



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6065 • FAX 954-357-8535

ATTENTION

Dear Vendor:

Thank you for your interest in doing business with Broward County. We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. Notifications of addenda are sent electronically to vendors registered under the applicable commodity codes at the time the original solicitation was created. In addition, all addenda are posted on the Purchasing Division's website, www.broward.org/purchasing which can be accessed by selecting Current Solicitations. Please read carefully and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation. **It is the responsibility of all potential vendors to monitor the Purchasing Division's website for any changing information prior to submitting their reply.**

It is the intent of the Purchasing Division to provide quality services. If you have any questions, please visit our website to view the information provided on "How to Do Business with Broward County – A Vendor's Guide," or feel free to contact the agent of concern. Again, thank you for your continued interest in doing business with Broward County.

Sincerely,

A handwritten signature in blue ink that reads "Brenda J. Billingsley". The signature is written in a cursive, flowing style.

Brenda J. Billingsley, Director
Broward County Purchasing Division

Request for Letters of Interest (RLI)

RLI Number: R0787918R1

RLI Name: Terminal 4 Gate Replacement at the
Fort Lauderdale-Hollywood International Airport (FLL)

Procurement Authority

Unchecked boxes do not apply to this solicitation.

- Pursuant to the Broward County Procurement Code, the Broward County Commission invites qualified firms to submit Letters of Interest for consideration to provide services on the following project.
- Pursuant to Florida Statutes, Chapter 287.055 (Consultants Competitive Negotiations Act), the Broward County Commission invites qualified firms to submit Letters of Interest for consideration to provide professional consulting services on the following project.
- Pursuant to the Broward County Procurement Code, the Broward County Commission invites qualified firms to submit Letters of Interest for consideration to provide services on the following project. This project will be for a Managing General Contractor to provide Construction Manager at Risk services.**

The scope of services shall include, but not be limited to the following:

Submittal Instructions

The Broward County Aviation Department (BCAD) seeks a Managing General Contractor, Construction Manager-at-Risk (CM@Risk) to oversee the construction of a Terminal 4 Gate Replacement (Project). The scope includes, but is not limited to, the repositioning/relocation of certain Concourse H gates (specifically, the Passenger Boarding Bridge {PBB} of Gate H1 will be relocated to a position between Gate H6 and H8 with a fixed bridge extension from the existing sterile corridor, Gate H6 becomes H6A, and the relocated Gate H1 PBB, becomes Gate H6B, additionally, fixed bridge extensions will be constructed at Gates H2, H5 and H7 and the PBB's will be relocated to accommodate the reconfigured aircraft parking positions); western expansion of Concourse H (specifically, construction of a minimum of three (3) new swing gates); a secure connector from Terminal 3 to the new Terminal 4 swing gates and required modifications to Terminal 3 to accommodate the connection; a sterile corridor (bridge and vertical circulation core) from the western expansion to the existing Federal Inspections Services; and new office space for BCAD (including an Operations Communication Center and FLL Emergency Operations Center). The scope of work may include expansion of the Explosives Detection Systems (EDS) and Security Checkpoint; and a Covering for the Bag Make-Up Area. (See illustrations on page 5 for Phase 1 development (this scope) and the ultimate development for T-4. These diagrams are for informational purposes only)

The scope of work may include additions, modifications and renovations in Terminal 4 to support the Gate Replacement. The project also requires close coordination with these other projects that are not in the CM@Risk scope: terminal apron reconstruction, Landside Parking and Utilities and modifications/additions to the hydrant fueling system.

NOTICE

The Management Services for this Contract must be provided by direct employees of the successful Responding Entity (Entities). Requests to subcontract these services will not be approved by the Contract Administrator.

If the responding entity is a Joint Venture, or any other combination of firms that will serve as the Managing General Contractor (CM@Risk), then:

- Each party must provide a complete package of all the following requested information:
 - o Forms 1 through 6, and:
 - o Attachments 1 through 9, at the end of this document.
- A clear statement of which entity will act as the managing partner must be provided.

The CM@Risk services will be contracted in two steps:

Step 1 - Preconstruction Services and Early Construction Services Phase

Step 2 - Construction Services Phase

During Step 1, the Managing General Contractor will be responsible for Preconstruction Services. These services may, at the Contract Administrator's discretion, be further divided into three (3) categories consisting of: **Early Investigative Work** which shall include, but not be limited to, all due diligence and investigative field work necessary to verify all existing conditions; **Pre-Construction Services** including, but not limited to, cost estimating, constructability review, value engineering, scheduling and other professional services for the Project design which will include Gap Analysis (including but not limited to, checking design drawings for completeness, ensuring design meets Owner's requirements and ensuring that all project elements are incorporated to make the facility/project completely functional); and **Early Construction Services** which includes but is not limited to competitive bidding, contracting for trade subcontracts (**not to include Management Services**), providing bid/project documentation to coordinate activities of those other Contractors responsible for the construction and relocation of utilities, taxiway/apron, underground foundations and structural framing for the Project.

Step 1 – Early Investigative Work, Preconstruction Services and Early Construction Services Phase will be contracted for under the initial intentionally-phased agreement and will occur throughout the design process. Prior to performing any services for the County, a contract must be approved by the Broward County Board of County Commissioners. The County reserves the right to issue individual Notices to Proceed for each of these phases; furthermore, at the sole discretion of the County, one or all of these services may be withheld.

If the County determines that an impasse exists during negotiations at any step, the County reserves the right to start negotiating with the second ranked firm or proceed with negotiations with any responders to the RLI, or cancel this RLI in its entirety. Upon completion of 100% Construction Documents (or at the Broward County Contract Administrator's discretion), one or more amendments for the CM@Risk Services will be negotiated for the next step of the project which will be presented to the Broward County Board of County Commissioners for approval.

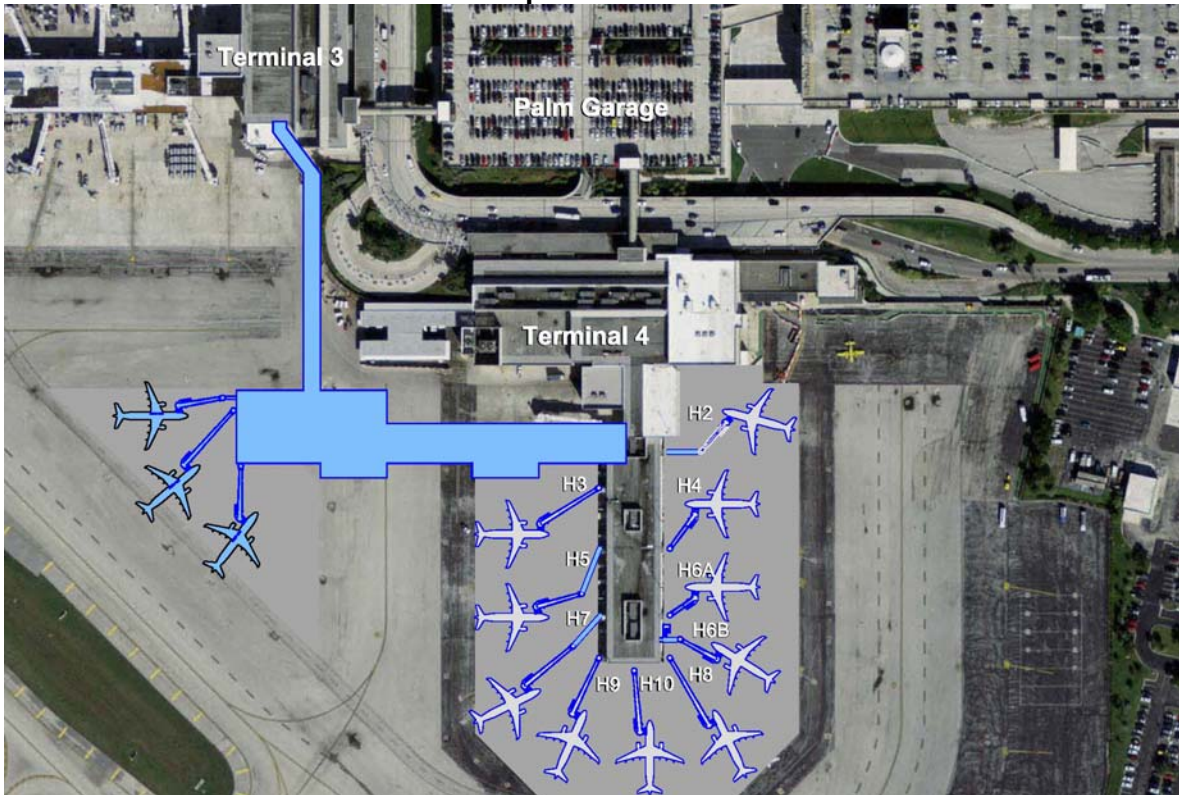
The amendment to the Contract for Step 2 - Construction Phase Services will include establishing a "Guaranteed Maximum Price" (GMP). A GMP must be negotiated and approved by the Board prior to beginning the Construction Services Phase (Step 2). Should negotiations be unsuccessful, the County reserves the right to competitively rebid the project, negotiate with the other shortlisted firms that responded to this RLI, or opt for other alternative project delivery methods as will be determined by Broward County's Contract Administrator.

During Step 2, the CM@Risk services and responsibilities may include but not be limited to overseeing the complete mechanical, electrical, plumbing and furnishings for the build-out of the Project. The CM will provide competitive bidding, contracting for trade subcontracts, providing bid/project documentation to the County for funding reimbursements, and providing Performance and Payment Bonds for the full value of the GMP.

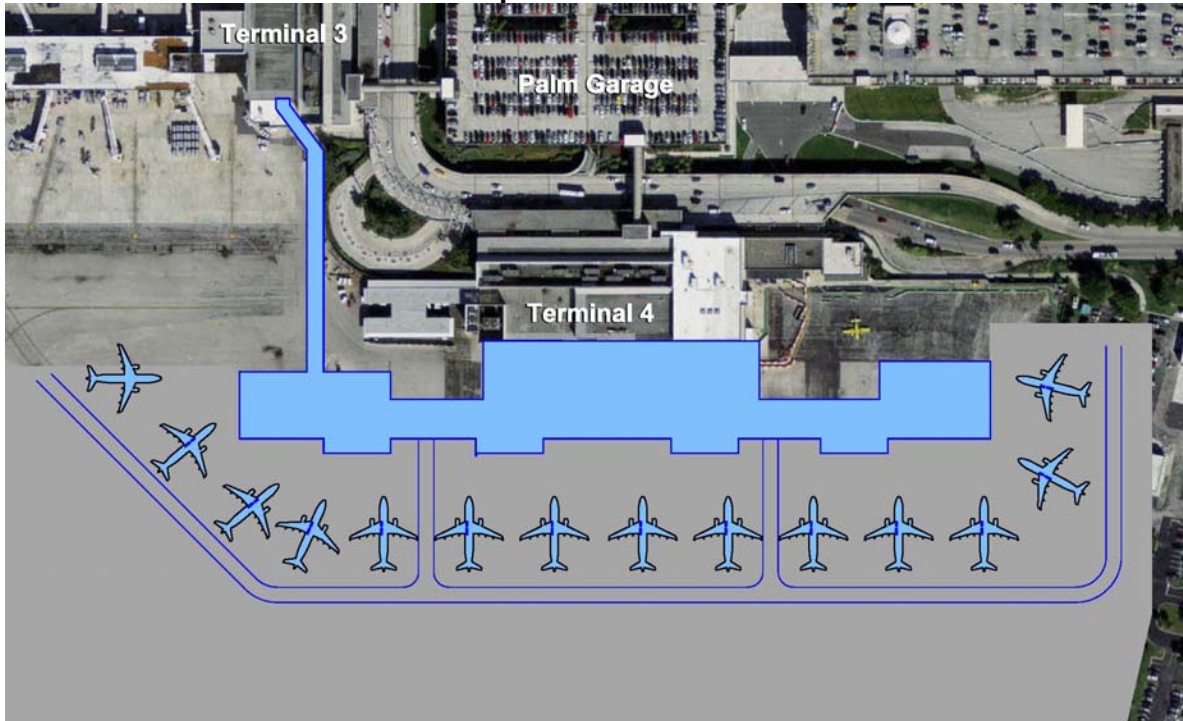
The schedule for Terminal 4 currently anticipates an April 2010 Notice to Proceed (NTP) for the CM@Risk contract with completion in March of 2013. Construction duration is subject to change based on the Airport's business objectives.

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T4 Gate Replacement – Phase 1



T4 Gate Replacement – Final Phase



Submittal Instructions

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.**

Interested firms may supply requested information in the "Evaluation Criteria" section by typing right into the document using Microsoft Word. Firms may also prepare responses and any requested ancillary forms using other means but following the same order as presented herein.

Submit Thirty-Five (35) CDs (each CD in a separate disc envelope and labeled with company name and RLI number) containing the following files:

1. A single PDF file that contains your entire response with each page of the response in the order as presented in the RLI document, including any attachments.
2. Responses to the Evaluation Criteria questions are to be provided in the following formats:
 - a. Microsoft Word 2007 for any typed responses.
 - b. Microsoft Excel 2007 for any spreadsheets.

Submit Six (6) total printed copies (hard copies) of your response.

Send all requested materials to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301
RE: RLI Number: R0787918R1

The Purchasing Division must receive submittals no later than 5:00 pm on Friday, January 8, 2010. Purchasing will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested firms respond to this solicitation, the Director of Purchasing may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date. **A Mandatory Pre-Submittal meeting will be held on Friday, December 11, 2009, from 9:00 AM thru 12:00 P.M., in the Broward County Aviation Department Auditorium located at 100 Aviation Boulevard, Fort Lauderdale, Florida 33315.**

For Additional Project Information Contact:

Project Manager: Jim Goodwin
Phone: 954.359.2328 / 954.410.0954 (cell)
Email: jgoodwin@broward.org

Selection Process

A Selection Committee (SC) will be responsible for recommending the most qualified firms and ranking them for negotiation. The process for this procurement may proceed in the following manner:

Review Responses

The Purchasing Division delivers the submittals to agency staff for summarization for the Selection Committee members. The Small Business Development Division staff evaluates submittals to determine responsiveness to the Small Business Development Program requirements, if applicable. Agency staff will prepare an analysis report which includes a matrix of responses submitted by the firms. Staff will also identify any incomplete responses. The Director of Purchasing will review the information provided in the matrix and will make a recommendation to the Selection Committee as to each firm's responsiveness to the requirements of the RLI. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The SC will meet to create a short list of the most qualified firms. The matrix and staff analysis report is a tool that the SC may use in its decision-making process. The County will not consider oral or written communications, prior to the conclusion of short-listing the firms, which may vary the terms of the submittals.

Cone of Silence

At the time of first scheduled meeting of the Selection Committee (which is typically the Shortlisting meeting) in this RLI process, a Cone of Silence will be imposed. Section 1-266, Broward County Code of Ordinances, provides that after Short listing, potential vendors and their representatives are substantially restricted from communicating regarding this RLI with any county commissioner or commissioner's staff, the county administrator, deputy and assistants to the county administrator and their respective support staff, or any person appointed by the county commission to evaluate or recommend selection in this RLI process. After the application of the Cone of Silence, inquiries regarding this RLI should be directed to the Director of Purchasing or designee.

Section 21.87.e, Broward County Administrative Code, provides that if after the time for submissions has expired, there are three or less responsive prospective vendors, the Cone of Silence will be applied at the time of the notification of the first scheduled meeting of the Selection Committee. If this is the case, prospective vendors will receive notification of the application of the Cone of Silence at the time of notification of the Short listing meeting.

The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

Demonstrations

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Pricing

Unchecked boxes do not apply to this solicitation.

- Price may be considered in the final evaluation and ranking of the short-listed firms. If the SC will consider price, staff will provide each short-listed firm with a pricing submittal instrument and instructions for its preparation and delivery.
- Price will not be a factor in evaluating or ranking the interested firms.**
- County staff and the top ranked firm will negotiate fees for pre-construction services during the Negotiation Phase of this process. Generally, the Parties negotiate a Guaranteed Maximum Price (GMP) for construction services during the course of pre-construction services.**

Public Art and Design Program

Unchecked boxes do not apply to this solicitation.

- Broward County has adopted Ordinance #95-20 establishing a Public Art and Design Program. It is the intent of Broward County to integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The architect/engineer may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. (For additional information contact Mary Becht at (954) 357-7456).**

Presentations/Interviews/Ranking

Each of the short-listed firms will have an opportunity to make an oral presentation to the SC on the firm's approach to this project and the firm's ability to perform. The SC may provide a list of subject matter for the discussion. The firms will have equal time to present but the question-and-answer time may vary. The SC will rank the firms and report its recommendations to the appointing authority.

Negotiation and Award

The Purchasing Negotiator, assisted by County staff, will attempt to negotiate a contract with the first ranked firm. If an impasse occurs, the County ceases negotiation with the firm and begins negotiations with the next-ranked firm. The final negotiated contract will be forwarded by the Purchasing Negotiator to the Selection Committee for approval, if required by the committee, or to the awarding authority for approval.

Posting of Solicitation and Proposed Contract Awards

The Broward County Purchasing Division's website is the official location for the County's posting of all solicitations and contract award results. It is the obligation of each vendor to monitor the website in order to obtain complete and timely information. The website is located at http://www.broward.org/purchasing/currentsolicitations_loi.htm

Vendor Protest

Sections 21.118 and 21.119 of the Broward County Procurement Code set forth procedural requirements that apply if a vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

(a) Any protest concerning the bid or other solicitation specifications or requirements must be made and received by the County within seven (7) business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Purchasing Director. Failure to timely protest bid specifications or requirements is a waiver of the ability to protest the specifications or requirements.

(b) Any protest concerning a solicitation or proposed award above the award authority of the Purchasing Director, after the bid opening, shall be submitted in writing and received by the County within five (5) business days from the posting of the recommendation of award on the Purchasing Division's website.

(c) Any actual or prospective bidder or offeror who has a substantial interest in and is aggrieved in connection with the proposed award of a contract which does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award on the Purchasing Division's website.

(d) For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a solicitation or proposed contract award shall be a waiver of the vendor's right to protest.

(e) Protests arising from the decisions and votes of a Selection Committee or Evaluation Committee shall be limited to protests based upon the alleged deviations from established Committee procedures set forth in the Broward County Procurement Code and existing written Guidelines. Any allegations of misconduct or misrepresentation on the part of a competing vendor shall not be considered a protest.

(f) As a condition of initiating any RLI protest, the protestor shall present the Director of Purchasing a \$2,500 nonrefundable filing fee. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

Rejection of Responses

The SC may recommend to the Director of Purchasing the rejection of all responses to this solicitation.

Public Records and Exemptions

Upon receipt, all response submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

Any firm that intends to assert any materials to be exempted from public disclosure under Chapter 119, Florida Statutes must submit the document(s) in a separate bound document labeled "Name of Firm, Attachment to Proposal Package, RLI # R0787918R1 - Confidential Matter". The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Any claim of confidentiality on materials that the firm asserts to be exempt and placed elsewhere in the submittal will be considered waived by the firm upon submission, effective after opening.

Please be aware that submitting confidential material may impact full discussion of your submittal by the Selection/Evaluation Committee because the Selection/Evaluation Committee will be unable to talk about the details of the confidential material(s) at the public Selection/Evaluation Committee meeting.

Copyrighted Materials

Copyrighted material will be accepted as part of a submittal only if accompanied by a waiver that will allow the County to make paper and electronic copies necessary for the use of County staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

*****NOTICE TO PROPOSERS*****

Proposers are invited to pay strict attention to the following requirements of this RLI. The information being requested in this section is going to be used by the Selection Committee during the selection/evaluation process and further consideration for contract award.

Definition of Responsiveness in accordance with Broward County Procurement Code Section 21.8.66: Responsive Bidder means a person who has submitted a bid which conforms in all material respects to a solicitation. A bid or proposal of a Responsive Bidder must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

RESPONSIVENESS CRITERIA

Failure to provide the information required by Item 1 below, at the time of submittal opening may result in a recommendation of non-responsive by the Director of Purchasing. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

1. *Small Business Development Division Program* – (See Small Business Development Division Program requirements below).

Small Business Development Division Program Requirements

The Broward County Business Opportunity Act of 2004 and the County Business Enterprise (CBE) Act of 2009 establish the County's policies for participation by small business enterprises, county business enterprises, and federal disadvantaged business enterprises in all County contracts and in other selected activities.

In accordance with the Acts, participation for this contract is as follows:

Business Enterprise Category	% of Participation Goal
County Business Enterprise (CBE)	28%
Overall Goal	28%

If this box is checked, then this paragraph also applies to this solicitation. For all CCNA-based selections and resulting services agreement, the goals initially established shall apply to the Project's basic services include the pre-design, preconstruction and/or design, and subsequent construction phase(s). The participation stated above does not include the value amount associated with any optional services identified for this Project. Optional services, similar to contract modifications or change orders, where the requested optional service individually or aggregately increases the contract value by ten percent (10%) of the Project's basic services or \$50,000, whichever is less, shall be reviewed for consideration of participation, if any.

The County uses the interested firm’s submittal to this section of the RLI to determine the firm’s “responsiveness.” The County only considers “responsive” submittals for short-listing. To be considered responsive requires the following actions.

Submit the forms and documentation detailed below and attached to this RLI. Copies of each form are also available on the Internet at: www.broward.org/smallbusiness/compliance.htm. If the firm does not have access to the Internet, contact the Project Manager to receive copies by mail or fax.

Form	Content
Schedule of Participation	List each of the proposed Broward County-certified subcontractors or subconsultants, the type of work each firm will perform, and the projected subcontract dollar amount and/or percentage of professional fees to be awarded, if selected.
Letters of Intent	For each participating firm, indicate the agreed subcontract amount executed with the responding firm’s signature and countersigned by the proposed subcontractor or subconsultant listed on the Schedule of Participation form.
Unavailability Report	For any instances where the specific goals were not achieved, list the subcontractors or subconsultants formally contacted and the reason unavailable to perform or whose bid was not considered.

If the Responder is unable to engage sufficient firms to achieve the participation goals established for this RLI, the responder can demonstrate through accompanying documentation that it made a good-faith effort to meet the goal. The County will evaluate the weight of the evidence to determine if the Responder’s effort was made in good faith. A pro-forma submittal will be considered non-responsive. Evidence of good-faith effort on the part of the Responder should minimally include successful completion and submission of the following requirements:

- Attendance at any pre-submission meeting;
- Timely advertisement in County Business Enterprise general circulation media, trade association publications, media, newspapers and articles;
- Efforts to assist the designated category of business enterprise subcontractors or subconsultants in obtaining bonding or insurance required by the RLI or the County and the extent of these efforts;
- Written solicitation (work specific) to the designated business enterprise firms; and
- Documentation of all outreach activities relating to solicitation to designated business enterprise firms.

For additional guidance on what information or documentation is deemed acceptable for satisfying the good faith efforts requirements, please contact Small Business Development at 954-357-6400.

RIGHT OF APPEAL

Pursuant to Section 21.83 of the Broward County Procurement Code, any vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection Committee’s determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Code. The appeal must be in writing and sent to the Purchasing Director within ten (10) calendar days of the determination by the Selection Committee to be deemed timely. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a

person having standing to protest and must comply with all other requirements of this section. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

Evaluation Criteria

For multi-firm respondents, each firm must provide a complete set of response sheets and other requested documentation.

With regard to these criteria, the County reserves the right to obtain additional information from interested firms.

Project-Specific Criteria	
a. Three (3) similar CM@Risk projects completed within the last 5 years.	See Form 1
b. Three (3) similar CM@Risk ongoing projects.	See Form 2
c. List all Broward County projects completed or active during the past 5 years.	See Form 3
d. Provide references for a, b and c above.	Enter as provided for on the above Forms 1, 2 and 3. Ascertain that your references will be available for an interview regarding your experience. Inability to contact your reference may lead to exclusion of that experience.
e. Identify the office location responsible for this project.	Name: Address 1: Address 2: City, State, Zip:
f. Identify up to three (3) Sustainable projects constructed during the past five (5) years in accordance with the US green Building, LEED - NC rating system or other recognized sustainability standards. Include evidence of the LEED rating certification within your response.	See Form 4
g. If LEED is not applicable, list other sustainable or green construction standard techniques, methodologies or systems used and ratings attained. Include evidence of that rating certification within your response.	See Form 5
h. List all subcontractors who will be performing work on this project.	See Form 6
i. Provide resumes of all proposed key team members, including Project Manager and Principal in Charge. Please include the following: <ul style="list-style-type: none"> - Statements regarding experience of key personnel on similar projects. - Availability of key personnel. - Key Personnel / Corporate Profile 	Provide resume as Attachment 1

Company Profile	
1. Legal Firm Name: Headquarter Address: Local Office Address: State of Incorporation: Key Firm Contact Name: Phone Number: E-mail Address:	
2. Federal ID Number: AND Dun & Bradstreet Number:	
3. Authorized pursuant to requirements of Florida Statutes to do business in the State of Florida. Provide a copy of your license.	
4. Provide information about the firm's financial capabilities, by supplying balance sheets, income statements, and annual reports for the past two (2) years. Include non-disclosure statement for privately held companies.	Declare your financial statements to be "Confidential" or provide as Attachment 2 .
5. List and describe bankruptcy petitions filed by or against the firm, predecessor organization(s), or any wholly owned subsidiary during the last three (3) years. Include disposition of each such petition.	(Yes or No) If yes, please describe:
6. List all claims, arbitrations, administrative hearings, and lawsuits brought by or against interested firm, its predecessor organizations(s), or any wholly owned subsidiary during the last three (3) years.	(Yes or No) If yes, please describe:

7. List and describe all criminal proceedings or hearings concerning business related offenses in which the responding entity (entities) or any of its components, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants:	(Yes or No) If yes, please describe:
8. Has the responding entity (entities) or any of its components, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last 5 years? Provide details:	(Yes or No) If yes, please describe:
9. Has the responding entity (entities) or any of its components ever failed to complete any work awarded to it? If so, where and why?	(Yes or No) If yes, please describe:
10. Has the responding entity (entities) or any of its components ever been terminated from a contract? If so, where and why?	(Yes or No) If yes, please describe:
11. Provide proof of Insurance or ability to obtain Insurance upgrade:	Provide Proof on Attachment 3 .

Legal Requirements	
1. Standard Agreement Language: A library of standard agreement terms and conditions resides at http://www.broward.org/purchasing/bids/stdcontreq.pdf . If you do not have computer access to the Internet, call the Project Manager for this RLI to arrange for mailing, pick up, or facsimile transmission. Identify any standard terms and conditions with which the interested firm cannot agree.	(None) or list exceptions on Attachment 4 .
2. List Cone of Silence Violations by the responding entity or any of its components.	(None) or list violations.
3. Public Entity Crimes Statement.	(None) or list exceptions on Attachment 5 .
4. Warrant of No Contingency Fees.	Provide statement on Attachment 6 .
5. Living Wage Applicability.	N/A
6. Provide the responding entity's business address in Broward County, Telephone numbers, email address, and evidence of relevant County and municipal occupational licenses.	Provide on Attachment 7 .
7. Domestic Partnership Preference. Describe the responding entity's existing domestic partner benefits program.	Provide on Attachment 8 .
8. Drug Free Workplace. Describe any existing drug-free workplace programs as defined in Section 287.087, Florida Statutes as amended.	Describe policy on Attachment 9 .
9. Type of Firm: Provide a statement attesting to whether the responding entity is a supplier/distributor or a manufacturer of the offered solution.	Provide Statement.

Insurance Request for the Terminal 4 Gate Replacement

The following coverages are deemed appropriate for minimum insurance requirements for this project and will be required of the selected firm and identified in the negotiated agreement. Any deviation or change during the contract negotiation period shall be approved by Risk Management.

TYPE OF INSURANCE	Limits on Liability in Thousands of Dollars		
		Each Occurrence	Aggregate
GENERAL LIABILITY / GARAGE LIABILITY <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> Explosion & Collapse Hazard <input checked="" type="checkbox"/> Underground Hazard <input checked="" type="checkbox"/> Products/Completed Operations Hazard (Contractor shall maintain in force for 3 years after completion of all work required coverage for Products/Completed Ops, including Broad Form Property Damage) <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury	Bodily Injury		
	Property Damage		
	Bodily Injury and Property Damage Combined	\$3000K	\$5000K
	Personal Injury		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto If applicable VENDOR RESPONSIBLE FOR DEDUCTIBLE	Bodily Injury (each person)		Broward County reserves the right to review and revise any insurance requirements at the time of contract renewal, not limited to the limits, coverages and endorsements based on insurance market conditions and/or changes in the scope of services.
	Bodily Injury (each accident)		
	Property Damage		
	Bodily Injury and Property Damage Combined	\$1000K non airside/ \$5000k airside	
<input checked="" type="checkbox"/> POLLUTION & ENVIRONMENTAL LIABILITY	Max Ded. \$50k	\$1000k	\$2000k
<input checked="" type="checkbox"/> WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY (NOTE *)	<input checked="" type="checkbox"/> STATUTORY		
		(each accident)	\$100K MIN
<input type="checkbox"/> PROFESSIONAL LIABILITY ~ E&O Subject to waiver unless, nature / scope of work and design specification require professional liability.	Max. Ded. \$	VENDOR RESPONSIBLE FOR DEDUCTIBLE	\$
<input type="checkbox"/> PROPERTY COVERAGE / ALL RISK	Max. Ded. \$	VENDOR RESPONSIBLE FOR DEDUCTIBLE	Agreed value Replacement Cost
<input checked="" type="checkbox"/> If project greater than \$50k – installation floater required for replacement of material, equipment, installation. All risk, replacement value. If applicable.	Maximum Deductible	\$ 10K deductible	Replacement value
	VENDOR RESPONSIBLE FOR DEDUCTIBLE		
Contractor responsible for all tools, materials, equipment, machinery, etc., until completion and acceptance by County.			

Description of Operations/Locations/Vehicles Certificate must show on general liability and excess liability **Additional Insured: Broward County Board of County Commissioners, Broward County, Florida.** Also when applicable certificate should show B.C.B.C.C as a named insured for property and builders risk and as a loss payee for installation floater when coverage's are required. Certificate Must be Signed and All applicable Deductibles shown. Indicate bid number, RLI,RFP, and project manager on COI.

NOTE* - If the Company is exempt from Workers' Compensation Coverage, please provide a letter on company letterhead or a copy of the State's exemption which documents this status and attaché to the Certificate of Insurance for approval. If any operations are to be undertaken on or about navigable waters, coverage must be included for U.S. Longshoremen & Harbor Workers' Act/ & Jones Act

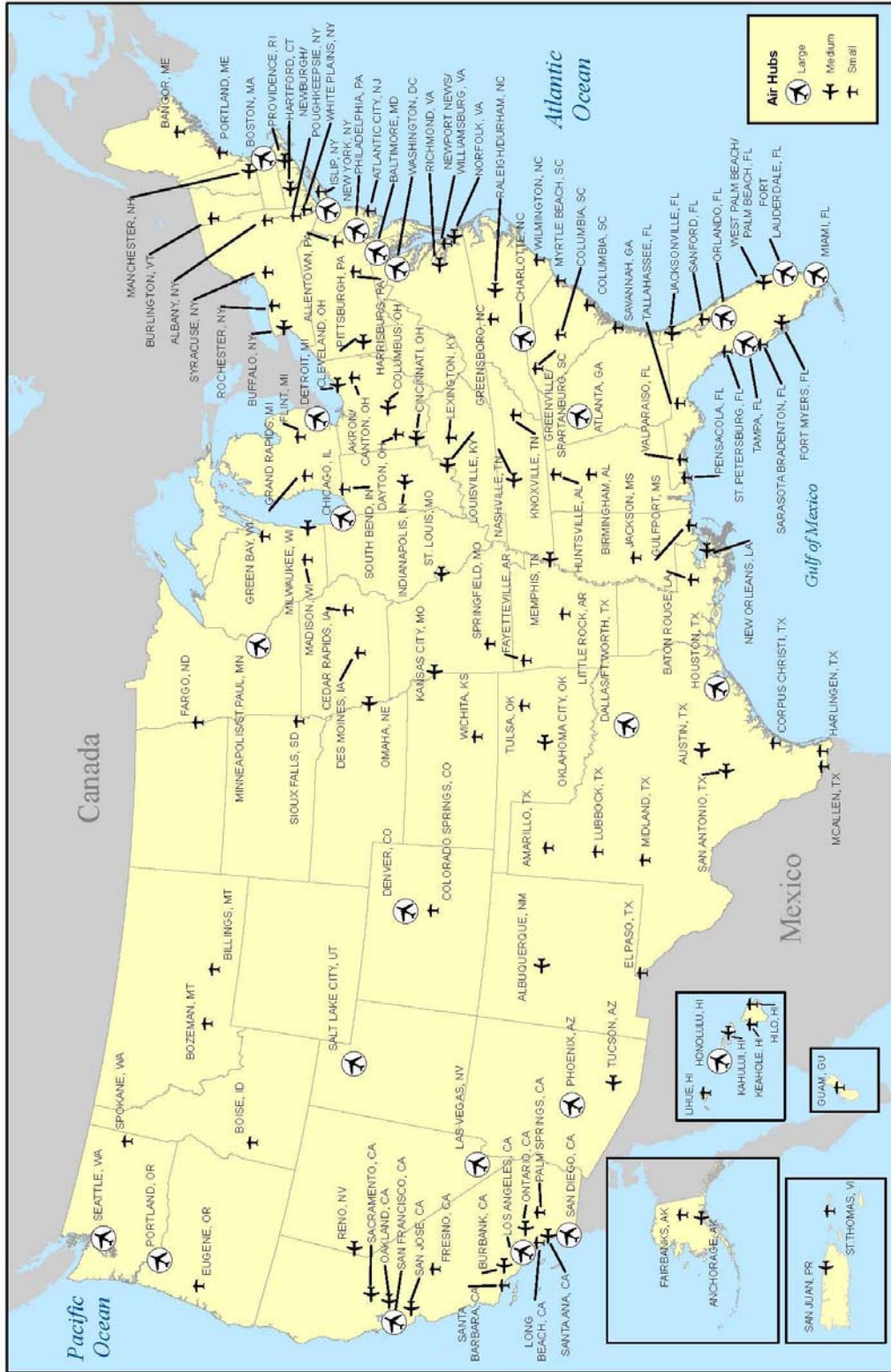
CANCELLATION: Thirty (30) Day written notice of cancellation required to the Certificate Holder:

Name & Address of Certificate Holder
 Broward County Board of County Commissioners
 Purchasing Division, RM 212
 115 South Andrews Avenue
 Fort Lauderdale, FL 33301
RE: (J. Goodwin, BCAD.)

Dawn Meltzer
 Digitally signed by Dawn Meltzer
 DN: cn=Dawn Meltzer, o=US, ou=Broward County, ou=Risk Management, email=dmelte@broward.org
 2014.12.16.15:04:00
Dawn Meltzer
 Risk Management Division
 10/14/09



Air Traffic Hubs 2009



NOTE: An Air Traffic Hub is a community of geographic area whose airport(s) serve at least .05% of all enplaned (boarded) passengers in the United States. All locations displayed here had a total enplanement of 30,000 or more for 2008. They are categorized based on their share of total enplaned passengers: Large, 1% or more; Medium, 0.25%-0.99%; and Small, 0.05%-0.24%. Source: BTS data as of August 2009



LETTER OF INTENT

To Utilize a County Business Enterprise (CBE) Subcontractor/Subconsultant

From (Name of Proposer/Bidder): _____

Firm Address: _____

Project Description: _____

In response to Broward County's RLI/Bid No. _____, the undersigned hereby agree to utilize the CBE firm listed below, if awarded the contract. The undersigned further certify that the firm has been contacted and properly apprised of the projected work assignment(s) upon execution of the contract with Broward County.

Name of CBE Firm: _____

Address of CBE Firm: _____

Expiration of CBE Certification: _____ Projected CBE Work Assignment (description of work assignment): _____

Projected Percentage of Prime's Contract Fees to be Awarded to CBE: _____
(Dollar Amt or Percentage %)

(Signature of Owner or Authorized Rep. **Prime**) (Date)

Print Name (owner or authorized Rep. **Prime**): _____

Subscribed and sworn to before me this _____ day of _____ 200____.

Notary's Signature _____ Notary Seal: _____

(ACKNOWLEDGEMENT BY THE PROPOSED CBE FIRM)

The undersigned intends to perform work in connection with the above Contract as (check one) ___ an individual ___ a partnership ___ a corporation ___ a joint venture. The undersigned agrees with the prime contractor's/consultant's proposal and further certifies that all information provided herein is true and correct.

(Signature of Owner or Authorized Rep. **CBE**) (Date)

Print Name (owner or authorized Rep. **CBE**): _____

Subscribed and sworn to before me this _____ day of _____ 200____.

Notary's Signature _____ Notary Seal: _____



Schedule of County Business Enterprise (CBE) Participation

Submit this form with an executed Letter of Intent from each CBE firm listed in this form

Bid/RLI/RFP #:		Project Location:		Date Form Submitted:	
Project Name:		Address:		Project Start Date:	
Prime Contractor:		Telephone #:		Fax #:	
Contact Person:		Address		Phone	
CBE Subcontractor	Certification Expiration Date	Type of Work to be Performed	Sub-contract Amount		Percent age (%)
			Agreed Price (\$)		
Total Participation					
			Total Contract Amount	\$	
			Subcontractor Participation Percentage	%	
			Firms Divided By Total Contract Amount		

The listing of a firm shall constitute a representation by the bidder/responder to Broward County that such firm has been contacted and properly apprised of the upcoming County project. Bidders/Responders are advised that the information contained herein is subject to verification by the Small Business Development Program and that submission of said information is an assertion of its accuracy, per the requirements of the Small Business Development Program.

I certify that the above information is true to the best of my knowledge:

Signature:	Date:
Title:	

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL SBDD COMPLIANCE FORM 2009-SOP



CBE UNAVAILABILITY REPORT

RLI/BID NO. _____

(NAME OF PRIME CONTRACTOR)

(ADDRESS)

(TELEPHONE NO.)

The undersigned representative of the Prime Contractor personally appeared before the undersigned officer authorized to administer oaths who after being duly sworn states that the undersigned has contacted the CBEs listed below and that said CBEs are unavailable to perform or submit a bid which was not the low acceptable bid set forth and that the following information regarding CBE subcontractors is true and correct to the best of his/her knowledge:

1. The following CBE contractors were invited to bid subcontract work, but were not available to work. (Attach list if necessary.)

Name

2. The following CBE contractors were invited to bid subcontract work, but did not respond to the invitation. (Attach list if necessary.)

Name

3. The following CBE contractors submitted bids which were not the low acceptable bids. (Attach list if necessary.)

Name

If you did not get any responses to your solicitation of CBE contractors, please detail your efforts to recruit eligible firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

Signature: _____

Title: _____

Date: _____

**CERTIFICATION OF VENDORS PROVIDING
BENEFITS FOR DOMESTIC PARTNERS**

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT ITS EMPLOYEE BENEFITS POLICIES ARE IN COMPLIANCE WITH BROWARD COUNTY ORDINANCE #1999-03, AS AMENDED BY BROWARD COUNTY ORDINANCE #1999-18, AS FOLLOWS:

A. VENDOR'S EMPLOYEE BENEFITS PROGRAM INCLUDES THE FOLLOWING MINIMUM STANDARDS:

1. Any vendor's employee who is a party to a domestic partnership relationship is entitled to elect insurance coverage for his or her domestic partner or a dependent of such domestic partner on the same basis in which any other vendor's employee may elect insurance coverage for his or her spouse or dependents. A vendor's employee's right to elect insurance coverage for his or her domestic partner, or the partner's dependent, extends to all forms of insurance provided by the vendor to the spouses and dependents of vendor's employees.
2. Any vendor's employee who is a party to a domestic partnership relationship is entitled to use all forms of leave provided by the vendor including, but not limited to sick leave and annual leave to care for his or her domestic partner or the dependent of the domestic partner as applicable.
3. All other benefits available to the spouses and dependents of vendor's employees are made available on the same basis to the domestic partner, or dependent of such domestic partner, of a vendor's employee who is party to a domestic partnership relationship.
4. It is within the vendor's discretion as to what benefits are provided to its employees and whether vendor's employees who are party to a domestic partnership relationship must be registered in accordance with Broward County Ordinance No. 1999-03, as amended, in order to be eligible for access to employee benefits.

B. The vendor's domestic partnership eligibility criteria are substantially equivalent to the following:

1. EACH DOMESTIC PARTNER IS AT LEAST 18 YEARS OLD AND COMPETENT TO CONTRACT.
2. NEITHER DOMESTIC PARTNER IS MARRIED NOR A PARTNER TO ANOTHER DOMESTIC PARTNERSHIP RELATIONSHIP.
3. THE DOMESTIC PARTNERS ARE NOT RELATED BY BLOOD.
4. CONSENT OF EITHER DOMESTIC PARTNER TO THE DOMESTIC PARTNERSHIP RELATIONSHIP HAS NOT BEEN OBTAINED BY FORCE, DURESS, OR FRAUD.
5. EACH DOMESTIC PARTNER AGREES TO BE JOINTLY RESPONSIBLE FOR EACH OTHER'S BASIC FOOD AND SHELTER.

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____
COUNTY OF _____

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, _____ AS BY _____

(NAME OF PERSON WHOSE SIGNATURE IS BEING NOTARIZED) (TITLE)

OF _____, KNOWN TO ME TO BE THE PERSON DESCRIBED

(NAME OF CORPORATION/ENTITY)

HEREIN, OR WHO PRODUCED _____ AS IDENTIFICATION, AND WHO DID/DID NOT TAKE AN OATH.

(TYPE OF IDENTIFICATION)

NOTARY PUBLIC:

(SIGNATURE)

(PRINT NAME)

State of _____ at Large (SEAL) My commission expires: _____

DRUG FREE WORKPLACE CERTIFICATION

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establishing a continuing drug-free awareness program to inform its employees about:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The offeror's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's 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 of any state, for a violation occurring in the workplace NO later than five days after such conviction.
- (5) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (1) through (6).

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2004,

by _____
(Name of person who's signature is being notarized)

as _____ of

(Title) (Name of Corporation/Company)

known to me to be the person described herein, or who produced _____
(Type of Identification)

as identification, and who did/did not take an oath.

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

FORM 1

Completed Projects of Similar Nature (Limit to 3 Most Similar Projects)			
Project 1			
Name			
Location			
Did the respondent serve as Managing General Contractor (CM@Risk) on the project?	(Yes or No)	Was the project completed within the last five (5) years?	(Yes or No)
Did the project involve Airport terminal construction and renovation?	(Yes or No)	Was the Project performed at a Large Hub Airport? (see page 19 for reference)	(Yes or No)
Description of Services Provided			
Scope of Project			
Construction Cost	\$	Within Budget?	(Yes or No)
Date Started		On Schedule?	(Yes or No)
Special Circumstances/Conditions			
Name of Reference			
Title			
Phone Number			
Verified By		Date	
Comment(s)			

NOTE: If your experience cannot be corroborated, it may not be included in the Evaluation Matrix prepared for the Selection Committee.

FORM 1

Completed Projects of Similar Nature (Limit to 3 Most Similar Projects)			
Project 2			
Name			
Location			
Did the respondent serve as Managing General Contractor (CM@Risk) on the project?	(Yes or No)	Was the project completed in the last five (5) years?	(Yes or No)
Did the project involve Airport terminal construction and renovation?	(Yes or No)	Was the Project performed at a Large Hub Airport? (see page 19 for reference)	(Yes or No)
Description of Services Provided			
Scope of Project			
Construction Cost	\$	Within Budget?	(Yes or No)
Date Started		On Schedule?	(Yes or No)
Special Circumstances/Conditions			
Name of Reference			
Title			
Phone Number			
Verified By		Date	
Comment(s)			

NOTE: If your experience cannot be corroborated, it may not be included in the Evaluation Matrix prepared for the Selection Committee.

FORM 1

Completed Projects of Similar Nature (Limit to 3 Most Similar Projects)			
Project 3			
Name			
Location			
Did the respondent serve as Managing General Contractor (CM@Risk) on the project?	(Yes or No)	Was the project completed in the last five (5) years?	(Yes or No)
Did the project involve Airport terminal construction and renovation?	(Yes or No)	Was the Project performed at a Large Hub Airport? (see page 19 for reference)	(Yes or No)
Description of Services Provided			
Scope of Project			
Construction Cost	\$	Within Budget?	(Yes or No)
Date Started		On Schedule?	(Yes or No)
Special Circumstances/Conditions			
Name of Reference			
Title			
Phone Number			
Verified By		Date	
Comment(s)			

NOTE: If your experience cannot be corroborated, it may not be included in the Evaluation Matrix prepared for the Selection Committee.

FORM 2

On-Going Projects of Similar Nature (Limit to 3 Most Similar Projects)			
Project 1			
Name			
Location			
Is the respondent serving as Managing General Contractor (CM@Risk) on the project?	(Yes or No)	Is the project active?	(Yes or No)
Does the project involve Airport terminal construction and renovations?	(Yes or No)	Is the project at a Large Hub Airport? (see page 19 for reference)	(Yes or No)
Description of Services Provided			
Scope of Project			
Construction Cost	\$	Within Budget?	(Yes or No)
Date Started		On Schedule?	(Yes or No)
Special Circumstances/Conditions			
Name of Reference			
Title			
Phone Number			
Verified By		Date	
Comment(s)			

NOTE: If your experience cannot be corroborated, it may not be included in the Evaluation Matrix prepared for the Selection Committee.

FORM 2

On-Going Projects of Similar Nature (Limit to 3 Most Similar Projects)			
Project 2			
Name			
Location			
Is the respondent serving as Managing General Contractor (CM@Risk) on the project?	(Yes or No)	Is the project active?	(Yes or No)
Does the project involve Airport terminal construction and renovations?	(Yes or No)	Is the project at a Large Hub Airport? (see page 19 for reference)	(Yes or No)
Description of Services Provided			
Scope of Project			
Construction Cost	\$	Within Budget?	(Yes or No)
Date Started		On Schedule?	(Yes or No)
Special Circumstances/Conditions			
Name of Reference			
Title			
Phone Number			
Verified By		Date	
Comment(s)			

NOTE: If your experience cannot be corroborated, it may not be included in the Evaluation Matrix prepared for the Selection Committee.

FORM 2

On-Going Projects of Similar Nature (Limit to 3 Most Similar Projects)			
Project 3			
Name			
Location			
Is the respondent serving as Managing General Contractor (CM@Risk) on the project?	(Yes or No)	Is the project active?	(Yes or No)
Does the project involve Airport terminal construction and renovations?	(Yes or No)	Is the project at a Large Hub Airport? (see page 19 for reference)	(Yes or No)
Description of Services Provided			
Scope of Project			
Construction Cost	\$	Within Budget?	(Yes or No)
Date Started		On Schedule?	(Yes or No)
Special Circumstances/Conditions			
Name of Reference			
Title			
Phone Number			
Verified By		Date	
Comment(s)			

NOTE: If your experience cannot be corroborated, it may not be included in the Evaluation Matrix prepared for the Selection Committee.

FORM 3

List all Broward County projects completed or active during the past 5 years.			
Project 1			
Project Name		Project Number	
References			
Project 2			
Project Name		Project Number	
References			
Project 3			
Project Name		Project Number	
References			
Project 4			
Project Name		Project Number	
References			
Project 5			
Project Name		Project Number	
References			
Project 6			
Project Name		Project Number	
References			

FORM 4

Three (3) Sustainable projects constructed during the past five (5) years in accordance with the US green Building Council, LEED - NC rating system or other recognized sustainability standards.			
Project 1			
Project Name		Project Number	
Was / Is the project LEED applicable?	(Yes or No)	Was the project performed in the past five (5) years?	(Yes or No)
Did the respondent serve as the Managing General Contractor (CM@Risk) for the project?	(Yes or No)	Did the respondent provide construction methods and strategy used to successfully complete the project with LEED certification?	(Yes or No)
Describe the construction methods and strategy used to successfully complete the project with LEED certification or sustainable construction techniques.			
Reference	Name: Telephone: Email:		
Project 2			
Project Name		Project Number	
Was / Is the project LEED applicable?	(Yes or No)	Was the project performed in the past five (5) years?	(Yes or No)
Did the respondent serve as the Managing General Contractor (CM@Risk) for the project?	(Yes or No)	Did the respondent provide construction methods and strategy used to successfully complete the project with LEED certification?	(Yes or No)
Describe the construction methods and strategy used to successfully complete the project with LEED certification or sustainable construction techniques.			
Reference	Name: Telephone: Email:		

FORM 4

Three (3) Sustainable projects constructed during the past five (5) years in accordance with the US green Building Council, LEED - NC rating system or other recognized sustainability standards.			
Project 3			
Project Name		Project Number	
Was / Is the project LEED applicable?	(Yes or No)	Was the project performed in the past five (5) years?	(Yes or No)
Did the respondent serve as the Managing General Contractor (CM@Risk) for the project?	(Yes or No)	Did the respondent provide construction methods and strategy used to successfully complete the project with LEED certification?	(Yes or No)
Describe the construction methods and strategy used to successfully complete the project with LEED certification or sustainable construction techniques.			
Reference	Name: Telephone: Email:		

FORM 5

If LEED is not applicable, list other sustainable or green construction standard techniques, methodologies or systems used and ratings attained.			
Project 1			
Project Name		Project Number	
Was / Is the project applicable to sustainable or green construction standards, techniques?	(Yes or No)	Was the project performed in the past five (5) years?	(Yes or No)
Did the respondent serve as the Managing General Contractor (CM@Risk) for the project?	(Yes or No)	Did the respondent provide construction methods and strategy used to successfully complete the project with green construction techniques?	(Yes or No)
Describe the construction methods and strategy used to successfully complete the project with green construction techniques.			
Reference	Name: Telephone: Email:		
Project 2			
Project Name		Project Number	
Was / Is the project applicable to sustainable or green construction standards, techniques?	(Yes or No)	Was the project performed in the past five (5) years?	(Yes or No)
Did the respondent serve as the Managing General Contractor (CM@Risk) for the project?	(Yes or No)	Did the respondent provide construction methods and strategy used to successfully complete the project with green construction techniques?	(Yes or No)
Describe the construction methods and strategy used to successfully complete the project with green construction techniques.			
Reference	Name: Telephone: Email:		

FORM 5

If LEED is not applicable, list other sustainable or green construction standard techniques, methodologies or systems used and ratings attained.			
Project 3			
Project Name		Project Number	
Was / Is the project applicable to sustainable or green construction standards, techniques?	(Yes or No)	Was the project performed in the past five (5) years?	(Yes or No)
Did the respondent serve as the Managing General Contractor (CM@Risk) for the project?	(Yes or No)	Did the respondent provide construction methods and strategy used to successfully complete the project with green construction techniques?	(Yes or No)
Describe the construction methods and strategy used to successfully complete the project with green construction techniques.			
Reference	Name: Telephone: Email:		

Attachment 1
(Insert Key Staff Résumés)

Attachment 2
(Insert Financial Statements)

Attachment 3
(Insert Copy of Insurance Certificate)

Attachment 4
(Exceptions to the Standard Agreement Language)

Attachment 5

(Statement concerning violations of Public Entity Crimes Statute by Firm or JV Members)

Attachment 6
(Attesting Statement Warranting No Contingency Fees)

Attachment 7
(Location in Broward County)

Attachment 8

(Insert Signed and Notarized **CERTIFICATION OF VENDORS PROVIDING BENEFITS FOR DOMESTIC PARTNERS**)

Attachment 9
(Drug-Free Workplace Policy)