



October 16, 2013

To: CBE Engineering Firms

Re: Capacity Management, Operation, and Maintenance Services Related to the Consent Decree Projects

Project No.: E13-WASD-06

The above-referenced project is being considered for competition measures among Community Business Enterprise (CBE) firms. If you are interested in participating as a **CBE Prime** (in **Technical Categories 6.01, 6.02 & 6.03**) or **CBE Sub-Consultant** (in **Technical Categories 6.01, 6.02, 6.03, & 15.01**) to perform work in connection with this project in, **please complete and return the attached Verification of Availability form and, provide the "Required" examples of work your firm have completed on similar projects as outlined in the attached project description, by 3:00pm, Friday October 18, 2013.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and (Required) examples of previous work, may be sent via facsimile transmission (305) 375-3160 or email to walterv@miamidade.gov. If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian O. Walters, Jr." with a stylized flourish at the end.

Vivian O. Walters, Jr.

Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov

Office (305) 375-3138 | Fax (305) 375-3160

"Delivering Excellence Every Day"

Attachments

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1st STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to propose at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Capacity Management, Operation, and Maintenance Services Related to the Consent Decree Projects

E13-WASD-06

CONTRACT ESTIMATED AMOUNT: **To Be Negotiated (TBN) with the Selected Consultant**

*****CHECK BELOW IF YOU ARE RESPONDING AS A PRIME OR SUB-CONSULTANT*****

PRIME – Certified in **6.01, 6.02 & 6.03** (Check As Applicable) - _____

(Must be certified in all three Technical Categories)

SUB-CONSULTANTS - CHECK THE RELATED CATEGORY

6.01 _____ **6.02** _____ **6.03** _____ **15.01** _____

NAME OF COMMUNITY BUSINESS ENTERPRISE _____ Certification Expires: _____
DATE

ADDRESS _____ CITY _____ ZIP CODE _____

Telephone: _____ Bonding Capacity: N/A

PRINT NAME AND TITLE _____

SIGNATURE OF COMPANY REPRESENTATIVE _____ DATE _____

Overall Project Description

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.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

Can you satisfy the above stated requirements?

Yes _____ No _____

Minimum Experience and Qualifications

The Prime must be certified in (6.01, 6.02 & 6.03) – Are you? Yes ____ No ____

Minimum Experience and Qualifications

Prime Consultants

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.

Do you have prior experience satisfying the above stated? Yes ____ No ____

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.

Do you have prior experience satisfying the above stated? Yes ____ No ____

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

Do you have the experience and expertise to satisfy the above stated as a Prime? Yes ____ No ____ (self-perform)

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.

Do you have the experience and expertise to satisfy the above stated as a Prime? Yes ____ No ____ (self-perform)

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.

Sub-consultants

The Sub-consultants 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.

Do you have prior experience satisfying the above stated?

Yes _____ No _____

**PLEASE BE SURE TO INCLUDE THE NAMES & CONTACT INFORMATION
MEETING THE STATED REQUIREMENTS**