

# Memorandum

Date:

To: Gary Hartfield, Division Director  
Small Business Development  
Internal Services Department

From: Kevin T. Lynskey, Director  
Miami-Dade Water and Sewer Department

Subject: Review Item: Construction Inspection Services – Project No. E18-WASD-04-B

The Miami-Dade Water and Department (WASD) is requesting that the subject project be reviewed for Small Business Enterprise (SBE) measures for Architectural and Engineering (A/E) and Goods and Services (G/S), in order to proceed with the advertisement and subsequent consultant selection for this project.

WASD is seeking one (1) qualified firm under one (1) Professional Services Agreement (PSA) to provide Consultant Services for Construction Inspection Services of projects included in the Capital Improvement Plan schedule. The work will be assigned as required by WASD to the selected firm. The term for the Non-Exclusive Professional Services Agreement (PSA) is three (3) years with a one (1) year option-to-renew. Maximum compensation is \$2,000,000 dollars, plus ten (10) percent contingency allowance in accordance with Ordinance 00-65.

The Consultant providing engineering services must be certified in the following technical categories and the respective percentages of the disciplines as indicated below:

Technical Category (TC)	Description	SBE (%) Set Aside
6.01 Prime	Water and Sanitary Sewer Systems-Water Distribution and Sanitary Sewage Collection and Transmission systems	30%
17.00 Prime	Engineering Construction Management	20%
6.02 Other	Water and Sanitary Sewer Systems-Major Water and Sanitary Sewage Pumping Facilities	30%
6.03 Other	Water and Sanitary Sewer Systems-Water and Sanitary Sewage Treatment Plants	20%
	<b>TOTAL</b>	<b>100%</b>

WASD is recommending one (1) PSA with an SBE Set Aside. WASD is not recommending any goal participation for goods and services. Attached are WASD’s Departmental Input Worksheet and the Notice to Professional Consultants for your review and approval. Should you have any questions, please contact Patty Palomo, Chief, Intergovernmental Affairs Section at pattyd@miamidadegov or (786) 552-8040.

Attachments

Tara C. Smith, Director  
Project No. E18-WASD-04  
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c: Patty Palomo, Chief of Intergovernmental Affairs, Water and Sewer Department

**MIAMI-DADE COUNTY, FLORIDA**  
**NOTICE TO PROFESSIONAL CONSULTANTS**  
**MIAMI-DADE WATER AND SEWER DEPARTMENT**  
Construction Inspection Services Projects  
Project No. E18-WASD-04-B

The County Mayor of Miami-Dade County (County), pursuant to Section 287.055, Florida Statutes, 2-8.1, 2-8.2.12 and 2-10.4 of the Miami-Dade County Code, Administrative Order 3-39 and Ordinance 14-77, announces that the Miami-Dade Water and Sewer Department (WASD) will require one (1) qualified consultant to provide Construction Inspection Services (CIS).

**Scope of Services**

The scope of work includes construction inspection services for water and sanitary sewer systems, sanitary sewage collection and transmission systems, water and sanitary sewage pumping facilities, water and sanitary sewage treatment plants and other similar inspection services for related projects. The selected consultant responsibilities include overseeing, coordinating and inspecting the work activities during pre-construction, construction and post-construction phases. The construction inspection services consultant will facilitate the implementation of the projects being performed by program managers, design consultants, surveyors and construction contractors, and may include contract monitoring and record keeping, reviewing of change orders, estimations, claims, scheduling and shop drawings review, approving and recommending requisitions for compensation and assuring compliance with all federal, state and local regulations, on behalf of Miami-Dade County. The work will be assigned as required by WASD to the selected firm as needed.

**Minimum Experience and Qualifications Requirement**

1. The Prime and Subconsultants must have experience performing CIS, for a minimum of three (3) projects with a construction cost greater than \$1,000,000 each, within the last seven (7) years.
2. Must be able to read, understand and interpret engineering/construction plans, drawings and technical specifications pertinent to water/sewer pipelines (small diameter) and sewage pump stations. Must be familiar with current standards and have the ability to apply building code/other applicable testing standards and protocol (American Water Works Association, etc.). Must be able to communicate in clear and concise manner and shall be experienced in the use of personal computers. Must be able to read, understand and interpret project construction schedules (both computerized and conventional) and shall be familiar with the Critical Path Method as well as scheduling programs such as Primavera and Microsoft Project. Must be familiar with safe work site protocol and standards of Occupational Safety and Health Administration (OSHA).
3. Additional requirements include an understanding of backfill type and compaction standards, paving sub-grade standards, trench specifications, types and quality of materials generally used in civil engineering and water and sewer works projects; tolerances, finishes, and other indicators of quality workmanship and materials, general terminology and mechanical drawing symbols utilized in civil engineering, testing and sampling procedures for construction materials and potable water; production of daily construction field inspection reports, punch-list processing and final inspection.

**A/E TECHNICAL CERTIFICATION REQUIREMENTS**

- 6.01 Water and Sanitary Sewer Systems-Water Distribution and Sanitary Sewage Collection and Transmission systems **(Prime)**
- 17.00 Engineering Construction Management **(Prime)**
- 6.02 Water and Sanitary Sewer Systems-Major Water and Sanitary Sewage Pumping Facilities **(Other)**
- 6.03 Water and Sanitary Sewer Systems-Water and Sanitary Sewage Treatment Plants **(Other)**

**BREAKDOWN LIST**

Technical Category (TC)	Description	Percentage (%)
<b>6.01 Prime</b>	Water and Sanitary Sewer Systems-Water Distribution and Sanitary Sewage Collection and Transmission Systems	30%
<b>17.00 Prime</b>	Engineering Construction Management	30%
<b>6.02 Other</b>	Water and Sanitary Sewer Systems-Major Water and Sanitary Sewage Pumping Facilities	20%
<b>6.03 Other</b>	Water and Sanitary Sewer Systems-Water and Sanitary Sewage Treatment Plants	20%
	<b>TOTAL</b>	<b>100%</b>

WASD intends to retain one (1) qualified firm under one (1) Professional Services Agreement (PSA). Maximum compensation is \$2,000,000, plus a ten percent (10%) contingency allowance in accordance with Ordinance 00-65. The term of the contract is for three (3) years with one (1) one year option-to-renew. The proposals received for this project will be reviewed and ranked by the Competitive Selection Committee (CSC) members. The one (1) highest ranked, responsive and responsible firm will be selected and forwarded to the County Mayor or the Mayor’s designee for negotiations and award. No minimum amount of work or compensation will be assured to the retained consultant. 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.