

Date: May 20, 2013

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

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

Subject: Review Item: Non-Exclusive Professional Services Agreement for Program and Construction Management Services related to the Wastewater Systems Priority Projects - Project Number E13-WASD-01-R

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 agreement.

The Consultant shall manage the overall delivery of all tasks required for development and implementation of a comprehensive and technically sound long-term Capacity, Management, Operations and Maintenance (CMOM) program, as well as for the design, procurement, construction, and commissioning of the capital projects required in the Consent Decree (CD). The Consultant shall ensure that the program components are technically, economically, and functionally consistent and are implemented in a manner that meets the specific deadlines and milestones of the CD and the requirements of the Clean Water Act, WASD's National Pollution Discharge Elimination System Permits, Florida Department of Environmental Protection (FDEP) regulations, and any additional applicable regulatory requirements. Please see the attached "Notice of Professional Consultants" for a more detailed description of the scope of services.

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

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
- 17.00-Engineering Construction Management

Prime and/or Subconsultants

- 9.01-Drilling, Subsurface Investigations and Seismographic Services
- 9.02-Geotechnical and Materials Engineering Services
- 9.04-Soils, Foundations and Materials Testing- Roof Testing and Consulting
- 10.05-Contamination Assessment and Monitoring
- 11.00-General Structural Engineering
- 12.00-General Mechanical Engineering
- 13.00-General Electrical Engineering

15.01-Land Surveying
 16.00-General Civil Engineering
 19.06-Value Analysis, Water and Sewer Systems

Technical Category No.	Description	Percentage	CBE Percentage/ Recommendation
6.01 PRIME	Water Distribution and Sanitary Sewage Collection and Transmission Systems	10	
6.02 PRIME	Major Water and Sanitary Sewage Pumping Facilities	10	
6.03 PRIME	Water and Sanitary Sewage Treatment Plants	38	
17.00 PRIME	Engineering Construction Management	15	6
9.01	Drilling, Subsurface Investigations and Seismographic Services	1	1
9.02	Geotechnical and Materials Engineering Services	1	1
9.04	Non-Destructive Testing and Inspections	1	
10.05	Contamination Assessment and Monitoring	1	1
11.00	General Structural Engineering	5	4
12.00	General Mechanical Engineering	5	4
13.00	General Electrical Engineering	5	4
15.01	Land Surveying and Mapping	1	1
16.00	General Civil Engineering	2	2
19.06	Value Analysis, Water and Sewer Systems	5	4
	TOTAL	100%	28%

The Prime consultant must hold Technical Categories: **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 and 17.00 – Engineering Construction Management.**

Experience and Qualification:

The Prime Consultant must demonstrate the following experience:

1. A Prime Consultant submitting should be an engineering firm experienced in all phases of wastewater engineering, including master planning, design, permitting, construction, and operation and maintenance of wastewater collection, transmission, treatment and disposal systems.
2. The Prime Consultant should also demonstrate their successful experience with Program Management Services related to the above activities, as well as planning, implementing and managing CMOM program of similar scope of complexity within the last ten (10) years

from the date of this solicitation. The Prime Consultant should provide descriptions of at least one (1) Sanitary Sewer Overflow (SSO) CD Programs and CMOM in which the Prime Consultant has served as the Program Manager within the past ten (10) years from the date of solicitation. The Respondent shall provide the name and contact information for a key official with the Utility they served as Program Manager who can confirm their role as Program Manager. The descriptions shall include the client (i.e., municipality or agency), key project staff, the project name, percent of project completed to date, 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 Program achievements (e.g., projects delivered on schedule, dollars saved, SSO reduction, lessons learned, any fines/penalties incurred, Information System Integration, etc.), and a client reference and contact information. The proposer shall provide the same information for Construction Management Services.

3. The subconsultants should provide a description of 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 for each proposed subconsultant. 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), and the specific role of the subconsultant firm, the project's achievements, and client reference and contact information.
4. Identify and provide qualifications and experience information for all key staff, down to the task manager level and other key staff that the proposer deems important.

The proposed Professional Service Agreement will have an effective term of five (5) years with two (2) five (5) year option-to-renew at the sole discretion of the County. The amount of compensation will be negotiated with the selected consultant for a sum not-to-exceed amount.

WASD is recommending a 28% CBE participation goal. Attached is WASD's Departmental Input Worksheet for your review and approval.

Should you have any questions, please contact Patty David, A/E Professional Services Manager at pattyd@miamidade.gov or (786) 552-8040.

Attachments

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

Contract/Project Title: Program and Construction Management Services related to the Wastewater Systems Priority Projects

Contract/Project No. E13-WASD-01-R

DESCRIPTION: Program and Construction Management Services related to the Wastewater Systems Priority Projects

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

ESTIMATED COST: TBD **FUNDING SOURCE:** WASD Revenue Bonds

ANALYSIS

Commodity/Service No. _____ SIC: _____

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) Years

Check Here if this is a New Contract/Purchase with no Previous History

Existing 2nd Year 1st Year

Contractor	_____	_____	_____
Ethnicity/Race	_____	_____	_____
Gender	_____	_____	_____
Contract Value	_____	_____	_____

COMMENTS: _____

CBE GOAL
28 %

BID PREFERENCE

NO MEASURE

Analysis for Goal Recommendation

<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 the CBE firm assisting with: 17.00 - 6%; 9.01 - 1%; 9.02 - 1%; 10.05 - 1%; 11.00 - 4%; 12.00 - 4%; 13.00 - 4%; 15.01 - 1%; 16.00 - 2%; 19.06 - 4%

 5-20-13
By: John W. Renfrow, P.E., Director Date:

_____ Date: Regulatory and Economic Resources

**MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS (NTPC)
MIAMI-DADE WATER AND SEWER DEPARTMENT
PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES RELATED
TO THE WASTEWATER SYSTEM PRIORITY PROJECTS
PROJECT NO. E13-WASD-01-R**

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 professional engineering services are required for the Miami-Dade Water and Sewer Department (WASD) for Program and Construction Management Services related to the Wastewater System Priority Projects.

The Miami-Dade County's Water and Sewer Department (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. The County is currently negotiating a Consent Decree (CD) 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 will outline 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 whichever occurs first. WASD recognizes the need for Program and Construction Management services to assist with the implementation of the CD when it is lodged with the Court. The Consultant shall be familiar with the most recent version of the draft CD which will be available for review at WASD's website. <http://www.miamidade.gov/water/wastewater-improvement-projects.asp>

The Consultant shall manage the overall delivery of all tasks required for development and implementation of a comprehensive and technically sound long-term Capacity, Management, Operations and Maintenance (CMOM) program, as well as for the design, procurement, construction, and commissioning of the capital projects required in the CD. The Consultant shall ensure that the program components are technically, economically, and functionally consistent and are implemented in a manner that meets the specific deadlines and milestones of the CD and the requirements of the Clean Water Act, WASD's National Pollution Discharge Elimination System Permits, Florida Department of Environmental Protection (FDEP) regulations, and any additional applicable regulatory requirements.

The scope of services to be provided by the Consultant includes, but is not limited to, the following:

- a) Validate the condition assessments and corresponding capital program for the Wastewater Treatment Plants (WWTP) and Wastewater Collection and Transmission System (WCTS).
- b) Outline, identify and/or develop preliminary policies, procedures, and practices that establish the means and methods to meet the requirements of the CD.
- c) Identify potential risks that may have an impact on the implementation of the Capital Program and provide a mitigation plan. This includes identifying and recommending mitigation options to deal with future sea level rise and storm surge.
- d) Advise and provide, strategic, and day-to-day oversight and direction to the Program.
- e) Prepare and maintain, together with WASD's staff, a Program Management Plan for use by the Program Team. This includes establishing communication protocols, design and process standards.
- f) Coordinate and assist WASD with Wastewater Facilities Master Planning as required to ensure comprehensive and long term viability of the CD capital improvements with future legislation

- (i.e. Ocean Outfall) and other Master Planning efforts. This requires the consultant to have license(s) of Infoworks CS Hydraulics Software, latest version and be proficient with its use on large wastewater transmission and gravity networks.
- g) Provide wastewater hydraulic computer modeling services required by the CD that is currently under negotiation, including model updates and calibration, and as required in support of the Pump Station Improvement Program using the WASD Infoworks CS model.
 - h) Establish standards and guidelines for cost-estimating. The Consultant shall work with WASD staff to ensure that all project cost estimates meet the cost estimating standards, including those in planning, preliminary engineering, and detail design. The Consultant shall review cost estimates generated for consistency with the standards and guidelines and to ensure that cost estimates performed at various stages in the design process adequately and appropriately incorporate factors to account for project risk elements.
 - i) Develop and manage the program master schedule and task schedules, and provide budget/cost oversight of all program elements and resources.
 - j) Develop monthly progress reports that include accomplishments during the most recent reporting period, upcoming activities for the next reporting period, tracking of issues and action items identified, other related information, and contract status. Monthly reports shall be reviewed as part of monthly status meetings with the WASD Program Team. These reports may be used to prepare reports submitted to EPA as part of the CD requirements.
 - k) Work with WASD to establish and implement both a physical and an electronic central CD documents library. All documents associated with the CD, including reports, meeting agendas/minutes, transmittals, design drawings and specifications, technical memorandums, schedules, e-mails etc. shall be managed and organized in the library. The Consultant may be requested to provide assistance to WASD in the development and management of a public website that contains information related to the execution of the Program. The Consultant shall develop templates for documents and reports to ensure consistency throughout the CD Program.
 - l) Support WASD with public outreach of the CD Program which may include responding to inquiries and complaints.
 - m) Participate in update meetings with regulatory agencies and contractors and develop required materials for each meeting.
 - n) Assist WASD in the preparation of all reports that are required by the CD to be submitted to EPA or any other regulatory authority.
 - o) Perform value engineering, which includes establishing when value engineering shall occur, the format/schedule for value engineering efforts, and establishing a standard value engineering report format and templates.
 - p) Provide assistance to WASD, as needed, with permits, regulatory and environmental review. The Consultant shall review permit and environmental review work to ensure consistency with the overall Program.
 - q) Assist WASD in the review of design documents including constructability reviews and assist WASD and/or design consultant with bid phase services as needed.
 - r) Oversee and support the design and construction management phases of the capital program as needed.
 - s) Support CMOM implementation as requested. Assist in drafting specifications and assessing contractors' bids.
 - t) Provide construction managers, construction coordinators, construction engineers, start-up specialists, inspectors, safety officers and administrative personnel for the successful execution of the CD WWTP and WCTS capital program.
 - u) Perform daily inspections, prepare daily logs, provide detailed review of contractor's updated and revised schedules, document daily progress and quality of construction work, review shop drawings, prepare recommendations for approval, review schedule of values, provide contract interpretations and clarifications, process and authorize progress payments including allowance

account and change orders, review operation and maintenance manuals, respond to requests for information, and certify completion of the capital improvements.

- v) Aid in the integration of consultant staff with WASD staff.
- w) In addition to providing services for the CD projects, the Consultant may also be requested by the County to provide program management and/or construction management services for other sewer capital projects required at the wastewater treatment plants to comply with Section 403.086(9), Florida Statutes (“Ocean Outfall Legislation”).

PARTICIPATION RESTRICTIONS:

Proposers are advised that the selected Program and Construction Management Professional and its subconsultants will be precluded from participating as a prime consultant or subconsultant at any tier on any of the following Projects listed below:

- 1) Design Services for Wastewater Collection & Transmission System, Project Number E13-WASD-04
- 2) Design Services for Wastewater Treatment Plant, Project Number E13-WASD-05
- 3) Engineering Services for Capacity, Management, Operation & Maintenance Program (CMOM), Project Number E13-WASD-06

The restriction above is not intended to affect any of the work currently under contract.

One (1) non-exclusive Professional Services Agreement (PSA) with a five (5) year term and two (2) five (5) year options-to-renew at the County’s sole discretion will be awarded under this solicitation. The amount of compensation will be negotiated with the selected consultant for a not-to-exceed amount under this PSA. 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.