



Natural Gas Consulting Services
Estimated Cost - \$500,000/5 years
RQWS1500026 - Verification of Availability

September 30, 2015

SBD is attempting to place a Small Business Measure on RQWS1500026. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. 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 4:00 PM, Monday, October 5, 2015.

Tyrone White
Contract Certification Specialist
Miami-Dade County Small Business Development Division
☎ Office: (305) 375-3123
☎ 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: 375-3111 FAX: 375-3160

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: Natural Gas Consulting Services

PROJECT NUMBER: RQWS1500026

Estimated Contract Amount: \$500,000/5 years

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

NAME OF FIRM

ADDRESS

CITY

ZIP CODE

Certification Expires: _____
DATE

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

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Natural Gas Consulting Services
PROJECT NUMBERS: RQWS1500026
ESTIMATED CONTRACT AMOUNT: \$500,000/5 years

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 the MDWASD.

Can your firm satisfy the purpose of this solicitation?

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)

2.2 TERM OF CONTRACT SIXTY(60) 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 MDWASD, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixty (60) month of the contract term.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive and responsible bidder who meets the minimum qualifications below and offers the lowest hourly rate multiplied by the estimated number of hours for all five years.

2.3.1 BIDDER MINIMUM QUALIFICATIONS

The selected bidder shall have demonstrated 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, while dealing with all regulations and regulatory bodies, including but not limited to Public Service Commission (PSC) and Federal Energy Regulatory Commission (FERC).

To demonstrate its knowledge and experience in this industry, Bidders shall provide a minimum of three (3) references for relevant work performed in the past seven (7) years. The following information shall be provided in the Bid Submittal Form:

- Company Name
- Contact Person and Title
- Address
- Phone Number
- Number of Years of Worked
- Type of Work performed

Can your firm 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, while dealing with all regulations and regulatory bodies, including but not limited to Public Service Commission (PSC) and Federal Energy Regulatory Commission (FERC)?

Yes _____ No _____

Can your firm provide a minimum of three (3) references for relevant work performed in the past seven (7) years?

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)

2.4 PRICES: SHALL BE FIXED FOR TERM OF THE 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

Can your firm provide fixed prices for the term of this contract?

Yes _____ No _____

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 goods and/or 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 goods and/or services required herein.
- (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.

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 MDWASD designee will issue work orders detailing the tasks to be performed and the approximate number of work hours for each work order. All services shall to be performed by the awarded bidder at its office location unless otherwise specified by the County in the work order.

Can your firm satisfy the scope of work?

Yes _____ No _____

3.2 SERVICE UNDER NORMAL OPERATING ENVIRONMENT

The consulting services provided under normal operating environments shall include, but not be 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.

Can your firm satisfy the service under a normal operating environment?

Yes _____ No _____

3.3 DEMONSTRATION OF COMPETENCY REQUIREMENTS FOR NATURAL GAS CONSULTING SERVICE BIDDERS

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.

*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".

Can your firm satisfy the service under an emergency operating environment?

Yes _____ No _____

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 Mr. 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/SUB **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: _____ Certification #: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **4:00 PM, Monday, October 5, 2015.**

Any questions, feel free to contact me at the number below.

**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 submit your firm's resume or 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
