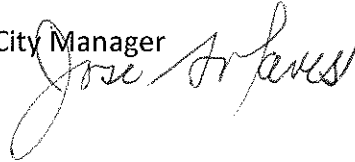


CITY OF MIAMI
Homeland Defense/Neighborhood Improvement
Bond Oversight Board

MEMO

To: Johnny Martinez, P.E., City Manager
From: Jose Solares, Chairman
Date: December 27, 2011



**RE: Homeland Defense/Neighborhood Improvement Board Oversight Board (BOB)
Annual Report for the Year 2011 as per Sec.20890 of the City Code**

cc: Board Members, City Commission, Alice N. Bravo, P.E. (Assistant City Manager), Priscilla Thompson (City Clerk), Julie O. Bru (City Attorney), and Albert Sosa, P.E. (CIP Director)

Pursuant to City Code Section 20890 (Annual Report of City Boards and Committees), please accept this Memorandum as the Annual Report of the BOB for the year 2010 in the manner and format prescribed in the City Code as follows:

City Code Question No. 1: Whether the board is serving the purpose for which it was created?

BOB Response: Miami's first ever BOB was created in 2001 by the City Commission to serve in an advisory capacity to the City Commission to oversee and monitor implementation of the proceeds of the \$255 Million in Bond Funds for Miami's Capital Improvement Program (CIP). The BOB continues to diligently fulfill its purpose.
As of December 23, 2011, year to date, thirty-three (33) projects were presented to the board. Out of these thirty-three (33) projects, twenty-six (26) were approved, four (4) not approved, and three (3) were presented as "Informational" items to the board because they were approved by the City Commission first.

City Code Question No.2: Whether the board is serving current community need?

BOB Response: Keeping in mind the fairest interests of the entire community and with an eye on Miami's shortfall for Capital Improvements Program, the BOB stays on-track by observing the prudent guidelines we established for all CIP's brought before the Board, such as: (1) whether the projects and their budgets are on the list specifically identified by the City Administration and set forth in informational

pamphlets and media release; (2) whether all available matching grants have been applied for and the funds secured; (3) whether the CIP and its budget been approved by the CIP Department and secured approval of all the City's Boards having an interest and by the BOB Audit Committee; (4) whether the CIP will purchase, implement and/or construct within the time frames established; (5) whether the actual cost of operation and maintenance has been established and whether a line item has been established in the City's Budget for the following year to reflect the cost of operation and maintenance of the new item and/or facility as shown as a line item on the Project Analysis Form (POF) and verified by the CIP Director.

City Code Question No.3: List of the Board's major accomplishments:

BOB Response: In addition to the needs addressed above, the major accomplishments of the BOB have been: (1) more projects going into the bid process instead of the previous utilized method, i.e. JOC, etc.; (2) we have reduced the cost by working together with CIP personnel during the Audit Committee Meeting, challenging contractor's estimated proposals, designers estimated proposals, etc.; (3) working together with CIP personnel, a new Project Analysis Form (PAF) was developed that now includes a method of tracking actual costs vs. budgeted projected costs (PAF Form attached); (4) board member participation has increased.

City Code Question No.4: Whether there is any other board, either public or private which would better serve the functions of this board?

BOB Response: To our knowledge, no other board, either public or private, has been created and educated to specifically address the CIP programs.

City Code Question No.5: Whether the ordinance creating the board should be amended to better be able to serve the purpose for which it was created?

BOB Response: Board needs to be continued until all bond financed projects are completed. On December 17, 2011, City Commission amended an Ordinance to extend the board for two (2) years until December 2013 and if needed an additional two (2) years.

City Code Question No.6: Whether the Board's membership requirements should be modified.

BOB Response: In our opinion, no condition exists that would warrant any change at this time.

City Code Question No.7: The cost, both direct and indirect, of maintaining the Board?

BOB Response: Membership on this Board is on a volunteer basis. Staff is provided by the City and provides excellent service (past and present staff).



PROJECT ANALYSIS FORM

Capital Improvements & Transportation

CIP
NON-CIP

Date Prepared:	
VERSION	

PROGRAM AREA

PROJECT NAME:	PROJECT NO:
ADDRESS / LOCATION:	DISTRICT:
PROJECT TEAM:	PROJECT CONTRACTED COST:
CATEGORY:	CURRENT PROJECT EST. COST:
CLIENT DEPT:	CURRENT FUNDS:
CLIENT CONTACT:	FUTURE FUNDS:
DESIGN MANAGER:	FUND SHORTFALL:
CONSTR. MANAGER:	PROCUREMENT:

DESIGN SCHEDULE		BID SCHEDULE		CONSTRUCTION SCHEDULE	
ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
START:	START:	ADV:	ADV:	START:	START:
END:	END:	AWARD:	AWARD:	END:	END:

PROJECT ESTIMATED AND ACTUAL COSTS	Conceptual Date:		% Plans Date:		Bid Open:		Paid to Date		% Paid to Date
	Code	Date:	% of Phase:	0%	NTP Date:	Design Phase Paid to Date			
PRODUCTION PHASE (3-DES)									
Consultant:	CODE	% of Const	Pre-Design Est. Design	% of Const	Current Design Estimate	% of Const	Post-Bid	Design Phase Paid to Date	% Paid to Date
1	Prime Basic Des. Fee	1.01							
2	Additional Des. Svcs.	1.01							
3	CIP-Design Management	1.02							
4	Gen. Production Phase Conting.	1.01							
5	Misc. Services-Professional Service Industries	1.01							
6	Misc. Services	1.01							
7	Advertising - Daily Business Review	1.01							
8	MDWASD Plan Review Fee	1.01							
9	Advertising - Diario Las Americas	1.01							
10	Advertising - Libre	1.01							
11	Advertising - Miami Times	1.01							
12									
PRODUCTION TOTALS		\$	-	\$	-	\$	-	\$	-
CONST. PHASE (4-CON)									
Contractor:	JOC (TBA)	CODE	Pre- Design Estimated Construction by PM	Current Construction Estimate	Bid Results & Change Orders	Construction Phase Paid to Date	% Paid to Date		
1	Const. Cost (Prime Contractor)	2.00							
2	Construction Contingency	2.00							
3	Other related Construction Services	2.00							
4									
5									
CONSTRUCTION TOTALS		\$	-	\$	-	\$	-	\$	-
CONST. ADMIN. (8-CEO)									
	CODE	Estimated Construction Administration	Current Construction Administration Estimate	Construction Administration	Construction Administration Phase Paid to Date	% Paid to Date			
1	Const. Engr. Obs. (CEO) Consult.	3.01							
2	Construction Management by CIP Construction Manage	3.02							
3	JOC - The Gordian Group								
4									
5									
CONSTRUCTION ADMINISTRATION TOTALS		\$	-	\$	-	\$	-	\$	-
ADMIN. EXPENSES (6-ADM)									
	CODE	Estimated Administrative Expenses	Current Administrative Expenses Estimate	Administrative Expenses	Administrative Phase Paid to Date	% Paid to Date			
1	CIP Dept. (Gen. Admin. Fees)	4.00							
2									
ADMINISTRATIVE EXPENSES TOTALS		\$	-	\$	-	\$	-	\$	-
ADDITIONAL PROJECT TASKS									
	CODE	Estimated Additional Tasks	Current Additional Tasks Estimate	Additional Project Tasks	Additional Tasks Paid to Date	% Paid to Date			

1	ADDITIONAL PROJECT TASKS TOTALS				
B-No.	PROJECT GRAND TOTAL	Pre-Design	Estimated	Post-Bid	Paid to Date
		\$ -	\$ -	\$ -	\$ -

PROJECT SCOPE							
	Operating Cost Associated with Project:	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6

Client Approval: 0 _____ Date: _____
 Director: Client Department Signature

Notes

FUND SOURCES	AWARD NAME AND NUMBER		AVAILABLE	FUTURE
	FUND GRAND TOTAL	B-No.	ACTUAL	PROJECTED
			\$ 1,386,312	

VALIDATION

Initiated by: _____ Date: _____
 Project Manager: Capital Improvements Signature

Approved by: _____ Date: _____
 Team Leader Design: Capital Improvements Signature

Approved by: _____ Date: _____
 Team Leader Construction: Capital Improvements Signature

Schedule Verified By: _____ Date: _____
 Senior Construction Manager Signature

Reviewed by: _____ Date: _____
 CIP Control Staff Administrator: Budget Director: Budget

Verified by: _____ Date: _____
 Assistant Director: Capital Improvements Signature

Authorized by: _____ Date: _____
 Director: Client Department Signature

Authorized by: _____ Date: _____
 Director: Capital Improvements Signature

ORIGINAL TO: Melanie Whitaker / Capital Improvements 8th Floor Initials _____

Notes

Receipt of PAF by Capital Improvements Program Public Relations Coordinator

Project MUST be Presented to the Bond Oversight Board _____ Date Received / Signature or Initials

Executed PAF MUST be electronically distributed to the following individuals:
 Director of the Client Department, Yvette Smith, Edwige De Crumpe, Senior Project Manager and Project Manager.