



November 23, 2015

Project No: **E15-WASD-18 & E15-WASD-19 Engineering Design & Related Services**

The above-referenced solicitations are being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR A MEASURE TO BE PLACED ON THESE PROJECTS.** If you are interested in participating as a Small Business Enterprise – Architectural & Engineering (SBE/AE) firm to perform services in connection with these projects and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Propose by **12:00 PM, TUESDAY, DECEMBER 1, 2015.** It is asked that all pages are returned completed in its entirety. Failure to do so may result in this Verification of Availability to Propose Letter not being considered.

The letter of availability may be sent **via facsimile transmission to (305) 375-3160** or **via email to twj@miamidade.gov**. If you have any questions, please contact me at (305) 375-3123.

Sincerely,

Tyrone White
Contract Certification Specialist
Small Business Development Division
Miami-Dade County Internal Services Department
Phone: (305) 375-3123
Fax: (305) 375-3160
Email: twj@miamidade.gov



<http://www.miamidade.gov/internalservices/small-business.asp>

Please familiarize yourself with SBD's new Website: <http://www.miamidade.gov/smallbusiness/>

VERIFICATION OF AVAILABILITY TO PROPOSE

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

PROGRAM COORDINATOR: **Tyrone White**

I am herewith submitting this letter of verification of availability and capability to propose, provided the proposed scope of service(s) attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

PROJECT # & TITLE: E15-WASD-18: Engineering Design And Related Services For The Improvement, Renewal And Replacement Of The Hialeah And John E. Preston Water Treatment Plants And Associated Water Distribution System, Pipelines, Wellfields, Re-pumping Facilities, Remote Storage And Its Appurtenant Water Facilities

E15-WASD-19: Engineering Design And Related Services For The Improvement, Renewal And Replacement Of The Alexander Orr Water Treatment Plant And The South Miami-Dade Water Supply System

ESTIMATED AMOUNT: \$10,000,000/8 years for each solicitation

CHECK ALL APPLICABLE

PRIME MUST BE CERTIFIED IN 6.03, 11.00, 12.00, 13.00, 16.00 & 17.00

Is your firm certified in 6.03, 11.00, 12.00, 13.00, 16.00 & 17.00? _____

**SUB-CONSULTANTS CAN BE CERTIFIED IN ANY TECHNICAL CATEGORY BELOW
Please indicate all applicable category(s)**

6.01____ 6.02____ 6.03____ 9.02____ 10.09____
11.00____ 12.00____ 13.00____ 15.01____ 16.00____ 17.00____

NAME OF SMALL BUSINESS ENTERPRISE - A & E FIRM

CERTIFICATION EXPIRATION DATE

ADDRESS

CITY

ZIP CODE

Telephone: (____) _____ - _____ Bonding Capacity: N/A

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

DESCRIPTION OF PROJECT

Project Number & Title: E15-WASD-18: Engineering Design And Related Services For The Improvement, Renewal And Replacement Of The Hialeah And John E. Preston Water Treatment Plants And Associated Water Distribution System, Pipelines, Wellfields, Re-pumping Facilities, Remote Storage And Its Appurtenant Water Facilities

E15-WASD-19: Engineering Design And Related Services For The Improvement, Renewal And Replacement Of The Alexander Orr Water Treatment Plant And The South Miami-Dade Water Supply System

Department: WASD

Estimated Cost: \$10,000,000/8 years for each solicitation

SCOPE OF SERVICES:

The scope of services consists of complete professional engineering and construction management services, which will include such tasks as design services for plant upgrades and expansion projects, as well as, renewal and replacement projects for the plant's existing facilities and associated water distribution. Renewal and replacement services include evaluation of existing equipment condition, capacity and useful life expectancy as well as preparation of a prioritized rehabilitation or replacement schedule.

Design services may include, but are not limited to, performing preliminary site investigations, surveying, hydraulic modeling and analysis, coordinating with other utilities, preparing design reports, preparing shop drawings, preparation of design criteria packages, and contract specifications for civil, hydro-geological services, structural, mechanical and electrical projects. Services during the permitting and procurement phases may include, obtaining dry-run permits, producing a final design and participating in obtaining final environmental and building permits. Construction management services are required to provide technical support during construction as needed, including site inspections and attending meetings, reviewing shop drawings, processing payment requisitions, responding to information requests, reviewing claims and potential change orders, reviewing contract schedules and schedule of values and reviewing as-built drawings. Project coordination services are anticipated to include, establishing a plan to implement projects, establishing and tracking project schedules, preparing budgets and deadlines, preparing status reports and attending meetings as requested.

Additional tasks are anticipated to include:

1. Evaluating and formulating plans for improving or optimizing the treatment processes including designing and conducting pilot studies and providing construction cost and operation and maintenance estimates.
2. Conducting studies and providing recommendations related to improving plant operations and efficiency including safety, staffing, energy conservation, security, residuals management, corrosion control and asset management issues. This includes site-specific staff training, preparation of operation and maintenance manuals and operational practices manuals. The site shall also include an on-site resident at the Plants.
3. Providing services for evaluating regulatory requirements including preparation of compliance documents and reports.
4. Providing technical support and assistance for computer system data integration with the programs and systems currently utilized. Provide assistance in selecting and procuring software and hardware enhancements.

5. Providing other engineering services related to the upgrades at the water treatment plants as required, including participation on a Technical Advisory Committee.

The water treatment plant projects noted below will be procured concurrently, and the Prime Consultant may submit proposals for both projects which shall be evaluated as set forth below. These projects are:

1. Project No. E15-WASD-18

Proposed Upgrades to the Hialeah and John E. Preston Water Treatment Plants and its appurtenant facilities.

2. Project No. E15-WASD-19

Proposed Upgrades to the Alexander Orr Water Treatment Plant, inclusive of the South Miami-Dade Water Supply System, which includes the following plants: Leisure City, Naranja, Elevated Water Tank, Everglades Labor Camp, and Newton Water Treatment Plants; and ancillary facilities to those plants; as well as well fields, re-pumping facilities, remote storage and its appurtenant facilities.

Technical Categories:

Technical Category (TC)	Description	Percentage (%)
6.03 Prime	Water and Sanitary Sewer Systems – Water and Sanitary Sewage Treatment Plants	20%
11.00 Prime	General Structural Engineering	12%
12.00 Prime	General Mechanical Engineering	15%
13.00 Prime	General Electrical Engineering	15%
16.00 Prime	General Civil Engineering	10%
17.00 Prime	Engineering Construction Management	14%
6.01 Other	Water and Sanitary Sewer Systems – Water Distribution and Sanitary Sewage Collection and Transmission	4%
6.02 Other	Water and Sanitary Sewer Systems – Major Water and Sanitary Sewage Pumping Facilities	4%
9.02 Other	Soils, Foundations and Materials Testing – Geotechnical and Materials Engineering Services	1%
10.09 Other	Environmental Engineering – Wellfield, Ground Water and Surface Water Protection and Management	3%
15.01 Other	Survey and Mapping – Land Surveying	2%
	TOTAL	100%

PRIME REQUIREMENTS:

A Prime Consultant submitting should be a full service engineering firm experienced in the design, permitting and construction management of large regional water treatment plant. The Prime Consultant should also have experience with condition assessments, and with incorporating operational knowledge into treatment plant design. The successful experience on the above items should be demonstrated prior to the date of this solicitation. The Prime Consultant shall provide a list of members of the proposed design team, identifying the overall design manager(s), and the team leaders for key design specialties.

The Prime Consultant shall provide descriptions of at least one (1) successfully designed, constructed and operating new or upgraded water treatment plant(s) with at least one (1) being a lime softening plant

prior to the date of the solicitation. In addition, the Prime Consultant shall demonstrate past experience with other water softening technologies, such as Media Filter.

For projects which the Prime Consultant has served as the design consultant, the Prime Consultant shall provide the name and contact information for a Utility Executive with the Utility they served as the design 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 Consultant, the achievements (e.g., projects delivered on schedule, dollars saved, innovative designs implemented, new technology utilized) and a client reference and contact information.

Has your firm (or anyone in your firm) successfully designed, constructed and operated new or upgraded water treatment plant(s) with at least one (1) being a lime softening plant prior to the date of the solicitation?

Yes _____ No _____

Can your firm (or an employee of your firm) demonstrate past experience with other water softening technologies, such as Media Filter?

Yes _____ No _____

Can your firm provide contact information for a Utility Executive with the Utility in which the firm served as the design consultant who can confirm their role on a previous project?

Yes _____ No _____

SUB-CONSULTANTS REQUIREMENTS:

The Sub-consultants shall provide a description of at least one (1) project(s) that is relevant to this scope of work completed prior to 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. Failure to provide the above information or meet the experience and qualifications required by Miami-Dade County may result in the negative evaluation of the team by the Competitive Selection Committee, or disqualification of the team, at Miami-Dade County's sole discretion.

Has your firm designed at least one (1) project(s) that is relevant to this scope of work completed prior to the date of this solicitation specific to your proposed responsibilities?

Yes _____ No _____

Consultant Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified consultants that “comply” to perform the aforementioned scope of service(s). Indicate “Y” for yes or “N” for no on the empty line to the left side of the questions below. Once the form has been completed, you can forward it via e-mail (twj@miamidade.gov) or via fax (305-375-3160), with attention to Tyrone White.

_____ Proposer (PRIME) has experience completing projects of similar size and scope as this project, meets the qualifications and can perform the service(s) as required.

_____ Sub-consultant (SUB) has experience completing projects of similar size and scope as this project, meets the qualifications and can perform the service(s) as required.

_____ PRIME/SUB DOES NOT have experience completing projects of similar size and scope as this project and/or DOES NOT meet the qualifications indicated in this contract.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ SIGNATURE: _____

TELEPHONE NUMBER: _____ E-Mail Address: _____

PLEASE ATTACH YOUR FIRM'S RESUME/LIST OF PROJECTS & SUBMIT WITH YOUR FIRM'S VERIFICATION OF AVAILABILITY OR LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS ON THE NEXT PAGE.

SIMILAR PROJECTS AS PRIME OR SUB-CONSULTANT

Please list your firm's history of **Projects with Similar Scopes of Services:**

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Work:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Work:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Work:
