



# Capital Improvements Program (“CIP”)

Community Business Enterprise (“CBE”)

Community Small Business Enterprise (“CSBE”)

Local Workforce Participation Requirements (“LWP”)

## Frequently Asked Questions (“FAQ”)

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Question: Which forms must be included in the bid/proposal at the time of submission?

Answer: The required city forms can be found online under the project solicitation’s link at:  
[www.miamigov.com/capitalImprovements](http://www.miamigov.com/capitalImprovements)

Use of appropriate city forms depends on the solicitation type (e.g., RFQ, ITB, RFP, etc.).

### **CBE**

Include copies of all applicable prime and sub-consultant CBE certifications which clearly state the certification number in your proposal submittal.

### **CSBE**

Include copies of all applicable prime and sub-contractor CSBE certifications which clearly state the certification number in your Bid Form.

In addition to adherence to CSBE requirements, all construction contract bidders must hire an independent third party to verify and certify compliance with

- 1) CSBE; and
- 2) LWP requirements in Section III - Certifications of the Respective Bid Form.

Certificate of Compliance forms must be included in each proposal and Bid Form submittal. All CSBE Monthly Utilization Reports (“MUR”) must be verified and certified quarterly by the independent third party. Please see page 5 for details.



**Question:** **My company is a Miami-Dade County certified CBE. Do I need to allocate fifteen percent (15%) to a different CBE?**

**Answer:** If your company will self-perform at least fifteen percent (15%) of the work required under the contract, then you will not have to allocate any work to a different CBE in order to comply with section 18-87 of the City Code.

If your company will self-perform less than fifteen percent (15%) of the work required under the contract, then you must allocate to a different CBE an amount of work that, when combined with the work self-performed by your company, will total fifteen percent (15%) of the work required under the contract in order to comply with section 18-87 of the City Code.

**BONUS POINTS:** In order to receive the five (5) evaluation bonus points under section 18-87, your proposal must include executed Letters of Agreement (“LOA”) which allocate at least fifteen percent (15%) of the work required under the contract to CBE firms who maintain a “local” office, as defined in Section 18-73 of the City Code.

**Question:** **My company is a Miami-Dade County certified CSBE. Do I need to allocate fifteen percent (15%) to a different CSBE?**

**Answer:** If your company will self-perform at least fifteen percent (15%) of the work required under the contract, then you will not have to allocate any work to a different CSBE in order to comply with section 18-89 of the City Code.

If your company will self-perform less than fifteen percent (15%) of the work required under the contract, then you must allocate to a different CSBE an amount of work that, when combined with the work self-performed by your company, will total fifteen percent (15%) of the work required under the contract in order to comply with section 18-89 of the City Code.

**Question:** My company is interested in becoming CSBE certified? Where can I get more information about its process?

**Answer:** In order to become CBE or CSBE certified, you must contact Miami Dade County. Here is a link to Miami-Dade County’s website:  
<http://www.miamidade.gov/business/business-certification-forms.asp>

**Question:** My company is a party to a union agreement that require us to utilize the union labor pool for our recruitment efforts. Are we required to comply with local workforce participation requirements?

**Answer:** Yes, unioned and non-unioned companies must comply with the Section 18-89 of the City Code as it relates to LWP requirements. Here is the link to Municode for the City of Miami: <http://library.municode.com/index.aspx?clientId=10933>



**Question:** I want to bid on a city project; how do I find a CBE or CSBE firm?

**Answer:** Here is the link to a listing of Miami-Dade County certified CBE and CSBE firms:

a) CBE:

<http://www.miamidade.gov/business/library/reports/certify-cbe-by-firms.pdf>

b) CSBE:

<http://www.miamidade.gov/business/library/reports/certify-csbe-by-firms.pdf>

### **Independent Third Party Verification (“ITPV”)**

**Question:** What are the responsibilities of an independent third party who verifies compliance?

**Answer:** The accuracy of the CSBE and LWP requirements compliance data and reports must be verified and certified on a quarterly basis by a licensed professional under Title XXXII, Regulation of Professions and Occupations, Florida Statutes 454, 471, 473, or 481 ( e.g., a n attorney, pr ofessional eng ineer, pu blic ac countant, or registered architect).

The Respondent must select an independent third party who verifies and certifies compliance. The independent third party must have a minimum of two (2) years professional experience in contract compliance, auditing, personnel administration, or field experience in payroll, enforcement or investigative environments.

The independent third party will be required to verify and certify compliance methods and data and make compliance determinations.

The independent third party will be required to sign an affidavit that certifies data submitted by the company is accurate and in compliance with City Code 18-87 and 18-89.

**Question:** Where can I find detailed information regarding the referenced Florida Statutes 454, 471, 473, or 481 for independent third party verification?

**Answer:** [www.leg.state.fl.us/statutes](http://www.leg.state.fl.us/statutes)

Click on Section: Title XXXII. Click on each statutes for the definition.

**Question:** What does “independent third party” mean?

**Answer:** Generally speaking, the “independent third party” is not owned in whole or in part by the Respondent; neither the verifier nor any of its members has a financial interest in the operations, support or consulting services to the reporting entity. The “independent third party” verifier must be unaffiliated with the Respondent or its proposed sub-consultants and/or sub-contractors and there must not be a real or perceived conflict of interest.



Pursuant to Florida Statutes 834.06, whoever knowingly makes a false statement in writing with the intention to mislead a public servant in the performance of their official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 755.082, F.S. 755.083 and F.S. 755.084.

**Question:** Who pays its cost?

**Answer:** The cost associated with CSBE and LWP compliance must be factored into the overall cost of the project.

**Question:** My firm is interested in submitting a proposal for an advertised Request for Qualifications? Will we be required to go through the ITPV process?

**Answer:** No. However, if awarded an agreement, the Respondent will be required to sign affidavits and certify reports that require CBE compliance.

**Question:** Where can I get a copy of the monthly report requiring CBE compliance data?

**Answer:** Proposers can find the A/E Monthly Utilization Report ("A/E MUR") online: [www.miamigov.com/capitalImprovements](http://www.miamigov.com/capitalImprovements)

Click on the procurement opportunities & forms link on the left of the page.

**Question:** My company is interested in submitting a proposal for an advertised design-build project? Will we be required to go through the ITPV process?

**Answer:** Yes. Respondents will be required to comply with CBE, CSBE and LWP requirements as stipulated in both Sections 18-87 and 18-89 of the City of Miami code.

- a) The CBE component will require the Respondent to certify monthly reports.
- b) The CSBE and LWP component requires quarterly reporting including ITPV and certification.

**Question:** At what time am I required to identify the name of the company who will be responsible for ITPV?

**Answer:** The independent third party must be listed on Form SU (for construction solicitations) and/or Form C-1 (for A/E solicitations). The designated independent third party is not required to have CBE/CSBE certification. However, the firm and/or individual must be listed on Form SU and/or Form C-1 at the time of bid/proposal submittal.



Question: Why would an architectural and/or engineering firm need to list an independent third party on its Form C-1? The CBE component is not required to have ITPV.

Answer: Design-Build Respondents will be required to use Miami-Dade County certified CBEs **AND** Miami-Dade County certified CSBEs; therefore Respondents will be required to list CBEs sub-consultant(s), CSBEs sub-contractor(s) **AND** the independent third party as a sub-consultant on the required forms included in its proposal.

Question: Will the LWP component require ITPV?

Answer: Yes.

Question: Whom should I contact at the Lindsay Hopkins Center to coordinate job fairs and hiring initiatives?

Answer: Contractors **must** utilize the Lindsay Hopkins Center

Please contact:

Director

Lindsay Hopkins Center

750 NW 20th Street, Miami, FL 33127

(305) 372-830G

Hours of Operation: M – F 8:00 a.m. to 5:00 p.m.

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Question: What other type of assistance does the Lindsay Hopkins Center provide?

Answer: Career Source South Florida has partnered with the City, particularly with the City of Miami's Capital Improvements Program in an effort to assist Contractors with adhering to the LWP component. The Lindsay Hopkins Center can assist Contractors with hiring initiatives, including, but not limited to, assistance with holding job fairs as required by Section 18-89 of the City Code.

Contractors are required to utilize **Lindsay Hopkins** - Career Source South Florida due to its unique partnership with the Capital Improvements Program. Additionally, Lindsay Hopkins can assist the Contractor by providing resources that will assist in the City of Miami resident verification process. The independent third party certification and verification component must be handled by a licensed professional under Title XXXII, Regulation of Professions and Occupations, Florida Statutes 454, 471, 473, or 481.



**Question:** My company has been awarded a project with a CBE/CSBE component. To whom should I send my CSBE reports to after the ITPV process?

**Answer:** Please send **all** reports to:  
Marlo Darrington, Capital Improvements Assistant  
City of Miami  
Capital Improvements Program  
444 S.W. 2<sup>nd</sup> Avenue, 8<sup>th</sup> Floor  
Miami, Florida 33130  
305-416-1395  
[mdarrington@miamigov.com](mailto:mdarrington@miamigov.com)

**Question:** I need additional information. Can I speak directly to someone? Whom should I contact?

**Answer:** Please address all CBE/CSBE/LWP questions and concerns to Marlo Darrington at the contact information found above.

**Bid solicitations are subject to the "Cone of Silence" in accordance with the City of Miami City Code Sec. 18-74**

**Please continue to check the website for continuous updates at:**

[www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp](http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp)

**Respondents must include in their respective proposals and/or bids all required City Forms.**



The New Forms and New Reports Required can be found in the table below.

City Form	CBE	CSBE	LWP	Subcontractor Signature	ITPV	Design-Build
Schedule of Intent (“SOI”) Form*		✓		✓	✓	✓
Letter of Agreement (“LOA”) Form*	✓					✓
Subcontractor Utilization (“SU”) Form*		✓				✓
Form C-1*	✓					✓
Bid Form*		✓	✓			✓
Certificate of Compliance*	✓	✓	✓			✓
Utilization & Assurance (“U & A”) Form*						✓
A/E Monthly Utilization Report (“MUR”) **	✓					✓
CSBE Monthly Utilization Report (“MUR”) **		✓			✓	✓
City Form	CBE	CSBE	LWP	Subcontractor Signature	ITPV	Design-Build
LWP Plan (“LWP”) **			✓		✓	✓
Subcontractor Payment Report (“SPR”) **		✓		✓	✓	✓
Construction Contract Project Measure Analysis**		✓	✓		✓	✓
Certificate of Certified Payroll Form WH-347**		✓	✓		✓	✓
Job Orders **			✓		✓	✓
Monthly Employee Report (“MER”) **			✓		✓	✓

\* Required at the time of proposal/bid submittal

\*\* Required reporting after award of project;

\*\* Independently third party certified/verified on a quarterly basis.

Instructions for both the A/E MUR Report and the CSBE MUR are available online.