

# Memorandum



**Date:** September 30, 2013

**To:** Jack Osterholt, Director  
Department of Regulatory and Economic Resources

**From:** John W. Renfrow, P.E., Director  
Miami-Dade Water and Sewer Department

A handwritten signature in black ink, appearing to read "John W. Renfrow", written over the printed name in the "From:" field.

**Subject:** Review Items: Non-Exclusive Professional Services Agreements for Project Numbers  
~~E13-WASD-04~~ E13-WASD-06

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The Miami-Dade Water and Sewer Department (WASD) is requesting that the following projects be reviewed for Community Business Enterprise (CBE) measures, in order to proceed with the advertisement and subsequent consultant selection for these projects listed below:

**PROJECT NUMBER**

**PROJECT DESCRIPTION**

E13-WASD-04

Design Services for Wastewater Collection and Transmission Systems related to the Consent Decree Projects  
Term: Five (5) year with One (1) Five (5) year option-to-renew  
Total Compensation to be Negotiated with Selected Consultant

E13-WASD-06

Capacity Management, Operation, and Maintenance Services related to the Consent Decree Projects  
Term: Five (5) year with One (1) Five (5) year option-to-renew  
Total Compensation to be Negotiated with Selected Consultant

Attached are the Notice to Professional Consultants and WASD's Departmental Input Worksheets for each project for your review and approval.

Should you have any questions, please contact Patty David, Acting Chief, Intergovernmental Affairs Section at [pattyd@miamidade.gov](mailto:pattyd@miamidade.gov) or (786) 552-8040.

Attachments

**MIAMI-DADE COUNTY, FLORIDA  
NOTICE TO PROFESSIONAL CONSULTANTS  
MIAMI-DADE WATER AND SEWER DEPARTMENT  
CAPACITY MANAGEMENT, OPERATION, AND MAINTENANCE SERVICES  
(CMOM) RELATED TO THE CONSENT DECREE PROJECTS  
PROJECT NO. E13-WASD-06**

The County Mayor, Miami-Dade County (County), pursuant to Chapter 287.055, Florida Statutes, Sections 2-8.1 and 2-10.4 of the Miami-Dade County Code, Implementing Order 3-34, and Administrative Order 3-39, announces that the Miami-Dade Water and Sewer Department (WASD) will require professional engineering services from a qualified Consultant for Capacity Management, Operation, and Maintenance Services (CMOM) related to the Consent Decree Projects.

WASD is the primary provider of water and wastewater services to Miami-Dade County serving a population of almost 2.3 million, making it among the largest water/wastewater utilities in the United States. On May 21, 2013, the Board of County Commissioners approved the Consent Decree (CD) negotiated with the United States Environmental Protection Agency (EPA), the United States Department of Justice (DOJ) and the State of Florida Department of Environmental Protection (FDEP). The CD outlines the activities to be undertaken to reduce Sanitary Sewer Overflows (SSO's), exceedances of treated effluent limitations, and to ensure proper management, operation and maintenance practices. All capital improvement projects must be completed on or before fifteen (15) years from the date of lodging of the CD with the United States District Court. Many program requirements are required to be delivered within a certain time after the CD's "effective date" which is defined as the date the court enters the CD or six (6) months after the date of lodging (June 6, 2013) whichever occurs first. WASD has developed and continues to develop programs that are consistent with the EPA guidance Manual on CMOM. WASD recognizes the need for a CMOM consultant which will work closely with WASD to review, modify and develop these programs as required by the CD. The Consultant shall be familiar with the most recent version of the CD which will be available for review at WASD's website at <http://www.miamidade.gov/water/wastewater-improvement-projects.asp>

The Consultant shall work closely with WASD to review, modify and develop the following plans and programs as required by the CD:

- Sewer Overflow Response Plan
- Information Management System Program
- Implementation of a Geographic Information System (GIS)
- Sewer System Asset Management Program
- Gravity Sewer System Operation and Maintenance Program
- Pump Station Operations and Preventative Maintenance Program
- Force Main Operations, Preventative Maintenance and Assessment/Rehabilitation Program

- Force Main Criticality Assessment and Prioritization Program
- Force Main Rehabilitation and Replacement Program
- Wastewater Treatment Plant Operations and Maintenance Program

The Consultant shall ensure that the programs and plans are consistent with EPA Region IV guidance and are completed and submitted within the specific deadlines of the CD.

#### Minimum Experience and Qualifications

The Prime Consultant must be an engineering firm experienced in all phases of wastewater engineering with particular expertise on the operation and maintenance of wastewater treatment plants and collection and transmission systems.

The Prime Consultant should have at least one (1) successful CMOM and/or asset management program which they planned, implemented and managed for a major utility of similar size within the past ten (10) years from the date of solicitation. For projects which the Prime Consultant has served as the CMOM or asset management consultant, the Consultant shall provide the name and contact information for a Utility Executive with the Utility they served as the CMOM or asset management consultant who can confirm their role. The descriptions shall include the client (i.e., municipality or agency), key project staff, the project name, a summary of the work performed, the contract amount, the schedule (to include start and completion dates), the specific role of the prime firm, the achievements (e.g., programs delivered on schedule, innovative information management systems implemented, new technology utilized), and a client reference and contact information.

The Consultant's team should demonstrate their successful experience with assessment, implementation, and integration of information systems, in particular with WASD's enterprise portfolio. The current portfolio includes:

- ESRI ArcGIS 10 – Geographic Information Systems
- Infor EAM - Asset Management System
- Proliance – Project Control and Tracking System
- PeopleSoft – Enterprise Resource Planning

The Consultant's team should also be familiar with developing and implementing ESRI ArcGIS for water/wastewater utilities; be knowledgeable with ESRI geometric networks, and automatic GIS integration with hydraulic computer modeling software; and experience collecting utility asset information such as coordinate location (GPS), and other pertinent measurements.

The Prime Consultant shall provide a list of members of the proposed CMOM Team, identifying the overall Program Manager(s), and the team leaders for key deliverables and the specific role each one of them will perform.

The Subconsultants shall have at least one (1) program or project that is relevant to this scope of work within the past ten (10) years from the date of this solicitation specific to their proposed responsibilities. The descriptions shall include the client (i.e., municipality or agency), key project staff, a summary of the work performed, the contract amount, the schedule (to include start and completion dates), the specific role of the Sub-Consultant firm, the project's achievements, and client reference and contact information.

WASD intends to retain one (1) Non-Exclusive Professional Services Agreement (PSA) for a five (5) year term and one (1) five (5) year option-to-renew at the County's sole discretion will be awarded under this solicitation. The total amount of compensation will be negotiated with the selected consultant. No minimum amount of work or compensation will be assured to the retained consultant. The County reserves the right to re-use the work products of the retained consultant and to retain other consultants to provide the same or similar services at its sole discretion.

The firms providing these services must be certified in the following technical categories and the respective percentages of the disciplines as indicated below:

### **A/E TECHNICAL CERTIFICATION REQUIREMENTS**

Prime

- 6.01 Water Distribution and Sanitary Sewage Collection and Transmission Systems
- 6.02 Major Water and Sanitary Sewage Pumping Facilities
- 6.03 Water and Sanitary Sewage Treatment Plants

Prime and/or Subconsultants

- 15.01 Land Surveying

#### BREAKDOWN LIST

		%	CBE %
6.01	Water Distribution and Sanitary Sewage Collection and Transmission Systems	35	10
6.02	Major Water and Sanitary Sewage Pumping Facilities	33	10
6.03	Water and Sanitary Sewage Treatment Plants	30	10
15.01	Land Surveying	2	2
	<b>TOTAL</b>	<b>100</b>	<b>32</b>

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

**Contract/Project Title:** Capacity Management, Operation, and Maintenance Services related to the Consent Decree Projects

**Contract/Project No.** E13-WASD-06

**Description:** Capacity Management, Operation, and Maintenance Services related to the Consent Decree Projects

**DEPARTMENT:** Miami-Dade Water and Sewer Department

**CONTACT:** Patty David

**PHONE:** (786) 552-8040

**Estimated Cost:** To be negotiated with the selected consultant

**Funding Source:** Operating Revenues: Fund EW501

**ANALYSIS**

Commodity/Service No. _____	SIC: _____		
<u>Trade/Commodity/Service Opportunities</u>			
<b>Contract/Project History of Previous Purchases for Previous Three (3) Years</b>			
Check Here		if this is a New Contract/Purchase with no Previous History	
	Existing	2 <sup>nd</sup> Year	1 <sup>st</sup> Year
Contractor	<input type="checkbox"/>	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____
COMMENTS: _____			

**RECOMMENDATIONS**

<u>CBE GOAL</u> 32 %	<u>BID PREFERENCE</u>	<u>NO MEASURE</u>
<u>Analysis for Goal Recommendation</u>		
<u>Sub-Trade</u>	<u>Est. Cost</u>	<u>% of Item to Base Bid</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total:	\$ _____	_____
<p><b>Basis for Recommendation:</b> WASD proposes that the goal can be achieved with CBE firms assisting with 6.01 – 10%; 6.02 – 10%; 6.03 - 10%; and 15.01 – 2%;</p>		
<p>By: <u><i>John W. Renfrow</i></u> _____          John W. Renfrow, P.E., Director      Date: _____</p>		
<p align="right">Regulatory and Economic Resources      Date: _____</p>		