



November 3, 2014

To: CBE Engineering Firms

Re: Professional Cost Estimating and Scheduling Services

Project No.: E14-WASD-02

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, 17.00**) or **CBE Sub-Consultant** (in **Technical Categories 18.00, 19.06, & 26.00**) to perform work in connection with this project in, please complete and return the attached Verification of Availability form and, (primes) provide the "Required" examples of work **your firm have completed on similar projects as outlined in the attached project description, by 10am, Wednesday November 5, 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](mailto:walterv@miamidade.gov). If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in black ink that reads "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](mailto: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. 1<sup>st</sup> STREET, 19<sup>TH</sup> 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 Cost Estimating and Scheduling Services  
E14-WASD-02

CONTRACT ESTIMATED AMOUNT: \$10,000,000.00

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

**Prime/CBE Firm – Certified in 6.01, 6.02, 6.03, & 17.00 (Check As Applicable) - \_\_\_\_**

(Must be certified in ALL four (4) Technical Categories)

**SUB-CONSULTANTS - CHECK THE RELATED CATEGORY**

**6.01 \_\_\_\_ 6.02 \_\_\_\_ 6.03 \_\_\_\_ 17.00 \_\_\_\_ 18.00 \_\_\_\_ 19.06 \_\_\_\_ 26.00 \_\_\_\_**

\_\_\_\_\_  
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 Miami-Dade Water and Sewer Department (WASD), manages its Capital Improvement Program (CIP) construction program and requires the services of an experienced and qualified firm to provide professional cost estimating, project controls and scheduling services to ensure that all of the other CIP projects (not related to Consent Decree, Ocean Outfall Legislation and/or PSIP Programs) are accurately budgeted, funded, monitored and scheduled. Services will be required for all of the other CIP projects that are being implemented, including Growth and Development, Renewal & Replacement, Infiltration & Inflow among other CIP projects related water and sewer requirements.

The services to be provided by the Consultant will be related to and be used in association with current construction projects, projects in design, projects in planning, and proposed construction projects, such projects being a part of the County's infrastructure system and its CIP. The Consultant will be tasked with the responsibility to prepare, update and validate on an on-going basis the Overall Program Schedule (OPS) for all of WASD's CIP projects; and also at the request of WASD, at any given time, the Consultant may be required to provide specific services for one (1) or more than one (1) project. The Consultant will also be required to evaluate construction claims arisen for any of the other CIP projects managed by in-house staff as directed by WASD.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you able to satisfy the above stated "scopes of services"?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Services to be provided by the Consultant may include, but are not limited to, the following:

- A. Prepare project estimates at various stages of construction, establish budgets, prepare cost escalations, analyze bids, assess proposals, participate in negotiations, and support project coordination, pre-construction services and administration.
- B. Prepare and analyze project schedules using Primavera Project Planner latest version, and other software as required, at various levels of planning, funding, design and construction. The Consultant will support the development of the Overall Program Schedule (OPS); individual contract schedules, requirements, review contractors' schedules, delay claims and time impact analyses.
- C. Provide cost and cash flow projections for funding needs.
- D. Assist in providing data for official statements for bond offerings.
- E. Support modification of procedures, processes and systems to meet evolving needs and departmental goals.
- F. Analyze monthly schedules, track progress and timely completion of construction projects and prepare recommendations as a result of such analyses.
- G. Recommend language to be included in the contract documents relating to schedules, payments and claims to allow for project completion.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you able to satisfy the above stated "scopes of services"?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- H. Upon request of WASD, analyze/evaluate claims arising from the design and construction of projects including, but not limited to, the following services:

1. Review and organize relevant project schedules, cost estimates, and claim information.
2. Prepare and present reports, diagrams, sketches, illustrations, and spreadsheets.
3. Identify crucial documents to assist in claims processing.
4. Analyze the impact of delays, inefficiencies, interferences and schedule accelerations by use of claims analysis methodologies such as windows or time impact analyses.
5. Prepare project schedules (as planned, as built and as adjusted).
6. Formulate cost estimates for disputed items.
7. Prepare detailed reviews of existing projects, costs and contractor/consultant costs regarding performance, problems and delays.
8. Prepare a chronological list of major problems and delays segregated by cause (owner, contractor or other).
9. Calculate damages and assisting in development of back charges.
10. Write technical reports, prepare evidentiary tools, design and construct demonstration models.
11. Review and coordinate claim findings with WASD staff.
12. Recommend procedures to be undertaken to minimize the impacts of continuing actions for which claims have been asserted.
13. Participate in meetings and provide WASD staff, as it relates to contractor claims.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you able to satisfy the above stated “scopes of services”?**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Minimum Experience and Qualifications**

The **Prime** must be certified in (6.01, 6.02, 6.03 & 17.00)

Are you? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

- A. The **Prime Consultant** must demonstrate five (5) years from the date of this solicitation of successful and verifiable experience in providing cost estimating and scheduling services.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you able to satisfy the above stated “scopes of services”?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. The **Prime Consultant** must demonstrate experience in the fields of forensic scheduling, cost estimate validation, change order management, cost estimating, CPM scheduling, claims management, and dispute resolution. The firm should be up to date with the latest versions of scheduling and estimating industry software such as Primavera, Claim Digger, Microsoft Project, BIM 4D, Hard Dollar.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you able to satisfy the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- C. The **Prime** and/or the Sub-consultants must have successfully completed at least one (1) cost estimating or scheduling project, in excess of five hundred million dollars (\$500,000,000.00) from the date of this solicitation.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- D. The Principals and/or senior staff assigned to this engagement shall have one (1) or more of the following credentials: Certified Cost Engineer (CCE), Planning and Scheduling Professional (PSP), and Project Management Professional (PMP) through Project Management Institute (PMI), American Association of Cost Engineering (AACE) or a similar professional association. Experience and knowledge of the South Florida construction market is preferred.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you able to satisfy the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Sub-consultants: (Please provide this, if you have prior experience consistent with the same)**

The Prime and/or the Sub-consultants must have successfully completed at least one (1) cost estimating or scheduling project, in excess of five hundred million dollars (\$500,000,000.00) from the date of this solicitation.

**Do you have prior experience satisfying the above stated?**

Yes \_\_\_\_\_ No \_\_\_\_\_

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**(POTENTIAL) PRIME CBE FIRMS - PLEASE BE SURE TO INCLUDE THE  
NAMES & CONTACT INFORMATION MEETING THE STATED REQUIREMENTS  
(ON PROJECTS OF A SIMILAR SCOPE)**

**Professional Cost Estimating and Scheduling Services**

**E14-WASD-02 - Verification of Availability**

**November 3, 2014**

Please complete the following “**Reference Requirements**”:

**Project Title:**

**Client Name**

**Contact No.:**

**Scope Description:**

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**Project Title:**

**Client Name**

**Contact No.:**

**Scope Description:**

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**Client Name**

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**Scope Description:**

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