

# Memorandum



Date: July 25, 2014

To: Lester Sola, Director  
Internal Services Department

From: Bill Johnson, Director  
Miami-Dade Water and Sewer Department

Subject: Review Item: Professional engineering services relating to the operations and maintenance of the Water and Sewer Department's water system – Project No. E14-WASD-03

The Miami-Dade Water and Sewer Department (WASD) is requesting that the subject project be reviewed for Community Business Enterprise (CBE) measures, in order to proceed with the advertisement and subsequent consultant selection for this project.

WASD is seeking professional engineering services related to the operations and maintenance of WASD's water system. A detailed scope of services can be found in the "Notice to Professional Consultants" attached hereto. The term of the non-exclusive Professional Services Agreement (PSA) is five (5) years with a one (1) five (5) year option-to-renew. Maximum compensation is ten million dollars (\$10,000,000.00), plus a ten percent (10%) contingency fee in accordance with Ordinance 00-65. No minimum amount of work or compensation will be assured to the retained consultant.

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**

- 10.09 Wellfield, Groundwater, and Surface Water Protection and Management
- 15.01 Land Surveying

#### **Breakdown**

Technical Categories	Description	Percentage	
		Category	CBE %
6.01 <b>PRIME</b>	Water Distribution and Sanitary Sewage Collection and Transmission Systems	33	10
6.02 <b>PRIME</b>	Major Water and Sanitary Sewage Pumping Facilities	33	10
6.03 <b>PRIME</b>	Water and Sanitary Sewage Treatment Facilities	30	10
10.09	Wellfield, Groundwater, and Surface Water Protection and Management	2	0
15.01	Land Surveying	2	2
	Total	100%	32%

### **Minimum Experience and Qualifications**

1. The Prime Consultant must be an engineering firm experienced in all phases of water engineering with particular expertise on the operation and maintenance of water treatment plants and transmission/distribution systems.
2. The Prime Consultant should have at least one (1) successful project in which it has provided such services for a major utility of similar size within the past ten (10) years from the date of solicitation. For utilities at which the Prime Consultant has provided such services, the Consultant shall provide the name and contact information for a Utility Executive with the Utility 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 Consultant, the achievements (e.g., programs delivered on schedule, innovative information management systems implemented, new technology utilized), and a client reference and contact information.
3. The Prime Consultant shall provide a list of members of the proposed team, identifying the overall Program Manager(s), and the team leaders for key deliverables and the specific role each one of them will perform.
4. The Prime 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:
  - I. ESRI ArcGIS 10 – Geographic Information Systems
  - II. Infor EAM - Asset Management System
  - III. Proliance – Project Control and Tracking System
  - IV. PeopleSoft – Enterprise Resource Planning
5. The Prime 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; experience collecting utility asset information such as coordinate location Global Position System, and other pertinent measurements.
6. 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 Subconsultant, the project's achievements, and client reference and contact information.

WASD intends to retain one (1) qualified Consultant under a non-exclusive Professional Services Agreement (PSA) with a maximum compensation of ten million dollars (\$10,000,000.00), plus contingency in accordance with Ordinance 00-65. The term of the PSA is five (5) years with one (1) five (5) year option-to-renew. Note that no minimum amount of work or compensation is guaranteed under this PSA. Furthermore, the five (5) year option-to-renew is based solely on the approval of the County Mayor or County Mayor's designee.

WASD is recommending a thirty-two percent (32%) CBE goal participation for this PSA. Attached is WASD's Departmental Input Worksheet and the Notice to Professional Consultants for your review and approval. Should you have any questions, please contact Patty David, 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**  
**ENGINEERING SERVICES RELATING TO THE OPERATIONS AND MAINTENANCE OF**  
**WATER AND SEWER DEPARTMENT'S WATER SYSTEM**  
**PROJECT NO. E14-WASD-03**

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 services relating to the operation and maintenance of the WASD'S water system.

The scope of services required will include but are not be limited to the following:

1. Establish water quality goals for the drinking water distribution system, including corrosion and compliance with the Lead and Copper Rule;
2. Review compatibility of water in the distribution system with current treatment of lime softening, reverse osmosis and direct use with chlorination and submit recommendations;
3. Review of system operations to make recommendations for energy conservation and efficiency;
4. Review treatment strategies and provide recommendations for operational modifications, including development and execution of any needed pilot testing;
5. Develop operating procedures and manuals to reasonably ensure consistent high quality drinking water;
6. Develop process monitoring and trending protocols and associated manuals;
7. Conduct training and update system Operation and Maintenance manuals;
8. Assistance in preparing for interaction with regulatory and permitting agencies;
9. Review and/or update Information Management System Program;
10. Coordination with Geographic Information System (GIS);
11. Review and/or update Water System Asset Management Program;
12. Develop Water Transmission Main Operations, Preventative Maintenance and Assessment/Rehabilitation Program;
13. Develop Water Main Criticality Assessment and Prioritization Program;
14. Develop Water Main Rehabilitation and Replacement Program; and
15. Prepare a vulnerability assessment of water supply facilities to climate change impacts, including such as sea level rise, ground water level rise, storm surge, wind force, flooding, salt water intrusion, and identify strategies by which to mitigate these consequences.

Minimum Experience and Qualifications

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Consultant, the achievements (e.g., programs delivered on schedule, innovative information management systems implemented, new technology utilized), and a client reference and contact information.

3. The Prime 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:
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5. The Prime Consultant shall provide a list of members of the proposed team, identifying the overall Program Manager(s), and the team leaders for key deliverables and the specific role each one of them will perform.
6. 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 Subconsultant, the project's achievements, and client reference and contact information.

The expertise must be met by a qualified individual(s) of the Prime Consultant and Subconsultants. The experience must be demonstrated by direct or substantial involvement of the individual(s) in a supervisory capacity at the Project Manager level or above. The determination of the individual's qualifications and compliance with the experience and qualifications shall be at the sole discretion of the County. The Competitive Selection Committee may negatively evaluate proposals from firms they determine have failed to meet the above experience and qualification(s).

WASD intends to retain one (1) qualified Consultant under a non-exclusive Professional Services Agreement (PSA) with a maximum compensation of ten million dollars (\$10,000,000.00), plus contingency in accordance with Ordinance 00-65. The term of the PSA is five (5) years with one (1) five (5) year option-to-renew. Note that no minimum amount of work or compensation is guaranteed under this PSA. Furthermore, the five (5) year option-to-renew is based solely on the approval of the County Mayor or County Mayor's designee. 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**

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- 6.03 Water and Treatment Plants

### **Prime and/or Subconsultants**

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- 15.01 Land Surveying

### **BREAKDOWN**

Technical Categories	Description	%	CBE %
6.01 PRIME	Water Distribution and Transmission Systems	33	10
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6.03 PRIME	Water and Treatment Plants	30	10
10.09	Wellfield, Groundwater, and Surface Water Protection and Management	2	0
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:** Engineering services relating to the operations and maintenance of Water and Sewer Department's Water System

**Contract/Project No.** E14-WASD-03

**Description:** Engineering services relating to the operations and maintenance of Water and Sewer Department's Water System

**DEPARTMENT:** Miami-Dade Water and Sewer Department      **CONTACT:** Patty David  
**PHONE:**    (786) 552-8040

**Estimated Cost:** \$10,000,000.00), plus a 10% contingency allowance in accordance with Ordinance 00-65.

**Funding Sources:** Operating Revenues

**ANALYSIS**

Commodity/Service No. _____	SIC: _____	
<u>Trade/Commodity/Service Opportunities</u>		
_____		
_____		
<b><u>Contract/Project History of Previous Purchases for Previous Three (3) Years</u></b>		
<b>Check Here</b>	<b>if this is a New Contract/Purchase with no Previous History</b>	
<u>Existing</u>	<u>2<sup>nd</sup> Year</u>	<u>1<sup>st</sup> Year</u>
Contractor _____	_____	_____
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>	<u>Availability</u>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Total:	\$ _____	_____	_____

**Basis for Recommendation:** 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%.

*Bill Johnson 7/25/14*

By: Bill Johnson, Director      Date: \_\_\_\_\_      Internal Services Department      Date: \_\_\_\_\_