



March 31, 2017

Project No: **E17-WASD-01**

Project Title: **Engineering Design and Related Services for the Design of Small Diameter Water and Wastewater Pipelines**

The above-referenced contract is being considered for small business measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SMALL BUSINESS MEASURES TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a **SBE-A&E Prime** or **SBE-A&E Sub-Consultant** to perform services in connection with this project please complete and return the attached Verification of Availability letter by **10:00 AM, THURSDAY, APRIL 6, 2017.**

The letter of availability may be sent **via email to caesars@miamidade.gov** or **facsimile transmission to (305) 375-3160.** If you have any questions, please contact me at (305) 375-3141.

Sincerely,

Caesar Suarez
SBD Capital Improvement Project Specialist
Small Business Development Division
Miami-Dade County Internal Services Department
111 NW 1st Street, 19th Floor, Miami, FL 33128
☎Office: (305) 375-3141 | 📠Fax: (305) 375-3160
Email: caesars@miamidade.gov
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“Help stimulate Miami’s economy by supporting Small Businesses”

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

VERIFICATION OF AVAILABILITY

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

CONTRACT SPECIALIST: **Caesar Suarez**

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: **Engineering Design and Related Services for the Design of Small Diameter Water and Wastewater Pipelines**

CONTRACT PROJECT No: **E17-WASD-01**

ESTIMATED AMOUNT: **\$1,500,000.00**

*****CHECK BELOW IF YOU ARE RESPONDING AS A PRIME OR SUB-CONSULTANT & INDICATE WHICH PROJECT YOU ARE INTEREST IN PARTICIPATING ON (1 or Both)*****

**PRIME – Must be certified in 6.01
17.00**

(Check If Your Firm Is Certified In these TC's) - _____

SUB-CONSULTANTS – (Check Each Applicable Category)

6.01_____ 17.00_____ 15.01_____ 16.00_____

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 Title: **Engineering Design and Related Services for the Design of Small Diameter Water and Wastewater Pipelines**

Project Number: **E17-WASD-01**

Department: **Miami-Dade Water & Sewer Department**

Estimated Amount: **\$1,500,000.00**

Technical Categories:

Technical Category (TC)	Description	Percentage (%)
6.01 Prime	Water Distribution and Sanitary Sewage Collection and Transmission Systems	69%
15.01	Surveying and Mapping – Land Surveying	5%
16.00	General Civil Engineering	15%
17.00 Prime	Engineering Construction Management	11%
	TOTAL	100%

WASD intends to retain three (3) qualified firms under three (3) separate Professional Services Agreements (PSA). Maximum compensation for each contract is \$500,000 plus a ten percent (10%) contingency allowance in accordance with Ordinance 00-65. The term of the contract is for six (6) years with a two (2) year option-to-renew. The proposals received for this project will be reviewed and ranked by the Competitive Selection Committee (CSC) members. The three (3) highest ranked, responsive, and responsible firms will be selected and forwarded to the County Mayor or the County Mayor’s designee for negotiations and award. No minimum amount of work or compensation will be assured to the retained consultant(s). 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.

BACKGROUND

The County Mayor, Miami-Dade County, pursuant to the Miami-Dade Water and Sewer Department (WASD) Consent Decree and Capital Improvement Programs Acceleration Ordinance Section 2-8.2.12 of the County Code, Chapter 287.055, Florida Statutes and Administrative Order 3-39, announces that WASD will require professional engineering services from three (3) qualified Consultants to provide design and related services for the design of small diameter pipelines (less than 24-inch in diameter) for water distribution, as well as sanitary force mains and sanitary sewer gravity interceptors related to WASD’s other capital improvement needs identified in the Multi-Year Capital Improvement Plan.

WASD is the primary provider of water and wastewater services to Miami-Dade County serving a population of over 2.3 million, making it among the largest water/wastewater utilities in the United States. WASD has developed a Multi-Year Capital Improvement Program (CIP) to upgrade its infrastructure system throughout the County, to renew and replace its existing deteriorated system, and to ensure efficient, reliable water and wastewater systems throughout

the County to accommodate future growth and development or redevelopment. WASD recognizes the need for design services for small pipeline design and implementation of critical projects which are an integral part of the CIP.

SCOPE OF SERVICES

WASD will require engineering services for utility design, including planning and permitting assistance, and engineering services during construction for small diameter (i.e. less than 24-inch) water and sanitary sewer pipeline infrastructure upgrades and system betterments. The projects could be for the rehabilitation or replacement, as well as new, water distribution and sewage collection pipelines throughout the Water and Sewer Department 's service areas.

The scope of services consists of complete design services, which includes but is not limited to, performing preliminary route analysis, site investigations, surveying, maintenance of traffic plans, hydraulic analysis, coordination with other utilities, coordination with other municipalities and the public, preparation of design reports, preparation of drawings and contract specifications, preparation of design-build criteria packages, assistance during the permitting and procurement phases, and engineering services during construction. Engineering services during construction is anticipated to include, but is not limited to periodic site inspections, attendance at meetings, review of shop drawings, responding to requests for information, 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, but are not limited to, establishing a plan to implement projects, establishing and tracking project schedules, project budgets and deadlines, preparing status reports and attending meetings as requested.

Experience and Qualifications

1. The Prime Consultant submitting shall be an engineering firm experienced in the design, permitting and construction management of water and sanitary sewer systems.
2. The Prime Consultant should demonstrate their successful experience with design, permitting and engineering services during construction of various types of pipe materials including polyvinyl chloride, high density polyethylene, concrete pressure pipe, and ductile iron.
3. The Prime Consultant shall provide descriptions of at least one (1) successfully designed, constructed and operating new or upgraded water or sanitary sewer pipeline in which the Prime Consultant has served as the designer. 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 firm, the achievements (e.g., projects delivered on schedule, dollars saved, innovative designs implemented, new technology utilized), and a client reference and contact information.

Is your firm certified in Technical Certification Categories 6.01 & 17.00?

Yes _____ No _____

Is your firm able to meet the requirements of the Prime?

Yes _____ No _____

Does your firm have experience satisfying similar scopes of service(s)?

Yes ____ No ____ (If yes, please provide your firm's prior experience on the last page).

Can your firm provide descriptions of at least one (1) successfully designed, construction and operating new or upgraded water or sanitary sewer pipeline where your firm has served as the designer?

Yes ____ No ____ (If YES, please be prepared to provide the name and contact information for a Utility Executive with the Utility your firm served as the design consultant who can confirm your firm's role. In the descriptions, please be prepared to 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., projects delivered on schedule, dollars saved, innovative designs implemented, new technology utilized), and a client reference and contact information.)

4. The Sub-consultants shall provide a description of at least one (1) project that is relevant to this Scope of Work 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), and the specific role of the sub-consultant firm, the project's achievements, and client reference and contact information.

Is your firm certified in Technical Certification Categories 15.01 or 16.00?

Yes ____ No ____ (if YES please indicate)

Is your firm able to meet the requirements of the Sub-Consultant?

Yes ____ No ____

Is your firm able to provide a description of at least one (1) project that is relevant to the project Scope of Work specific to your firm's proposed responsibilities?

Yes ____ No ____ (If YES, please be prepared to provide descriptions to 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 sub-consultant firm, the project's achievements, and client reference and contact information).

A/E TECHNICAL CERTIFICATION REQUIREMENTS

Prime

- 6.01 Water Distribution and Sanitary Sewage Collection and Transmission Systems
- 17.00 Engineering Construction Management

Prime and/or Sub-consultants

- 15.01 Surveying and Mapping – Land Surveying
- 16.00 General Civil Engineering

Consultant Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified consultants that “comply” to perform the aforementioned scope of service(s). Indicate yes “Y” or no “N” on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: caesars@miamidade.gov or via fax (305) 375-3160 attention Caesar Suarez.

- _____ Proposer (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements to qualify and can perform the services as required.
- _____ Sub-consultant (SUB) has experience completing projects of similar size and scope, and can perform the service(s) as required.
- _____ Proposer/Subcontractor (Proposer/SUB) DOES NOT have experience completing projects with similar size and scope as this project and DOES NOT meet the requirements as indicated in the 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 LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(s) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE

SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

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

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

REASONS & COMMENTS
