



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

SUBJECT: Motion to Approve amended and restated agreement with John M. Perez to administer programs funded by the American Rescue Plan Act (ARPA) of 2021 and approval of funds. – **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the amended and restated agreement with John M. Perez, to administer the programs and initiatives proposed for funding by ARPA and approve appropriation of funds.

BACKGROUND OF ITEM:

The City of Cooper City has received a total of \$17,930,000 of ARPA-related funds. Staff reviewed the project guidelines and developed a preliminary list of projects that were considered and approved by the Commission.

These funds were primarily established for use in for main categories: support urgent Covid-19 response efforts to decrease the spread of the virus and the pandemic, replace lost revenues for municipalities to strengthen support for vital public services and help to retain jobs, support immediate economic stabilization for households and businesses, and address systematic public health/economic challenges that have contributed to the unequal impact of the pandemic.

ANALYSIS:

ARPA funds have allowed the City to undertake projects beyond the City's regular operations and, therefore, are beyond the routine staffing allocation in the annual budget. As such, additional staffing and/or consulting services are required. There are approximately 60 programs and initiatives being progressed.

There is a need for staff resources to setup programs (research program guidelines; ensure project eligibility and compliance; develop implementation schedule, etc.) and coordinate the City's efforts among the various departments. The ARPA guidelines acknowledge the need for additional staff to support ARPA execution and allow for administrative costs to be included within the funding. John M. Perez has the requisite experience and has been coordinating this effort over the last 11 months (bio attached).

FISCAL IMPACT:

The proposed hourly rate is \$60 per hour, with the City incurring no benefits, with a total estimate of \$35,000. These are eligible ARPA administrative costs that qualify for funding from the City's ARPA allocation.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount FY 2023</u>	<u>Previously Used for FY 2023</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
110-160-531100-519	\$615,011	\$117,580.87	\$35,000.00	\$462,430.13

ALTERNATIVES:

None

ATTACHMENTS:

1. Original Agreement
2. 1st Amendment
3. 2nd Amendment
4. 3rd Amendment
5. 4th Amendment

CURRICULUM VITAE

FULL NAME: JOHN MICHAEL PEREZ
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E-MAIL ADDRESS: jmptm1@hotmail.com
www.linkedin.com/in/john-michael-perez

EDUCATION: University of New Hampshire - B.S., Civil Engineering

Rutgers University Graduate School of Business
M.B.A., Finance and Management Major

My professional qualifications include consulting in Cities providing Construction Project Management Services primarily focused on the total project execution of their CIP obligation Bond program. Also overseeing Major City-wide Capital Improvement Projects and Civil Infrastructure improvements through budgeting, planning, development, design, construction, Grant Management, and closing out responsibly for all aspects of Project Control and Finances. Proved me to be an effective and efficient Project Manager by implementing Control Systems and procedures which permitted the cities to complete CIP Plan on different projects, on time, and under budget, with cost savings of up to 20%. With Bechtel Construction provided Project Program Management oversight as Owner's representative of Caracas metro rail which included TBM, Ground, and Elevated rail sections and terminal stations. Additionally, as Deputy Civil Infrastructure Project Coordinator created \$300MM execution plan for the construction of \$4B Heavy Tar Sands.

EXPERIENCE:

- Jan.2020 - Present **SEMINOLE TRIBE OF FLORIDA – FL.**
SR. PROJECT MANAGER – TRIBAL COMMUNITY DEVELOPMENT
- Providing Construction Project Management in the Seminole Tribe of Florida Tribal Community Development Division which oversees all Tribal reservation design and construction activities.
 - Participate with Jacobs Engineering Group Inc. customizing and using their ELECTRONIC PROGRAM MANAGEMENT PLAN (ePMP) to Seminole Tribe of Florida needs.
 - Trained on use of ProjectWise Construction Management (PWCM) PWCM/EADOCs with Jacobs Engineering Group Inc.
- Jun.2016 - Present **INDUSTRIAL MANAGEMENT SERVICES INC. – FL.**
INDEPENDENT CONSULTANT - Director of Construction - Support Services
Currently providing project consulting services to companies:
- Providing Contract Project Management skills in all aspects of Project Control from startup through performance monitoring construction supervision and close out.
 - Establish and develop schedule and cost controls to assure compliance with goals.
 - Contractor supervision provides policy for performance and quality control management.
 - Develop and put in place procedures for the overall project management process.
 - Manage the budget development, change control processes, project budget preparation, and internal and external financial and project performance reporting.
 - Improve the cost tracking and reporting process by developing creative data retrieval and reporting tools that reflected financial and project performance measurements (earn value analysis).
 - Enhance business development marketing strategies.
- Jan.2017-Jun.2019 **CITY OF PLANTATION – FL.**
CIP-CAPITAL IMPROVEMENT PROJECTS - INDEPENDENT CONSULTANT - ENGINEERING DEPARTMENT

Provided Construction Project Management Services primarily focused on total projects execution on \$60 Million CIP General Obligation Bond (GO).

- Oversight and Management of City's projects related to the CIP Bond Referendum.
- Supported the development and implementation of best practices and process improvements for the effective and efficient administration of capital improvement projects GO Bond.

Aug.2005-Jun.2016 **CITY OF OAKLAND PARK, FL.**
PROJECT MANAGER OF ENGINEERING & CONSTRUCTION MANAGEMENT DIVISION

Senior level in charge of Major Citywide Capital Improvement Projects and Civil Infrastructure improvements through planning, development, design, construction and close out.

Responsible for all aspects of Project Control and Finances including Grants application, management, and reimbursement.

Implemented Projects Control Systems permitting the city to complete over \$135 MM CIP Plan in 47 projects in 10 years, on time, under budget, with a cost saving of up to 20%.

Responsibilities:

- Direct the engineering, designing, construction, and maintenance of buildings and facilities; supervise compliance with engineering specifications and state regulations.
- Maintain compliance with specifications and others as build information on facilities.
- Approved appropriations for budget conformance.
- Coordinate and supervise work performed by outside design, construction, architectural, and engineering firms.
- Prepare reports on major work in progress and maintain progress charts.
- Participate in the preparation of capital budgeting.
- Direct the implementation of the City Council/City Manager's goals and objectives as they applied to the strategic and business plan.
- Respond, and resolve community inquiries and complaints.
- Represent the City Council/City Manager on various planning committees or task groups.
- Serve as the City public relations liaison representative with business, industry and residential groups.
- Provide oversight leadership for City interaction with federal, state, and local programs, projects, and grants.
- Perform and promote all activities in compliance with equal employment, diversity, and non-discrimination policies of the state of Florida and, also ensure adherence to good safety procedures.

1982 - Sep.2003

INTERNATIONAL MANAGEMENT SERVICES, C.A. - Caracas, Vzla.
President CEO with subsidiary oversight of HARDWARE RESEARCH SYSTEMS, C.A., and JOHNTOYS, C.A.
Representation of International Corporations

Provide executive direction to 3 firms in the following markets: management services in construction management, project control, scheduling and inspection supervision, and procurement services to local companies primarily in the construction, educational, financial, IT computer Hardware & Software to governmental/petroleum sectors and Manufacturing, and sales of toys to commercial markets including exportation to foreign markets.

Major Achievements:

- Development and implementation of inventory, procurement, operating budgets, estimated revenue, expense reports, fiscal planning, and control systems.
- Developed and implemented administrative, organizational, and managerial procedures and policy manuals for an efficient, proficient and productive organization.
- Established major markets in both governmental and private industries i.e:
 - Federal Reserve Bank of Venezuela, National Election Commission, National Racetrack Association, National Petroleum Industry, Navy, and National Housing Authority.

Responsibilities:

- Coordinate all activities between contractors, architects, engineers, project managers, and client/owners.
- Direction of engineering, building construction, design, facility maintenance, and project control services.

- Select and support the planning and implementation of organizational changes over all subsidiaries.
- Oversight and establish plant engineering policies, standards, and procedures.
- Coordination and supervision of multifunctional engineering staff including construction/project managers, cost engineer, scheduling engineer, industrial engineer, electrical engineer, procurement, marketing, and sales staff.
- Oversee preparation, annual division operation budgets, and review capital needs a budget.
- Oversee resource planning and budget management.
- Reviewed and recommend changes to policies and procedures to maximize staff productivity and involvement.
- Troubleshoot and resolved problems.
- Responsible for Business Development and contract negotiations.
- Implemented the need for Risk Management in co-operating decision making.

BECHTEL CONSTRUCTION INC. - San Francisco, CA.

Assignment Project in Caracas, Venezuela

Technical and administrative Deputy Civil Infrastructure Project Coordinator on LAGOVEN \$300MM study for the development of the Venezuelan Heavy Tar Sands, providing support in technical matters specifically in areas of scheduling (CPM), costs, task control, and resource estimates. Also performed project coordination and special assignments as requested. Responsibilities:

- Directed activities of task managers
- Directed contract administration manager
- Supervised project controls manager (CPM & RMP)
- Prepared procedures manuals for construction methods and contracting for BECHTEL infrastructure execution plans for \$4 billion project.
- Responsible for adapting BECHTEL established policies in developing and implementing document control procedures manuals for projects.
- Developed policy for facilities needs to be based on analysis of supply and demand data.

Assignment Project in Caracas, Venezuela

Senior Construction and Controls Manager assigned to CARACAS METRO SUBWAY SYSTEMS as section coordinator for 6 Stations and 9 Miles of rail Line Tunnels \$180MM.

Responsibilities:

- Coordination between Manager of Construction and Metro (CAMC) management.
- Coordination of various CAMC departments thru Engineer Inspector to the Contractor.
- Processing of Change Orders and Cost Estimates.
- Responsible for Project Scheduling, Estimating and Controls.

ITT COMMUNICATIONS OPERATIONS GROUP - New York, N.Y.

Contract Administrator for procurement of construction services and major equipment purchase for a group of (7) ITT companies including Contracts for a Major Nation Wide Microwave Net Work \$200+MM. Responsibilities:

- Developed a Contracting and bidding procedure manual including preparation of bidding documents that when implemented in re-bidding two projects resulted in \$6MM savings (25%).
- Negotiated contracts and prepare such contracts for execution.
- Evaluated contractor performance and administrate contract thru completion.
- Managed Major facilities renovations and infrastructure upgrades.
- Assured that project expenditures comply with Capital Budget.

McKEE BERGER MANSUETO INC. - New York, N.Y.

Senior Consultant for Construction Management in which duties ranged from Project Management to Marketing of Management Services. Responsibilities:

- Provided testimony as an expert witness on a structural problem to Arbitrations Board.

Notable Projects:

- Preparation and development of computerized building cost file for use in the Venezuelan construction industry.

- Management of Projects Controls including preparation of project schedule & resource plan for \$40MM water sewage treatment plant which involved coordination of several prime contractors.

LEV ZETLIN ASSOCIATES, INC. /THORNTON-TOMASETTI ENG. NY, NY

Senior Engineer in Charge of Project during the construction phase. Resident Engineer during constructions.

Notable Projects:

- Resident Engineer \$30MM Niagara Falls Convention Center
- Resident Engineer \$100MM Logan International Airport Terminal II.
- Resident Engineer \$10MM Niagara Falls Plaza
- Identification and Evaluation of New Markets and Preparation of Proposals.

AWARDS:

- SFAEP - South Florida Association of Environmental Professionals - Nov. 2013 Challenges to Rising Tides and Moving Water- Panel Discussion of Challenges and Solution for Local Municipalities

AFFILIATIONS:

- ICMA - International City and County Management Association
- FCCMA - Florida City and County Management Association
- IHN - International Hispanic Network Conference Embracing Innovation and Sustainability
- AIC - American Institute of Constructors # 1080
- ASCE - American Society of Civil Engineers # 118626
- PMI - Project Management Institute member # 3084948
- Rotary Club of Oakland Park & Wilton Manors – Past President - FL & Rotary Club of Baruta, Vzla.

COMPUTER SKILLS:

MS Office (MS Word, MS Excel, MS PowerPoint), MS Project, MS Exchange Outlook, SAP, ERP Inventory Control, Primavera Sure Track, PROCORE Certification.

JOB-RELATED TRAINING:

- Academy for Strategic Management "Excellence and Ethics in Management"- FIU Florida International University - 2008
- Professionalism and Ethics for Public Employees Seminar- FIU FL International University – 2011
- Supervision in Government Series - Training Network of South FL -2008
- Purchasing Analysis and Decision Making
- Purchase Management Techniques
- FEMA / ARRA contract administration
- PWCM/EADOCs - Jacobs Engineering Group INC
- PROCOR Certifications
- Project Management - ASCE
- PMA of New York - Certification from Purchasing Management Association of New York
- Contract Negotiation
- The ABC's of CRA's: Community Redevelopment Agency Basics – The John Scott Dailey Florida Institute of Government at FAU Florida Atlantic University - 2013
- Local Agency Program Checklist Training – Professional Services – FDOT - 2015
- PMI South FL Chapter "Managing your employability" 4PDUs under (A-REP/PMI CCR -2011)
- FEMA Benefit-Cost Analysis Training Course - 2011
- IHN International Hispanic Network Conference Embracing Innovation and Sustainability 2010 and Conference Gateway to Success - 2009
- Local agency Program & FL Highway Administration Certification & Recertification CBT
- "Fraud Awareness: False Statements and Claims" EEO, DBE and Payroll Compliance on Local Area Projects, including USDOT, OIG- FL Department of Transportation FDOT
- Certification SERT – G400 – ICS 400 - Advanced Incident Command System (ICS) for Expanding Incidents – 2015
- Certification SERT - G300 – ICS 300 - Intermediate Incident Command System (ICS) for Expanding Incidents – 2015
- Certification NIMS- National Incident Management System IS-200 Incidents Command System (ICS) for Single Resources and Initial Incidents – 2006

- Certification NIMS- National Incident Management System IS-800 National Response Framework, an Introduction – 2006
- Certification NIMS -National Incident Management System ICS-100 Introduction to Incident Command System (ICS) – 2006
- Certification NIMS -National Incident Management System IS-700 An Introduction to NIMS - 2006
- Illicit Discharge Detection and Elimination Investigation (IDDE) - Storm Water Pollution Prevention NPDES MS4 compliance – Broward County FL -2014
- Re-Designing Learning Spaces for the 21st Century – EduVision -2014
- Parks and Recreation Designs Development Seminar –FES FL Engineering Society – 10.0PDHs towards Technical FL Board of Professional Engineers
- Qualified Stormwater Management Inspector # 14089
- Workzone Traffic Control: International Level - National Safety Council – South FL Chapter
- Successful Selection through Behavioral Interviewing
- OSHA General Industry Outreach Training – FL League of Cities

COMMUNITY/SCHOOL INVOLVEMENT:

- BROWARD Metropolitan Planning Organization's CCA-Citizens' Advisory Committee -Member representative (2015-Present)
- Board member and Chair Broward County ACE Mentor Program of America, Inc. - Architecture, Construction, and Engineering Mentoring Program for High School students (2013-Present)
- District 3 school board member representative to the Technology Advisory Committee of Broward County School Board (2005–Present)
- NE Innovation Zone representative to the Facilities Task Force of School Board of Broward County (Co-Chair 2008 - 2010). Active from (2005–Present)
- 2012 Broward County Youth Summit – Success for all Broward's Children Seminar
- 2010 US Census Complete Count Committee (Chair of Education Sub-Committee) for the City of Oakland Park, FL
- The City of Oakland Park and FL League of Cities Seminar "Building Neighborhood Improvements for a Stronger Communities" (2010)
- 5TH Annual Local Government Academy - LGA Class of 2009 City of Oakland Park, FL.
- 13th and 15th Annual Florida Neighborhoods Conference (09-11)
- Member of SAC/PTSA of PBHS, Rickards MS, and Member of SAC Lloyd Estates ES
- Reading to our K-5 Children at Lloyd Estates Elementary School with Rotary Club