



July 30, 2014

To: CBE Engineering Firms

Re: Professional Engineering Services Relating to the Operations and Maintenance of the Water and Sewer the Consent Decree

Project No.: E14-WASD-03

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, 10.09 & 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 12:00pm, Friday August 1, 2014.**

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
Internal Services 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: Professional Engineering Services Relating to the Operations and Maintenance of the Water and Sewer the Consent Decree

E14-WASD-03

CONTRACT ESTIMATED AMOUNT: \$10,000,000

*****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** _____ **10.09** _____ **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

The scope of service 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. Conducting training and updating 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.
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.

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

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.

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

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.

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

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:
 - 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

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

4. 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; and experience collecting utility asset information such as coordinate location Global Position System, and other pertinent measurements.

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

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 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, 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 sub-consultants. 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.

Sub-consultants

The **Sub-consultants** must have proven experience with the following:

- 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, 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