



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT  
Governmental Center Annex**

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

**MEMORANDUM**

**DATE:** March 8, 2019

**TO:** Ariadna Musarra, Director/ County Architect  
Construction Management Division

**THRU:** Sandy-Michael McDonald, Director *SM*  
Office of Economic and Small Business Development

**FROM:** Freddy Castillo, Small Business Development Manager *FC*  
Office of Economic and Small Business Development

**SUBJECT:** RFP No. R2111778P1- Architectural and Engineering Services for  
Works of a Specified Nature  
**CBE Evaluation for Work Authorization: 03CMD**  
**Prime Consultant: Cartaya & Associates Architects, P.A.**

The Office of Economic and Small Business Development (OESBD) has evaluated Cartaya & Associates Architects, P.A.'s CBE participation for the Architectural and Engineering Services for Works of a Specified Nature for Work Authorization (WA) 03CMD. As part of this contract, professional services are performed through the issuance of work authorizations. This review is based on information provided by the requesting agency and the prime consultant, Cartaya & Associates Architects, P.A., a CBE certified firm. The CBE Goal for the overall agreement is 15% and Cartaya and Associates P.A.'s commitment is 51%. The proposed CBE Participation for WA 03CMD is 60.8%. An overview is provided as follows:

<u>Firm Name</u>	<u>Status</u>	<u>Committed CBE Participation</u>
Cartaya & Associates Architects, P.A.	CBE	58.6%
S & F Engineers, Inc.	CBE	<u>2.2%</u>
	<b>Total</b>	<b>60.8%</b>

- Work Authorization Amount: \$262,786.07

**Contract Overview and CBE Attainment for RFP No. R2111778P1**

- Initial Not-to-Exceed Two-Year Term Contract Amount: \$1,000,000
- Total Payments to Prime Contractor to date: \$2,914.10
- Total Amount Paid to CBE firms to date: \$986.40
- CBE Attainment to date: 33.8% (\$986.40/ \$2,914.10)

**Compliance Comments:**

Cartaya & Associates Architects, P.A. (Cartaya), has achieved 33.8% CBE Participation to date. OESBD has requested a Plan of Action from Cartaya in terms of how they will meet their 51% CBE Commitment. Cartaya has responded that they have received requests to provide services performed by their subconsultants for the first phase of the contract. The Architectural and Engineering Services will increase as the contract progresses and they are confident that the CBE Participation will increase. OESBD will continue to monitor this project for CBE Goal compliance.

cc: Maribel Feliciano, Assistant Director, OESBD  
Stephen Groh, Expansion Project Administrator, CMD  
James Vose Jr., Small Business Development Specialist, OESBD