R A CLARKE, INC. 435 WBE	09/30/2002	LUNDY CLARKE	7400 N Kendall Dr, # 612 * Miami, FL 33156	305-670-0290 / 305-670-2866
		577		
C. TARAF A CONTRACTING, INC. 451 HBE	07/31/2002	CARLOS TARAF A	P.O. Box 347198 * Coral Gables, FL 33234	305-476-0018 / 305-443-1512
		595		
CARNEY - NEUHAUS, INC. 486 WBE	09/30/2002	EL E A N O R CARNEY	3050 Biscayne Blvd, # 200 * Miami, FL 33137	305-576-9990 / 305-576-9950
		641		
CIVIL - CADD ENGINEERING, INC. 529 BBE	03/31/2002	JOHN KING	ADDRESS NOT AVAILABLE	305-690-9797 / 305-690-9796
		707		
CREST CONSULTING, INC. 629 HBE	04/30/2002	IVONNE CALDWELL	17236 S W 155 Court * Miami, FL 33187	305-256-2528 / 305-256-2528
		832		
DE LOS REYES ENGINEERING, INC. 692 HBE	07/31/2002	HECTOR DE LOS REYES	4970 S W 72 Ave., #1 * Miami, FL 33155	305-665-2778 / 305-665-2793
		909		
DELTA CONSULTING ENGINEERS, INC. 705 HBE	07/31/2002	SERAFIN SOUSA JR.	249 Catalonia Ave * Coral Gables, FL 33134	305-444-6510 / 305-444-6110
		924		
DEVELOPMENT CONSULTING SERVICES, INC. 720 HBE	01/31/2002	CARLOS MARTINEZ	7103 SW 143 Pl * Miami, FL 33183	305-386-1067 / 305-382-6130
		944		
DONNELL, DUQUESNE & ALBAISA, P A 751 HBE	03/31/2002	RAMON DONNELL	4930 S W 74 Court * Miami, FL 33155	305-666-0711 / 305-666-5259
		982		
DURRELL PALMER GROUP, INC. WBE	06/30/2002	CYNTHIA PALMER	2025 S W 32 Avenue, * Miami, FL 33145	305-446-9394 / 305-441-0688
		1000		
E A C CONSULTING, INC. 774 BBE	01/31/2002	ENRIQUE CROOKS	815 NW 57 Ave, 402 * Miami, FL 33126	305-264-2557 / 305-264-5507
		1012		
EMTEC CORPORATION 826 HBE	06/30/2002	RA U L SUAREZ - CARREN	137 Madeira Ave * Coral Gables, FL 33134	305-461-3883 / 305-461-3390
		1081		
F & L CONSTRUCTION, INC. 884 HBE	05/31/2002	JULIO BATISTA	8095 West 21 Lane * Hialeah, FL 33016	305-362-7277 / 305-362-3424
		1146		



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FIRM NAME CERT NO.	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
FRANCISCO CUELLO JR., P E, INC. 971	HBE	10/31/2002	FRANCISCO CUELLO 1259	147 Alhambra Cir, #220 * Coral Gables, FL 33134	305-567-0125 / 305-567-0129
FRANYIE ENGINEERS, INC. * 974	HBE	09/30/2002	VIVIANA CIURA 1262	10610 N W 27 Street * Miami, FL 33172	305-592-1360 / 305-594-9279
974	WBE	09/30/2002			
G E M TECHNOLOGY 989	HBE	01/31/2002	LIVIA ARNAIZ 1282	2307 Douglas Rd., St * Miami, FL 33145	305-447-1344 / 305-447-3830
989	WBE	01/31/2002			
G N P ENGINEERING GROUP, INC. 994	HBE	03/31/2002	BENNY GONZALEZ 1287	4870 N W 102 Avenue, * Miami, FL 33178	305-592-4538 / 305-592-1433
GARTEK ENGINEERING CORPORATION 1014	HBE	08/31/2002	ROBERT BETANCOURT 1309	7210 SW 39 Ter * Miami, FL 33155	305-266-8997 / 305-264-9496
GATEWAY CONCESSIONS, INC. 1019	HBE	01/31/2002	CARLOS TORRES DE NAVARRA 1314	700 S W 36 Avenue, 2 * Miami, FL 33135	305-448-8622 / 305-666-3710
GENERAL ASPHALT CO., INC. 1027	HBE	01/31/2002	ROBERT LOPEZ 1322	4850 NW 72 Ave * Miami, FL 33166	305-592-3480 / 305-477-4675
GEOSOL, INC. 1040	HBE	09/30/2002	ORACIO RICCOBONO 1336	6020 NW 153 St * Miami Lakes, FL 33014	305-828-4367 / 305-828-4235
GUERRERO / GONZALEZ ENGINEERS, INC. 1088	HBE	04/30/2002	MICHAEL GUERRERO 1407	4300 SW 73 Ave, #107-A * Miami, FL 33155	305-262-3944 / 305-262-8211
HAMMOND & ASSOCIATES, INC. 1113	BBE	02/28/2002	ERIC HAMMOND 1438	99 N W 183 Street, # 102 * N. Miami Beach, FL 33169	305-651-8522 / 305-651-3376
HARD J. CONSTRUCTION CORP. 1117	BBE	04/30/2002	MAC DONALD JUMBO 1442	99 N W 183 Street, * Miami, FL 33169	305-652-2098 / 305-652-6860
HERNANDEZ CONSULTING ENGINEERS, INC. 1132	HBE	06/30/2002	ORLANDO HERNANDEZ 1462	13026 S W 128 Street * Miami, FL 33186	786-242-5900 / 786-242-0999
HI - TECH ENVIROMENTAL CONSULTANTS, INC. 1137	WBE	03/31/2002	JOAN SEIPP 1468	1541 Sunset Drive, # * Coral Gables, FL 33143	305-665-0883 / 305-665-4285



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HOLLAND ENGINEERING, INC. 1149 WBE	03/31/2002	SUSAN HOLLAND 1484	7520 N W 5 Street, # * Plantation, FL 33317	305-825-0402 / 954-583-1877
HUFSEY NICOLAIDES GARCIA SUAREZ ASSOC., INC. 1166 HBE	03/31/2002	ENRIQUEZ SUAREZ 1504	10250 S W 56 Street, * Miami, FL 33165	302-270-9935 / 305-270-2286
INITIAL ENGINEERS, P. A. 1197 HBE	03/31/2002	ALFONSO FRAGA 1544	7145 S W 42 Terrace * Miami, FL 33182	305-669-9393 / 305-669-9178
J. EDUARDO GONZALEZ, P. E., INC. 1264 HBE	05/31/2002	JOSE GONZALEZ 1629	717 Ponce De Leon Blvd, # 335 * Coral Gables, FL 33134	305-445-5100 / 305-445-6644
J. H. MANUCY, INC. 1266 HBE	05/31/2002	BERNABE HERNANDEZ 1631	4694 Palm Avenue , # 203 * Hialeah, FL 33012	305-821-1281 / 305-825-1705
J. J. SOSA & ASSOCIATES, INC. 1267 HBE	01/31/2002	ANA CAVEDA 1632	13701 SW 88 St * Miami, FL 33186	305-752-9070 / 305-752-9779
JONES MC MULLEN ENGINEERING, INC. 1311 WBE	05/31/2002	CATHERINE MC MULLEN 1687	521 NE 55th St * Miami, FL 33137	305-870-3816 / 305-526-0558
JUAN LAPICA, P. E. CONSULTING 1319 HBE	03/31/2002	JUAN LAPICA 1697	11905 N W 102 Road * Medley, FL 33178	305-828-7441 / 305-828-7541
KADERABEK & BARREIRO CONSULTANTS, INC. 1335 HBE	03/31/2002	DAVID BARREIRO 1714	4914 S W 72 Avenue * Miami, FL 33155	305-666-3563 / 305-666-3069
KENTEX ENGINEERING SYSTEMS, INC. 1353 BBE	08/31/2002	KENNETH TINTO 1734	1330 NW 181 St * Miami, FL 33169-4142	305-620-7743 / 305-620-0230
L I V S ASSOCIATES 1384 HBE	01/31/2002	PAUL INGELMO 1775	151 Majorca Ave, # A * Coral Gables, FL 33134	305-443-2933 / 305-448-3748
LEITER, PEREZ & ASSOCIATES, INC. 1443 HBE	05/31/2002	GEORGE PEREZ 1842	160 N W 176 Street, , # 403 * Miami, FL 33169	305-652-5133 / 305-652-0411
M E P ENGINEERING, INC. 1509 HBE	08/31/2002	ANTONIO NARANJO 1932	10590 N W 27 Street, , # 101 * Miami, FL 33172	305-471-0160 / 305-593-2530
MARIN & MARIN CONSTRUCTION, INC. 1573 HBE	03/31/2002	RAFAEL MARIN 2016	1800 S W 27 Avenue, * Miami, FL 33145	305-569-0055 / 305-569-0521



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MARLIN ENGINEERING, INC.	1578	HBE	08/31/2002	RAMON SORIA 2022	2191 NW 97th Ave * Miami, FL 33172	305-477-7575 / 305-477-7590
MARTIN - VILATO ASSOCIATES, INC.	1582	HBE	08/31/2002	ENRIQUE VILATO 2027	2730 S W 3 Avenue, # * Miami, FL 33129-2323	305-854-6977 / 305-854-2591
MARTINEZ ENGINEERING GROUP, INC.	1583	HBE	10/31/2002	JOSEFINA MARTINEZ 2029	6100 Blue Lagoon Dr, #170 * Miami, FL 33126	305-267-9833 / 305-267-5794
MAURICE GRAY ASSOCIATES, INC.	1597	BBE	10/31/2002	MAURICE GRAY 2046	2750 Douglas Rd, # 200 * Miami, FL 33133	305-445-3344 / 305-445-0564
MILIAN, SWAIN & ASSOCIATES, INC.	1670	HBE	03/31/2002	ARSENIO MILIAN 2144	2025 S W 32 Avenue * Miami, FL 33145	305-441-0123 / 305-441-0688
MIRI CONSTRUCTION, INC.	1674	HBE	07/31/2002	DIONISIO SUAREZ 2151	7340 S W 121 Street * Miami, FL 33156	305-233-5266 / 305-233-2013
NIFAH AND PARTNERS CONSULTING ENGINEERS	1737	BBE	04/30/2002	SAMUEL NIFAH 2244	12350 S W 132 Court, * Miami, FL 33186	305-969-9195 / 305-969-9192
NOVA CONSULTING, INC. *	1745	HBE	05/31/2002	MARIA MOLINA 2255	2701 Ponce De Leon Blvd, #203 * Coral Gables, FL 33134	305-448-9535 / 305-448-9733
OJITO & ASSOCIATES, INC.	1762	HBE	01/31/2002	OSVALDO OJITO 2279	13200 SW 123 St, # B4 * Miami, FL 33186	305-235-2350 / 305-235-2324
P A W A COMPLEX INT'L.	1789	BBE	11/30/2002	NZERIBE, PE IHEKWABA 2316	12938 SW 133 Ct * Miami, FL 33186-0000	305-232-7292 / 305-233-6633
P E C O ENTERPRISES, INC.	1793	HBE	03/31/2002	MERCEDES HERMIDA 2320	P O Box 820265 * South Florida, FL 33082-0265	305-827-0600 / 305-827-1004
P H S ENGINEERING CORP.	1797	BBE	03/31/2002	RONALD COLAS 2326	4100 NE 2nd Ave, # 310 * Miami, FL 33137	305-573-2240 / 305-573-2276
PETRO HYDRO, INC. (2)	1857	HBE	03/31/2002	ORLANDO GARCIA, JR. 2401	1777 N W 79 Avenue * Miami, FL 33126	305-477-0878 / 305-594-8982



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PIERRE & GAUTHIER ENGINEERING CONSULTANTS, INC. 1862	HBE	01/31/2002	ERIC PIERRE 2409	7010 NE 4 Court * Miami, FL 33138	305-758-2268 / 305-758-9020
PLANNING AND ECONOMICS GROUP, INC. 1875	HBE	06/30/2002	ISABEL GONZALEZ-JETTINGOF 2426	2050 Coral Way, # 301 * Miami, FL 33145	305-858-8708 / 305-858-9511
1875	WBE	06/30/2002			
PRECISION ENGINEERING & SURVEYING, INC. 1890	HBE	03/31/2002	MICHAEL EGBEBIKE 2448	3785 NW 82 Ave, #209 * Miami, FL 33166-0000	305-255-8949 / 305-232-4892
R C GROUP, INC., THE 1951	HBE	05/31/2002	REINERIO CRUZ 2525	10621 N Kendall Dr, # 215 * Miami, FL 33176	305-275-8083 / 305-275-8086
R C ARCHITECTS & PLANNERS, INC. 1960	HBE	09/30/2002	MANUEL OTALORA 2537	7310 S W 48 Street * Miami, FL 33155	305-661-5990 / 305-661-7018
REBULL AND ASSOCIATES, INC. 1997	HBE	08/31/2002	PATRICK REBULL 2530	4941 SW 74 Ct, 2-F1 * Miami, FL 33155-4412	305-665-4372 / 305-665-1945
ROBAYNA & ASSOCIATES, INC. 2034	HBE	06/30/2002	RAFAEL ROBAYNA 2627	2100 West 76 Street, #101 * Hialeah, FL 33016-5505	305-823-9316 / 305-823-1569
S D M CONSULTING ENGINEERS, INC. 2086	HBE	03/31/2002	SERGIO MAGAROLAS 2638	135 Almeria Avenue * Coral Gables, FL 33134	305-446-2788 / 305-443-5944
SAN MARTIN ASSOCIATES, INC. * 2106	HBE	08/31/2002	LOURDES SAN MARTIN 2716	5000 SW 75 Ave, #202 * Miami, FL 33155-0000	305-666-1397 / 305-666-7720
2106	WBE	08/31/2002			
SERRALTA & ASSOCIATES, INC. 2140	HBE	01/31/2002	IGNACIO SERRALTA 2760	7194 S W 47 Street * Miami, FL 33155	305-667-2552 / 305-667-3325
SOUTHEASTERN ENGINEERING CONTR., INC. 2195	HBE	04/30/2002	EDUARDO DOMINGUEZ 2838	12054 N W 98 Avenue * Hialeah Gardens, FL 33018	305-557-4226 / 305-557-8568
TECHNO - MANAGEMENT, INC. 2295	HBE	01/31/2002	SILVIO SZMULEWICZ 2965	4090 Laguna Street, * Coral Gables, FL 33146	305-444-4008 / 305-444-2008
TOMAS C. ARMSTRONG, P A 2345	HBE	08/31/2002	TOMAS ARMSTRONG 3029	5600 SW 135 Ave * Miami, FL 33183	305-386-7152 / 305-386-7153



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VITAL ENGINEERING, P A 2472	HBE	06/30/2002	NELSON VITAL 3191	7100 S W 99 Avenue, * Miami, FL 33173	305-412-6000 / 305-412-6005
WESTHORP & ASSOCIATES, INC. 2506	WBE	07/31/2002	BRENDA WESTHORP 3234	9499 NE 2nd Avenue, Suite , # 207 * Miami Shores,, FL 33138-0000	305-759-4757 / 305-759-4758
54162 ENVIRONMENTAL CONSULTING SERVICES					
A D A ENGINEERING, INC. 48	HBE	04/30/2002	ALBERTO ARGUDIN 58	11401 SW 40 St * Miami, FL 33165	305-551-4608 / 305-551-8977
48	HBE	04/30/2002			
A P A C GROUP, INC. 60	BBE	05/31/2002	FAUSTIN DENIS JR. 77	20030 E Oakmont Dr * Miami, FL 33015	305-829-5421 / 305-829-5422
ALPHA ENGINEERS CORP. 182	HBE	07/31/2002	ROLANDO SANTOS 241	7901 Coral Way * Miami, FL 33155-0000	786-621-1417 / 786-621-1421
ALVAREZ ENGINEERS, INC. 186	HBE	07/31/2002	JUAN ALVAREZ 249	10560 NW 27 St, # 102 * Miami, FL 33172	305-640-1345 / 305-640-1346
AVINO & ASSOCIATES, INC. 273	HBE	03/31/2002	JORGE AVINO 370	2916 Ponce De Leon Blvd * Coral Gables, FL 33134	305-444-7445 / 305-444-1402
B N D ENGINEERS, INC. 292	BBE	07/31/2002	BASIL WILLIAMS 394	1200 N W 78 Avenue, * Miami, FL 33126	305-599-8495 / 305-597-9312
C A S ENGINEERING, INC. 419	HBE	03/31/2002	MARIA MARTIN - HIDALGO 553	8201 Coral Way * Miami, FL 33155	305-262-5151 / 305-264-8950
C E S CONSULTANTS, INC. 423	HBE	02/28/2002	RUDY ORTIZ 564	6001 N W 153 Street, , # 201 * Miami Lakes, FL 33014	305-827-2220 / 305-827-1121
423	BBE	02/28/2002			
CARNEY - NEUHAUS, INC. 486	WBE	09/30/2002	ELEANOR CARNEY 641	3050 Biscayne Blvd, # 200 * Miami, FL 33137	305-576-9990 / 305-576-9950
DEVELOPMENT CONSULTING SERVICES, INC. 720	HBE	01/31/2002	CARLOS MARTINEZ 944	7103 SW 143 Pl * Miami, FL 33183	305-386-1067 / 305-382-6130
DURRELL PALMER GROUP, INC. WBE		06/30/2002	CYNTHIA PALMER 1000	2025 S W 32 Avenue, * Miami, FL 33145	305-446-9394 / 305-441-0688



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ENRIQUE SAEZ, P. E. 839	HBE	01/31/2002	ENRIQUE SAEZ 1034	P O Box 490372 * Key Biscayne, FL 33149	305-361-2984 / 305-361-5769
HI - TECH ENVIROMENTAL CONSULTANTS, INC. 1137	WBE	03/31/2002	JOAN SEIPP 1468	1541 Sunset Drive, # * Coral Gables, FL 33143	305-665-0883 / 305-665-4285
J. H. MANUCY, INC. 1266	HBE	05/31/2002	BERNABE HERNANDEZ 1631	4694 Palm Avenue, # 203 * Hialeah, FL 33012	305-821-1281 / 305-825-1705
J. J. SOSA & ASSOCIATES, INC. 1267	HBE	01/31/2002	ANA CAVEDA 1632	13701 SW 88 St * Miami, FL 33186	305-752-9070 / 305-752-9779
JONES MC MULLEN ENGINEERING, INC. 1311	WBE	05/31/2002	CATHERINE MC MULLEN 1637	521 NE 55th St * Miami, FL 33137	305-870-3816 / 305-526-0558
KADERABEK & BARREIRO CONSULTANTS, INC. 1335	HBE	03/31/2002	DAVID BARREIRO 1714	4914 S W 72 Avenue * Miami, FL 33155	305-666-3563 / 305-666-3069
LEITER, PEREZ & ASSOCIATES, INC. 1443	HBE	05/31/2002	GEORGE PEREZ 1842	160 N W 176 Street, # 403 * Miami, FL 33169	305-652-5133 / 305-652-0411
MILIAN, SWAIN & ASSOCIATES, INC. 1670	HBE	03/31/2002	ARSENIO MILIAN 2144	2025 S W 32 Avenue * Miami, FL 33145	305-441-0123 / 305-441-0688
NOVA CONSULTING, INC. * 1745	HBE	05/31/2002	MARIA MOLINA 2255	2701 Ponce De Leon Blvd, #203 * Coral Gables, FL 33134	305-448-9535 / 305-448-9733
1745	WBE	05/31/2002			
OJITO & ASSOCIATES, INC. 1762	HBE	01/31/2002	OSVALDO OJITO 2279	13200 SW 128 St, # B4 * Miami, FL 33186	305-235-2350 / 305-235-2324
P H S ENGINEERING CORP. 1797	BBE	03/31/2002	RONALD COLAS 2326	4100 NE 2nd Ave, # 310 * Miami, FL 33137	305-573-2240 / 305-573-2276
PRECISION ENGINEERING & SURVEYING, INC. 1890	BBE	03/31/2002	MICHAEL EGBEBIKE 2448	3785 NW 82 Ave, #209 * Miami, FL 33166-0000	305-255-8949 / 305-232-4892
REBULL AND ASSOCIATES, INC. 1997	HBE	08/31/2002	PATRICK REBULL 2530	4941 SW 74 Ct, 2-Fl * Miami, FL 33155-4412	305-665-4372 / 305-665-1945
ROBAYNA & ASSOCIATES, INC. 2034	HBE	06/30/2002	RAFAEL ROBAYNA 2627	2100 West 76 Street, #101 * Hialeah, FL 33016-5505	305-823-9316 / 305-823-1569



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SERRALTA & ASSOCIATES, INC. 2140 HBE	01/31/2002	IGNACIO SERRALTA 2760	7194 S W 47 Street * Miami, FL 33155	305-667-2552 / 305-667-3325
TERRAINE, INC. 2304 HBE	08/31/2002	JAMES YOUNG 2976	P O Box 226706 * Miami, FL 33122-6706	305-513-4901 / 305-513-4902
WESTHORN & ASSOCIATES, INC. 2506 WBE	07/31/2002	BRENDA WESTHORN 3234	9499 NE 2nd Avenue, Suite , # 207 * Miami Shores,, FL 33138-0000	305-759-4757 / 305-759-4758
1000 ENVIRONMENTAL ENGINEERING				
B C C ENGINEERING, INC. 4499 WBE	01/31/2002	HONG BENITEZ 385	13940 S W 136 Street , # 108 * Miami, FL 33186	305-254-8821 / 305-254-8826
E B S ENGINEERING, INC. 775 BBE	08/31/2002	BENJAMIN ESSIE 1013	4715 NW 157th St, 202 * Miami, FL 33014	305-625-5252 / 305-625-7110
INTERNATIONAL LOGISTICS GROUP, INC. 1219 BBE	09/30/2002	JAN CARROLL 1572	2390 NW 147th St * Miami, FL 33054	954-981-7991 / 954-981-5967
1003 ENVIRONMENTAL ENGINEERING-BIOLOGY SERVICES				
CHEROKEE ENTERPRISES, INC. 4237 HBE	10/31/2002	CHRISTINE FRANKLIN 692	7975 NW 154 St, # 310a * Miami Lakes, FL 33016	305-828-3353 / 305-828-9317
1004 ENVIRONMENTAL ENGINEERING-CHEMISTRY SERVICES				
CHEROKEE ENTERPRISES, INC. 4237 HBE	10/31/2002	CHRISTINE FRANKLIN 692	7975 NW 154 St, # 310a * Miami Lakes, FL 33016	305-828-3353 / 305-828-9317
1001 ENVIRONMENTAL ENGINEERING-ENGINEERING DESIGN				
CHEROKEE ENTERPRISES, INC. 4237 HBE	10/31/2002	CHRISTINE FRANKLIN 692	7975 NW 154 St, # 310a * Miami Lakes, FL 33016	305-828-3353 / 305-828-9317
CIVIL WORKS, INC. 530 WBE	09/30/2002	LINDA BELL 703	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
ENRIQUE SAEZ, P. E. 839 HBE	11/30/2002	ENRIQUE SAEZ 1094	P O Box 490372 * Key Biscayne, FL 33149	305-361-2984 / 305-361-5769
GLOBAL ENGINEERING & ENVIRONMENTAL SERVICES, LLC 4603 HBE	10/31/2002	ANTONINO RICCOBONO 1356	5979 NW 151 St, # 221 * Miami Lakes, FL 33014-0000	305-828-5122 / 305-828-5490



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SONSHINE COMMUNICATIONS 2178	BBE	05/31/2002	BERNADETTE MORRIS	888 N E 126 Street, * North Miami, FL 33161	305-891-3039 / 305-891-3063
2178	WBE	05/31/2002	2817		
42171 HARDWARE WHOLESALEERS					
A & B HARDWARE & LUMBER 10	HBE	01/31/2002	MARIA LLERENA	2851 N W 27 Avenue * Miami, FL 33142	305-633-6627 / 305-633-6217
10	WBE	01/31/2002	13		
234 HEAVY CONSTRUCTION					
A 2 GROUP, INC. 28	HBE	03/31/2002	ALBERTO RIBAS	5001 S.W. 74th Court, , # 103 * Miami, FL 33155	305-668-8939 / 305-668-9454
			33		
COMTECH ENGINEERING, INC. 573	HBE	07/31/2002	JOSE SIERRA	10825 N W 29th Stree * Miami, FL 33172	305-796-7423 / 305-593-9314
			766		
REPOR BROTHERS, INC. 2013	BBE	08/31/2002	MICHAEL ROPER	1999 NE 150 St, 103 * Miami, FL 33181-0000	305-940-5300 / 305-940-6029
			2601		
23411 HIGHWAY AND STREET CONSTRUCTION					
A 2 GROUP, INC. 28	HBE	03/31/2002	ALBERTO RIBAS	5001 S.W. 74th Court, , # 103 * Miami, FL 33155	305-668-8939 / 305-668-9454
			33		
A D A ENGINEERING, INC. 48	HBE	04/30/2002	ALBERTO ARGUDIN	11401 SW 40 St * Miami, FL 33165	305-551-4608 / 305-551-8977
			58		
ALDO P. GONZALEZ & ASSOCIATES, INC. 154	HBE	04/30/2002	ALDO GONZALEZ	1790 W 49 St, 305-5 * Hialeah, FL 33012	305-698-7553 / 305-698-7554
			203		
ALVAREZ ENGINEERS, INC. 186	HBE	07/31/2002	JUAN ALVAREZ	10560 NW 27 St, # 102 * Miami, FL 33172	305-640-1345 / 305-640-1346
			249		
AVINO & ASSOCIATES, INC. 273	HBE	03/31/2002	JORGE AVINO	2916 Ponce De Leon Blvd * Coral Gables, FL 33134	305-444-7445 / 305-444-1402
			370		
B C C ENGINEERING, INC. 4499	WBE	01/31/2002	HONG BENITEZ	13940 S W 136 Street , # 108 * Miami, FL 33186	305-254-8821 / 305-254-8826
			385		
B N D ENGINEERS, INC. 292	BBE	07/31/2002	BASIL WILLIAMS	1200 N W 78 Avenue, * Miami, FL 33126	305-599-8495 / 305-597-9312
			394		



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B. A. CARMONA & ASSOCIATES 295	HBE	05/31/2002	BENITO CARMONA 398	7400 SW 50 Ter, #200 * Miami, FL 33155-0000	305-264-3508 / 305-669-1051
BERLO INDUSTRY, INC. 333	BBE	01/31/2002	LEONARD WOOTEN 448	P O Box 770037 * Miami, FL 33177	786-242-3409 / 786-242-3419
C A S ENGINEERING, INC. 419	HBE	03/31/2002	MARIA MARTIN - HIDALGO 558	8201 Coral Way * Miami, FL 33155	305-262-5151 / 305-264-8950
C E S CONSULTANTS, INC. 423	BBE	02/28/2002	RUDY ORTIZ 564	6001 N W 153 Street, , # 201 * Miami Lakes, FL 33014	305-827-2220 / 305-827-1121
	HBE	02/28/2002			
CARNEY - NEUHAUS, INC. 486	WBE	09/30/2002	ELEANOR CARNEY 641	3050 Biscayne Blvd, # 200 * Miami, FL 33137	305-576-9990 / 305-576-9950
CIVIL - CADD ENGINEERING, INC. 529	BBE	03/31/2002	JOHN KING 707	ADDRESS NOT AVAILABLE	305-690-9797 / 305-690-9796
DELTA CONSULTING ENGINEERS, INC. 705	HBE	07/31/2002	SERAFIN SOUSA JR. 924	249 Catalonia Ave * Coral Gables, FL 33134	305-444-6510 / 305-444-6110
DEVELOPMENT CONSULTING SERVICES, INC. 720	HBE	01/31/2002	CARLOS MARTINEZ 944	7103 SW 143 Pl * Miami, FL 33183	305-386-1067 / 305-382-6130
E A C CONSULTING, INC. 774	BBE	01/31/2002	ENRIQUE CROOKS 1012	815 NW 57 Ave, 402 * Miami, FL 33126	305-264-2557 / 305-264-5507
J. H. MANUCY, INC. 1266	HBE	05/31/2002	BERNABE HERNANDEZ 1631	4694 Palm Avenue , # 203 * Hialeah, FL 33012	305-821-1281 / 305-825-1705
LEITER, PEREZ & ASSOCIATES, INC. 1443	HBE	05/31/2002	GEORGE PEREZ 1842	160 N W 176 Street, , # 403 * Miami, FL 33169	305-652-5133 / 305-652-0411
M E F CONSTRUCTION, INC (FILE 2) 1507	HBE	06/30/2002	MIGUEL OCANA 1930	782 N W 42 Avenue, # * Miami, FL 33126	305-461-0603 / 305-461-0660
M E F CONSTRUCTION, INC. (FILE 1) 1508	HBE	04/30/2002	MARIA OCANA 1931	782 N W 42 Avenue, # * Miami, FL 33126	305-461-0603 / 305-461-0660
	WBE	04/30/2002			



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MARLIN ENGINEERING, INC. 1578	HBE	08/31/2002	RAMON SORIA 2022	2191 NW 97th Ave * Miami, FL 33172	305-477-7575 / 305-477-7590
MIAMI - DADE ENGINEERING CONTRACTOR, INC. 1643	HBE	03/31/2002	JOSE FERNANDEZ 2110	11830 SW 24 Ter * Miami, FL 33175	305-992-7754 / 305-223-2150
MURVEGA PAVING CO., INC. 1700	HBE	01/31/2002	MIREYA VEGA 2186	2975 SW 129 Ave * Miami, FL 33175	305-226-0827 / 305-375-8438
NOVA CONSULTING, INC. * 1745	HBE	05/31/2002	MARIA MOLINA 2255	2701 Ponce De Leon Blvd, #203 * Coral Gables, FL 33134	305-448-9535 / 305-448-9733
1745	WBE	05/31/2002			
OJITO & ASSOCIATES, INC. 1762	HBE	01/31/2002	OSVALDO OJITO 2279	13200 SW 128 St, # B4 * Miami, FL 33186	305-235-2350 / 305-235-2324
P H S ENGINEERING CORP. 1797	BBE	03/31/2002	RONALD COLAS 2326	4100 NE 2nd Ave, # 310 * Miami, FL 33137	305-573-2240 / 305-573-2276
PIERRE & GAUTHIER ENGINEERING CONSULTANTS, INC. 1862	BBE	01/31/2002	ERIC PIERRE 2409	7010 N E 4 Court * Miami, FL 33138	305-758-2268 / 305-758-9020
PILOME ENGINEERING, INC. 1865	HBE	04/30/2002	DILAILA PILOTO 2414	8125 NW 74 Ave * Miami, FL 33166	305-883-7392 / 305-883-9385
PRECISION ENGINEERING & SURVEYING, INC. 1890	BBE	03/31/2002	MICHAEL EGBEBIKE 2448	3785 NW 82 Ave, #209 * Miami, FL 33166-0000	305-255-8949 / 305-232-4892
QUALITY PAVING CORP. 1935	HBE	01/31/2002	RICHARD GONZALEZ 2507	1950 NW 110 Ave * Miami, FL 33172	305-593-0050 / 305-593-0050
RAINBOW ENTERPRISES, INC. 1979	BBE	08/31/2002	MICHAEL ADAMS 2559	1271 Burlington Stre * Opa-Locka, FL 33054	305-688-9288 / 305-688-9022
ROBAYNA & ASSOCIATES, INC. 2034	HBE	06/30/2002	RAFAEL ROBAYNA 2627	2100 West 76 Street, , #101 * Hialeah, FL 33016-5505	305-823-9316 / 305-823-1569
ROCK POWER CORPORATION * 2043	HBE	03/31/2002	MARIA MIRABENT 2638	5600 S W 135 Avenue, * Miami, FL 33183	305-551-1478 / 305-752-7728
2043	WBE	03/31/2002			



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S & S CONTRACTING, INC. 2082 BBE	04/30/2002	JERRY SMITH 2683	8346 NW D South Ri * Miami, FL 33166	305-887-5777 / 305-884-1627
SAN MARTIN ASSOCIATES, INC. * 2106 HBE	08/31/2002	LOURDES SAN MARTIN 2716	5000 SW 75 Ave, #202 * Miami, FL 33155-0000	305-666-1397 / 305-666-7720
2106 WBE	08/31/2002			
SERRALTA & ASSOCIATES, INC. 2140 HBE	01/31/2002	IGNACIO SERRALTA 2760	7194 S W 47 Street * Miami, FL 33155	305-667-2552 / 305-667-3325
SHASA ENGINEERING CORP. 2149 HBE	04/14/2002	ISRAEL CORBO 2769	13965 Sw 10 Street * Miami, FL 33184	786-251-3068 / 305-441-8125
STAR PAVING, CORP. 2221 HBE	01/31/2002	ANGEL IZQUIERDO 2872	4151 SW 138 Ct * Miami, FL 33175	305-226-9193 / 305-551-2038
TECHNO - MANAGEMENT, INC. 2295 HBE	01/31/2002	SILVIO SZMULEWICZ 2965	4090 Laguna Street, * Coral Gables, FL 33146	305-444-4008 / 305-444-2008
TWO BROTHERS PAVING & DRAINAGE ENGINEERING 2398 HBE	07/31/2002	ENRIQUE ESQUIJEROSA 3100	490 West 39 Place * Hialeah, FL 33012	305-827-9151 / 305-364-7186
23411 HIGHWAY AND STREET CONSTRUCTION				
A D A ENGINEERING, INC. 48 HBE	04/30/2002	ALBERTO ARGUDIN 58	11401 SW 40 St * Miami, FL 33165	305-551-4608 / 305-551-8977
BERLO INDUSTRY, INC. 333 BBE	12/31/2002	LEONARD WOOTEN 448	P O Box 770037 * Miami, FL 33177	786-242-3409 / 786-242-3419
C. TARAFA CONTRACTING, INC. 451 HBE	07/31/2002	CARLOS TARAFA 595	P.O. Box 347198 * Coral Gables, FL 33234	305-476-0018 / 305-443-1512
HI - TECH CONCRETE, INC. 1138 HBE	12/31/2002	REYNALDO ROS 1469	11335 SW 208 Dr * Miami, FL 33189-0000	305-259-5552 / 305-259-5553
M. VILA & ASSOCIATES 1535 HBE	09/30/2002	MARTIN VILA 1966	12097 NW 98 Ave * Hialeah Gardens, FL 33018	305-821-1226 / 305-826-0004
REPOR BROTHERS, INC. 2013 BBE	08/31/2002	MICHAEL ROPER 2601	1999 NE 150 St, 103 * Miami, FL 33181-0000	305-940-5300 / 305-940-6029



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E. D. F. M. CORP.	779	HBE	09/30/2002	MIRIAM RODRIGUEZ	1022 NW 54th St * Miami, FL 33127-0000	305-762-7407 / 305-762-7761
				1018		
L A W CONSTRUCTION, INC.	1381	BBE	01/31/2002	LEAFORD WRAY	9507 S W 160 Street, * Miami, FL 33157	305-254-9574 / 305-254-9582
				1772		
LISBON CONCRETE, INC.	1465	HBE	06/30/2002	MARIA MARTINS	29170 Old Dixie High * Homestead, FL 33033	305-248-4734 / 305-246-0058
				1873		
MAHOGANY ENGINEERING & CONSTRUCTION, INC.	1544	BBE	03/31/2002	EDWIN FLETCHER	3391 NW 151 Ter * Opa Locka, FL 33054	305-953-0950 / 305-953-0951
				1979		
MIAMI - DADE ENGINEERING CONTRACTOR, INC.	1643	HBE	03/31/2002	JOSE FERNANDEZ	11830 SW 24 Ter * Miami, FL 33175	305-992-7754 / 305-223-2150
				2110		
OVERNIGHT SUCCESS CONSTRUCTION, INC.	1781	BBE	09/30/2002	SAMUEL GILMORE, JR.	6600 NW 27 Ave, W103 * Miami, FL 33147	305-696-6655 / 305-696-3005
				2306		
R AND D CONSTRUCTION COMPANY, INC.	1950	BBE	06/30/2002	RODERICK DEAN	6800 S W 40 Street, * Miami, FL 33155	305-758-1770 / 305-758-4790
				2524		
SONNY COMMUNITY DEVELOPMENT CORP.	2177	BBE	02/28/2002	SUNDAY ENOGIERU	160 NW 176 St * Miami, FL 33169	954-438-5572 / 954-438-5572
				2816		
TALMAC, INC.	2279	HBE	04/30/2002	ANDRES SOLARES	2540 SW 99 Ct * Miami, FL 33165	305-225-7596 / 305-225-1652
				2945		
2354 MASONRY, DRYWALL, INSULATION, AND TILE CONTRACTORS						
ACIER CONSTRUCTION, INC.	98	BBE	01/31/2002	ANDRAE BOUIE	18120 SW 103 Ave * Miami, FL 33157	305-969-2344 / 305-969-1517
				130		
0303 MASS TRANSIT-BRIDGE DESIGN						
BOTAS ESTUA ENGINEERING GROUP, INC.	371	WBE	10/31/2002	PATRICIA BOTAS	7805 Coral Way, , # 129 * Miami, FL 33155	305-262-3343 / 305-262-3848
	371	HBE	10/31/2002	495		
TRIANGLE ASSOCIATES, INC.	2376	HBE	09/30/2002	OSIRIS QUINTANA	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
	2376	WBE	09/30/2002	3070		
0302 MASS TRANSIT-HIGHWAY DESIGN						



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CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
HILLERS ELECTRICAL ENGINEERING, INC. 1144	HBE	11/30/2002	PAUL HILLERS 1478	6205 Blue Lagoon Dr, # 280 * Miami, FL 33126	305-261-2099 / 561-451-4886
OJITO & ASSOCIATES, INC. 1762	HBE	11/30/2002	OSVALDO OJITO 2279	13200 SW 128 St, # B4 * Miami, FL 33186	305-235-2350 / 305-235-2324
TRIANGLE ASSOCIATES, INC. 2376	HBE	09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
2376	WBE	09/30/2002			
0300 MASS TRANSIT-HIGHWAY SYSTEMS					
E B S ENGINEERING, INC. 775	BBE	08/31/2002	BENJAMIN ESSIEN 1013	4715 NW 157th St, 202 * Miami, FL 33014	305-625-5252 / 305-625-7110
GATOR ENGINEERING CONSULTANTS, P. A.* 1020	BBE	10/31/2002	REGINA BOBO - JACKSON 1315	15315 NW 60 Ave, #J * Miami Lakes, FL 33025	305-362-9700 / 305-362-9700
1020	WBE	10/31/2002			
INTERNATIONAL LOGISTICS GROUP, INC. 1219	BBE	09/30/2002	JAN CARROLL 1572	2390 NW 147th St * Miami, FL 33054	954-981-7991 / 954-981-5967
MAURICE GRAY ASSOCIATES, INC. 1597	BBE	10/31/2002	MAURICE GRAY 2046	2750 Douglas Rd, # 200 * Miami, FL 33133	305-445-3344 / 305-445-0564
NETWORK ENGINEERING SERVICES, INC. 4309	HBE	09/30/2002	JOAQUIN PEREZ 2233	420 South Dixie Hwy, 4d * Coral Gables, FL 33146	305-663-2711 / 305-663-2744
0301 MASS TRANSIT-SITE DEVELOPMENT/PARKING LOT DESIGN					
CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
OJITO & ASSOCIATES, INC. 1762	HBE	11/30/2002	OSVALDO OJITO 2279	13200 SW 128 St, # B4 * Miami, FL 33186	305-235-2350 / 305-235-2324
TRIANGLE ASSOCIATES, INC. 2376	HBE	09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
2376	WBE	09/30/2002			
0306 MASS TRANSIT-TRAFFIC CONTROL SYS ANALYSIS DESIGN					



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CIVIL WORKS, INC.	530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
0304 MASS TRANSIT-TRAFFIC ENG AND OPERATIONS STUDIES						
CIVIL WORKS, INC.	530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
0305 MASS TRANSIT-TRAFFIC OPERATIONS DESIGN						
CIVIL WORKS, INC.	530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
15000 MECHANICAL						
R. PALACIOS & COMPANY	1971	HBE	11/30/2002	RAFAEL PALACIOS 2549	4973 SW 74 Ct * Miami, FL 33155	305-665-9281 / 305-665-2117
3391 MEDICAL EQUIPMENT AND SUPPLIES MANUFACTURING						
DISTRICT HEALTHCARE & JANITORIAL SUPPLY	741	BBE	11/30/2002	PERNELL WILLIAMS 968	10302 NW S. River Dr, Bay 24 * Medley, FL 33178	305-888-1455 / 305-888-5834
SYMPHONY MEDICAL PRODUCTS, INC	4527	HBE	10/31/2002	LISA RAMOS 2921	7200 N W 7 Street, 2 * Coral Gables, FL 33126	305-261-3788 / 305-261-4492
	4527	WBE	10/31/2002			
42145 MEDICAL, DENTAL, AND HOSPITAL EQUIPMENT AND SUPPLIES WHOLESALERS						
ALDO SURGICAL & HOSPITAL SUPPLY, INC.	155	HBE	07/31/2002	JOSE AMAT 204	8074 N W 103 Street * Hialeah Gardens, FL 33016	305-557-2835 / 305-821-3645
DISTRICT HEALTHCARE & JANITORIAL SUPPLY	741	BBE	11/30/2002	PERNELL WILLIAMS 968	10302 NW S. River Dr, Bay 24 * Medley, FL 33178	305-888-1455 / 305-888-5834
GLINTON SALES, INC.	1050	BBE	09/30/2002	LLEWELLYN GLINTON 1351	827 NW 62nd St * Miami, FL 33150	305-751-9834 / 305-757-7157
HILLUSA CORPORATION	1145	HBE	08/30/2002	ERNESTO ACKERMAN 1479	7215 N W 46 Street * Miami, FL 33166	305-594-7474 / 305-477-0699
INTERCONTINENTAL MEDICAL SUPPLIES, INC.	1213	HBE	02/28/2002	NATIVIDAD DIAZ 1565	6187 N W 167 Street, * Miami Lakes, FL 33015	305-823-0051 / 305-825-0052
	1213	WBE	02/28/2002			



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A D COLOR GROUP, INC. 4425 HBE 09/30/2002	CRUZ DIAZ 4768	2695 W. 81 St * Hialeah, FL 33016-0000	305-819-7700 / 305-819-7747
331 PRIMARY METAL MANUFACTURING F & F ALUMINUM & IRON MANUFACTURER, INC. 883 HBE 05/31/2002	FERNANDO RUIZ 1145	2290 NW 17 Ave * Miami, FL 33142	305-635-3445 / 305-635-3135
32311 PRINTING L.G. PRINTING CORP. 4699 HBE 10/31/2002 4699 WBE 10/31/2002	ELIZETT NARANJO 4952	3901 W 18th Ave, 901-A * Hialeah, FL 33012-0000	305-828-3333 / 305-828-1538
42211 PRINTING AND WRITING PAPER WHOLESALERS DISTRICT HEALTHCARE & JANITORIAL SUPPLY 741 BBE 11/30/2002	PERNELL WILLIAMS 968	10302 NW S. River Dr, Bay 24 * Medley, FL 33178	305-888-1455 / 305-888-5834
N & K ENTERPRISES, INC. 1702 BBE 06/30/2002	NEVILLE JENNINGS 2192	13700 NW 19 Ave * Opa Locka, FL 33054	305-953-5550 / 305-953-5540
541614 PROCESS, PHYSICAL DISTRIBUTION, AND LOGISTICS CONSULTING SERVICES LECOMTE BUILDING MAINTENANCE 1440 BBE 02/28/2002	ERNEST LECOMTE 1836	14612 N W 7 Avenue * Miami, FL 33168-3030	305-681-0143 / 305-685-1928
4214 PROFESSIONAL AND COMMERCIAL EQUIPMENT AND SUPPLIES WHOLESALERS ALPINE SYSTEMS ASSOCIATES, INC. 4317 WBE 09/30/2002	PETRA PETERS 243	P O Box 530525 * Miami Shores, FL 33153-0000	305-759-1878 / 305-754-8870
54182 PUBLIC RELATIONS AGENCIES B. MUMFORD & COMPANY 297 BBE 10/31/2002 297 WBE 10/31/2002	BOBBIE MUMFORD 400	10305 NE 2 Ave * Miami, FL 33138	305-758-4166 / 305-754-4031
CARMEN MORRIS & ASSOCIATES, INC. 484 BBE 02/28/2002 484 WBE 02/28/2002	CARMEN MORRIS 639	15074 SW 127 Ct. * Miami, FL 33186	305-278-2395 / 305-278-1528
DENNIS COMMUNICATION, INC. 4348 WBE 09/30/2002 4348 BBE 09/30/2002	ELIZABETH DENNIS 4773	9941 W Jessamine Street * Miami, FL 33157-0000	305-252-2655 / 305-253-4099



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GLADYS KIDD & ASSOCIATES, INC. *	GLADYS KIDD	2121 N Bayshore Dr * Miami, FL 33137	305-573-2049 / 305-573-2513
1047 BBE 08/31/2002	1346		
1047 WBE 08/31/2002			
KELLEY SWOFFORD ROY, INC.	SUSAN KELLEY	355 Palermo Avenue * Coral Gables, FL 33134	305-444-0004 / 305-444-9057
1346 WBE 04/30/2002	1726		
M R D CONSULTING, INC.	MARGARITA DELGADO	3191 Coral Way, #400 * Miami, FL 33145	305-774-7110 / 305-774-7066
1520 HBE 10/31/2002	1946		
1520 WBE 10/31/2002			
MEADE - JOHNSON, INC.	LORNA JOHNSON	10201 Hammocks Blvd, 153137 * Miami, FL 33196-0000	305-383-9573 / 305-387-6090
4480 WBE 09/30/2002	2064		
4480 BBE 09/30/2002			
PRISCILLA R. PERRY AND ASSOCIATES, INC.	PRISCILLA PERRY	1627 Brickell Ave, #1107 * Miami, FL 33129	305-856-6260 / 305-856-5578
1907 WBE 09/30/2002	2473		
SONSHINE COMMUNICATIONS	BERNADETTE MORRIS	888 N E 126 Street, * North Miami, FL 33161	305-891-3039 / 305-891-3063
2178 BBE 05/31/2002	2817		
2178 WBE 05/31/2002			
323114 QUICK PRINTING			
ADVANTI AND ASSOCIATES, INC.	GLENFORD DISTON	3670 Grand Avenue * Coconut Grove, FL 33133	305-569-0038 / 305-569-0706
125 BBE 01/31/2002	164		
CLOUD'S IMAGE AND PRINTING, INC.	ROLANDO GONZALEZ	4563 S W 71 Avenue * Miami, FL 33155	305-665-7107 / 305-665-4908
541 HBE 09/30/2002	722		
COPY DEPOT, INC.	LEONEL ORTIZ	8200 N W 27 Street, * Miami, FL 33122	305-477-9099 / 305-470-2359
609 HBE 06/30/2002	808		
CUSTOM COPY & PRINTING, INC.	JORGE QUADRENY	2272 N W 87 Avenue * Miami, FL 33172	305-470-2229 / 305-470-2329
640 HBE 02/28/2002	844		
REPRO EXPRESS, INC	JANICE DANZIGER	1789 S W 3 Avenue * Miami, FL 33129	305-254-7373 / 305-254-8284
2014 WBE 01/31/2002	2602		
SARDINA REPRODUCTION SERVICES	JOSE SARDINA	3729 S W 8th Street, * Coral Gables, FL 33134	305-774-0062 / 305-774-0484
2121 HBE 06/30/2002	2732		



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0100 TRANSPORTATION PLANNING					
CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
TRIANGLE ASSOCIATES, INC. 2376	HBE	09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
0103 TRANSPORTATION PLANNING-AVIA/AIRPORT MASTER PLAN					
CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
TRIANGLE ASSOCIATES, INC. 2376	HBE	09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
2376	WBE	09/30/2002			
0102 TRANSPORTATION PLANNING-MASS & RAPID TRANSIT					
CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
TRIANGLE ASSOCIATES, INC. 2376	HBE	09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
2376	WBE	09/30/2002			
0104 TRANSPORTATION PLANNING-PORT/WATERWAY SYSTEMS					
CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
0101 TRANSPORTATION PLANNING-URBAN AREA & REGIONAL PLAN					
CIVIL WORKS, INC. 530	WBE	09/30/2002	LINDA BELL 708	10 NW 42 Ave, # 200 * Miami, FL 33126-0000	305-448-5955 / 305-448-5466
TRIANGLE ASSOCIATES, INC. 2376	WBE	09/30/2002	OSIRIS QUINTANA 3070	1490 W 68 St, # 205 * Hialeah, FL 33014	305-807-7451 / 954-435-4580
53212 TRUCK, UTILITY TRAILER, AND RV (RECREATIONAL VEHICLE) RENTAL AND LEASING					
ALCO TRUCKING SERVICES, INC. 152	BBE	09/30/2002	LENFORD NELSON 201	160 NW 176th St, # 201 * Miami, FL 33169	305-655-3105 / 305-655-3106
MARIME, INC. 1572	HBE	03/31/2002	ELVIA CANO 2015	9500 N W 77 Avenue, * Hialeah Gardens, FL 33016	305-525-2645 / 954-252-9138

"Affirmative Action Plan"

- **Current Plan for 2000 - 2001**
- **Ordinance 98-30**

"Ordinance requiring certain entities contracting with the county demonstrate that their employment and procurement practices do not discriminate against minorities and women..."
- **Resolution 1049-93**

"Resolution directing the County Manager, when considering affirmative action plans in the acquisition of professional services under section 2-10.4 of the Code, to require demonstration and documentation by each competing firm of the actions that have been taken in furtherance of and compliance with that firm's approved affirmative action plan."
- **Ordinance 82-37**

"Amending Section 2-10.4 of the County Code governing the acquisition of professional, architectural, engineering, landscape architectural or land surveying to require that the County Manager consider each firm's Affirmative Action Plan as one of the factors in selecting firms that are deemed most highly qualified; providing severability, inclusion in the code and an effective date."

**MIAMI-DADE COUNTY
AFFIRMATIVE ACTION PLAN
2000 - 2001**

RECEIVED
JAN 03 2002

**COUNTY MANAGER'S OFFICE
MPO SECRETARIAT**

DECLARATION OF POLICY

It has been and is the policy of Metropolitan Dade County to provide equal employment opportunity for all without regard to race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, sexual orientation, or veteran's status and to prohibit unlawful discrimination on such basis.

It is further the policy of Metropolitan Dade County to ensure equal opportunity within the County employment system by engaging in voluntary affirmative action to promote diversity within the County workforce and employ a representative workforce. However, nothing in this section shall be interpreted to require the County to grant preferential treatment to any individual because of sexual orientation.

*(Ordinance No. 98-170)

Section 11A-41. Code of Miami-Dade County, Florida

In our efforts to develop our affirmative action program, we hereby reaffirm and formalize our commitment to the principle of equal employment opportunity by:

- ◆ Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, sexual orientation, national origin, handicap, veteran status, or any other non-job-related characteristic.
- ◆ Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- ◆ Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.

In developing this Affirmative Action Plan, we have established goals and timetables to correct any deficiencies over a reasonable period of time.

To ensure that our goals for equal employment opportunity may be achieved through our good-faith efforts, we have established various levels of responsibility to both direct and oversee our affirmative action efforts.

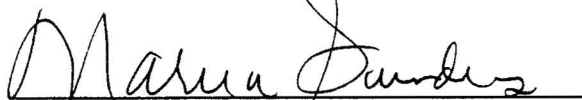
The Director of the Office of Fair Employment Practices, Marcia Saunders, has been designated Equal Employment Opportunity Officer of the County.

The Fair Employment Practices Office is responsible for monitoring affirmative action efforts and for providing equal opportunity training and recommending outside resources. Individual managers and supervisors are responsible for ensuring that their employment decisions comply with principles embodied in Title VII, the Age

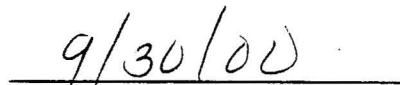
Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, and Executive Order 11246, and Revised Order No. 4.

The Office of Fair Employment Practices also administers the County's Sexual Harassment Policy A.O. 7-28 and the Unlawful Harassment Policy A.O. 7-34.

Each employee is responsible for bringing to the attention of the undersigned any employment decision, which he or she feels, conflicts with the letter or spirit of the law.

A handwritten signature in dark ink, appearing to read "Marcia Saunders", written over a horizontal line.

Marcia Saunders, Director
Office of Fair Employment Practices

A handwritten date "9/30/00" in dark ink, written over a horizontal line.

UTILIZATION ANALYSIS

Miami-Dade County engages in voluntary affirmative action program to ensure equal employment opportunity. The U.S. Bureau of Census data and Miami-Dade County's Equal Employment Opportunity Survey are analyzed to determine the utilization of employees on the basis of job category, race/ethnicity, and gender. If underutilization exists for any group, goals are voluntarily set in Departmental Affirmative Action Plans to increase representation of that group when filling vacant positions. Underutilization occurs when the percentage of workers (those with requisite skills for the applicable job category) in the local labor market is larger than the percentage of employees in the County's total workforce.

A second analysis is performed for occupational positions. For an occupational position to be considered there must exist at least eight positions in that occupation, this offers each race/ethnic and gender group employment opportunity within that occupation. Accordingly, if an occupational position reports no representation by a race/ethnic or gender group, it is recommended that departments undertake efforts to address deficiencies through their Affirmative Action Plans (i.e. special recruitment and training).

To increase the flow of minority and female applicants, we presently undertake the following recruitment methods:

- Inclusion of the phrase "Identifying Miami-Dade County as an Equal Employment Opportunity Employer" in all printed employment advertisements.
- Placement of help wanted advertising, when appropriate, in minority news media and women's interest media.
- Positions that are open to the public are advertised in the Classified Section of the Sunday's Miami Herald. Additionally, at the hiring department's request and upon approval by the Personnel Department, position vacancies may be advertised in outside publications such as Diario Las Americas, Miami Times, Wall Street Journal, etc.
- Positions are open to the general public and Miami-Dade County employees are announced weekly in the County's Career Employment Opportunity Bulletin posted at our center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida.
- The latest information on all available position can be obtained by calling Miami-Dade County's Job Information Hot Line at (305) 375-1871 or visit the Miami-Dade County Website (www.co.miami-dade.fl.us/jobs/).

- Positions that are open to the public are advertised weekly on the Miami-Dade Cable Channel 34.
- Weekly job opportunities mailings are distributed weekly to those identified in the attached Job Opportunity Mailing List. County departments are sent copies of our Career Employment Opportunity Bulletins and outside entities are sent a copy of the Sunday's Miami Herald advertisements.
- Dissemination of information on job opportunities and the County's affirmative action objectives to organizations representing minorities, women and employment development agencies, i.e., Professional Organizations, Hispanic Neighborhood Centers, Black Data Processors Assoc., Latin Builders Association, Trade Unions.
- Encouragement of minority and women employees to refer applicants.
- Requesting the participation of minority and women employees in Career Days, Job Fairs and related activities in their communities. Turner Tech., Barry University, Florida International University (FIU), Miami-Dade Community College.
- Active recruitment at secondary schools, junior colleges and colleges with predominantly minority or female enrollments.
- Participate in special employment programs, summer jobs for minority youth, work-study programs for male and female students.
- Ensure that referral agencies used, i.e., the South Florida Employment and Training Consortium are referring minorities and women in a non-discriminatory manner to include agencies for the disabled i.e., Abilities of South Florida, and Business Coalition for Americans with Disabilities.

Additionally, Affirmative Action measures are taken to ensure that minority and female employees are given equal opportunity in hiring and promotion by:

- Keeping management up-to-date concerning new developments in the EEO field.
- Providing technical assistance in response to questions and concerns of employees and supervisors, and, as needed, acting as liaison with appropriate agencies.
- Posting employment opportunities countywide, in major local newspapers, the Internet and trade publications.

- Offering counseling to assist employees in identifying promotional opportunities, training, and educational programs to enhance promotions and opportunities for job rotation or transfer.
- Offering remedial education, skills training, workstudy and tuition reimbursement programs. When appropriate, assist employees in meeting performance standards and preparing for employment.
- Ensuring the administration of an employee performance evaluation program that is designed to assist employees in meeting performance standards, in a non-discriminatory manner.
- Evaluating requirements for promotion on job-related criteria and ensure that minorities and women are not required to possess higher qualifications than others.

Factors such as longevity, quality of education, time in grade and retention should be considered for an accurate study. However, the following utilization analysis is solely based on the U.S. Census Bureau's 1990 available workforce data; the Planning Department's update of the above data; and the EEO Survey statistics of September 30, 2000.

1. WHITES

This analysis reflects that Whites were underutilized in total employment categories by approximately -5.7%. Within other management positions, Whites were underutilized by -6.1%, while the Professional category reported the highest rate of underutilization at -14.8%.

Technicians were underutilized by -4.0%; Protective Services personnel, by almost -7.6%; Office/Clerical employees by -13.8%; and Service Maintenance workers by -12.0%.

2. BLACKS

As a group, no underutilization was reported in any job category. However, of the 327 occupational positions, Blacks were not represented in 30 (9.2%). Black males were not found in 91 (27.8%) occupational positions and Black females were not present in 158 (48.3%) positions. Many of the job titles without representation were in the Professional and Technician job categories. The following occupational titles did not report any Black male or female employees: Senior Professional Engineers (20); Electrical Inspector (21); and Code Compliance Inspector (21).

3. HISPANICS

At -13.6% Hispanics showed the highest levels of underutilization of race/ethnicity/gender. This analysis revealed that within Upper management positions such as County Manager, Department director and Senior Assistant to the County Manager, a -13.6% underutilization rate existed while in other management positions there is no underutilization.

The analysis further revealed that Protective Services personnel were underutilized by -3.7%. Para-professionals by -35.0%; Office/Clerical employees by -15.4%; skilled Crafts workers by -16.0%; and Service Maintenance personnel by -20.7%.

Hispanic male and female employees were absent from four positions while Hispanic females were not represented in 166 (50.8%) occupational titles.

4. FEMALES

Overall, females were underutilized by -8.2%, an improvement of the previous year's total of 8.7%. The Service Maintenance category reported the highest figures for underutilization at -28.9%, while Upper management reflected the least levels of underutilization at -1.8% and Other management -10.0%.

This analysis shows a -20.8% underutilization rate for female Technicians, an increase of 1.3%. Professionals were underutilized by -9.9% and Skilled Crafts workers by -6.8%

Of the 327 occupational positions, females were utilized the least. White females were not represented in 214 (64.4%) of the positions; Black females 158 (47.1%) and Hispanic females were absent from 166 (53.9%) of the total positions. As a whole, females were not represented in 100 (29.7%) of the total qualified positions.

Dissemination of Policy

Our equal employment opportunity and affirmative action policy is disseminated both internally and externally as follows:

Internal Dissemination

1. The EEO policy statement has been included in our employee personnel policy procedures manual and a copy distributed to all department officers.
2. Articles covering EEO policy are included in company publications. Equal employment progress will be included in the annual report. EEO/AAP policy is conspicuously posted on employee bulletin boards through letters, posters and other creative notices.
3. Periodic meetings are held with all managers and all supervisory personnel to assure compliance with our EEO/AAP policy, to assist the managers in identifying problem areas, and in formulation of effective solutions. The meetings are held every six months with each department and is scheduled by the Affirmative Action Officer or by a member of his/her staff.
4. Periodic meetings are conducted with all other employees to discuss our EEO/AAP policy and explain individual employee responsibility through department Affirmative Action Officers.
5. We meet with union officials to inform them of our policy, and request their cooperation. A nondiscrimination clause is included in all of our union agreements, and all contractual provisions are reviewed to ensure that they are nondiscriminatory.

External Dissemination

1. Recruiting sources on a master list are annually informed of the Metropolitan Dade County's EEO/AAP policy and commitment. The master list will continue to be reviewed annually to determine the effectiveness of the recruitment sources in referring a representative diversity of applicants.
2. A special list of minority and female organizations is maintained and will continue to be reviewed annually to determine the effectiveness as a source of recruitment. Job announcements are regularly mailed to the recruiting sources and they have been actively encouraged to refer applicants and assist in our implementation of our EEO/AAP policy.

3. On all written job announcements, help wanted, or other communiqués using Company letterhead, the words "Miami-Dade County, provide equal access and equal opportunity in employment and services and does not discriminate on the basis of handicap."
4. The Miami-Dade County's application continues to be periodically reviewed to determine compliance with the latest state and federal EEO/AAP regulations to ensure that each applicant is provided the maximum opportunity to display his/her job related qualifications.
5. Miami-Dade County's vendors and suppliers will continue to be notified regularly in writing of our EEO/AAP policy.
6. An equal employment opportunity clause is incorporated into all purchase orders, lease agreements, and all other contracts.

Responsibility for Implementation

Merrett R. Stierheim, County Manager, has the ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive the high level of priority which is due this activity.

Marcia Saunders, Director, Office of Fair Employment Practices, has been designated the Equal Employment Opportunity Officer of the County and has the full support of the County Manager in carrying out these duties.

This County's policy on equal employment opportunity and affirmative action is set out in the Metro-Dade County Code.

Strategic Activities to Ensure EEO/AA

To implement this policy, the following activities are carried out:

- Keeping management up-to-date concerning new developments in the EEO field.
- Providing technical assistance in response to questions and concerns of employees and supervisors, and, as needed, acting as liaison with appropriate agencies.
- Coordinating investigations and making recommendations concerning any allegations of discrimination, both internally and in connection with enforcement agencies.

- Coordinating investigations and making recommendations concerning any allegations of discrimination, both internally and in connection with enforcement agencies.
- Conducting periodic audits and holding regular discussions with supervisors and managers to ensure that company policy is implemented.
- Encouraging involvement with minority and women's organizations and community action groups i.e., Miami-Dade Women's Association, Hispanic Public Administrator, Federation of Black Employees, Progressive Officers Club, Hispanic Officers Club, Correctional Officers, etc.
- Assisting in the identification of problem areas through review of policies and procedures and conducting periodic utilization studies.
- Reporting periodically to the Board of County Commissioners on the affirmative action effort.
- Developing education programs to provide managers and supervisors with pertinent equal employment opportunity information to assist them in their compliance efforts.
- Ensuring job announcements are disseminated for this multi-cultural community via Miami Herald, Diario Las Americas, African American publication, Miami Times, e-mail, the internet and intranet.
- Referring qualified job applicants to various departments to meet affirmative action goals and timetables.
- Serving as an employment resource center for community organizations which would include those who service persons with disabilities.
- Recording data for federal reporting and in-house analysis of employment patterns.

UTILIZATION ANALYSIS

AS OF: 9/30/01

GROUP: ALL GROUPS

JOB CATEGORIES	WORKFORCE TOTALS	WHITE	BLACK	HISPANIC	OTHER	TOTAL MINORITIES	TOTAL FEMALES
Officials/Administrators	621	39.5% (245)	25.1% (156)	34.0% (211)	1.4% (9)	60.5% (376)	35.3% (219)
<u>Upper management</u>							
Cnly/Asst Cnly Mgr, Cnly/1 st Alty	12	58.3% (7)	16.7% (2)	25.0% (3)	-	41.7% (5)	25.0% (3)
Department Directors	55	38.2% (21)	29.1% (16)	32.7% (18)	-	61.2% (34)	30.9% (17)
Judicial Admin/Courts	2	50.0% (1)	-	50.0% (1)	-	50.0% (1)	-
Office of the Mayor	4	25.0% (1)	-	75.0% (3)	-	75.0% (3)	25.0% (1)
<u>Other management (Public Admin)</u>	548	39.2% (215)	25.2% (138)	33.9% (186)	1.6% (9)	60.8% (333)	36.1% (198)
Professionals	5,881	32.0% 1,881	26.6% 1,567	38.8% 2,284	2.5% 149	68.0% 4,000	44.0% 2,588
Technicians	1,884	31.8% 599	23.6% 444	42.9% 808	1.8% 33	68.2% 1,285	24.4% 459
Protective Services	5,651	27.8% 1,573	36.0% 2,032	35.2% 1,991	1.0% 55	72.2% 4,078	28.2% 1,594
Para-Professionals	891	8.9% 79	54.5% 486	35.8% 319	0.8% 7	91.1% 812	76.0% 677
Office/Clerical	5,411	14.5% 787	40.3% 2,182	43.3% 2,345	1.8% 97	85.5% 4,624	78.5% 4,246
Skilled Crafts	2,735	25.1% 686	27.4% 749	45.6% 1,246	2.0% 54	74.9% 2,049	1.1% 31
Services/Maintenance	3,441	7.3% 251	62.5% 2,152	29.4% 1,013	0.7% 25	92.7% 3,190	15.4% 530
TOTALS	26,515	23.0% 6,101	36.8% 9,768	38.5% 10,217	1.6% 429	77.0% 20,414	39.0% 10,344

Note: ** Availability represents those with requisite skills (for the applicable category) in the local area.

DATA SOURCE: Miami-Dade County Personnel File - Availability: U.S. Bureau of Census 1990 - Miami-Dade County Planning Dept., Research Division, 1992
Miami-Dade County EEO Survey, 2001

UTILIZATION ANALYSIS

AS OF: 9/30/01

GROUP: WHITE

JOB CATEGORIES	WORKFORCE TOTALS	** AVAILABILITY ALL	** AVAILABILITY WHITE	UTILIZATION	UNDER - UTILIZATION
Officials/Administrators	621	100% (133,848)	42.7% (57,100)	39.5% (245)	Y 3.2%
<u>Upper management</u>					
Cnty/Asst Cnty Mgr, Cnty/1 st Atty	12			58.3% (7)	
Department Directors	55			38.2% (21)	
Judicial Admin/Courts	2			50.0% (1)	
Office of the Mayor	4			25.0% (1)	
<u>Other management</u> (Public Admin)	548	100% (2,460)	47.8% (1,175)	39.2% (215)	Y 8.6%
Professionals	5,881	100% 132,013	48.5% 64,058	32.0% 1,881	Y 16.5%
Technicians	1,884	100% 28,589	37.1% 10,617	31.8% 599	Y 5.3%
Protective Services	5,651	100% 24,239	36.7% 8,295	27.8% 1,573	Y 8.9%
Para-Professionals	891	100% 100,427	10.2% 10,221	8.9% 79	Y 1.3%
Office/Clerical	5,411	100% 173,569	29.9% 51,966	14.5% 787	Y 15.4%
Skilled Crafts	2,735	100% 95,544	24.7% 26,632	25.1% 686	N
Services/Maintenance	3,441	100% 198,892	19.6% 39,004	7.3% 251	Y 12.3%
TOTALS	26,515	100% 976,754	29.9% 291,774	23.0% 6,101	Y 6.9%

Note: ** Availability represents those with requisite skills (for the applicable category) in the local area.

DATA SOURCE: Miami-Dade County Personnel File - Availability: U.S. Bureau of Census 1990 - Miami-Dade County Planning Dept., Research Division, 1992
Miami-Dade County EEO Survey, 2001

UTILIZATION ANALYSIS

AS OF: 9/30/01

GROUP: HISPANIC

JOB CATEGORIES	WORKFORCE TOTALS	** AVAILABILITY ALL	** AVAILABILITY HISPANIC	UTILIZATION	UNDER - UTILIZATION
Officials/Administrators	621	100% (133,848)	47.5% (63,626)	34.0% (211)	Y 13.5%
Upper management					
Cnty/Asst Cnty Mgr, Cnty/1 st Ally	12			25.0% (3)	
Department Directors	55			32.7% (18)	
Judicial Admin/Courts	2			50.0% (1)	
Office of the Mayor	4			75.0% (3)	
Other management (Public Admin)	548	100% (2,460)	31.8% (781)	33.9% (186)	N
Professionals	5,881	100% 132,013	34.8% 46,012	38.8% 2,284	N
Technicians	1,884	100% 28,589	44.7% 12,785	42.9% 808	Y 1.8%
Protective Services	5,651	100% 24,239	38.1% 9,231	35.2% 1,991	Y 2.9%
Para-Professionals	891	100% 100,427	70.3% 70,663	35.8% 319	Y 34.5%
Office/Clerical	5,411	100% 173,569	58.0% 90,283	43.3% 2,345	Y 14.7%
Skilled Crafts	2,735	100% 95,544	60.9% 58,147%	45.6% 1,246	Y 15.3%
Services/Maintenance	3,441	100% 198,892	50.6% 101,096	29.4% 1,013	Y 21.2%
TOTALS	26,515	100% 976,754	51.4% 502,336	38.5% 10,217	Y 12.9%

Note: ** Availability represents those with requisite skills (for the applicable category) in the local area.

DATA SOURCE: Miami-Dade County Personnel File - Availability: U.S. Bureau of Census 1990 - Miami-Dade County Planning Dept., Research Division, 1992
Miami-Dade County EEO Survey, 2001

UTILIZATION ANALYSIS

AS OF: 9/30/01

GROUP: BLACK

JOB CATEGORIES	WORKFORCE TOTALS	** AVAILABILITY ALL	** AVAILABILITY BLACK	UTILIZATION	UNDER - UTILIZATION
Officials/Administrators	621	100% (133,848)	8.2% (10,945)	25.1% (156)	N
<u>Upper management</u>					
Cnty/Asst Cnty Mgr, Cnty/1 st Atty	12			16.7% (2)	
Department Directors	55			29.1% (16)	
Judicial Admin/Courts	2			-	
Office of the Mayor	4			-	
<u>Other management</u> (Public Admin)	548	100% (2,460)	19.6% (481)	25.2% (138)	N
Professionals	5,881	100% 132,013	14.2% 18,732	26.6% 1,567	N
Technicians	1,884	100% 28,589	15.8% 4,502	23.6% 444	N
Protective Services	5,651	100% 24,239	25.8% 6,241	36.0% 2,032	N
Para-Professionals	891	100% 100,427	18.6% 18,689	54.5% 486	N
Office/Clerical	5,411	100% 173,569	16.7% 29,038	40.3% 2,182	N
Skilled Crafts	2,735	100% 95,544	13.5% 12,927	27.4% 749	N
Services/Maintenance	3,441	100% 198,892	28.0% 55,678	62.5% 2,152	N
TOTALS	26,515	100% 976,754	17.2% 167,754	36.8% 9,768	N

Note: ** Availability represents those with requisite skills (for the applicable category) in the local area.

DATA SOURCE: Miami-Dade County Personnel File - Availability: U.S. Bureau of Census 1990 - Miami-Dade County Planning Dept., Research Division, 1992
Miami-Dade County EEO Survey, 2001

UTILIZATION ANALYSIS

AS OF: 9/30/01

GROUP: FEMALE

JOB CATEGORIES	WORKFORCE TOTALS	** AVAILABILITY ALL	** AVAILABILITY FEMALE	UTILIZATION	UNDER - UTILIZATION
Officials/Administrators	621	100% (133,848)	36.3% (48,537)	35.3% (219)	Y 1.0%
Upper management	12			25.0% (3)	
Cnty/Asst Cnty Mgr, Cnty/1 st Atty	55			30.9% (17)	
Department Directors	2			-	
Judicial Admin/Courts	4			25.0% (1)	
Office of the Mayor	548	100% (2,460)	43.7% (1,075)	36.1% (198)	Y 7.6%
Other management (Public Admin)					
Professionals	5,881	100% 132,013	53.0% 70,000	44.0% 2,588	Y 9.0%
Technicians	1,884	100% 28,589	43.4% 12,406	24.4% 459	Y 19.0%
Protective Services	5,651	100% 24,239	21.1% 5,097	28.2% 1,594	N
Para-Professionals	891	100% 100,427	36.8% 36,924	76.0% 677	N
Office/Clerical	5,411	100% 173,569	75.3% 130,686	78.5% 4,246	N
Skilled Crafts	2,735	100% 95,544	7.7% 7,737	1.1% 31	Y 6.6%
Services/Maintenance	3,441	100% 198,892	43.2% 85,973	15.4% 530	Y 27.8%
TOTALS	26,515	100% 976,754	46.4% 452,711	39.0% 10,344	Y 7.4%

Note: ** Availability represents those with requisite skills (for the applicable category) in the local area.

DATA SOURCE: Miami-Dade County Personnel File - Availability: U.S. Bureau of Census 1990 - Miami-Dade County Planning Dept., Research Division, 1992
Miami-Dade County EEO Survey, 2001

Approved _____ Mayor

Agenda Item No. 5 (B)
2-19-98

Veto _____

Override _____

98 • 30

ORDINANCE NO. _____

ORDINANCE REQUIRING CERTAIN ENTITIES CONTRACTING WITH THE COUNTY DEMONSTRATE THAT THEIR EMPLOYMENT AND PROCUREMENT PRACTICES DO NOT DISCRIMINATE AGAINST MINORITIES AND WOMEN; PROVIDING REBUTTABLE PRESUMPTION THAT CORPORATIONS WHOSE BOARD OF DIRECTORS ARE REPRESENTATIVE OF THE MAKE-UP OF THE POPULATION OF THE NATION HAVE NON-DISCRIMINATORY EMPLOYMENT AND PROCUREMENT POLICIES; PROVIDING FOR WAIVER IN CERTAIN INSTANCES; AND PROVIDING SEVERABILITY, INCLUSION IN CODE AND EFFECTIVE DATE

WHEREAS, entities with annual gross revenues in excess of \$5,000,000 have substantial workforces and purchase substantial amounts of goods and services; and

WHEREAS, discriminatory practices by such entities against minorities and women and against businesses owned by minorities and women can have substantial injurious impact; and

WHEREAS, this Board wishes to assure that any such entities contracting with Miami-Dade County do not discriminate in their employment, promotional and procurement practices

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. That the Code of Miami-Dade County, Florida shall be amended by adding the following new section:¹

¹Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

* * *

>> Sec. 2-8.1.5. Non-discrimination.

Entities with annual gross revenues in excess of \$5,000,000 seeking to contract with the County shall, as a condition of receiving a county contract, have: i) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices; and, ii) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority- and women-owned businesses in its own procurement of goods, supplies and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion and procurement practices. The foregoing notwithstanding, corporate entities whose boards of directors are representative of the population make-up of the nation shall be presumed to have non-discriminatory employment and procurement policies, and shall not be required to have written affirmative action plans and procurement policies in order to receive a county contract. The foregoing presumption may be rebutted.

The requirements of this section may be waived upon written recommendation of the County Manager that it is in the best interests of the County to do so and approval of the County Commission by majority vote of the members present.<<

Section 2. If any section, subsection, sentence, or clause of this ordinance is held invalid, the remainder of this ordinance shall not be affected thereby.

Section 3. This ordinance does not contain a sunset provision.

Section 4. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Miami-Dade County, Florida. The section of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," or "article," or

other appropriate word.

Section 5. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED: FEB 19 1998

Approved by County Attorney as
to form and legal sufficiency. *[Signature]*

Prepared by: *[Signature]*

Sponsored by Dr. Barbara M. Carey

RESOLUTION NO. R-1049-93

RESOLUTION DIRECTING COUNTY MANAGER, WHEN CONSIDERING AFFIRMATIVE ACTION PLANS IN THE ACQUISITION OF PROFESSIONAL SERVICES UNDER SECTION 2-10.4 OF THE CODE, TO REQUIRE DEMONSTRATION AND DOCUMENTATION BY EACH COMPETING FIRM OF THE ACTIONS THAT HAVE BEEN TAKEN IN FURTHERANCE OF AND COMPLIANCE WITH THAT FIRM'S APPROVED AFFIRMATIVE ACTION PLAN

WHEREAS, this Board desires not to do business with firms that discriminate against Blacks, Hispanics or women; and

WHEREAS, this Board wishes to assure that it acquires professional services under Section 2-10.4 of the Dade County Code from firms that do not discriminate against Blacks, Hispanics or women,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA, that this Board directs the County Manager, in his consideration of affirmative action plans in the acquisition of professional services under Section 2-10.4 of the Dade County Code, to require demonstration and documentation by each competing firm of the actions that have been taken in furtherance of a compliance with that firm's approved affirmative action plan as related to Blacks, Hispanics and women.

The foregoing resolution was offered by Commissioner Natacha S. Millan, who moved its adoption. The motion was seconded by Commissioner Bruce Kaplan, and upon being put to a vote, the vote was as follows:

James Burke	aye	Miguel Diaz de la Portilla	aye
Betty T. Ferguson	aye	Maurice A. Ferre	aye
Larry Hawkins	aye	Bruce Kaplan	aye
Natacha S. Millan	aye	Dennis C. Moss	aye
Alexander Penelas	aye	Pedro Raboredo	aye
Javier D. Souto	aye	Sherman S. Winn	aye
	Arthur E. Teele, Jr.	aye	

The Chairperson thereupon declared the resolution duly passed and adopted this ^{29th} ~~20th~~ day of July, 1993.



DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: WILLIAM G. OLIVER
Deputy Clerk.

Approved by County Attorney [Signature]
to form and legal sufficiency. [Signature]

ORDINANCE NO. 82-37

ORDINANCE AMENDING SECTION 2-10.4 OF THE COUNTY CODE GOVERNING THE ACQUISITION OF PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL OR LAND SURVEYING SERVICES TO REQUIRE THAT THE COUNTY MANAGER CONSIDER EACH FIRM'S AFFIRMATIVE ACTION PLAN AS ONE OF THE FACTORS IN SELECTING FIRMS THAT ARE DEEMED MOST HIGHLY QUALIFIED; PROVIDING SEVERABILITY, INCLUSION IN THE CODE AND AN EFFECTIVE DATE

WHEREAS, it has consistently been the policy of this Board to foster economic growth and business opportunities for its population and to promote the development of local businesses; and

WHEREAS, this Board believes that the favorable economic status and future growth prospects of Dade County are integrally linked to the economic and social conditions of the County's Black communities, residents and businesses; and

WHEREAS, this Board established the Black Business Participation Task Force and charged that Task Force with, among other things, investigating and assessing the present extent of Black business activity within the County generally and specifically in relation to doing business with the County; and

WHEREAS, on November 13, 1981, The Task Force presented to this Board an overall strategy to increase Black participation in Dade County's economy; and

WHEREAS, as part of such strategy, The Task Force recommended amending the process by which Dade County acquires professional architectural, landscape architectural, engineering and land surveying services to require such firms to prepare and submit affirmative action plans; and

WHEREAS, the United States Department of Labor, Bureau of Labor Statistics, published in December, 1980, a Geographic Profile of Employment and Unemployment, 1979, finding within the

Miami Standard Metropolitan Statistical Area an unemployment rate among Blacks of 9.3% as compared to the unemployment rates among whites of 4.9% and among Hispanics of 5.2%; and

WHEREAS, such figures are the most recent available which contain a racial breakdown of unemployment in the County; and

WHEREAS, this Board hereby adopts the findings of the Bureau as they apply to the Miami Standard Metropolitan Statistical Area; and

WHEREAS, the finding that there is a significantly higher rate of unemployment amongst Blacks than in other segments of Dade County's population is also in accordance with the findings and conclusions set forth in An Economic Adjustment Plan for the Civil Disturbance Areas of the City of Miami and Dade County, prepared by Janus Associates (May 1981); and in The Report of The Governor's Dade County Citizens' Committee (October 30, 1980); the findings and conclusions of which were adopted by this Board in Resolution No. R-1672-81, adopted November 3, 1981; and

WHEREAS, these reports have found that the gross economic disparity between the Black community and the other communities in Dade County has greatly exacerbated the frustrations of the Black community, which frustrations resulted in the May 1980 riots and loom as sources of continuing racial and ethnic tensions; and

WHEREAS, Dade County has a compelling interest in eliminating unemployment within the Black community, a segment of the County sorely in need of economic stimulus but which, on the basis of past experience, is not expected to benefit significantly in the absence of specific measures to encourage greater employment opportunities; and

WHEREAS, Dade County has a compelling interest in promoting a sense of economic equality for all residents of the County,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA:

Section 1. This Board adopts the legislative findings set forth above, and incorporates them herein by reference.

Section 2. Section 2-10.4(5)(d) of the Code is hereby amended as follows:^{1/}

- (d) The county manager shall select no less than three (3) firms, in order of preference (provided that at least three (3) firms are identified in accordance with subsection (b) above) deemed to be the most highly qualified to perform the required services after considering such factors as the ability of professional personnel, past performance, willingness to meet time and budget requirements, locations of the firms, the recent, current, and projected workloads of the firms, the affirmative action plan of the firm, and the volume of work previously awarded to each firm by the agency with the object of effecting an equitable distribution of contracts among qualified firms. When proposals or letters of interest are received pursuant to Chapter 287, Florida Statutes, or this section which originate from professional or consulting firms within this county, and quality, service, qualifications and criteria dictated by the project are equal, then firms within the county shall be given preference. This local preference and the distribution of work among firms shall not violate the principle of selection of the most qualified firm for each project. The county manager shall file the names of the firms he selects together with his order of preference with the clerk of the board of county commissioners. The county manager shall then negotiate a contract in accordance with the procedures set forth hereafter.

Section 3. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected thereby.

Section 4. It is the intantion of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Metropolitan Dade County, Florida; and that the sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

¹ Words stricken through shall be deleted. Underscored words constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

Section 5. The provisions of this ordinance shall become effective ten (10) days after the date of its enactment.

PASSED AND ADOPTED: May 4, 1982

Approved by County Attorney as
to form and legal sufficiency. RAC

Prepared by: JAC

**“Social Equity Study for the Long Range
Transportation Plan (LRTP)”**

- **Tentative Scope of Services for FY 2003 Unified Planning
Work Program (UPWP)**

Miami-Dade County
Metropolitan Planning Organization (MPO)

Long Range Transportation Plan (LRTP)
Social Equity Analysis Methodology

A. GOAL

The purpose of considering environmental justice issues in the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP), has the purposes of:

1. evaluate the participation and implementation of projects within minorities and low-income areas,
2. measure the positive and negative impacts of the transportation plan in these communities, and
3. establish the basis for future analyses and creative efforts in this new field.

B. METHODOLOGY

1. Data Gathering and Research

- a. A nationwide research will be conducted to identify those MPOs that have implemented transportation programs and plans for minorities and low-income population.
- b. The MPO is conducting a project based on a GIS platform to storage and manipulate transportation data. This tool, once in place by April 2002, will provide the technical capabilities to identify minorities and low-income communities. Using the current data and Census results, this task will easily target the desired communities that need additional considerations regarding mobility and accessibility to the major activity centers.
- c. Using the LRTP projections for 2025, future travel characteristics can be determined to provide the transportation needs for those communities.

2. Problems and Concerns

- a. Once these communities are located, a survey will be conducted to identify and determine the major transportation problems and concerns faced by these them.
- b. Issues will be listed and analyzed to provide a better vision about the social equity conditions that these communities are facing associated with mobility, accessibility and traffic congestion.

3. Project Identification

- a. A review of the projects recommended in the transportation plans will be done to list those projects that are impacting these communities.
- b. Based on the concerns and issues found in the previous sub-task, new approaches will be developed to identify other projects, plans and programs that could improve the social conditions of these communities, that are being affected by the transportation plans.

4. Analysis Tools

- a. An analysis will be conducted to evaluate the distribution of the benefits and impacts of the transportation investments in the LRTP and the TIP may affect these communities.
- b. A comparison will be made between the impacts in minority and low-income communities and non-minority and non-low-income communities.
- c. Based on this analysis, specific equity features and programs will be developed to targeted the equity concerns found in previous tasks.
- d. A community profile will be developed by area of action to identify common problems, goals and solutions.

5. Evaluation Program

- a. A specific public involvement process will be developed to address the issues, concerns and potential solution for transportation-related problems in these communities.
- b. A set of performance measures and standards will be established to determine the effectiveness of future improvements in these communities.

6. Financial Assessment

An analysis will be conducted to identify the financial impacts and the potential funding decisions that may affect transportation equity. Specific approaches should be defined to address sources and distribution of funding to these communities.

7. Recommendations

A set of actions will be recommended regarding:

- a. Improve the existing process in developing transportation plans for considering Title VI and Environmental Justice issues and concerns.
- b. Social equity analysis approach in developing the transportation plans.
- c. New equity initiative and features.
- d. Financial assessment of the program.
- e. Improvement in the planning and assessment of the public involvement process.

MPO RESOLUTION # 9-02**RESOLUTION APPROVING THE TITLE VI REVIEW ACTION PLAN
FOR MIAMI-DADE COUNTY MPO**

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the MPO provide a structure to evaluate the adequacy of the transportation planning and programming process, and

WHEREAS, the Transportation Planning Council has been established and charged with the responsibility and duty of fulfilling the aforementioned functions, and

WHEREAS, Florida Highway Administration Agency (FHWA) ensures that compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21; and related statutes and regulation, and

WHEREAS, at the December 06, 2001 MPO Governing Board Meeting FHWA requested that Miami-Dade MPO submit an Action Plan addressing Title VI recommendations in order to meet certification requirements

WHEREAS, the TPC has reviewed the Title VI Review Action Plan and finds it consistent with federal and state requirements, and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA:

SECTION 1. That the proposed Title VI Review Action Plan for Miami-Dade County MPO as reflected in the attached documentation is hereby approved.

The foregoing resolution was offered by Board Member Arthur E. Teele, Jr., who moved its adoption. The motion was seconded by Board Member Javier D. Souto, and upon being put to a vote, the vote was as follows:

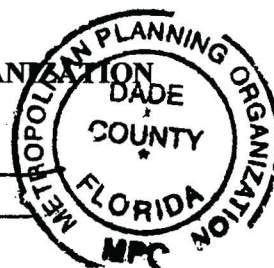
Board Member Miriam Alonso	- Aye	Board Member Dennis C. Moss	- Aye
Board Member Bruno A. Barreiro	- Aye	Board Member Dorrin Rolle	- Aye
Board Member Barbara M. Carey-Shuler	- Absent	Board Member Natacha Seijas	- Aye
Board Member Joe J. Celestin	- Aye	Board Member Darryl K. Sharpton	- Absent
Board Member Betty T. Ferguson	- Aye	Board Member Jose Smith	- Aye
Board Member Perla T. Hantman	- Absent	Board Member Katy Sorenson	- Aye
Board Member William H. Kerdyk	- Aye	Board Member Rebeca Sosa	- Aye
Board Member M. Ronald Krongold	- Aye	Board Member Javier D. Souto	- Aye
Board Member Joe A. Martinez	- Aye	Board Member Arthur E. Teele, Jr.	- Aye
Board Member Raul L. Martinez	- Aye	Chairperson Gwen Margolis	- Aye
Board Member Jimmy L. Morales	- Absent		

The Chairperson thereupon declared the resolution duly passed and approved this 31st day of January, 2002.

METROPOLITAN PLANNING ORGANIZATION
M.P.O.

By

Jose-Luis Mesa
MPO Secretariat



**“Highlights of the MPO Board Meeting
held on January 31, 2002”**

- **MPO Resolution #9-10
“Approving Title VI Review Action Plan for Miami-Dade
County”**
- **Photo Gallery and Statements**

PHOTO GALLERY

**MPO Board Meeting held on January 31, 2002
- Action Item IV.I.1 –
Approval of the Title VI Review Action Plan for Miami-Dade County**



Commissioners at work.



Audience at the meeting.





Dr. Jose-Luis Mesa, MPO Director and Mr. Bill Johnson, Assistant County Manager presented the Action Plan to the Board for their approval.



Mr. Clinton Forbes, MPO Public Involvement Manager, provided a brief overview to the Board about the proposed Action Plan.



Commissioner Teele reported: "I would like to state that Mr. Mesa and staff has taken this matter very seriously. They have worked very hard. I really think Mr. Mesa and his staff have earned, certainly my support and respect for the way they have gone about taking care of this. This issue has been precleared with the Feds. The real issue now is for us to make the commitment to the two 5:00 pm meetings. I realize that could be an inconvenience to other elected officials as well but I think in moving halfway or at least to a middle ground the annual Long Range Transportation Plan and the Transportation Improvement Plan should very well be held at 5:00 pm."



Opal Wheimberner from People Acting for Community Together (P.A.C.T.) thanked the MPO in their efforts to develop a Plan in accordance to Title VI. She stated that the MPO Action Plan demonstrated that there were more than one-way to engage the community. She further stated that PACT would like to commend the MPO on scheduling selective meetings at 5:00 pm and for targeting non-traditional ways to reach the Metropolitan Miami-Dade Community. She also stated that PACT looked forward to seeing this Plan in action. She concluded by stating that if the MPO adhere diligently to the Plan, the members of PACT believe the Plan would benefit all interested in the issue of public transportation.



Mr. Frank Hernandez, CTAC Chairperson, stressed to the Board that CTAC was their advisory committee. He further stressed that CTAC consists of volunteered citizens throughout Miami-Dade who strive to be a part of the transportation solution. He further stated that the MPO staff has offered great support and assistance to CTAC needs. He concluded by stating that CTAC encourages different organizations and agencies to attend CTAC meetings and get involved.

Mr. Mike Hatchet (CTAC) stated that the MPO Board has demonstrated that they appreciate their citizens through the support they offer CTAC in their attempt to resolve the transportation problems of Miami-Dade. He further stated that CTAC is part of the process in many ways, which includes being part of the Long Range Transportation Plan development process, the various subcommittees, and studies conducted. He concluded by stressing to the Board that the MPO already have a policy and process that allow citizens to get involved. He further invited PACT and other citizens to get involved in the process.



Chairperson Margolis closed the public hearing.

Board Member Teele moved for to approve the resolution. Chairperson Margolis seconded the motion. The resolution was approved unanimously.



Commissioner Moss: "I had every confidence that Mr. Mesa and his staff would be up to the task to address these issues and hopefully these recommendations will do just that."



Commissioner Seijas: "I don't want anyone single group to be empowered to a point that the rest of the community feels that unless they belong to that one group, they have no voice. I know, that is not the intent. I respect the intent they [PACT] do have which is to help us with transportation. I also want to be sure that we send out a specific message to those who are not involved with PACT but are very much transit-dependent and certainly active in the community in other ways. I think Home Owner Associations is a best part to start with. I encourage we put as much effort in this than anything else."



Mayor Raul Martinez commended Board Member Teele for accepting the task of working with staff. He also commended Mr. Mesa and MPO staff in their efforts.



Senator Gwen Margolis, Chairperson of the Board, stated that the Senior Citizens group should be added as a part of the transportation-dependent group.

Chairperson Margolis opened the public hearing.