



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

**Governmental Center Annex**

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

**MEMORANDUM**

**DATE:** March 19, 2025

**TO:** Mariana Pitiriciu, Construction Project Management Supervisor  
Broward County Aviation Department

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

SANDY-MICHAEL MCDONALD

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Date: 2025.03.24 18:16:25 -04'00'

**FROM:** Donna-Ann Knapp, Small Business Development Manager  
Office of Economic and Small Business Development

DONNA-ANN KNAPP

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Date: 2025.03.20 15:30:11 -04'00'

**SUBJECT:** RFP No. PNC2120437P1- Professional Consultant Services for  
Building Projects at Broward County Fort Lauderdale-Hollywood  
International Airport and North Perry Airport  
**CBE Compliance Evaluation- Proposed Second Amendment**

The Office of Economic & Small Business Development (OESBD) has evaluated Justin Architects, P.A. dba Cartaya and Associates Architects, P.A. (Justin Architects) CBE participation for the Professional Consultant Services for Building Projects at Broward County Fort Lauderdale-Hollywood International Airport and North Perry Airport as of March 19, 2025. On September 20, 2022, the first amendment for this agreement was approved by the Broward Board of County Commissioners (BCC). This amendment approved a new policy which granted loan forgiveness to Justin Architects for funding received from the Paycheck Protection Program (PPP). The purpose of the proposed second amendment is to award additional work to Justin Architects due to the withdrawal of ACAI Associates, Inc. which permanently closed for business in March 2024. The review is based on information provided by the requesting agency and the prime consultant, Justin Architects. An overview of the evaluation is provided as follows:

The CBE Goal for this project is 30%.  
The Prime committed to 34% CBE participation.

<b><u>CBE Subcontractors</u></b>	<b><u>Committed Percentage</u></b>	<b><u>Reported Amount</u></b>	<b><u>Verified Paid Amount</u></b>
Justin Architects, P.A. (prime)	30.00%	\$ 1,734,972.21	\$ 1,734,972.21
AirQuest Environmental, Inc.	1.00%	\$ 0.00	\$ 0.00
CMS-Construction Management Services, Inc.	1.00%	\$ 43,877.92	\$ 43,877.92
Delta G Consulting Engineers, Inc.	1.00%	\$ 16,874.79	\$ 16,874.79
S & F Engineers, Inc.	1.00%	\$ 179,094.10	\$ 179,094.10
<b>Total Participation</b>	<b>34.00%</b>	<b>\$ 1,974,819.02</b>	<b>\$ 1,974,819.02</b>

**Overview of CBE Participation**

- Original Contract Amount: \$5,000,000.00, which included \$250,000.00 for reimbursables
- Total Payments to Prime: \$2,310,025.90
- Total Prime Payments to CBE Subcontractors: \$1,974,819.02
- Total CBE Attainment to Date: 85.48% (\$1,974,819.02/ \$2,310,025.90)

**Proposed Second Amendment** – The CBE commitment remains 34%.

- Amount of Approved First Amendment: \$0.00
- Amount of Proposed Second Amendment: \$4,000,000.00
- Revised Amount Through Proposed Second Amendment: \$9,000,000.00

The purpose of the Proposed Second Amendment is to increase the labor amount for the agreement from \$5,000,000.00 to \$9,000,000.00. This amount includes \$250,000 for reimbursable expenses, which remains the same through the proposed second amendment. The contract term also remains unchanged - February 25, 2022, to February 25, 2027.

**CBE Compliance Comments:**

Justin Architects P.A.'s current CBE attainment is 85.48%. Participation was verified through an independent payment verification process.

cc: Maribel Feliciano, Assistant Director, OESBD  
Yulanda Brady, Small Business Development Specialist, BCAD/OESBD  
Sierra Callwood, Contract/ Grant Administrator, BCAD  
James Vose, Jr., Small Business Development Specialist, BCAD/OESBD