



January 13, 2016

Project No: **RPQ No. 129547 Matheson Hammock Marina Floating Docks Project**

The above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO BID PROCESS IS VITAL IN ORDER FOR MEASURES TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a Small Business Enterprise – Construction (SBE/CONS) firm to perform work in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bid by **2:00 PM, TUESDAY, JANUARY 19, 2016.** It is asked that all pages are returned completed in its entirety.

The letter of availability may be sent **via facsimile transmission to (305) 375-3160 or via email to caesars@miamidade.gov**. 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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<http://www.miamidade.gov/internalservices/small-business.asp>

Please access the Project Review Process at <http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

VERIFICATION OF AVAILABILITY TO BID

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: Caesar Suarez

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

CONTRACT TITLE: Matheson Hammock Marina Floating Docks Project

PROJECT NUMBER: RPQ No. 129547

Estimated Contract Amount: \$582,549.50.00

NAME OF SMALL BUSINESS ENTERPRISE CONSTRUCTION FIRM (SBE/CONS)

ADDRESS

CITY

ZIP CODE

Certification Expiration: _____

Telephone: _____ *****Bonding Capacity:** _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Matheson Hammock Marina Floating Docks Project

PROJECT NUMBERS: RPQ No. 129547

ESTIMATED CONTRACT AMOUNT: \$582,549.50.00

BACKGROUND:

The project scope of work consists of the removal/replacement of all tie rod fasteners, pile guides, metal framework on “E” and “F” floating docks.

SCOPE OF WORK:

1. **CONTRACTOR** shall review all documents, specifications, plans and scope of work provided by Miami-Dade County Park & Recreation Construction Division for work to be completed. **Furnish all labor, equipment and materials required to: Removal/Replacement to all Tie Rod Fasteners, Pile Guides, Metal Framework on E, F Floating Docks**

1.1) Contractor shall be required to furnish all labor, materials, tools, and equipment to remove all tie rod fasteners (all thread/threaded rod) w/hardware and replace with new materials to match existing conditions in size, material, length, to floating dock systems (E, F Docks). Removal/replacement with new to all galvanized metal frame work to include triangular support (main walkway to finger walkway), side/end pile guides and rollers to match existing, all materials shall meet conditions to marine grade requirements.

1.2) Prior to submitting bid the contractor is to visit site and become familiar with areas and requirements as per scope of work needed in RPQ to complete project, contractor shall be required for site take-off/field measurements for all materials to complete scope as applies to RPQ.

1.3) Contractor shall be required for the removal/replacement to include all tie rods (approximately $\frac{3}{4}$ “x 10’- 4 $\frac{1}{2}$ “) as applies to main float assembly walkway and all tie rods (approximately $\frac{3}{4}$ “x 5’- 4 $\frac{1}{2}$ “) to finger float assembly walkways from main walkway, approximate number of rods to each system as follows:

Dock E-500 ea. of 6’L rod, 216 ea. of 11’L

Dock F-570 ea. of 6’L rod, 216 ea. of 11’L

tie rod fasteners as applies to same areas at all side pile guides, finger end pile guides, triangle frame attachments to all finger walkways from main walkway, as applies to floating assembly/wood whalers, etc.

1.4) Replacement of all fasteners shall be secured with anti-seize lubricant product of marine grade to insure fastener anti-corrosion, material productivity, and preventive maintenance practices.

1.5) Means and methods shall be reviewed prior to contractors tie rod replacement to insure existing floating assemblies are not miss-aligned and/or elevation change, utilities (power, electric, etc.) are not affected, temporary vessel relocation, and safe/security conditions to vessels and public accessibility at all times during scope of work.

1.6) Contractor shall work with coordinating boat schedule for relocation of boats during tie rod replacement thru phases as applies to complete each system as required with park manager and construction supervisor. (Replacement may require boat removal pending contractor request and/or owner approval). Contractor shall be required to complete scope of project in sections/phases as applies due to scheduling temporary vessel relocation, contractor shall be required to remobilize per operation schedule of events by owner.

1.7) Contractor shall be required to secure/fabricate safe working conditions to areas sensitive to public access and environment regulated within guidelines to all governing agencies.

1.8) Contractor will pressure clean all exterior structures with a minimum 3500-psi to insure removal of mold/fungus surface areas to insure correct bonding of wood treatment applications to whalers.

1.9) Whalers shall receive wood treatment (green) application with product properties which contains no toxic or hazardous materials (Seal-Once Marine Water proofer-Total Wood or equal)

1.10) Contractor shall use silt barrier, turbidity barrier or any other form of erosion control necessary to avoid contaminating boat basin area.

- 1.11) Contractor shall assume full responsibility for not contaminating the boat basin area. Any contamination (seepage, debris, silt, etc.) caused by the Contractor's activity shall be the responsibility of the contractor to clean up. Any and all fines incurred due to contamination shall be the responsibility of the contractor.
- 1.12) Contractor shall secure/enclose a safe work environment to all areas on all floating assemblies for public accessibility and protection of public property (vessels) during completion of project.
- 1.13) Contractor shall leave public access to all main/finger walkways at all times. This includes during work hours as well as after work hours.
- 1.14) Areas of work over water shall be secured and maintained by contractor.
- 1.15) Material storage area to be determined at pre-construction meeting.
- 1.16) Contractor shall perform all required daily clean-up of jobsite; all areas shall be left in a broom clean condition.
- 1.17) Contractor is responsible for attaining ALL pertinent permits (City of Miami, Miami-Dade Building Department, Electrical, Plumbing, Miami-Dade Public Works, Miami-Dade Water and Sewer, DERM, Fire, FDEP, Florida Department of Health, South Florida Water Management, US Army Corps of Engineers, etc.) needed to begin and complete all phases of work within the plans.
- 1.18) It shall be the contractor's responsibility to ensure that all required regulatory or proprietary permits are obtained prior to commencement of work.
- 1.19) Contractor shall obtain all required permits and forward to Miami Dade County Parks within five (5) days of receipt of dry run plans.
- 1.20) Contractor to provide any exploratory digging as required; inclusive of hand digging.
- 1.21) Contractor is responsible for any and all dewatering required. All necessary permits required for dewatering are the responsibility of the Contractor.
- 1.22) Contractor is responsible for all Surveying & Layout required. Red Line (As-built) drawings to be maintained on site at all times. Accurate survey (Inverts, Dimensions, Locations, etc.) to be reflected on red line (as-built) plans. These are to be reviewed on a weekly basis by Project Manager. Three signed and sealed as-builts to be submitted prior to final payment approval. Refer to item 21 for further as-built requirements.
- 1.23) Contractor to coordinate all required inspections/tests and documentation required by any/all governing entities, i.e. City of Miami, Miami-Dade Building Department, Miami-Dade Water and Sewer, Miami-Dade Public Works, Plumbing, Electrical, Fire, Florida Department of Health, DERM, FDEP, South Florida Water Management, FPL, etc.
- 1.24) Contractor to call Underground Locating Company and have all underground located at least 48 hours prior to any excavation commencing. Contractor to provide ticket numbers provided by underground locating company to owner. **CONTRACTOR SHALL BE RESPONSIBLE FOR UNDERGROUND LOCATIONS WITHIN THE PROPERTY LINE.**
- 1.25) Contractor shall provide temporary fencing and safety barriers as directed to maintain a safe work site. Coordinate fencing and barrier requirements with Owners Representative as job progresses.
- 1.26) **MATERIAL or PRODUCT SUBSTITUTIONS:**

Miami-Dade County Park and Recreation has specified certain brand names because it seeks to match products currently in use at other Park facilities.

Any specified products or systems intended to be substituted by the Contractor, has to be submitted to the Project Manager within 30 calendar days after receipt of the Notice to Proceed.

Only one (1) request for substitutions will be considered for each product. When substitutions are not accepted, the Contractor shall provide specified product.

The request is to be accompanied by complete cost data of the proposed substitution, substantiating compliance with the contract documents, including product identification and description, performance and test data, references and samples where applicable, and an itemized comparison of the proposed substitution with the product specified. Refer to attached form required with proposed substitution.

The request is to be accompanied by data relating to contract time schedule and aesthetic effect when applicable.

When redesign by the Architect or Engineer is required to accommodate an alternate product or system, all costs of this redesign are to be paid by the Contractor requesting the substitution.

When additional work is required by other contractors to accommodate the alternate product or system, all additional cost of this work is to be paid by the Contractor requesting the substitution.

Failure to place orders for specified products or systems sufficiently in advance of installation scheduled date(s) not considered a valid reason upon which Contractor may base request for Substitutions or for

deviations from Contract Documents. Requested substitution will be accepted as an approved equal or rejected, solely at the discretion of the Owner's Project Manager with Architect's or Engineer's written approval.

1.27) Work required may include, but is not limited to the following trades: Site-work, Carpentry, Signage, Reinforcing Steel, Concrete Placing & Finishing, Site Grading, Landscaping, Etc

1.28) Contractor shall be responsible to furnish all temporary utilities as required to complete all work, this shall include, but is not limited to, electric, water, phone, toilet facilities, etc. Miami Dade County Parks shall not provide any temporary utility services for the contractors use.

1.29) CONTRACTORS submitting bids for work are responsible to list appropriate subcontractors required to complete all areas of work required.

1.30) Contractor is responsible for the safety and security of the job site. Any vandalism, theft, etc. which occurs during the construction time is the responsibility of the Contractor. No monetary compensation shall be granted if any of the above occurs. Contractor is required to have proper insurance to cover ongoing work on the job site. If Contractor opts to hire an independent Security Company, such company is to be properly bonded and insured.

Can your firm satisfy the scope of work?

Yes _____ No _____

(If yes, please provide a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document)

MINIMUM REQUIREMENT AND SPECIAL CONDITION:

Bidders (Prime Contractor) must hold the following: current, active, State of Florida Seawall/Small Docks License to perform seawall/dock construction. An equivalent Miami-Dade County Certificate of Competency in any of the aforementioned trades will also be acceptable in order to perform the scope of work as set forth in the bid documents.

Does your firm hold a current, active, State of Florida Seawall/Small Docks Contractor License?

Yes _____ No _____

If no, does your firm hold an equivalent Miami-Dade County Certificate of Competency in any of the aforementioned trades?

Yes _____ No _____

Can your firm or an employee of your firm demonstrate the required experience by submitting two (2) references from any combination of the following type projects: Seawall/dock construction?

Yes _____ No _____

Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that “comply” to perform the aforementioned scope of work. 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 Mr. 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 work as required.

_____ Subcontractor (SUB) has experience similar scopes of work and can perform portions of the required work as required.

_____ PRIME/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":

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
