

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-00296

Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2000080
 TERM OF CONTRACT 3 YEAR(S) WITH 2 YEAR(S) OTR

Requisition /Project Title: NATURAL GAS CONSULTING SERVICES

Description: The purpose of this solicitation is to establish a contract for Miami-Dade County for the purchase of consulting services on behalf of Miami-Dade Water and Sewer Department (MDWASD) to ensure continuous natural gas supply in normal and emergency environments(...).

Issuing Department: ISD-PM
 Contact Person: Shantrell Page
 Phone: 305 375-4708

Estimate Cost: \$528,030.00

Funding Source: GENERAL
 FEDERAL
 OTHER PROP.

ANALYSIS

Commodity Codes:	91897				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	TriEnergy Solutions, LLC.				
Small Business Enterprise:	N/A				
Contract Value:	\$385,000.00				
Comments:	Replacement for FB-00296				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation:				
				

Signed: Shantrell Page	Date sent to SBD: 04/06/2020
	Date returned to SPD:

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for Miami-Dade County for the purchase of consulting services on behalf of Miami-Dade Water and Sewer Department (MDWASD) to ensure continuous natural gas supply in normal and emergency environments, while identifying and exploring all opportunities for natural gas cost savings for MDWASD.

2.2 TERM OF CONTRACT: THIRTYSIX (36) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the Internal Service Department and contingent upon the completion and submittal of all required bid documents. The contract shall expire **on the last day of the thirtysixth (36) month of the contract term, with two (2) one-year Options To Renew (OTR). (Department Request is five one-year OTR's)**

2.3 METHOD OF AWARD (SINGLE ITEM)

Award of this contract will be made to the lowest responsive and responsible bidder who meets the minimum qualifications and offer the lowest hourly rate multiplied by the estimated number of hours for the term of the contract (See table below).

Item	Description	Hourly Rate	Estimated Annual Service Hours
1	Hourly labor rate for Natural Gas Consulting Services	\$ _____	_____

2.3.1 BIDDER MINIMUM QUALIFICATIONS

The bidder shall demonstrate knowledge and experience of the natural gas supply industry ranging from availability and distribution in the Gulf of Mexico or other major regional supply points, to local distribution dynamics in the South Florida area. The Bidder shall be knowledgeable of all applicable regulatory bodies, including the Public Service Commission (PSC) and Federal Energy Regulatory Commission (FERC), and follow all regulation guidelines. Bidders must be knowledgeable on all effective tariffs, rate schedules, riders, rules and regulatory terms and conditions of services, as applicable.

Vendor(s) shall demonstrate experience pertaining to the Natural Gas industry. Vendor(s) shall provide five (5) references on customers' company letterhead, signed, to demonstrate that the Vendor is regularly engaged in consulting services for natural gas supply in normal and emergency environments, within the last seven (7) years. Vendor(s) shall provide the following for each reference;

- Company Name
- Contact Person and Title
- Address
- Phone Number
- Number of Years of Worked
- **Project Completed?**

The information shall be provided in Section 4 of the bid submittal form. Bidders shall provide reference letters in Attachment A, References, of this solicitation.

2.4 PRICES: SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract

2.5 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER:

The vendor shall neither commence any work, nor enter a County work premise, until a Work Order directing the vendor to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

2.6 DEMONSTRATION OF COMPETENCY REQUIREMENTS FOR NATURAL GAS CONSULTING SERVICE BIDDERS

NOTE: The County may conduct a pre-award site inspection or hold pre-award qualification hearings to determine if the bidder is capable of performing the contract if awarded. As part of the determination of the bidders' suitability for award, the following criteria will be considered:

- (1) Bids will only be considered from firms who are regularly engaged in the business of providing the services required by this solicitation. The bidder must be able to demonstrate a good record of performance and **have sufficient financial resources, facilities, service equipment, employees and organization to ensure that they can satisfactorily provide to the County the services required herein.**

Falls under references

Can this be under qualification criteria where bidder list project/contract value for each project completed per client/reference?

- (2) The County may consider any evidence available regarding the financial, technical, or other qualifications and abilities of the bidder, including past performance and the bidder's record of satisfactorily completing prior awards with the County, or any other governmental or private entity in determining competency for award consideration.

NOTE: Bidders shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this Solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required documents throughout the term of the Contract.

2.7 INSURANCE REQUIREMENTS

In addition to the Insurance requirements listed in Section 1, Paragraph 1.22, the contractor shall furnish Professional Liability Insurance in an amount not less than \$1,000,000 per claim.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Provide consulting services to Miami-Dade Water and Sewer Department (MDWASD) to ensure continuous natural gas supply in normal and emergency operating environments, while identifying and exploring all opportunities for natural gas cost savings for the MDWASD.

The County will issue work orders detailing project specifications and tasks to be performed and the estimated number of estimated work hours for each work order. All services shall be performed by the awarded bidder at their office location unless specified in the work order provided by the county.

3.2 SERVICE UNDER NORMAL OPERATING ENVIRONMENT

The consulting services provided under normal operating environments **must** include, but not limited to the following:

- A. Awarded Bidder shall implement, review and revise specifications for renewing and re-bidding gas supply contracts.
- B. Awarded Bidder shall monitor gas price trends through contacts with natural gas marketers and other means in order to advise MDWASD on budget matters.
- C. Awarded Bidder shall analyze pricing and bids from marketers and pipeline companies for transportation of natural gas and provide recommendations for award.
- D. Awarded Bidder shall evaluate the benefits of multiple suppliers to protect the integrity of gas supplies for MDWASD.
- E. Awarded Bidder shall evaluate potential cost savings and risks associated with each viable gas transporter and supplier.
- F. Awarded Bidder shall provide technical assistance during meetings and negotiations for buy/sell agreements, trade agreements and other mechanisms to protect MDWASD from penalty charges and imbalances where applicable, with known, reliable natural gas suppliers and transporters.
- G. Awarded Bidder shall review, study, interpret, and present data from the natural gas industry as to pipeline capacity and availability to ensure reliable supply of natural gas.

- H. Awarded Bidder shall provide technical support in securing capacity reservation in local and national pipelines, either through negotiation with the Florida Gas Transmission (FGT) and Florida City Gas, or by purchasing capacity from other transporters directly to the water and wastewater treatment plants.
- I. Awarded Bidder shall engage and oversee Florida City Gas, FGT, or others for accurate gas metering and telemetry capabilities to be properly installed on MDWASD equipment as needed in order for MDWASD to purchase third party gas on a direct basis.
- J. Awarded Bidder shall determine if landfill gas is acceptable to/for MDWASD facilities and coordinate possible construction of landfill gas pipelines to serve MDWASD facilities.
- K. Awarded Bidder shall review, evaluate, and advise on natural gas bills for the past three years with regard to treatment and applicability of utility tax, franchise tax and gross receipts tax to MDWASD.
- L. Awarded Bidder shall review monthly natural gas invoices for MDWASD treatment plants and verify pricing accuracy.
- M. Awarded Bidder shall prepare and submit semi-annual and annual gas savings reports to MDWASD.
- N. Awarded Bidder shall review and assist with planning and negotiations for the pending, replacement Transportation Service Agreement (TSA) with Florida City Gas.
- O. Awarded Bidder shall provide services **a flat fee of \$6,000 or less per month and the \$125.00 rate per hour (department edits)**

3.3 SERVICE UNDER EMERGENCY OPERATING ENVIRONMENT*

The consulting services provided under emergency operating environments shall include, but not be limited to the following:

- A. Awarded Bidder shall contact key gas industry and regulatory personnel, as required, to ensure continuous natural gas supply to MDWASD during periods of natural gas supply reduction, interruption, curtailment or loss of pipeline delivery pressure related to emergency conditions, including but not limited to, hurricanes and colder than normal weather conditions in South Florida.
- B. Awarded Bidder shall arrange for backup natural gas supply at favorable pricing in case of supply curtailment in the Gulf of Mexico environs.
- C. Awarded Bidder shall arrange for 'spot gas' delivery at favorable pricing to the South Florida area in case of normal gas supply disruptions.
- D. Awarded Bidder shall initiate and implement creative techniques, including but not limited to, 'borrowing', 'repaying', or 're-routing' natural gas during periods of natural gas supply reduction, interruption, curtailment or loss of pipeline delivery pressure.
- E. Awarded Bidder shall represent and testify on behalf of MDWASD at Public Service Commission (PSC) and Federal Energy Regulatory Commission (FERC) hearings for natural gas supply issues related to emergency conditions, including but not limited to, natural gas reduction, interruption, curtailment, or loss of pipeline delivery pressure.

- F. Awarded Bidder shall understand all aspects of the Local Distribution Company's (LDC) tariff as required by the PSC, related to emergency situations, including but not limited to, natural gas supply reduction, interruption, curtailment, or loss of pipeline delivery pressure and represent MDWASD's natural gas supply interests in cases where the LDC enacts a priority order of natural gas supply disconnection due to any of the foregoing emergency situations.
- G. Awarded Bidder shall provide services a flat fee of \$6,000 or less per month and the \$125.00 rate per hour with a cap of 15% (department edits)

***NOTE: Emergency Operating Environment is defined as: "emergency situations, including but not limited to, natural gas supply reduction, interruption, curtailment, or loss of pipeline delivery pressure".**

BIDSYNC: 3000 HRS? (k.s.)

SECTION 4
SUBMITTAL FORM

VENDOR: _____

<u>QUALIFICATION CRITERIA</u>		
Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements. (Place a checkmark in the box affirming all required documents are attached with your Bid Submittal)		
Reference	Vendor Requirements	Copy Attached
<p>2.3.1 <i>All Bidders</i></p>	<p>Bidder(s) shall demonstrate knowledge and experience pertaining to the Natural Gas industry by providing a minimum of three (3) references on customers' company letterhead, signed. References must demonstrate that the Bidder is regularly engaged in consulting services for natural gas supply in normal and emergency environments. References provided shall be for relevant services provided within the last seven (7) years. The County shall be able to ascertain from this list that the Bidder has sufficient experience and expertise providing the services required.</p> <p>Vendor(s) shall provide the following for each reference;</p> <p>1. Company Name _____</p> <p>Contact Person _____</p> <p>Title _____</p> <p>E-mail Address _____</p> <p>Phone Number _____</p> <p>Years of Experience _____</p> <p>Project Completed _____</p>	<input type="checkbox"/>

2. Company Name	_____
Contact Person	_____
Title	_____
E-mail Address	_____
Phone Number	_____
Years of Experience	_____
Project Completed	_____
3. Company Name	_____
Contact Person	_____
Title	_____
E-mail Address	_____
Phone Number	_____
Years of Experience	_____
Project Completed	_____
4. Company Name	_____
Contact Person	_____
Title	_____
E-mail Address	_____
Phone Number	_____
Years of Experience	_____
Project Completed	_____

	5. Company Name: _____ Contact Person: _____ Title: _____ E-mail Address: _____ Phone Number: _____ Years of Experience: _____ Project Completed: _____	
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Item	Description	Hourly Rate	Estimated Annual Service Hours
1	Hourly labor rate for Natural Gas Consulting Services	\$ _____	_____

<u>REFERENCE</u>	<u>DEMONSTRATION OF COMPETENCY REQUIREMENTS</u>	<u>COPY ATTACHED</u>
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2.6 <i>All Bidders</i>	Bidder(s) shall provide their firms physical location and contact information of a Key office Personnel. Bidder shall provide the representative's name, phone number, and email address. Firms Physical Location: _____ _____ Representatives Name: _____ Phone Number: _____ E-Mail Address: _____	<input type="checkbox"/>
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