

Request for Qualifications RFQ # 14-16 Engineering and Design Services for Central Utility Plant – Remodeling Winter Haven Campus

RFQ #14-16

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#### Submit Qualifications to:

#### Polk State College 999 Avenue H, Northeast Winter Haven, Florida 33881- 4299

# Attn: Purchasing Department Room WAD-139

# Request for Qualifications

Contact: Philip Charneskie, C.P.M.

**Director of Purchasing** 

Phone: **863-297-1083** Fax: **863-297-1085** 

Email: purchasing@polk.edu

Pre-Proposal Conference Date: August 5, 2014 at 3:30 p.m.

RFQ#:

**14-16** 

RFQ Title:

Engineering Services for Central Utility Plant - Remodel

Pre-Proposal Conference Location: Winter Haven Campus - Room WLR 104 Learning Resource Building

Dedicated Webpage for this procurement: http://www.polk.edu/businessand community/purchasing/rfp/Pages/14-16.aspx

Proposal Due Date & Time: August 22, 2014 at 4 p.m. EST

Issue Date:

July 26, 2014

Location of Public Receipt Acknowledgement:

Winter Have Campus - Room WAD-236

#### Solicitation Intent / Objective:

- 1. The intent of this Request for Qualifications (RFQ) is to select a qualified Engineering firm to provide quality services to support Polk State College.
- 2. The water cooled chillers and associated equipment that serve the campus-wide community are located in the chiller plant, adjacent the Multi-Service Building constructed in 1964. The existing chillers and related equipment have exceeded their useful life as recommended by ASHREA (American Society of Heating, Refrigeration and Air-Conditioning Engineers) and are inefficient as compared to newer technology. Additionally, the existing chillers use a total of 648 pounds of R-11 refrigerant, which due to environmental concerns is no-longer acceptable in new equipment.
- 3. Following the analysis of the existing campus and master planning, it was determined that a 1,200 ton chiller would serve the college needs, as well as accommodate some future buildings. To estimate the total requirements of the project, various schemes were reviewed for scalability and the most economical solution based on a 25-year Life Cycle Cost Analysis.
- 4. This project will replace the three (3) chillers, pumps, cooling towers associated above ground piping, and controls with multiple chiller, and variable flow chilled water pumps. Additionally, this project includes the mechanical and electrical design work necessary to accomplish the improvement. Minimal impact on parking is expected from this project.
- 5. College will provide a temporary chiller and generator system to supply chilled water and assure a fully operational campus.
- 6. RFQ #14-15 is the companion RFQ for this project.

## Scope of Work

#### 1. General

- a. The scope of this project consists of upgrading the existing Central Utility Plant (CUP). Replacing the existing chilled water system and heating hot water system in its entirety and upgrading the electrical system as necessary to accommodate the new mechanical system. The upgrades to the CUP shall include demolition, installation, testing & balancing, and commissioning of all new equipment. A survey of the existing CUP is necessary and shall include a review of the existing electrical system, existing chillers, cooling towers, storage tanks, primary & secondary pumps, controls, and campus-wide water loop that serves multiple facilities.
- b. The engineering firm (engineer) shall coordinate any electrical or mechanical support services to obtain existing conditions as necessary to complete the design and achieve the savings in energy and cost as defined in the chiller plant evaluation report, dated 04/02/2014. The firm shall prepare the necessary electrical and mechanical demolition plans, new plans, and specifications in accordance with all local code standards having jurisdiction.
- c. The mechanical design of the new CUP shall include new water-cooled chillers, a variable primary pumping system with redundancy, new cooling towers, a new Andover controls system. A heat recovery chiller shall be incorporated in the new design and connected to the existing heating hot water system. The design professional shall determine the optimal size of the new plant as noted above.
- d. The electrical design of the new CUP shall include all electrical upgrades necessary to support the new mechanical systems being designed. This may include replacement of existing transformers, switch boards, feeders, and main distribution panels. Electrical design upgrades beyond the new equipment may be necessary due to connectivity to other buildings, systems, or other transformers.
- e. The engineer shall provide test and balance requirements for all new equipment being installed and shall coordinate and cooperate with the commissioning agent throughout design and construction. The commissioning agent will be sub-contracted through the owner.
- f. Preparation of reports, presentation boards, renderings utilizing the latest technology as directed by the Project Manager.
- g. Coordinate with Project Manager and the CM the "harvesting of value" from existing equipment wherever possible.

#### 2. Coordination

- a. Engineering Team will direct the project though the completion of Construction Documents. Construction Management Team provides assistants in estimating and scheduling.
- b. CM will be responsible for scheduling throughout the entire project and function as lead through the construction phase. The Engineering team administers the contract.
- c. Coordinate with Project Manager the implementation of procedures for information distribution, document reviews, presentations, and approvals at the start of the project.

#### 3. Close-out

- a. Delivery of "As-built" drawings on CD utilizing AutoCad v.2013.
- b. Coordinate with CM final inspection and occupancy permit.
- c. Support CM in the preparation and assemble of close-out documents training, parts and operational manuals.

d. Participate with CM in providing training for Polk State personnel.

#### General Conditions, Instructions & Information for Proposers

#### 1. Definitions:

- ➤ CCNA: Florida Statute 287.055 which prescribes the process to be utilized when public entities procure services performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper.
- > **Engineer:** A company which is awarded the RFQ/contract.
- ➤ Evaluation Team: Comprised of administrative staff established to review and score the Submittals in accordance with criteria, and make a recommendation for award. The Director of Purchasing serves as the non-voting Chairman
- > Polk State: Polk State College.
- > Project Manager: College Representative
- **Proposer:** Firm submitting their credentials in response for this RFQ.
- RFQ: Request for Qualifications. A formal request soliciting professional credentials from qualified firms. Includes specifications or Scope of Services and all contractual terms and conditions.
- > **Submittal:** Credentials prepared and delivered in response to an RFQ.
- Contact: Any questions, recommended changes to the RFQ documents, or other matters regarding this RFQ must be directed to the Director of Purchasing.

All prospective proposer are hereby instructed not to contact any member of the District Board of Trustees or Polk State College (Polk State) Staff member other than the noted contact person regarding this RFQ or their proposal <u>prior to approval of award by the District Board of Trustee</u>. Any such contact shall be cause for disqualification. *Exception:* contact may be made during the Pre-Proposal Conference and Oral Presentations.

3. <u>Due Date/Time:</u> Submit in person or by mail/courier service.

A list of submittals received will be available on the dedicated webpage at <a href="https://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx">www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx</a>. Additionally, telephone confirmation receipt of the submittal may be made by calling Polk State's Purchasing Department.

4. <u>Late Submittals:</u> The time and date will be scrupulously observed. Submittals received after the specified time and date shall be returned unopened. The time clock located at the

Purchasing Department shall serve as the official authority to determine lateness of any submittal.

**5.** Registration: Submitting firms must officially register with the Director of Purchasing in order to be placed on the mailing list for any forthcoming addenda or official communications.

Failure to register may cause your submittal to be rejected as non-responsive if your Proposal does not include an addendum acknowledgement for the most current addendum.

6. Public Opening: Submittals shall be received at the Purchasing Department. As soon as possible thereafter the names of the submitting firm shall be read off at WAD 236. Persons with disabilities needing assistance to participate in the Public Opening should call at least 48 hours in advance of the Public Opening.

A list of submitting firms will be posted in the Purchasing Department and posted on website.

- 7. No Submittal: If not submitting your firm's qualifications, respond by returning only the Statement of No Submittal, and give the reason in the space provided. The form may be faxed to 863-297-1085, Emailed to pcharneskie@polk.edu or sent via regular mail.
- 8. <u>Delays:</u> Polk State, at its sole discretion, may delay the scheduled due dates if it is to the advantage of Polk State to do so. Changes in scheduled due dates will be posted by written addendum.
- **9. Proposal Withdrawal:** Proposers may withdraw their proposals by notifying Polk State in writing at any time *prior* to the time set for the deadline. Proposers may withdraw their proposals in person or through an authorized representative. Once opened, proposals become the property of Polk State and will not be returned to the Proposers.
- **10.** Additional Information: No additional information may be submitted, after the stated due date outside of a formal presentation to the Evaluation Team, unless specifically requested by Polk State.
- **11.** <u>Inquiries:</u> All Proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of Polk State in writing prior to the due date; failure to

do so, will constitute an acceptance by the Proposer

of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents shall be requested in writing, and received by Polk State's Director of Purchasing by 12:00 noon on August 12, 2014

All questions must be emailed to pcharneskie@polk.edu, using the subject line: RFQ \* 14-16 Questions.

Polk State will provide written answers to the questions in the form of written addendum. Polk State will not be responsible for any oral instructions made by any employee(s) of Polk State in regard to this RFQ.

**12.** Addendum: Should any revisions/ clarifications/supplemental instructions be needed, Polk State will issue a written addendum.

Proposer shall sign, date, and return the **acknowledgement page** of the latest/final addendum with their Proposal. Previous addenda will be deemed received. It is the Proposer's responsibility to contact Polk State in the event that a previous addendum is not received.

- All Proposers should **check the website** at **seven** (7) **calendar days** before the due date for proposals to ascertain whether any addendum have been issued.
- 13. <u>Termination:</u> If the awarded contract is terminated or cancelled within the first year of the contract period, Polk State may elect to negotiate & award the contract to the next ranked Proposer or to issue a new RFQ, whichever is determined to be in the best interest of Polk State.
- **14.** <u>Proposal Preparation Costs:</u> Neither Polk State nor its representatives shall be liable for any expenses incurred in connection with preparation of a Proposal.
- 15. Accuracy of Proposal Information:

  Proposer which submits in its proposal to Polk State any information which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect, shall be disqualified from consideration and may be disqualified from applying for other Polk State work for a period of up to three (3) years.
- **16.** <u>News Releases:</u> The Proposer shall obtain the prior approval of Polk State for any news releases or other publicity pertaining to this RFQ.

17. Public Entity Crimes: In accordance with Florida Statute 287.133, no award will be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime.

No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000<sup>.00</sup>) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFQ forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

**18.** <u>Public Records:</u> Upon award recommendation, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(m) and 119.071(1)(b), Florida Statutes.

Proposals may be reviewed at the Purchasing office.

- 19. Acceptance / Rejection: Polk State reserves the right to reject all proposals, to waive any informalities and technicalities, re-advertise for new proposals, or to abandon the project in its entirety. Polk State reserves the right to award to the Proposer who, in the opinion of Polk State, will be in the best interest of Polk State.
- 20. Familiarity with Laws: All Proposers are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this RFQ.

Relevant laws may include, but are not limited to:

- 1. The Americans with Disabilities Act of 1990
- 2. OSHA regulations
- 3. All Civil Rights legislation.
- 4. Office of Education 6A-14
- 5. State Requirements for Educational Facilities (SREF)

- Florida Statute 1013 (K-20 Education Code Educational Facilities)
- 7. Florida Building Code
- 21. **EEO Statement:** Polk State is committed to assuring equal opportunity in the award of contracts, and therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin or gender.
- 22. Conflict of Interest: All Proposers must disclose with the Proposal the name of any officer, director, or agent who is also an employee of Polk State. All Proposers must disclose the name of any Polk State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm.
- 23. Affirmation: By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFQ and the resulting contract.
- **24.** Compliance with Laws: No laws, rules, regulations or statutes, are superseded by anything within this RFP.

## General Information

#### 1. Pre-Proposal Conference

- a. A **Mandatory** Pre-Proposal Conference will be open to all interested parties, at which time Polk State staff will be present to answer questions and explain the intent of the RFQ Documents.
- b. At this meeting, any suggested modifications may be discussed with Polk State's representatives as a possible addendum to the RFQ.
  - 1) Request clarification of any inaccuracies, inconsistencies, discrepancies, unclear items, or issues with the RFQ document at this meeting.
  - 2) If problems with the RFQ document are realized after the Pre-Proposal Conference, Bring them to the attention of the Director of Purchasing in writing before the question cut-off date, if possible.
- c. Any conclusions reached at this conference which amend the RFQ Documents will be issued in the form of an Addendum.
- d. Attendance is Mandatory.

#### 2. Gifts are Prohibited

Polk State's District Board of Trustees Rule 3.32 states the following, in part: Polk State employees may not accept or solicit any gift [see F.S. 112.312(12)(a) and F.S. 112.312(12)(b)] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who:

- a) is seeking official action by the employee or Polk State
- b) does business or seeks to do business with Polk State

#### 3. Exclusive Rights:

The contract will **not** grant exclusive rights to all architectural service requirements of Polk State.

#### 4. Form of Contract

- a. Master Agreement contract will be negotiated following recommendation, approval by the College President and District Board of Trustee.
- b. The Agreement shall include a provision that all travel expenses, if any, reimbursed by Polk State will comply with Florida Statute 112.061.

#### 5. Licenses / Permits

It shall be the responsibility of the engineer to obtain, at no additional cost to Polk State, any and all licenses and permits required to complete the contractual services. These licenses and permits shall be readily available for review by Polk State's Director of Purchasing.

#### 6. Acknowledgement

By submitting a proposal, the Proposer acknowledges that he/she has read this RFQ, understands it, and agrees to be bound by its terms and conditions.

#### 7. Time Period for Acceptance

All proposals received shall remain firm for a period of one hundred twenty (120) calendar days, after the date specified for receipt of proposals.

## **Tentative Procurement Schedule**

1. The tentative schedule for this RFQ is as follows:

Date	Item, Location & Time			
July 26, 2014	RFQ Advertised			
August 5, 2014	Pre-Proposal Conference  Room WLR - 104 at 3:30 p.m. EST			
August 12, 2014	Cut-off for Proposer's questions			
August 5, 2014	Final Addendum issued, if necessary			
August 22, 2014	Proposals Due  Deliver to the Purchasing Department  Room WAD -139 by 4 p.m. EST  Formal acknowledgement in Room WAD-236  immediately thereafter			
August 28, 2014	Evaluation Team meets to review proposals			
September 4, 2014	Evaluation Team Meets and Short-lists  *Room WMS - 124 at 9:30 a.m. EST*			
September 5, 2014	Reference check and site visits begin			
September 19, 2014	Oral Presentations & recommendation of award determined Room WMS-124, entire day is scheduled			
October 2014	Board Approval			

2. The above tentative schedule is subject to change. All changes will be posted on the website at:

polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx

#### 3. College Calendar:

Polk State's College Calendar is available on-line at:

http://www.polk.edu/currentstudents/Pages/AcademicCalendar.aspx

## Insurance Requirements

#### 1. Applicability

- a. Please do NOT include a certificate of insurance with proposal.
- b. The awarded firms will be required to provide a certificate of insurance at time of contract execution.

#### 2. Requirements

During the performance of the services under this Contract, ENGINEER Firm shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

Insurance Limit Requirements					
Type of Insurance	Minimum Limits of Liability				
General Liability: Comprehensive Commercial General Liability including Products Liability	\$1,000,000 each occurrence \$1,000,000 Personal & Adv. Injury \$2,000,000 General Aggregate \$1,000,000 Products \$2,000,000 Products Aggregate				
Automobile Liability: owned, non-owned and hired automobiles	\$1,000,000 per occurrence \$1,000,000 combined single limit each accident				
Waiver of Subrogation Endorsement	Show Polk State in Schedule				
Excess Liability or Umbrella	\$5,000,000 each occurrence				
Crime or Faithful Performance	\$100,000 Employee Theft or Loss \$100,000 Depositors Forgery or Alt \$100,000 Computer and Funds Transfer				
Worker's Compensation	\$100,000 each accident or disease \$500,000 aggregate				
Employers Liability	\$500,000 each accident \$500,000 each employee – disease \$500,000 policy limit – disease				
Professional Liability	\$5,000,000.00				

#### 3. Conditions

- a. Policies must be written by an insurance company authorized to do business in Florida.
- b. Policies other than Worker's Compensation shall be issued only by companies authorized by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A-" or better and a Financial Size Category of "VI" or better according to the A.M. Best Company.
  - 1) Ratings may be verified by Polk State at <a href="http://www.ambest.com/">http://www.ambest.com/</a>.
- c. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

- d. Contractor shall furnish Polk State with **certificates of insurance** which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least **thirty (30)** days written notice has been endeavored to be made to Polk State.
- e. Contractor shall include Polk State as an **additional insured** on the General Liability and Automobile Liability insurance policy required by the Contract. All of Contractor's sub-consultants shall be required to include Polk State and Contractor as **additional insured** on their General Liability insurance policies.
- f. All policies shall be in **Occurrence** form only. "Claims made" insurance policies are **not** acceptable, unless there is an extended claims reporting period of five (5) years.
- g. Defense must be in addition to the limits of liability.

#### 4. Insurance Approved by Polk State

The Proposer shall not commence work under this Contract until all insurance required as stated herein has been obtained and such insurance has been approved by Polk State.

#### 5. Self-Insured

In the event the Proposer is a self-insured organization, different insurance requirements may apply.

#### 6. Misrepresentation

Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Proposal and rescission of any ensuing contract.

#### 7. ACORD Sample as Reference

- a. A sample ACORD Certificate of Liability Insurance is available on the dedicated website as a reference. The verbiage and alterations which will be required to be made to the form are shown for your information.
- b. To expedite the provision of proof of insurance to Polk State, Proposers are encouraged to forward the sample form to their insurance companies.

### Website

#### 1. Polk State Purchasing Department's Website

The Purchasing Department's website can be found at:

#### www.polk.edu/purchasing/

#### 2. RFQ #14-16 Webpage

a. The project specific webpage(s) for use during the procurement process is located at:

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx

- b. The following documents and information will be posted at the dedicated webpage:
  - 1) RFQ documents
  - 2) Addenda
  - 3) Submittal forms (in MS Word format)
  - 4) Proposal Tabulation
  - 5) Recommendation for Award
  - 6) Award
  - 7) Other information related to this RFQ

#### 3. Directions to Campus Locations

Maps and directions to Polk State's campuses, and floor plans are available at the website at:

http://www.polk.edu/businessandcommunity/maps/Pages/default.aspx

## **Instructions for Preparing Proposals**

All Proposals are subject to Florida Statute 119.07: Public Records

#### A. Forms

For ease in preparation of your Proposal, are available in Word format at:

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx

#### **B.** Proposal Format

#### 1. Polk State College Logo -- Trademarked

- a. Polk State College's logos are trademarked, and will NOT be provided to you for use in preparation of your Proposal.
- b. Do NOT download our logo to include in your Proposal.

#### 2. Proposal Preparation

a. To ensure that all Proposals are failry evaluaated, scored and ranked, it is very important that the Proposals are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your Proposal.

#### 3. For ease of evaluation:

- a. It is recommended that a **3-ring binder** be used (not GBC or spiral binding).
- b. Include company name and/or logo on the cover and spine.
- c. Submit on 8½" x 11" paper, use 11" x 17" foldouts for schedules, organizational charts, etc.
- d. Portrait orientation
- e. The sections should be separated by using divider tabs for easy reference (see below).
  - a) Ensure all information is typewritten, colored fonts and highlighting may be used.
- f. Duplex to the fullest extent possible.

#### 4. Format

- a. Submit six (6) electronic copies of your Proposal:
  - 1) May be submitted on either flash drives or CDs/DVDs.
  - 2) The electronic version should be submitted as one document. Do not separate by sections.
  - 3) The documents may be in MS Word or PDF format.
- b. Additionally, submit six (6) complete sets (hard-copies in binders) as follows:
  - One (1) original labeled "original".
  - 2) Five (5) hard-copies labeled "copy".
- c. Each of the binders and electronic copies must be complete, with all supporting documentation.

d. Place the books and electronic media in a sealed box, and deliver to Polk State's Purchasing marked as follows:

Company Name

Return Address
RFQ \* 14-16 Enginering Services for Central Utility

**Plant** 

Due: August 22, 2014 at 4:00 p.m.

- e. Proposal should be divided by tabs into eleven (11) sections, which shall be numbered or named:
  - 1. Basic Information
  - 2. Minimum Qualifications / Corporate Information / Licenses
  - 3. Planning Approach
  - 4. Scheduling & Workload
  - 5. Cost Control
  - 6. Qualification of Firm
  - 7. Qualification of Staff
  - 8. Information and Communications
  - 9. Resolution of Litigation
  - 10. Location
  - 11. References

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#### C. Proposal Submittal

#### 1. Basic Information

Proposers shall include the following information/submittals:

- a. Letter of Transmittal: A one-page letter which will summarize the proposer's positive commitment to perform the work in a professional and timely manner. Additionally, state that all information submitted is certified to be true and accurate. The letter must be signed by an official authorized to make such commitments and enter into a contract with Polk State. The letter must indicate the official's title or authority.
- b. **Proposer Information:** Complete the "Proposer Information" form, which includes:
  - 1) **Proposer:** Company/firm name and addresses (street address and mailing address)
  - 2) **Contact Person:** Main contact person who should be contacted regarding the oral presentations and recommendation of award.
  - 3) Internet Contact: Include Contact Person's Email address.
  - 4) State: (ex: Florida or Alaska) where incorporated.
  - 5) **FEIN:** Provide the **Federal Employer Identification Number** of the Proposer
  - 6) **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners **only if the FEIN is not provided**.
  - 7) **Telephone Number:** Direct phone number of the Contact Person. Include extension number.
  - 8) **Toll Free:** Direct toll-free phone number of the Contact Person, if applicable
  - 9) **Fax Number:** Direct fax number of the Contact Person
  - 10) **Type of Business:** Identify the type of business entity involved (e.g.; corporation, sole proprietorship, partnership, joint venture, etc.).
- c. **Acknowledgment of Addenda:** Include the acknowledgement page of the last **addendum** issued by Polk State, if applicable.
- d. W-9 Form: Submit a completed W-9.
- e. **Drug-Free Workplace:** Provide a statement concerning the Proposer's status as a Drug-Free Work Place [DFW]. In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
- f. **History of Firm:** Include a chronological history including items such as:
  - 1) Date incorporated,
  - 2) dates that the current partners/officials joined the firm,
  - 3) new satellite office(s) opening dates,
  - 4) completion dates of major projects, and
  - 5) any "firsts" or important events experienced by the firm.
- g. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a **financial interest**. Explain in detail the **Principals' interest** in this company and nature of business.

#### 2. Minimum Qualifications / Licensing / Corporate Information

- a. Complete the "Minimum Qualifications" form and submit with your proposal
- b. Provide sufficient information (attachments) to clearly show that you meet the minimum qualifications.
- c. Provide copies of licenses as follows:
  - 1) If Proposer is a corporation, provide a copy of the certificate from the Secretary of State verifying that the Proposer's corporate status is in good standing.
  - 2) Local business license.

d. Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents and amendments resulting from award of this RFQ.

#### 3. Planning Approach

a. Describes planning process in detail, especially on an occupied, fully operational site, cite prior experience in Florida educational setting, describe involvement of construction manager in process. Describe methods successfully utilized from prior central utility plant projects.

#### 4. Scheduling

a. **Schedule and Budget Compliance:** Complete the form, indicating schedule compliance and budget over-runs/savings for each similar project completed in the last five (5) years.

#### 5. Cost Control

- a. Describe cost control methods (software, historical files/database) that are available for this contract.
- b. Describe methods successfully utilized from prior central utility plant projects.

#### **6. Qualification of Firm** (and major sub-consultants)

- a. **Company Credentials:** Provide a brief statement of qualifications that includes the firm's size/staffing. Detail any information that would give the Proposer an advantage.
- b. **Current and Recently Completed Related Projects:** Complete the form for each project, that best illustrate the experience of the proposer and the staff being assigned to Polk State College. Examples must demonstrate the proposer's professional design experience with central utility plant design, constructing administration from a commissioning (if applicable) and shall include the names of the individuals or the project. Include no less than five (5) similar projects.
- c. **Applicability:** Clearly indicate that the project was awarded to and performed by your firm on the form provided.

Current or Completed Projects					
Current Project /Scheduled Completic	on Date: April 3, 2012 Completed on				
While working at	(individual's former employer)				

- c. **Sub-Consultants:** Include your major sub-consultants qualifications/information. A form is provided to list previous project experience with sub-consultants proposed for this contract.
- d. Describe challenges encountered and how they were overcome.

#### 7. Qualifications of Staff:

- a. *Organizational Chart:* Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships.
  - 1) Indicate each staff member's and sub-consultants' assignments and responsibilities.
  - 2) Indicate which positions are full-time and part-time.

- 3) Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- b. **Principle's Credentials:** List experience of each principle within the firm that will be assigned to this project.
  - 1) Include current job description, resume, education/college degrees, licenses, and professional certifications.
  - 2) Designate number of years with firm experience while employed by the Proposer's firm.
- c. Project Manager: Complete and submit the form.
- d. **Professional Personnel:** Persons that will be assigned to this contract, including those from sub-contractors. For each of the professional personnel, provide the following information:
  - 1) Name, title and assignment (position) for this contract
  - 2) Resume which includes:
    - a) Number of years with this firm
    - b) Number of years with other firms
    - c) Experience:
      - 1. List all projects
      - 2. List of similar projects
      - 3. Size of projects (dollar value and square footage/scope)
      - 4. Specific project involvement
    - d) Education / Degrees earned
    - e) Active registration/certification/licenses
    - f) Current job description or overview of current position
    - g) Other experience and qualifications which are relevant to this contract. Such as knowledge of the State Requirements for Educational Facilities (SREF) v.2012, current Florida Building Code, local, state, Federal code, Standards and Practices.
- e. **Support Personnel:** Provide details on the qualifications of the individuals who will perform the support (non-clerical) work on the contract
  - 1) List experience of each support person in the firm assigned to this contract including current job description, resume, college degrees, and professional certificates/certifications.
  - 2) Designate number of years with firm and if all experience is while employed by the firm.

#### 8. Information and Communications

- a. Detail the communication systems/software and describe projects utilizing these systems/software.
- b. Describe the functions and capabilities of any computer based project management/scheduling and information systems that are relevant to the Scope of Work.
- c. Describe projects that have utilized these systems.

#### 9. Resolution of Litigation

- a. **Summary of Litigation:** Provide a **summary of any litigation, claim(s), or contract dispute(s)** which have been **finalized/decided by a Court of Law**, which were filed by or against the Proposer in the past five (5) years (complete and submit a **Disputes Disclosure Form.**
- b. The summary shall include:
  - 1) The basis of the lawsuit, litigation, claim, or contract dispute (ex: Breach of Contract),
  - 2) A brief description of the case.
  - 3) The outcome.
  - 4) The monetary amounts involved.

- c. The disclosure can be limited to:
  - 1) Cases which are related to contractual services provided in the regular course of business.
  - 2) The regional/district office that will be supporting this Contract.

#### d. Guideline: What information to include/exclude.

- 1) In the "Resolution of Litigation" section of your Proposal, include:
  - a) The parties to the lawsuit.
  - b) The basis of the lawsuit (ex: Breach of Contract, Alleged Surveying Error, Improper Design).
  - c) The monetary amount claimed/requested.
  - d) The monetary amount settled/paid.
  - e) Identify if it is a third party lawsuit.

#### 2) **Include** lawsuits such as:

- a) Breach of Contract.
- b) Deficient services.
- c) Oversight in design / design defects.
- d) Defects or deficiencies Errors or omissions.
- e) Economic loss due to late completion of your services / delays.
- f) Personal injury/death due to negligence regarding your services.
- g) Negligence in insuring reasonable care during performance of services.
- h) Negligence in overseeing projects.
- i) Negligence in overseeing maintenance of traffic, if it is specifically your contractual duty.
- i) Traffic accidents due to negligence of design.

#### 3) Exclude lawsuits such as:

- a) Traffic accidents on or off the project site due to employee being involved in an accident (as the driver of an involved vehicle).
- b) Liens/lawsuits filed by you due to non-payment after attempts to collect outstanding account receivable have been unsuccessful.
- c) Third party Lawsuits/Lawsuits which were dismissed.
- d) Landlord/tenant lawsuits.
- e) Cases where summary judgment was granted resulting in release from the lawsuit.
- f) Improper termination of employment.
- g) Negligence cases such as a slip-and-fall on firm's offices.
- e. Pending Litigation: Include any information involving potential or pending litigation.
- f. Potential Disputes: List any pending or forthcoming disputes that are known.
- g. Liquidated Damages: Indicate if the firm has ever been assessed liquidated damages or delay damages. Include details.
- h. Sanctions: List any regulatory or license agency sanctions.
- Lost Accounts/Clients: Provide a complete list of all accounts lost (early termination or non-renewal).
   Include contact names and telephone number, length of service at each account, and reason for loss.
   This list can be limited to the regional/district office which will be supporting this Contract, and may be limited to the past five (5) years.
- j. **Canceled Accounts:** Provide a complete list of all accounts canceled/terminated by the **Proposer** prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the Proposer chose to cancel the contract. This list can be limited to the regional/district office that will be supporting this Contract, and may be limited to the past five (5) years.
- k. **Contract Denial:** Indicate denial a contract award by a public entity on which the firm submitted the low bid. Explain in detail.

#### 10. Location

- a. This information is requested per § 287.055 (4) (b).
- b. Include a simple/small map that shows your firm's location. Maps are available at <a href="https://www.mapsonus.com">www.mapsonus.com</a>.
- c. Identify the location of the specific office that will have direct responsibility for this contract including the county where this office is located.
- d. Points will be awarded based on the specific office having direct responsibility for this project:
  - ➤ 5 points if within Polk County
  - 3 points if in a bordering county
    - 1) Hardee County
    - 2) Highlands County
    - 3) Hillsborough County
    - 4) Lake County
    - 5) Osceola County
    - 6) Pasco County
    - 7) Sumter County
  - 1 point for all others

#### 11. References

- a. Provide the following information from at least five (5) References. Florida higher educational facilities preferred, not mandatory.
  - 1) Company name
  - 2) Address
  - 3) Contact Person
  - 4) Email address (Required References submitted without Email addresses will be disregarded)
  - 5) Phone number
  - 6) Toll-free number
  - 7) Fax number
  - 8) Educational References (college and/or university)
  - 9) Non educational reference
- b. If possible, include reference letters from the Client on five (5) closely related projects
- c. You may provide supplementary letters of reference.
- d. **Do not** include as a reference any Polk State staff or District Board of Trustees (DBOT) members.
- e. The evaluation team considers both the information provided by the references, and the percentage of replies received.

NOTE: All proposals are subject to the Florida Public Records Act, F.S. 119.

#### D. Volume of Work Previously Awarded by Polk State

#### 1. CCNA

- a. To determine the scores for Volume of Work, in accordance with the CCNA (§ 287.055), the amount paid to each Proposer in the past 5 years will be evaluated, "with the object of effecting an equitable distribution of contracts among qualified firms."
- b. Proposers are not required to submit any information for this section

#### 2. Evaluation

- a. Provide a listing of work previously awarded to your firm directly by Polk State, or as a sub-contractor in the past **5 years**.
- b. The total dollar value of the work performed for Polk State in the past will be evaluated by using a mathematical calculation, related to the dollar value earned by other proposers, to determine the appropriate score.
  - 1) Submitting firms who have not yet performed work for Polk State will receive "full marks" of 5 points.
  - 2) Submitting firms who have performed work for Polk State will be scored accordingly, and will receive scores lower than 5 points. See the mathematical equation below.
  - 3) The Proposer which performed the most work for Polk State will receive a score of 0 points.
  - 4) The weighted score will be rounded to the nearest tenth (1/10) of a point.
    - a. Scores with a decimal of .x4 or less will be rounded down.
    - b. Scores with a decimal of .x5 or more will be rounded up.

## **Evaluation of Proposals**

#### 1. Evaluation Method

- a. Polk State will appoint an Evaluation Team consisting of administrative staff members to evaluate proposals, and to recommend ranking of all submitting firms. The recommendations shall be submitted to Polk State's President. The District Board of Trustees shall make the final approval/disapproval of the ranking.
- b. The Evaluation Team will evaluate all responsive written proposals to determine which proposals best meet the needs of Polk State based on the Evaluation Criteria. Polk State's decisions will be final.
- c. The process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA, FS 287.055).

#### 2. Non-Responsive Proposals

- a. Non-responsive proposals will be rejected by the Purchasing Department, and will not be distributed to the Evaluation Team for consideration. Additionally, the Evaluation Team may determine that a submittal is so inadequate as to be determined to be non-responsive. A proposal may be Non-responsive due to;
  - 1) Late submission.
  - 2) Failure to meet minimum requirements.
  - 3) Failure to sign the proposal.
  - 4) Failure to acknowledge or address addenda.
  - 5) Failure to provide required submittals / documentation.

#### 4. Evaluation Criteria

- a. The Evaluation Team shall then utilize the Evaluation Form included to evaluate each of the proposals.
- b. The criteria and weights **are provided and** shall be utilized in the evaluation of the written proposals and oral presentations.

#### 5. Evaluation of Written Proposals / Short-Listing

- a. Upon completion of the evaluation of all written proposals, the Evaluation Committee shall short-list the proposers to no less than three (3) firms to give an oral presentation. Only those firms with the highest scores will be invited to give oral presentations.
- b. The list of short-listed Proposers will be posted on the dedicated Webpage and the ITB/RFQ bulletin board in the Purchasing Department.

#### 6. Notification of Short-Listing

- a. The short-listed Proposers will be notified, as follows:
  - 1) A letter will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
  - 2) Specific questions or clarifications that the Evaluation Team would like for all of the Proposers to address will be included in this notification.
  - 3) Should the Evaluation Criteria for the Oral Presentations be changed, the revisions will be included in the letter.

#### 7. Reference Check

- a. The evaluation criteria for the Oral Presentations will include References, and may involve on-site visits to proposer's place of business or clients by members of the Evaluation Team.
- b. The Purchasing Department shall perform a written reference check.
  - A reference questionnaire will be Emailed to each of the references listed in the Proposal.
  - 2) References should be aware that they may be contacted as noted by tentative procurement schedule.
  - 3) A written tabulation of the responses will be provided to the Evaluation Team.

#### 8. Site Visits

Members of the Evaluation Team may visit a service site or client of the short-listed Proposers. Proposers maybe given at least 24 hours' notice of any site visits planned by Polk State.

#### 9. Oral Presentations

- a. Short-listed firms will be invited to give an oral presentation. These presentations shall provide an opportunity for the proposer to clarify their qualifications and ability to furnish the required services.
- b. Firms responding to this RFQ must be available for presentations/interviews.

#### www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx

- c. The criteria for evaluating the oral presentation is subject to change. In the event that the criteria are revised, the short-listed proposers will be advised of the changes. The final scoring will be based on these criteria.
- d. The interview time shall be limited to one (1) hour. Forty-five (45) minutes shall be allotted to the presentation with the remaining time for questions and answers with your project team.
- e. The contract management team (Project Manager and other key employees who will be assigned to this contract) should be available at the presentation.
- f. Written handouts and/or "leave-behinds", such as brochures and PowerPoint hand-outs (recommend 3 slides per-page) are permitted. Bring ten (10) hard-copies for the evaluation team.
- g. If you use PowerPoint as a part of your presentation, both a hard-copy and an electronic copy of the presentation **m**ust be provided to the Director of Purchasing.
- h. Gifts, including food products, for the Evaluation Team are expressly prohibited.
- i. You may bring your presentation on a flash-drive. Polk State will provide a computer, remote, and screen. Short-listed firms should consider bringing their own equipment (as a back-up precaution) to use for PowerPoint (or other) presentations, in case of software/hardware incompatibility. If the presentation requires specialized software, a laptop with that software loaded must be provided by the short-listed firm.
- j. The Oral Presentations are exempt from "Sunshine Law", FS 286.011, and therefore, are not open to the public. However, they will be video-taped and available for review.

#### 10. Identical or Tie Scores:

- a. In the event two (2) or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:
  - 1) Drug Free Work Place,
  - 2) Flip coin.

#### 11. Approval by Polk State's President

Following oral presentations, the evaluation team shall recommend a suggested ranking to Polk State's President.

#### 12. Posting of Recommendation

- a. The President's recommendation for ranking will be posted for review by interested parties at the Purchasing Department, and at the dedicated webpage prior to submission to the District Board of Trustees (DBOT) for final acceptance of ranking
- b. The recommendation will remain posted to the dedicated webpage and the ITB/RFQ bulletin board in the Purchasing Department for a period of at least three (3) working days.

#### 13. Negotiation and Award

- a. Polk State does not anticipate multiple award. Final approval of proposers shall be by Polk State's District Board of Trustees at a regularly scheduled public meeting.
- b. The RFQ and ranking process does not constitute an offer, agreement or a contract with the Proposer. Once the ranking is approved, negotiations will commence with the top ranked firms.
- c. The Contract will become binding upon approval by the appropriate level of authority within Polk State, and executed by the parties.
- d. The process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA).

#### 14. Protests

Failure to file a protest within 72 hours of posting of the recommendation for award shall constitute a waiver of proceedings.

<b>Evaluation Criteria for Written Proposals</b>			
Criteria for Evaluating Written Proposals	Weight		
Planning Approach  1) Use of BIM  2) Previous experience on similar projects  3) Challenges of project on an occupied and fully operational site  4) Lessons learned and solutions from past similar projects	10%		
Workload and Scheduling 5) Staffing to accomplish scope of work 6) History of schedule and budget compliance 7) Scheduling on a fully occupied site	5%		
Cost Control  1) Cost Control Methods	10%		
Qualification of Firm  1) Company credentials	25%		
<ul> <li>Qualification of Personnel</li> <li>Organizational Chart for personnel assigned to this contract</li> <li>List of contract staff</li> <li>Principle's Credentials</li> <li>Professional Personnel Credentials for personnel assigned to this contract</li> <li>Support (non-clerical) Personnel's Credentials for personnel assigned to this contract</li> </ul>	25%		
Information and Communications  1) Computer-based communications systems 2) Computer based management systems	10%		
Litigation and Disputes  1) Summary of Litigation 2) Pending litigation and potential disputes 3) Liquidated Damages and License Sanctions 4) Lost or Cancelled Accounts 5) Contract Denial	5%		
Location  1) Geographic location of office that will have direct responsibility for this contract	5%		
Volume of Work Previously Awarded  1) Dollar value of fees received from Polk State College in the past 5 years.	5%		

	<b>Evaluation Criteria for Oral Presentations</b>					
	Criteria					
Р	lanning Approach:					
1)	Indicate your firm's ability to deliver quality solution in an effective and efficient manner.	30%				
2)	Ability to deliver a quality solution within the confine of a fully operational campus.					
С	ost Control / Value Engineering:					
1)	Demonstrate knowledge and experience in the evaluation of building systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements.	25%				
S	Scheduling the Project:					
1)	Explain your scheduling methodology for effectively managing the timely completion of construction.	25%				
2)	Describe procedures for validating a CM's proposed schedule and phasing under an occupied building.					
С	ompleteness of RFQ:					
1)	The ability to satisfactorily convey a depth of understanding and appreciation of the scope of work and the degree of competency of the response to this RFQ.	15%				
R	eferences:					
1) 2) 3)	Tabulated results of written reference check performed by Purchasing. Letters of Reference included in written submittal. Site Visits performed by evaluation team.	5%				

The above criteria and weights are subject to change

## **Submittal Forms**



Proposer Information
W-9
Drug-Free Work Place
Minimum Qualifications
Schedule & Budget Compliance
Current Workload / Availability Graph
Current or Completed Projects
Project Photos
Sub-Consultants
Project Engineer
Disputes Disclosure
Volume of Work Previously Awarded
References

M/WBE Statement (for reporting purposes only)

#### Other forms

Statement of No Proposal Checklist

## Electronic copies of the above forms are available at:

http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-16.aspx

Proposer	Information
Proposer (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i>	
Corporation Partnership	Proprietorship Joint Venture
Contact Person:	Title:
Email Address:	Website Address: www.
Telephone Number:	Toll Free Phone Number:
Fax Number:	Cell Phone Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership):
	Only required if FEIN is not provided
Incorporated in the State of:	Year:
License #:	

This form must be completed and returned with your Proposal

# Form W-9 (Rev. December 2011) Department of the Treasury

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Internal F	Revenue Service									
	Name (as shown on your income tax return)									
CI	Business name/disregarded entity name, if different from above									
pag	Check appropriate box for federal tax classification:							T		
s on	☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation	Partnership Tru	ust/esta	ite						
Print or type See Specific Instructions on page	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶							Ex	empt p	ayee
Fri	☐ Other (see instructions) ►									
cific	Address (number, street, and apt. or suite no.)	F	Reques	ter's na	ame and	l addres	s (opti	onal)		
Spe			Polk S			,				
See	City, state, and ZIP code		999 At Minter			E _ 3388	21_42	og .		
-	List account number(s) here (optional)	V	Militer	TICLY	CII, I L	_ 5500	71-42	<del>55</del>		
Part			Core	Socie	al coour	ity num	hor			
	our TIN in the appropriate box. The TIN provided must match the nar d backup withholding. For individuals, this is your social security num			Socia	ai secui	ity num	Der			_
esider	nt alien, sole proprietor, or disregarded entity, see the Part I instruction	ns on page 3. For other				-		:		
	; it is your employer identification number (EIN). If you do not have a page 3.	number, see How to get a	a							
	f the account is in more than one name, see the chart on page 4 for o	uidelines on whose		Empl	oyer id	entifica	tion n	umber		T
	r to enter.	,					$\Box$			Ī
					-					
Part	II Certification									
	penalties of perjury, I certify that:									
. The	number shown on this form is my correct taxpayer identification num	nber (or I am waiting for a	numb	er to b	oe issu	ed to m	ne), ar	nd		
Sen	not subject to backup withholding because: (a) I am exempt from ba vice (IRS) that I am subject to backup withholding as a result of a failu onger subject to backup withholding, and									
3. Iam	a U.S. citizen or other U.S. person (defined below).									
oecaus nteres genera nstruc	cation instructions. You must cross out item 2 above if you have be- ie you have failed to report all interest and dividends on your tax retur t paid, acquisition or abandonment of secured property, cancellation lly, payments other than interest and dividends, you are not required tions on page 4.	rn. For real estate transact of debt, contributions to	ctions, an ind	item 2 ividua	2 does I retirer	not app ment ar	ply. Fo	or mort ement (l	gage RA), a	nd
Sign Here	Signature of U.S. person ►	Date	e►							
Gen	eral Instructions	Note. If a requester gi								
Section	references are to the Internal Revenue Code unless otherwise	your TIN, you must us to this Form W-9.	se the r	eques	ster's fo	orm if it	is su	ostantia	ally sim	ilar
	oose of Form	Definition of a U.S. p considered a U.S. per				ax pur	poses	s, you a	re	
100	on who is required to file an information return with the IRS must	<ul> <li>An individual who is</li> </ul>	a U.S.	citize	n or U.	S. resid	dent a	ılien,		
btain examp	your correct taxpayer identification number (TIN) to report, for le, income paid to you, real estate transactions, mortgage interest	<ul> <li>A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,</li> </ul>				es,				
	id, acquisition or abandonment of secured property, cancellation , or contributions you made to an IRA.	<ul> <li>An estate (other than a foreign estate), or</li> </ul>								
	Form W-9 only if you are a U.S. person (including a resident	A domestic trust (as			20.00				1	
	o provide your correct TIN to the person requesting it (the	Special rules for partnerships. Partnerships that conduct a trade or								

alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10231X Form **W-9** (Rev. 12-2011)

This form must be completed and returned with your Proposal

The undersigned vendor in accordance w	ith Florida Statute 287.087 hereby certifies that					
(Name of Business)	does:					
(ivance of Business)						
dispensing, possession, or use of a cont	ees that the unlawful manufacture, distribution, rolled substance is prohibited in the workplace and gainst employees for violations of such prohibition.					
maintaining a drug-free workplace, an	rug abuse in the workplace, the business's policy of y available drug counseling, rehabilitation, and penalties that may be imposed upon employees for					
<ol><li>Give each employee engaged in providir proposed a copy of the statement specifie</li></ol>	ng the commodities or contractual services that are d in subsection (1).					
working on the commodities or contract abide by the terms of the statement and of guilty or nolo contendere to, any viola	working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than					
	rehabilitation program if such is available in the employee's community, by any employee					
<ol><li>Make a good faith effort to continuing implementation of this section.</li></ol>	e to maintain a drug-free workplace through					
As the person authorized to sign the stater above requirements.	nent, I certify that this firm complies fully with the					
×						
~	Proposer's Signature					
	Date					

This form must be completed and returned with your Proposal

## Minimum Qualifications

- 1. The Submitting Firm shall meet the following minimum experience qualifications:
  - a. The Principle Engineer for each discipline must have a minimum of ten (10) years' experience as an engineer.
  - b. Currently licensed Professional Engineer (P.E.) in Florida.
  - c. Engineering firm must have design experience of at least five (5) similar projects with a construction value of over \$1,000,000, within the last five (5) years, for central utility plant design work.
- 2. Complete the following items and submit with your Submittal:

a.	Number of years of experience as Principle Engineer	
b.	Florida P.E. license number	
c.	Florida occupational license number (copy attached).	
d.	Similar projects construction value greater than \$1,000,000 successfully completed.	

Provide sufficient information (attachments) to clearly show that you meet or exceed the Minimum Qualifications.

This form must be completed and submitted with your Proposal.

Project Name	*Schedule Compliance	Project Budget	Final Cost	Under or Over \$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
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		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			
		\$	\$	\$			

<sup>\*</sup> In this column, indicate either:

This form (or an alternate form) must be completed and included with your Proposal.

<sup>1 =</sup> Completed ahead of schedule

<sup>2 =</sup> Completed on schedule

<sup>3 =</sup> Late Completion

Current or 0	Completed	Projects
Current Project /Scheduled Completion	Date:	Completed on
Experience of the <b>Proposer</b> or	Experience of <b>Individu</b>	val:
While working at	•	
Project Name:		
,		
Type of Project:		
Project Scope or Summary of Work:		
Client:		
Address:	City, St	tate, Zip:
Contact Person:	Email:	
Phone: ( )	Fax: (	)
Project Budget (building & site): Original:		
Current/Final:	: \$	Over/Under Budget: \$
Explain differences in contract original/final ar	nounts:	
Management techniques used to prevent bud	get overages:	
Original Project Completion Date:	Revised to:	Actual Completion Date:
Explain Differences:		
Project Manager:		
Attach a list/schedule of all members of the project team	for this referenced project who wil	ll also be assigned to this contract, and their roles.

Sı	ub-Contractor
Specialty / Work Sub-contracted:	
Company Name of Sub-/Contractor:	
Address:	
City:	State: Zip+4:
Contact Name:	Email Address:
Website Homepage:	
Contact Phone Number:	Fax Number:
Incorporation Date:	Corp. Charter No.:
Indicate why their services will be required.	
Attach a	a list of other projects which your firm has worked with this contractor

RFQ #14-16 34

This form (or an alternate form as determined by the Proposer) must be completed and returned with your proposal.

	Project Manager
Project Manager's n	name:
-	o five (5) similar projects in which the proposed Project Engineer has served n the capacity of Project Manager during the past ten (10) years.
Project Name:	
Company/Owner:	Completion Date:
Address:	
Contact Person:	
Phone Number:	Email:
Summary of Work:	
Project Name:	
Company/Owner:	Completion Date:
Address:	·
Contact Person:	
Phone Number:	Email:
Summary of Work:	
Project Name:	
Company/Owner:	Completion Date:
Address:	
Contact Person:	
Phone Number:	Email:
Summary of Work:	
Project Name:	
Company/Owner:	Completion Date:
Address:	
Contact Person:	
Phone Number:	Email:
Summary of Work:	

This must be completed and included with your Proposal.

# Disputes Disclosure Summary of Litigation

Answer the following questions by placing an "★" or check "✓" in the box (図 or ☑) after "YES" or "NO". If you answer "YES", please explain via attachment. Disclosure can be limited to the regional/district office which will be supporting this Contract. Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory YES | agency or professional association within the last five (5) years? Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years? YES If yes, indicate company name, contact name and telephone number, length of service provided, and reason for early cancellation/termination of contract. Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business? If yes, state the nature of the request for equitable adjustment, contract YFS | claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved. I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement: Authorized Signature (Officer) Date Printed or Typed Name Title Complete & include this form with your Proposal

Proposer:			
References			
Educational Client Name / Address	Contact Person	Telephone & Fax Number	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	

Non-Educational Client Name / Address	Contact Person		phone & Number
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	

# Include Email Addresses!

Verify all Email addresses prior to submittal.

This form must be completed and included with your Proposal

## Minority / Woman Owned Business Statement Type of Business: Check applicable block(s) "African-American" includes persons having origins in any of the black racial groups of Africa. "Hispanic American" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race. "Native American" includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians. "Asian-Pacific Americans" includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas. "Asian-Indian Americans" includes persons whose origins are from India, the Indian Sub-Continent and Pakistan. "Woman-Owned Business Enterprise" Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business. Company Name: Certified by (name of Public Entity, if applicable) Certificate Number: Attach a copy, please. Polk State is required to report MBE/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis. The report includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although they may be certified by other public entities. It is requested that MBE/WBE owned firms complete this page and include it with their Proposal in section 1 For reporting purposes only

# Statement of No Proposal RFQ#

If your company does not intend to propose on this procurement, please complete and return this form prior to the

	eipt of proposals via fax to 863-297-1085, or via Email to pcharneskie@polk.edu, or mail to:
	Polk State College Purchasing Department 999 Avenue H, Northeast Winter Haven, Florida 33881-4299
We, the undersign	ned, have declined to propose on the above referenced RFQ for the following reason(s):
	Terms & Conditions are too "restrictive." (please explain below)
	Unable to meet requirements (please explain below)
	RFQ was unclear (please explain below)
	Insufficient time to respond
	We do not offer this type of service or equivalent
	Our employee manloading would not permit us to perform
	Unable to meet insurance requirements
	Other (please explain below in "Remarks")
Remarks:	
Remove us from your "Vendor Database"	
Company:	Date:
	Printed
Signature:	Name:

RFQ #14-16 39

Checklist	
necklist is provided to assist in the preparation of their Proposal. It is the responsibility of each Proposer to read and with the RFQ in its entirety.	
Outside of box is marked accordingly: RFQ #, Due Date:, 2014.	
Two (2) electronic copies are included. Place in the front-inside pocket of each binder.	
Box is sealed with tape. The seven (7) binders do not need to be placed in separate envelopes within the box.	
Is the final Addendum (if issued) signed and included?	
Is Proposer Information Form complete and included in Section 1?	
Is the W-9 form completed and included in Section 1?	
Is Drug-Free Workplace form signed and enclosed in Section 1?	
Is the Minimum Qualifications form completed and included in Section 2?	
Is the Budget Compliance form completed and included in Section 4?	
Is the Projects In-Progress or Completed forms completed in Section 6?	
Is the Sub-Consultant form completed (if applicable) and included in Section 7?	
Is the <i>Project Manager</i> form completed and included in Section 7?	
Is Disputes Disclosure Form completed and included in Section 9?	
Are <i>References</i> included in section 11? Have you contacted each of them to ensure their Email address is correct? Are they aware that they are listed as a reference and may receive a 1-page questionnaire?	
Is the Minority and Woman Owned Business Declaration form enclosed in section 1?	
This page is for your information use only. <b>Do not submit with your Proposal.</b>	