

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**New Escambia County Corrections Facilities - Enhanced Inspections
Solicitation Identification Number PD 17-18.019**

**Letters of Interest Will Be Received Until:
11:59 p.m. CST, January 4, 2018**

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591

Board of County Commissioners

Jeff Bergosh, Chairman
Lumon J. May, Vice Chairman
Steven Barry
Grover C. Robinson IV
Douglas B. Underhill

**From:
Paul R. Nobles
Purchasing Manager**

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:

Paul R. Nobles, CPPO, CPPB, FCN, FCCM
Purchasing Manager
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
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NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.

Escambia County Florida
Request for Letters of Interest
Proposer's Checklist
New Escambia County Corrections Facilities - Enhanced Inspections
Solicitation Identification Number PD 17-18.019

How to Submit Your Proposal

Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

The County has implemented a new Electronic Submittal Process, which requires the use of GovernmentForms.software®. This software, which generates and posts a customized version the Standard Form (SF) 330 along with the capability to upload other required items, can be downloaded at the following address: <http://submittals.myescambia.com/>

- GSA Standard Form 330 (the following forms must be submitted in the order listed below)
 - Part II (update if already submitted)
 - Part I

The remaining forms are PDF's to be uploaded

- Letter Of Interest
- Exhibit 1: Commissioning Firm Experience
- Exhibit 2: Commissioning Task Experience for Similar Projects
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)

Note: While the following forms are attached to this solicitation. They are provided as an example only. Use the forms listed on <http://submittals.myescambia.com/>, **General Information/Sample Forms/Required Items**, they are PDF Forms.

- Certification Regarding E-Verify System
- Truth in Negotiation Certification
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet For Transactions and Conveyances Corporate Identification

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance

How to Submit a No Proposal

- If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

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I. INFORMATION PACKAGE

New Escambia County Corrections Facilities - Enhanced Inspections Solicitation Identification Number PD 17-18.019

Escambia County, Florida (Owner) requests Letters of Interest from qualified professionals to secure commissioning services for the new Escambia County Correctional Facility in Pensacola, FL. The Owner is committed to commissioning this facility to systematically optimize the energy components associated with this building, and to ensure that the operation/maintenance staff has adequate system documentation and training. It is the intent of the Owner to ensure that the energy consuming systems are calibrated and operating as required to deliver functional and efficient performance.

The total project is a 305,000-gross sq. ft., multi-story building for approximately 720-inmates with correctional areas, administrative offices, medical areas, cafeteria, and kitchen. The construction budget for this project is \$138 million. The expected building construction schedule for the project is: construction to begin in Spring 2018 and completion is Summer 2020.

The commissioning agent (CxA) shall be responsible for providing commissioning services during design, construction, training, and warranty phases of the project. The commissioning agent (CxA) will submit reports to the Owner according to a project schedule proposed by CxA and approved by the Owner. It is extremely important that all commissioning tasks be conducted in a transparent manner and that they involve the Owner and Design/Build Entity (DBE) to the greatest degree possible.

The construction delivery method is Design/Build with full design documents and specifications developed by the DBE. The CxA will be hired by and report directly to the Owner.

The systems to be commissioned are:

1. Heating, ventilating, air conditioning and refrigeration (HVAC&R) systems (mechanical and passive) and associated controls
2. Domestic hot water systems
3. Emergency generator
4. Smoke control systems
5. Main electrical distribution – Provide baseline thermography scan of wire connections
6. LEED v4, Credit EA-Prerequisite 1: Fundamental Commissioning or Building Systems. Or. Green Globes equivalent.
7. LEED v4, Credit EA-3: Enhanced Commissioning. Or. Green Globes equivalent.

Scope of Work

Commissioning is required as one quality measure of the construction of this building in order to assure that the final building meets the original intent of the Owner's design. The proposer is free to suggest changes and improvements to this process. Following is a

summary of the commissioning process and scope of work the Owner requests for this project.

The Owner requests CxA services to verify that this project's energy-related and critical systems are installed and calibrated to perform according to the Owner's project requirements, basis of design and construction documents. The Owner's goals include optimal systems that operate at most efficient consumption and lowest cost, minimal contractor callbacks, and appropriate systems documentation and training for operation/maintenance staff. The CxA will:

- Designate an individual as the commissioning authority (CxA) to lead, review and oversee the completion of the commissioning process activities.
- The CxA must have documented commissioning authority experience in at least 5 building projects.
- The individual serving as the CxA must be independent of the project design, contractors or sub-contractors, and construction management.
- The CxA must report results, findings and recommendations directly to the Owner.
- The Owner Project Requirements (OPR) have already been developed in the Design Criteria Package; however, the CxA will assist in updating the OPR compared to the BOD.
- The CxA will review BOD and associated design documents in conjunction with the OPR and develop an Issues Log for the DBE and Owner to review and resolve.
- Develop and incorporate commissioning requirements into the construction documents.
- Develop and implement a commissioning plan.
- Verify the installation and performance of the systems to be commissioned.
- Complete a summary commissioning report.
- Prepare a punchlist in parallel with the punchlists created by the DBE and Owner. Punchlist prepared by CxA will be merged with the other punchlists on the project.
- Prior to the start of the construction documents phase, designate an independent commissioning authority (CxA) to lead, review and oversee the completion of all commissioning process activities.
- The CxA must conduct, at a minimum, 1 commissioning design review of the Owner's project requirements basis of design, and design documents prior to the mid-construction documents phase and back-check the review comments in the subsequent design submission.
- The CxA must review contractor submittals applicable to systems being commissioned for compliance with the Owner's project requirements and basis of design. This review must be concurrent with the review of the architect or engineer of record and submitted to the DBE and the Owner.
- The CxA or other project team members must develop a systems manual that gives future operating staff the information needed to understand and optimally operate the commissioned systems.
- The CxA or other project team members must verify that the requirements for training operating personnel and building occupants have been completed.

- LEED v4, Credit EA-Prerequisite 1: Fundamental Commissioning or Building Systems. Development and submission of materials related to this credit.
- LEED v4, Credit EA-3: Enhanced Commissioning. Development and submission of materials related to this credit.
- The CxA must be involved in reviewing the operation of the building with operations and maintenance (O&M) staff and occupants within 12 months after substantial completion. A plan for resolving outstanding commissioning-related issues must be included.

The commissioning process activities to be accomplished by the CxA during the construction phase include the following:

1. Organize the commissioning process components and conduct a pre-construction meeting where the commissioning process requirements are reviewed with the commissioning team.
2. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.
3. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the Owner's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions and/or substitutions relating to the Owner's design intent. Assist in resolving any discrepancies.
4. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to Construction Manager (CM) and Owner for approval.
5. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
6. Review equipment submittals.
7. Work with contractors in completing construction checklists and tracking of checklist completion.
8. Statistically sample completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving the Owner's project requirements.
9. Approve systems startup by reviewing start-up reports and by selected site observation.
10. With necessary assistance and review from installing contractors, write the test procedures. Submit to Architect/Engineer and Owner for review and approval.
11. Assist Construction Manager in direction of the contractor to execute the tests.
12. Coordinate, witness and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
13. Recommend approval of air and water systems balancing through statistical sampling of the report and separate field verification.

14. Maintain a master issues log and a separate testing record. Provide to the Construction Manager, Architect, and Owner written progress reports and test results with recommended actions.
15. Document the correction and retesting of non-compliant items by the contractor.
16. Review the systems manual for achieving the Owner's project requirements.
17. Review, recommend pre-approval, and verify the training provided by the contractors.

Commissioning Process During the Occupancy and Operations Phase

The commissioning process activities accomplished by the CxA during the occupancy and operations phase include:

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Verify continuing training.
3. Complete the final Commissioning Process Report.
4. Assist in the development of a plan that covers preventative maintenance, operation, and energy and resource management.
5. Return to the site within 12-months of project substantial completion. Review with operations/maintenance staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the Operations and Maintenance manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

Commissioning Authority Responsibilities

In addition to duties described above, the CxA will have the following responsibilities and authority:

1. Issue deficiency notices and verify that they have been corrected. An Issues Log will be maintained and reviewed at the commissioning meetings. Deficiencies that are not corrected in a timely manner will be reported to the Owner.

The CxA is not required to:

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CxA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team. The CxA will report to the Owner any deficiencies or discrepancies.
2. Issue change orders; however, the CxA will review change orders for compliance with the construction documents. Any non-compliances will be reported to the Owner.

3. Provide Project Management related to the overall LEED submittal process. CxA is responsible for the development and submission of materials related credits specifically assigned to them. LEED – Silver is the minimum sustainable certifications planned for is planned for this project

Observation and Testing Requirements

<u>Equipment or Systems</u>	<u>Sampling Rate</u>
<u>HVAC Systems</u>	
Pumps	100%
Refrigerant Based System	100%
Air Handling Units	100%
Ventilation Fans	100%
Chillers	100%
Boilers	100%
VFDs	100%
<u>Building Automation Systems</u>	
Temperature/Humidity/CO2 Sensors	10%
Pressure Sensors and Controllers	10%
Sequence of Operation	100%
Airflow Stations	100%
Damper/Valve Actuators	10%
<u>Plumbing Systems</u>	
Hot Water Heating Equipment	100%
Pumps	100%
VFDs	100%
<u>Electrical Systems</u>	
Emergency generator	100%
Distribution panel – infrared scan	100%
<u>Life Safety Systems</u>	
Smoke control system	100%

Desired Qualifications

It is the Owner’s desire for the person(s) designated as the CxA to satisfy as many of the following requirements as possible:

- Acted as the principal commissioning authority for at least five (5) projects of comparable size, type and scope.
- Extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems.

- Extensive field experience, with a minimum of five full years in this type of work.
- Knowledgeable in building operation and maintenance and Operations and Maintenance training.
- Knowledgeable of national and local building codes.
- Knowledgeable of testing and balancing of both air and water systems.
- Experienced in energy-efficient equipment design and control strategy optimization.
- Demonstrated experience with building commissioning to achieve LEED or Green Globes certification.
- Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
- Experienced in writing commissioning specifications.
- A bachelor's degree in mechanical or electrical engineering is desirable.
- Licensed professional engineer in the State of Florida is desirable.
- Certified Energy Manager is desirable.
- Membership and certification as a Certified Commissioning Professional with the Building Commissioning Association.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the prime firm will be the designated commissioning authority who is the member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The CxA must have significant commissioning experience, including technical and management expertise on projects of similar scope. If the commissioning authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the response to this scope of work.

Initial Conceptual Estimates

Engineering Services Fee-\$305,000
 Construction Cost - \$138,000,000

GSA Codes:

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
06	Architect
21	Electrical Engineer
42	Mechanical Engineer

Anticipated Experience Categories (Profile Codes SF 330) for this project

Code	Description
B01	Barracks; Dormitories
C08	Codes; Standards; Ordinances
C10	Commercial Building; (Low Rise); Shopping Center
E03	Electrical Studies and Design
E04	Electronics
H09	Hospital and Medical Facilities
H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
I01	Industrial Buildings; Manufacturing Plants
O01	Office Buildings; Industrial Parks
P07	Plumbing and Piping Design
P08	Prisons and Correctional Facilities
S02	Security Systems; Intruder and Smoke Detection
S11	Sustainable Design
U03	Utilities (<i>Gas and Steam</i>)

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firm's Letter of Interest containing all of the requested information no later than the date and time listed on the cover sheet. Submittals delivered late shall not be accepted or considered. No exceptions will be made.

A. Government Forms Software: <http://submittals.myescambia.com/>

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters, which are substantially incomplete or lack key information, may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with one additional section as described below (include in Letter of Interest). No other format will be acceptable.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short-list the firms. On-site presentations, interviews, and or discussions will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

The following policy will apply to all methods of source selection:

B. CONDUCT OF PARTICIPANTS

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

C. IDENTIFICATION OF SUBCONSULTANTS/CHANGES AFTER THE FACT

After delivering an initial proposal in response to this solicitation, all submitters are prohibited from substituting, modifying, or amending those sub-consultants identified in the initial written submittal at any time during the course of the solicitation process up to the final award of contract and including question and answer sessions, presentations or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of sub-consultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

D. FLORIDA EXECUTIVE ORDER 11-116 COMPLIANCE

III. FIRMS' EVALUATIONS AND SELECTION

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

	Points Available
Key individual experience	25
Past experience in performing similar projects	25
Expertise of the team in performing the services required by the project	25
Management approach	10
Management approach	15

TOTAL: 100 points

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

IV. SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

Mailing date of proposals	December 18, 2017
Letters of Interest due date	11:59 p.m. CST, January 4, 2018
Short-Listing Meeting	3:30 p.m., CST, January 10, 2018
Discussions, Ranking Meeting	1:00 p.m., CST, January 17, 2018
Written Scope due to Committee for Review	January 23, 2018
Fee Proposal due to Committee for Review	January 26, 2018
1 st Negotiations with First Ranked Firm	8:30 a.m., CST, January 30, 2018
2 nd Negotiations with First Ranked Firm	If Required, 2:00 p.m., CST, February 1, 2018
Board of County Commissioners approval	March 1, 2018

Note: Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records of this solicitation will not be available until **February 5, 2018**.

V. SUBMITTAL REQUIREMENTS

The County has implemented an Electronic Submittal Process that utilizes GovernmentForms.software® (GFS) to generate a customized version of the Standard Form (SF) 330 in a specific format. Other items shall be in PDF format and must be submitted by electronic upload via GFS or manually via the County's web site at <http://submittals.myescambia.com/>

Required items are described below (**The following forms must be submitted electronically in the order listed below**):

1. Update Standard Form (SF) 330 – Part II (GFS format)

For those firms that have already provided an SF 330 Part II update as required

Note: The wording on the form can't be changed, but include information as though the listing reads as follows:

11. ~~ANNUAL AVERAGE~~ ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES INVOICED AND PAID BY OF FIRM FOR LAST 3 YEARS

11. a. ~~Federal~~ Escambia County Florida Board of County Commissioners

11. b. ~~Non-Federal~~ Non-Escambia County Florida Board of County Commissioners Work

2. Standard Form (SF) 330 – Part I (GFS format)

Generated by GovernmentForms.software®, includes:

- Standard Form (SF) 330 - Part I, Section A-C
- Standard Form (SF) 330 - Part I, Section D
 - For each individual shown on the organizational chart list the following:
 - Name
 - Position relative to the project
 - Firm
 - Position in the firm
- Standard Form (SF) 330 - Part I, Section E
Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F
Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G
Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H
 - The firm should provide three (3) examples of projects for government entities/municipalities indicating experience in the following:
 - Past Performance:
 - Provide at least three (3) samples showing performance records for the past five (5) years. Records should indicate:
 - Performance record
 - Background Experience
 - Technical Expertise
 - Current Work
 - Proposers shall list all currently active contracts or task orders with the following:
 - Escambia County, Florida,
 - Other Government Entities,
 - Private, and provide the following relative information
 - Contract or Task Order name
 - Current status
 - Costs
 - Original cost, to include any change orders
 - Remaining balance
 - Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
 - Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
 - Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years

Proposers shall include any additional information to represent your firm for consideration

3. Letter of Interest (PDF format)

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually (Page Limit: Total Letter of Interest length shall not exceed 20 pages).

Documents

The following forms are PDF's to be uploaded

- Letter Of Interest
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)

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- Certification Regarding E-Verify System
- Truth in Negotiation Certification
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances Corporate Identification

No additional information is to be included in the Letter of Interest.

Note: Failure to provide the information listed above could be reason for deeming a firm non-responsive.

Exhibit 1: Commissioning Firm Experience

Company Name		Contact Person	Title
Address	City	State	Zip/Postal Code
Telephone		Fax	E-Mail
Description of Business			

Commissioning Activities

Percentage of overall business devoted to commissioning _____%

How long has the firm offered commissioning services _____years

Average number of commissioning projects performed each year: _____projects

Number of licensed engineers on staff who have directed commissioning projects:

The firm has provided commissioning services in the following (check all that apply):

<u>Building Sector</u>	<u>New Construction Major Renovation</u>	<u>Existing Building Retro/Re</u>	<u>Equipment Replacement</u>
Correctional Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office or Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial/Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit 2: Commissioning Task Experience for Similar Projects

Project (Name, Date, Building Size, Type - New or Existing)	
Owner Contact (Title, City, State, Phone)	
Name and Role of Persons(s) Assigned to Project by Firm (Identify any Sub-consultants)	

	Task	✓	Comments
Commissioning	Developed Owner's Project Requirements		
	Wrote commissioning plan		
	Wrote commissioning specs		
	Wrote construction checklists		
	Wrote functional test procedures		
	Witnessed and documented functional tests		
	Performed functional tests (hands-on)		
	Wrote systems manual		
	Used data loggers or EMS trend logs for testing		
	Developed or approved staff training		
	Reviewed completed O&M manuals		

	Task	✓	Comments
Management	Commissioning provider was part of the firm		
	Supervised a sub-consultant commissioning provider to our firm.		
	Worked with a commissioning provider hired by others		

	✓	System or Equipment
Commissioning Tasks Performed	<input type="checkbox"/>	Central building automation system
	<input type="checkbox"/>	All equipment of the heating, ventilating and air conditioning systems
	<input type="checkbox"/>	Lighting controls, including daylight harvesting
	<input type="checkbox"/>	Smoke control systems
	<input type="checkbox"/>	Refrigeration systems
	<input type="checkbox"/>	Emergency power generators and automatic transfer switching
	<input type="checkbox"/>	Electrical (service switchgear, switchboards, distribution panels, transformers, motor control centers, power monitoring and metering, transient voltage surge suppressors, variable speed drives, grounding and ground fault systems, over current protective devices, low voltage busway, thermographic survey, white sound system).
	<input type="checkbox"/>	Domestic and process water pumping and mixing systems
	<input type="checkbox"/>	Equipment sound control systems and testing
	<input type="checkbox"/>	Data and communication
	<input type="checkbox"/>	Paging systems
	<input type="checkbox"/>	Security system
	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	Vertical transport
	<input type="checkbox"/>	Building envelope including the different types of curtain wall assemblies (specify roofing, windows and doors, construction joints, etc.)
	<input type="checkbox"/>	Sustainability features
	<input type="checkbox"/>	Effluent decontamination systems
	<input type="checkbox"/>	Instrumentation and controls
	<input type="checkbox"/>	Fire alarm system
	<input type="checkbox"/>	Emergency lighting
<input type="checkbox"/>	Other: Describe as an attachment to this exhibit	

Certification Regarding E-Verify System

Contractor hereby certifies compliance with the following:
Pursuant to State of Florida Executive Order No.: 11-116, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor while performing work or providing services for Escambia County. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for Escambia County on its behalf utilize the E-Verify system to verify employment of all new employees hired by subcontractor.

CONTRACTOR:

Business Name

By: _____
Signature

Name: _____
Printed

Title: _____
Printed

Date: _____

TRUTH IN NEGOTIATION CERTIFICATION

For any lump-sum or cost-plus-a-fixed-fee professional service agreement over \$60,000 the Agency requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal.

The Consultant hereby certifies, covenants and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Agency determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For purpose of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Agency, whichever is later.

Name of Consultant

By: _____
Authorized Signature

Date

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

1. This sworn statement is submitted to _____
(print name of the public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint

venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order).**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20_____

Personally known _____

OR produced identification _____

Notary Public - State of _____

My commission expires _____

(Type of identification)

(Printed typed or stamped commissioned name of notary

public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of 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 five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

**Information Sheet
for Transactions and Conveyances
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

(Please Circle One)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created: _____

Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

**Authorized to transact business
in Florida:** Yes or No

State of Florida Department of State Certificate of Authority Document
No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:

President: _____ Secretary: _____

Vice President: _____
Treasurer: _____

Director: _____ Director: _____

Other: _____ Other: _____

Name of Corporation (As used in Florida):

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____

City, State Zip: _____

Street Address: _____

City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Federal Identification Number: _____
(For all instruments to be recorded, taxpayer's identification is needed)

Contact person for Company: _____ **E-mail:** _____

Telephone Number: _____ **Facsimile Number:** _____

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

END

(850) 488-9000 Verified by: _____ Date: _____