



Verification of Availability
0000244608 – Locator Services
July 25, 2021

SBD is attempting to place a Small Business Measure on the subject solicitation. Please review this document to determine if your firm meets the requirements and is able to provide the requested good(s) and/or service(s). ***If your firm is interested, please include a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document.***

The deadline to respond to this Verification of Availability is 5:00 PM, Thursday, July 28, 2022.

Tyrone White

Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

111 N.W. 1st Street, 19th Floor, Miami, Florida 33128

Phone: 305-375-2824 | Fax: 305-375-3160 | Email: twj@miamidade.gov

“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with the Project Review Process Website:

<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: 305-375-2824 | Email: twj@miamidade.gov
 CONTRACT SPECIALIST: **Tyrone White**

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: LOCATOR SERVICES

PROJECT NUMBER: 0000244608

Estimated Contract Amount: \$250,000.00

(Scope of work and minimum requirements for this project are attached.)

 NAME OF FIRM

 ADDRESS CITY ZIP CODE

Telephone: (___ ___) ___ ___ - ___ ___

 PRINT NAME AND TITLE

 SIGNATURE OF COMPANY REPRESENTATIVE DATE

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

0000244608 – LOCATOR SERVICES

Building Energy Management and Analytics Systems Assessment Training Proposal

1. Summary of Work

The work to be performed under these requirements and specifications consists of responding to excavation notices received on behalf of Miami-Dade Water and Sewer Department (WASD) from Sunshine State One-Call of Florida, Inc.(SSOCOF)

- A. Supplier shall accurately locate WASD’s underground facilities for safeguarding in the vicinity of the excavation area, as defined in and pursuant to Florida Statute, Chapter 556. WASD facilities must be clearly marked and/or protected as may be required. Such facilities include, but are not limited to, Ductile Iron, PCCP, asbestos/cement pipe, PVC pipe, copper tubing, and high-density polyethylene pipe and tubing.

Can your firm accurately locate WASD’s underground facilities for safeguarding in the vicinity of the excavation area, as defined in and pursuant to Florida Statute, Chapter 556? Yes ___ No ___

- B. The work to be provided by Supplier shall include, but not be limited to, the furnishing of all qualified labor and supervision, office, field, and communication equipment, tools, supplies, and transportation as required to perform underground facilities locating and marking services in a thorough workmanlike manner, and administrative duties such as, but not limited to, receiving, processing, dispatching, and closing out excavation notices, and maintaining records to support subsequent invoicing and reporting for the same.

Can your firm furnish all qualified labor and supervision, office, field, and communication equipment, tools, supplies, and transportation as required to perform underground facilities locating and marking services in a thorough workmanlike manner, and administrative duties such as, but not limited to, receiving, processing, dispatching, and closing out excavation notices, and maintaining records to support subsequent invoicing and reporting for the same? Yes ___ No ___

- C. The Supplier will comply with all applicable federal, state, county, and local laws, ordinances, and regulations, and will be responsible for obtaining all licenses, permits, inspections, and other authorizations required.
- D. Other work may include, but not be limited to, site surveillance and maintenance of marks and stakes, public liaison as may relate to facility protection, and land owner visits as may be required to promote the safety of facilities on private rights-of- way. Such additional services shall be specifically requested and approved by WASD prior to commencement of the work.

Can your firm perform other work, such as site surveillance and maintenance of marks and stakes, public liaison as may relate to facility protection, and land owner visits as may be required to promote the safety of facilities on private rights-of- way? Yes ___ No ___

- E. All items implied, usually included, or required for detecting underground facilities and properly marking the ground surface to identify the existence and

location of underground facilities or underground plant, shall be a part of this work, whether or not specified herein.

- F. WASD reserves the right to screen all location requests and issue only those excavation notices as determined necessary. WASD reserves the right to conduct facility locations with WASD's personnel as needed.

2. Proof of Insurance

Supplier must provide proof of acceptable coverage and maintain that coverage for the duration of the Contract in accordance with the Contract Documents. WASD must be provided with copies of current Miami-Dade Occupational Licenses. Suppliers must agree to and comply with all conditions outlined in the WASD's General Conditions for contracts.

Can your firm provide proof of insurance as per this article? Yes ___ No ___

3. Facility Location

The underground facilities to be located are limited to:
(SSOCOF Code MDWS) - Water transmission and distribution mains, water service lines, sewer transmission, forcemains, including gravity lines and laterals owned, managed or controlled by WASD. Water services are defined as services tapped to the water main.

The Supplier shall be responsible for sorting all locate requests issued by Sunshine State One-Call Florida, Inc. and determining if there is a need for actual field locates.

A facility "locate" shall be considered as any and all location work done at any worksite as defined by Florida Statute Chapter 556, to include all Articles there within and the SSOCOF system, including all intersections in between plus an additional fifty feet (50') beyond the terminus of the locate request.

Facility locations shall be performed utilizing inductive instruments with capabilities consistent with the latest generation of pipe locating equipment. Nonmetallic pipe and tubing shall be located in the manner best calculated to promote accurate facility location of the carrier pipe consistent with safety of life and property and to the satisfaction of Miami-Dade Water and Sewer Department. The Supplier shall be responsible for gaining access to underground facilities if such access becomes necessary.

The Supplier shall assure that personnel be provided with paging devices or cellular telephones to facilitate communication when they are away from their vehicles.

All facility location markings for a) water transmission and distribution mains, water service lines sewer transmission, forcemain including gravity lines and sewer laterals shall be centerline markings and shall include a description of pipe size.

The markings shall be in the form of paint stripes no smaller than twelve inches (12") long by two inches (2") wide at distances of every ten feet (10'), and at each divergence from a straight line, in conjunction with clearly identifiable flags, in the event that the paint markings are removed.

No markings shall be made that are aesthetically objectionable or unsightly. Chalk based paint may be used on all concrete and paved areas and in all downtown area locates. Care shall be taken to avoid defacing special architectural treatments such as color-coordinated pavement and curbing, brinks, etc. All marking shall be made to facilitate rapid dissipation or easy removal.

The location lines or markings shall be accurate to within two feet (2') of the true facility location. Any facility location marking found to be more than two feet (2') away from the nearest outside dimension of the located underground facility shall be considered a location error. Such marking is not considered reasonable accuracy.

Can your firm provide facility location services as per this section? Yes ___ No ___

4. Time To Complete

Facility locations shall be performed with 48 hours of ticket notification. All site work shall be performed during regular working hours unless specific arrangements are made with WASD.

Can your firm perform facility locations shall be performed with 48 hours of ticket notification? Yes ___ No ___

5. Penalties

WASD will assess a penalty of 10% if Supplier does not meet the requirements for time completion as stated above "TIME TO COMPLETE". The penalty will be assessed as discount on the most current invoice due.

Does your firm understand the Penalties section? Yes ___ No ___

6. Inspection of Work

Representatives and personnel of the WASD, independent testing laboratories, and governmental agencies with jurisdictional interests will have access to the work at any time for their observation, inspecting, and testing. The Supplier shall provide them proper and safe conditions for such access and advise them of the applicable site safety procedures so that they may comply.

7. Notification

If the presence of any identifiable but unlocatable WASD facility is encountered, the Supplier shall notify the excavator of the same and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy. Appropriate WASD personnel shall be made aware of such conditions within the 48-hour window, in order to determine if the facilities should be opened for accurate locates.

WASD shall be notified by the Supplier of any discrepancies or omissions in the records or other information provided.

If the presence of any identifiable but unlocatable WASD facility is encountered, can your firm notify the excavator of the same and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy? Yes ____ No ____

8. Defective Work

The Supplier shall be held responsible for and expected to correct any and all work that is unsatisfactory, faulty, or deficient.

9. Incidents of Damage

In the event of a dig-in or damage to WASD's buried facilities which have been located and marked by the Supplier, or for which a locate request was made and not acted upon by the Supplier, WASD will notify the Supplier as quickly as possible of such damage.

The Supplier shall investigate incidents of damage for accuracy of the locate, date of locate and party liable for damage, and submit a written report of the investigation to WASD within two (2) weeks of the date of the damage. The report shall be detailed complete with sketches and photographs of the damage. The Supplier will maintain a copy of the written report for a period of six (6) years.

If damage is the result of the Supplier's failure to locate facilities with reasonable accuracy, the Supplier shall be responsible for the cost of the damage and all associated resulting damages encumbered as a result of this failure to locate. The Supplier shall be responsible for any damage caused by an error or omission or any negligent, willful, wanton, reckless, or intentional acts on its part, or on the part of any of its agents, officers, directors, employees, or others acting on behalf of or through the Supplier.

The Supplier agrees to make its personnel available to WASD for litigation concerning damage to WASD's facilities. WASD and the Supplier shall designate a person or persons to communicate on all damage claims.

10. Maps and Records

The Supplier shall be provided with facilities maps in ESRI Shape file and Auto CAD formats. The data shall be updated on a monthly basis at minimum and shall either be made available through an FTP site or delivered on CD. The Supplier shall be responsible for ensuring that the most readily available data is distributed to its field personnel. PCs must have a Windows operating system compatible with the latest viewing software. The Supplier shall be responsible for receiving and maintaining as-built maps for jobs in progress.

Neither the maps nor the records are to be disclosed to or made available to any person without the express approval of WASD.

The Supplier shall maintain and retain appropriate records to support all invoicing and reporting requirements for a period of six (6) years.

Can your firm perform maintain and retain appropriate records to support all invoicing and reporting requirements for a period of six (6) years? Yes ____ No ____

11. Suppliers Responsibilities

The Supplier shall supervise, inspect, and direct all work performed pursuant to the Contract Documents competently and efficiently, devoting the attention, skills, and expertise necessary to perform all work completely. The Supplier shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized to accomplish the work. Unless otherwise specified, the Supplier shall furnish and assume full responsibility for all materials, equipment, labor, transportation, tools and incidentals necessary for the performance of the work

hereunder. Supplier shall maintain a local presence with qualified personnel and equipped with e-mail capabilities. Suppliers are expected to have no less than two years of facility location experience.

The Supplier shall provide sufficient, competent, suitable qualified locator personnel to accomplish the work in a timely. Locator personnel shall be able to read and understand WASD's drawings and symbols, and they shall be able to recognize all of WASD's facilities in the field. They shall also be trained in public relations. Before locators may be permitted to do unsupervised locates for WASD, they shall have received at least five (5) working days of field locating training on WASD's projects under the supervision of a knowledgeable locator.

The Supplier shall immediately assist WASD in the investigation of damage caused by a dig-in. If the Supplier receives notice of a dig-in that has caused damage or has been reported to cause damage to WASD's facilities, the Supplier shall immediately notify WASD of the following to the best of its knowledge on the same day:

- A. Time the actual dig-in occurred.
- B. Time the actual dig-in was reported.
- C. Location of the reported dig-in.
- D. All known circumstances regarding the dig-in.
- E. Name of the firm and/or individual reporting the damage.
- F. The Supplier's estimated time of arrival to begin damage investigation.
- G. Party responsible for damage.

Can your firm understand the Suppliers responsibilities? Yes ___ No ___

12. WASD's Responsibilities

WASD shall issue all communications to the Supplier, including the locate documents for each facility locate. WASD shall make payments to the Supplier promptly when they are due. WASD shall not supervise, direct, or have control or authority over, nor be responsible for the Supplier's means, methods, techniques, sequences, or procedures of operation or the safety precautions and programs incident thereto, or for any failure of the Supplier to comply with laws and regulations applicable to the furnishing or performance of the work.

If WASD receives notice of a dig-in that has caused damage, or has been reported to cause damage to WASD's facilities, WASD will notify the Supplier of the following to the best of its knowledge within 24 hours, if possible:

- A. Time the actual dig-in occurred.
- B. Time the actual dig-in was reported.
- C. Location of the reported dig-in.
- D. All known circumstances regarding the dig-in.
- E. Name of the firm and/or individual reporting damage.
- F. WASD's estimated time of arrival to begin damage investigation

Does your firm understand WASD's responsibilities? Yes ___ No ___

13. Emergencies

In emergencies affecting the safety or protection of persons or the work or property at the site or adjacent thereto, the Supplier, without special instruction or authorization from WASD shall be obligated to act to prevent threatened damage, injury, or loss.

14. Invoicing and Reporting

Invoices shall be completed and given to WASD on a monthly basis, accompanied by a monthly report supporting the charges with an itemized tabulation. The itemized tabulation of locates shall be delivered in an electronic format, preferably compatible with MS Excel. The data can be delivered via e-mail.

Each invoice shall include:

- A. The name of the company requesting the locates.
- B. The period during which the services were performed.
- C. The total number of requests received.
- D. The total number and nature of all additional services performed.
- E. The total charges for the billing period.
- F. Purchase order number must be on the invoice
- G. The Supplier shall provide to WASD the GPS-Global Positioning System coordinates in either state plane or latitude/longitude formatting and that is compatible with mapping software such as Google Earth, Microsoft Maps, or GIS.

Each invoice shall be accompanied by a report supporting each invoice with an itemized tabulation including the request number, locate date, locations of proposed excavation and type of request. WASD will notify the Supplier of any questionable items within ten (10) days of receipt. WASD and the Supplier will make every effort to resolve all items within twenty (20) days of receipt.

Location payments will be made by WASD within thirty (30) days of receipt of the invoice unless questionable items remain unresolved. Final payment will be made after all are received and accepted by WASD. Amount not questioned by WASD shall be paid to the Supplier in accordance with payment procedures.

Can your firm provide invoices and reports as per the Invoicing and Reporting section? Yes ___ No ___

15. Stop Work Provisions

WASD may order the Supplier to stop all work if the Supplier failed to supply suitable materials, equipment, or sufficient skilled workers, if the work is defective, or if the work is performed in such a way that the completed work will not conform to the Contract Documents.

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/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:

twj@miamidade.gov or via fax (305) 375-3160 attention Tyrone White.

_____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

_____ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

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

Name of Firm: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **5:00 PM, THURSDAY, JULY 28, 2022.**

Any questions feel free to contact me at (305) 375-2824.

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

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):
