



**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 • TTY 954-357-5664

**MEMORANDUM**

**DATE:** May 19, 2021

**TO:** Kirk McDonald, Purchasing Agent  
Broward County Purchasing Division

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

SANDY-MICHAEL MCDONALD  
Digitally signed by SANDY-MICHAEL MCDONALD  
Date: 2021.05.27 14:34:46 -04'00'

**FROM:** Maribel Feliciano, Assistant Director  
Office of Economic and Small Business Development

MARIBEL FELICIANO  
Digitally signed by MARIBEL FELICIANO  
Date: 2021.05.27 10:27:32 -04'00'

**SUBJECT: RFP No. TEC2120970P1 – Consultant Services in Technical Solutions for Advanced Planning Services Disadvantaged Business Enterprise (DBE) Evaluation**

The Office of Economic and Small Business Development (OESBD) conducted a review of the respondent's compliance with the DBE requirements for this solicitation. An overview is provided as follows:

**DBE Goal for this project: 7%**

**Met the DBE Requirements:**

<b><u>Firm Name</u></b>	<b><u>Category</u></b>	<b><u>Percentage</u></b>
<b>Woolpert, Inc. (prime)</b>		
• 300 Engineering Group, P.A.	DBE	1.00%
• ACAI Associates, Inc.	DBE	3.00%
• Aclarity, Inc.	DBE	3.00%
• Faith Group, LLC	DBE	<u>2.00%</u>
<b>Total</b>		<b>9.00%</b>

**DBE Compliance Comments:**

Woolpert, Inc. did not submit Letters of Intent (LOIs) with its solicitation response. The firm was given three (3) business days within which to provide executed LOIs that meet the goal or provide documentation of its good faith efforts to meet the goal. Woolpert, Inc. responded by the stipulated deadline and provided LOIs that meet the established DBE goal. Woolpert, Inc. is compliant with the DBE Program requirements of the solicitation.

cc: Donna-Ann Knapp, Small Business Development Specialist, BCAD/OESBD



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

**LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) /  
AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) SUBCONTRACTOR/SUPPLIER**  
(Form to be completed and signed for each DBE/ACDBE firm)

<b>Solicitation Number:</b> TEC2120970P1	<b>Project Title:</b> Consultant Services in Technical Solutions for Advanced Planning Services
---	--

**Bidder/Offeror Name:** Woolpert, Inc.

**Address:** 6100 Blue Lagoon Drive, Suite 440 **City:** Miami **State:** FL **Zip:** 33126

**Authorized Representative:** Ed Copeland, Project Manager **Phone:** \_\_\_\_\_

**DBE/ACDBE Subcontractor/Supplier Name:** 300 Engineering, P.A.

**Check one:** **Address:** 5747 N. Andrews Way

**DBE** **City:** Fort Lauderdale **State:** FL **Zip:** 33309 **Phone:** 305.602.4602

**ACDBE** **Authorized Representative:** Rodolfo Remon, Vice President

- A. This is a letter of intent between the bidder/offeror on this project and a DBE/ACDBE firm for the DBE/ACDBE to perform subcontracting work on this project, consistent with Title 49 CFR Parts 26 or 23 as applicable.
- B. By signing below, the bidder/offeror is committing to utilize the above-named DBE/ACDBE to perform the work described below.
- C. By signing below, the above-named DBE/ACDBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and DBE/ACDBE affirm that if the DBE/ACDBE subcontracts any of the work described below, it may only subcontract that work to another DBE/ACDBE if it wishes to receive DBE/ACDBE credit for said work.

Work to be performed by DBE/ACDBE Firm			
Description	NAICS*	DBE/ACDBE Contract Amount†	DBE/ACDBE Percentage of Total Project Value
GIS support	541330	TBD	1%

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**Bidder/Offeror Authorized Representative**

Ed Copeland **Project Manager** **4/23/2021**  
(Signature) (Title) (Date)

**DBE/ACDBE Subcontractor/Supplier Authorized Representative**

Rodolfo E Remon **Vice President - Principal** **4/23/2021**  
(Signature) (Title) (Date)  
Digitally signed by Rodolfo E Remon  
Date: 2021.04.26 10:37:47 -04'00'

\* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

*In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.*



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

**LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) /  
AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) SUBCONTRACTOR/SUPPLIER**  
(Form to be completed and signed for each DBE/ACDBE firm)

<b>Solicitation Number:</b> TEC2120970P1	<b>Project Title:</b> Consultant Services in Technical Solutions for Advanced Planning Services
---	--

**Bidder/Offeror Name:** Woolpert, Inc.

**Address:** 6100 Blue Lagoon Drive, Suite 440 **City:** Miami **State:** FL **Zip:** 33126

**Authorized Representative:** Ed Copeland, Project Manager **Phone:** 512.264.4884

**DBE/ACDBE Subcontractor/Supplier Name:** ACAI Associates, Inc.

**Check one:** **Address:** 2937 W. Cypress Creek Road, Suite 200

**DBE** **City:** Fort Lauderdale **State:** FL **Zip:** 33309 **Phone:** 954.484.4000

**ACDBE** **Authorized Representative:** Adolfo Cotilla, President

- A. This is a letter of intent between the bidder/offeror on this project and a DBE/ACDBE firm for the DBE/ACDBE to perform subcontracting work on this project, consistent with Title 49 CFR Parts 26 or 23 as applicable.
- B. By signing below, the bidder/offeror is committing to utilize the above-named DBE/ACDBE to perform the work described below.
- C. By signing below, the above-named DBE/ACDBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and DBE/ACDBE affirm that if the DBE/ACDBE subcontracts any of the work described below, it may only subcontract that work to another DBE/ACDBE if it wishes to receive DBE/ACDBE credit for said work.

Work to be performed by DBE/ACDBE Firm			
Description	NAICS*	DBE/ACDBE Contract Amount†	DBE/ACDBE Percentage of Total Project Value
BIM support	541310	TBD	3%

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**Bidder/Offeror Authorized Representative**

Ed Copeland **Project Manager** **4/20/2021**  
(Signature) (Title) (Date)

**DBE/ACDBE Subcontractor/Supplier Authorized Representative**

Adolfo Cotilla **President** **4/21/2021**  
(Signature) (Title) (Date)

\* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

**LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) /  
AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) SUBCONTRACTOR/SUPPLIER**  
(Form to be completed and signed for each DBE/ACDBE firm)

<b>Solicitation Number:</b> TEC2120970P1	<b>Project Title:</b> Consultant Services in Technical Solutions for Advanced Planning Services
---	--

**Bidder/Offeror Name:** Woolpert, Inc.

**Address:** 6100 Blue Lagoon Drive, Suite 440 **City:** Miami **State:** FL **Zip:** 33126

**Authorized Representative:** Ed Copeland, Project Manager **Phone:** 512.264.4884

**DBE/ACDBE Subcontractor/Supplier Name:** Aclarity, Inc.

**Check one:** ☐ **Address:** 7654 Apple Valley Road

**DBE** **City:** Germantown **State:** TN **Zip:** 38138 **Phone:** 901.485.4134

**ACDBE** **Authorized Representative:** Victor Young, Manager

- A. This is a letter of intent between the bidder/offeror on this project and a DBE/ACDBE firm for the DBE/ACDBE to perform subcontracting work on this project, consistent with Title 49 CFR Parts 26 or 23 as applicable.
- B. By signing below, the bidder/offeror is committing to utilize the above-named DBE/ACDBE to perform the work described below.
- C. By signing below, the above-named DBE/ACDBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and DBE/ACDBE affirm that if the DBE/ACDBE subcontracts any of the work described below, it may only subcontract that work to another DBE/ACDBE if it wishes to receive DBE/ACDBE credit for said work.

Work to be performed by DBE/ACDBE Firm			
Description	NAICS*	DBE/ACDBE Contract Amount†	DBE/ACDBE Percentage of Total Project Value
CAD support	541611	TBD	3%

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**Bidder/Offeror Authorized Representative**

Ed Copeland Project Manager 4/20/2021  
(Signature) (Title) (Date)

**DBE/ACDBE Subcontractor/Supplier Authorized Representative**

Manager 4/20/21  
(Signature) (Title) (Date)

\* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

*In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.*





OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

**LETTER OF INTENT BETWEEN BIDDER/OFFEROR AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) /  
AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) SUBCONTRACTOR/SUPPLIER**  
(Form to be completed and signed for each DBE/ACDBE firm)

<b>Solicitation Number:</b> TEC2120970P1	<b>Project Title:</b> Consultant Services in Technical Solutions for Advanced Planning Services
---	--

**Bidder/Offeror Name:** Woolpert, Inc.

**Address:** 6100 Blue Lagoon Drive, Suite 440 **City:** Miami **State:** FL **Zip:** 33126

**Authorized Representative:** Ed Copeland, Project Manager **Phone:** \_\_\_\_\_

**DBE/ACDBE Subcontractor/Supplier Name:** Faith Group, LLC

**Check one:** **Address:** 3101 S. Hanley Road

**DBE** **City:** St. Louis **State:** MO **Zip:** 63143 **Phone:** 314.991.2228

**ACDBE** **Authorized Representative:** Wendy Wilke, Principal

- A. This is a letter of intent between the bidder/offeror on this project and a DBE/ACDBE firm for the DBE/ACDBE to perform subcontracting work on this project, consistent with Title 49 CFR Parts 26 or 23 as applicable.
- B. By signing below, the bidder/offeror is committing to utilize the above-named DBE/ACDBE to perform the work described below.
- C. By signing below, the above-named DBE/ACDBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and DBE/ACDBE affirm that if the DBE/ACDBE subcontracts any of the work described below, it may only subcontract that work to another DBE/ACDBE if it wishes to receive DBE/ACDBE credit for said work.

Work to be performed by DBE/ACDBE Firm			
Description	NAICS*	DBE/ACDBE Contract Amount†	DBE/ACDBE Percentage of Total Project Value
General airport planning support	541618	TBD	2%

**AFFIRMATION:** I hereby affirm that the information above is true and correct.

**Bidder/Offeror Authorized Representative**

Ed Copeland Project Manager 4/20/2021  
(Signature) (Title) (Date)

**DBE/ACDBE Subcontractor/Supplier Authorized Representative**

Wendy Wilke Principal 4/23/2021  
(Signature) (Title) (Date)

\* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

*In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.*