

Solicitation PNC2119087R1

Consultant Services for Joint Government Center Campus

Bid Designation: Public



Broward County Board of County Commissioners

Bid PNC2119087R1

Consultant Services for Joint Government Center Campus

Bid Number	PNC2119087R1
Bid Title	Consultant Services for Joint Government Center Campus
Bid Start Date	In Held
Bid End Date	Jul 24, 2019 2:00:00 PM EDT
Question & Answer End Date	Jul 10, 2019 5:00:00 PM EDT
Bid Contact	Connie Mangan Purchasing Manager Purchasing Division cmangan@broward.org
Bid Contact	Carolyn Messersmith cmessersmith@broward.org
Contract Duration	See Specifications
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Pre-Bid Conference	Jun 26, 2019 11:30:00 AM EDT Attendance is optional Location: A pre-proposal conference is scheduled for Wednesday, June 26, 2019. Attendance at this conference is optional. This informational session presents an opportunity for vendors to clarify any concerns regarding the submittal requirements. Meeting Location: Broward County Governmental Center 115 S. Andrews Avenue, Room 430 Fort Lauderdale, FL 33301 Vendors may also call-in to the following Conference Bridge Number to attend the - pre-proposal conference: 954-357-****
Bid Comments	Scope of Services: The Broward County Board of County Commissioners (County) and the City of Fort Lauderdale (City) is seeking a qualified architect-led consulting firm to provide Consultant Services for Joint Government Center Campus. Refer to Summary Scope of Services for project information and requested consultant services. Unified Direct Procurement Authority: The County and the City have created a "Unified Direct Procurement Authority" or "UDPA". This entity is comprised of both the Broward County Board of County Commissioners and the City of Fort Lauderdale's City Commission. The UDPA will be fully responsible for vetting and selecting the successful team. Refer to Instructions to Vendors and General Requirements for detailed information. This solicitation is a joint effort between the County and City. As part of an interlocal agreement, the County is responsible to administer the solicitation process on behalf of the governmental partnership. All requests for additional information, whether by the County and/or City will be requested by and through the County. Additionally, submittal location is a County location and through County's BidSync account. Cone of Silence: Cone of Silence is currently in effect. The Cone of Silence for the solicitations for this Project shall be in effect for ALL "affected persons" beginning upon the UDPA approval of this solicitation (Request for Qualifications). Cone of Silence means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation, including vendors and vendors' representatives. The Cone of Silence is currently in effect for all Broward County Board of

County Commissioners (County), City of Fort Lauderdale Commissioners (City), County Administrator, Deputy County Administrator, Assistant County Administrators, and their respective support staff appointed to evaluate or recommend selection in this RFQ process, City Manager, Deputy City Manager, Assistant City Manager, and their respective support staff appointed to evaluate or recommend selection in this RFQ process. The Cone of Silence for this project is applied immediately upon the approval of the solicitation, with the further restriction that the members serving as the UDPA (Board and City Commissioners) may not initiate contact with a vendor or vendor's representative while the Cone of Silence is in effect. However, nothing precludes initiating contact with the County's Director of Purchasing or communicating with the person designated in the solicitation as the contact person for clarification or information. The Cone of Silence shall remain in effect until the contract is awarded by the UDPA or when the UDPA takes other action which ends the solicitation. Refer to **Cone of Silence Requirement Certification**.

Florida Statute: Pursuant to Florida Statutes, Chapter 287.055, the Consultants' Competitive Negotiation Act (CCNA) applies to this solicitation. In a CCNA solicitation, price will not be considered in the final evaluation and ranking of the qualified firm.

Goal Participation: This solicitation includes participation goals for Broward County certified County Business Enterprises. Refer to Instructions and General Requirements and the Office of Economic and Small Business Development Requirements sections for additional information.

Questions and Answers: The County provides a specified time for Vendors to ask questions and seek clarification regarding the requirements of the solicitation. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County and City will respond to questions via Bid Sync.

Submittal Instructions: Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County and City to receive a valid response through BidSync. Refer to the Broward County's Purchasing Division website or contact BidSync for submittal instructions. It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation. The County and City will not consider solicitation responses received by other means. Vendor are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.

Item Response Form

Item **PNC2119087R1--01-01 - Consultant Services for Joint Government Center Campus**

Quantity **1 lump sum**

Prices are not requested for this item.

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 1

Description

Pursuant to Florida Statutes, Chapter 287.055, the Consultants' Competitive Negotiation Act (CCNA) applies to this solicitation. In a CCNA solicitation, price will not be considered in the final evaluation and ranking of the qualified firm.

Summary Scope of Services **PNC2119087R1, Consultant Services for Joint Government Center Campus**

Broward County (County) and the City of Fort Lauderdale (City) are desirous to jointly develop a new government center campus to be occupied by both entities, with the intent of obtaining efficient facilities and provide opportunities for each to interact, share and collaborate and present a positive image of efficiency and cooperation between both entities for residents and prospective investors. The form and aesthetics of the campus will express the forward-thinking values and goals of both government entities.

The new campus is intended to replace the existing County Governmental Center East and City Hall and to produce a new joint governmental center; a new bus transit terminal for Broward County's Transportation Department and associated administration offices; multi-story parking garage; additional future office space; retail areas; etc.

The new combined facility is anticipated to be a multi-story Class "A" office building or series of buildings approximately 700,000+ square feet, inclusive of 150,000 square feet for City use, in addition to the parking garage structure and bus terminal. The new joint facility is intended to house each entity's Commission Chambers and administrative service agencies.

The Consultant's services may include strategic planning and logistics for the relocation of the services that currently reside in:

For County:

- Government Center East
- existing downtown (Central) Broward County Bus Terminal
- re-configuration and re-stacking of Government Center West in Plantation, Florida

For City:

- City Hall in Fort Lauderdale
- Transportation and Mobility Building in Fort Lauderdale
- Parks and Recreation Administration from South Side School
- centralization of the City Attorney's Office and City Auditor's Office
- evaluating other City opportunities for centralization of services
- other associated city buildings

The selected professional consulting Architect-led team (Consultant) shall possess extensive experience in planning, design and construction of next-generation civic and government facilities in the United States, including but not limited to forecasting, programming, planning, design and project management.

The Architect-led consulting team shall include architects, planning specialists, landscape architects, structural, mechanical, electrical, plumbing, fire, acoustics, traffic engineers, security, resiliency and sustainability experts. In addition, the Consultant's team must also include a real-estate finance specialist with public-private partnership experience. Other experts may be identified and added during the project's development.

The Consulting team shall be well versed in using Building Information Modeling (BIM) and be able to produce relevant programming, building code analysis, phased documents, etc. as applicable within the BIM Process. It is the County's and City's intent to have all construction

documents generated using BIM. Consulting team must be able to review BIM progress work by the development entity.

The proposed 3-acre project site is located at:

Broward County Central Bus Terminal
101 NW 1 Street, Fort Lauderdale, FL.33311

Generally, the Joint Government Center Campus project will consist of the following elements, to be developed by County and City:

- New County and City Administrative Building(s), including Commission Chambers.
- Additional future office and retail areas
- New multi-level parking garage

In addition, the County and City are interested in exploring the development of a public plaza close to the project.

The County may also include the following additional elements:

- Administrative offices for the County's Transportation Department
- Temporary County Bus Terminal, in the surrounding area of the new project site, in the City of Fort Lauderdale
- New County Bus Terminal and associated maintenance/storage area(s), within the new Joint Government Center Campus site
- Governmental Center West

The City may also include the following additional elements:

- Administrative offices for Transportation, Mobility and Parking Departments
- Administrative offices for Parks and Recreation Department
- Centralization of City Services for several locations where space is currently rented including, but not limited to:
 - Strategic Communications Division of the City Manager's Office
 - Public Works Sustainability Division
 - Urban Design and Planning Division
 - Economic Development Division
 - Administrative Offices for the City Attorney's Office
 - Administrative Offices for the City Auditor's Office

The successful Consultant will be entering into a deliberately phased agreement for the life of the project. Broward County and the City of Fort Lauderdale may retain the selected firm through pre-design, design, construction and post-occupancy services of the project.

The County and the City have created a "Unified Direct Procurement Authority" or "UDPA". This entity is comprised of both the Broward County Board of County Commissioners and the City of Fort Lauderdale's City Commissioners. The UDPA will be fully responsible for vetting and selecting the successful team. Refer to Instructions to Vendors and General Requirements for further explanation on the UDPA responsibilities.

The scope of services will be divided into tasks. It is the intent of the County and City to proceed with the following County/City combined tasks:

1. Programming (Government Center East and City Hall):

- 1.1. Consultants shall be responsible for developing detailed space program requirements. The program shall be developed through a series of interview sessions with multiple Department, Divisions and Stakeholders within both County and City. The programming for this project, includes approximately 1,500 County and City employees, plus the visiting public. Refer to the organizational charts for County (**Attachment 4**) and City (**Attachment 5**).
- 1.2. Consultant shall develop space standards, adjacency requirements and create a new “modus operandi” that integrates emerging technologies used in government. Review of the County and City’s job classifications and functions are to be included. Consultant shall develop bubble, adjacencies and stacking diagrams for both entities.
- 1.3. Consultant shall forecast and produce recommendations for best practices that take into consideration a 10-year and 30-year look-ahead, for the following:
 - 1.3.1. function of County/City Governments.
 - 1.3.2. understanding how constituents can be better served.
 - 1.3.3. role of government through its infrastructure and integrate County and City’s goals, respectively.
 - 1.3.4. opportunities for efficiently shared spaces.

2. Needs Assessment:

- 2.1. Site A – Fort Lauderdale (**Attachment 1**): Consultant shall be responsible for developing massing models and concept designs that analyze visions, trends and various forms a future building may adopt for this site. Consultant shall provide evaluation of applicable zoning codes and conduct interviews with County and City officials, planning staff, etc.
- 2.2. Site C: Temporary Bus Terminal – site unknown (County only) (**Context Map - Attachment 3**):
 - 2.2.1. Consulting team will be responsible for the site analysis and programming of a temporary bus terminal to be erected prior to the demolition of the existing site.
 - 2.2.2. County may elect to procure design and construction administration services for the temporary bus terminal.
- 2.3. Massing and Movement Analysis: In-depth site analyses, massing studies, vehicular traffic patterns, pedestrian access; delivery/service vehicles, drop-off, including tractor trailers (18 wheelers, garage access); Transportation buses and any other means of transportation.

3. Design Criteria Package:

- 3.1. Consulting team will be tasked to develop minimum qualitative and performance standards for building components that include level of finishes, mechanical and electrical equipment, plumbing systems, space requirements, conveying systems, site development (landscaping, grading etc.), network servers, security and access, auditorium (chamber) standards, audio-visual and lighting strategies (general office, exterior, auditorium, parking, etc.)
- 3.2. Resiliency and sustainability are critical to County and City government operations. The Consultant will be tasked to take into consideration each government’s ability to operate during and immediately after declared emergencies. All standards shall meet the requirements of the current Florida Building Code (FBC), including High Velocity Hurricane Zone (HVHZ) wind loading for essential facilities. The new campus shall be designed to address flooding projections and wind conditions and shall be inclusive of renewable energy systems.
- 3.3. Consulting team will be tasked to identify agencies having jurisdiction and shall identify all necessary permits from the City of Fort Lauderdale Planning and Zoning requirements,

South Florida Water Management District, Federal Aviation Administration (for height restrictions), any and all other applicable codes and standards.

- 3.4. The Joint Government facility shall be designed under LEED Version 4.1 or latest available version for Building Design and Construction (BD+C). All applicable LEED principles and guidelines to achieve LEED Platinum certification will be taken into consideration. The design intent is to develop a Net-Zero Energy building complex. Inclusion of WELL Building methodology is desired.
- 3.5. Consultant shall provide security analysis and take the necessary measures for the development of both active or passive security systems inside and around the site. Consultant will be tasked with development of minimum standards and how to address protection of staff and the public at large.
- 3.6. The Design Criteria Package may address the development of surrounding open urban areas, the new Joint Government Campus overall relationship to the City of Fort Lauderdale urban fabric and develop a concept or theme that can be adhered to by the Development team.
- 3.7. Consulting team shall develop order of magnitude estimates for probable construction costs, based on the project's total proposed construction area(s), design quality level, etc. Prepare possible development phasing plans that will allow both County and City to strategize on their respective capital improvement program budgets.
- 3.8. Consulting team shall develop various financial deal structures that might be considered by the County and City as part of a public-private partnership (P3). Considerations may include private or public sector ownership of the project, financing terms, reserves (e.g. capital, O&M), risk sharing, ground lease terms, building lease terms (including reversion clause), operations and maintenance responsibilities, and capital reinvestment.

4. County - Only Tasks that may be included:

- 4.1. Programming (Government Center West): The programming of Governmental Center West is a County only task to be produced in tandem with the tasks described above. Programming of Government Center West is necessary for Broward County to properly relocate its agencies in between the existing and new facilities; construction work may be concurrent with this or future development projects.
- 4.2. Needs Assessment:
 - 4.2.1. Site B: Government Center West – Plantation (attach map): re-stacking analysis and best functions for the relocation of County staff only, to accommodate “open or public” function agencies and future interaction with new facility. Consulting team shall develop stacking diagrams, site analyses and massing models for future expansion(s).
 - 4.2.2. Government Center West is located at: 1 N University Dr., Plantation, FL 33324

5. Construction Budget:

- 5.1. Consulting team will develop order-of-magnitude estimates once the Programming and Design Criteria Package are complete and to establish the proposed project construction budget currently estimated at \$420 million.
- 5.2. Consulting team may be tasked in providing alternative solutions to achieve the desired budget listed in item 5.1.
- 5.3. Once the project budget and site plan strategies are established, a developer's agreement may be advertised and negotiated to include full design, construction and construction administration services.

6. Scheduling:

Consulting team shall develop preliminary or projected design and construction schedules, involving all project elements. Consideration shall be given to potential construction phasing, permitting activities, public input as required by the jurisdictional agencies, and any other design and construction activity that will have a direct impact in the critical path for design and construction activities.

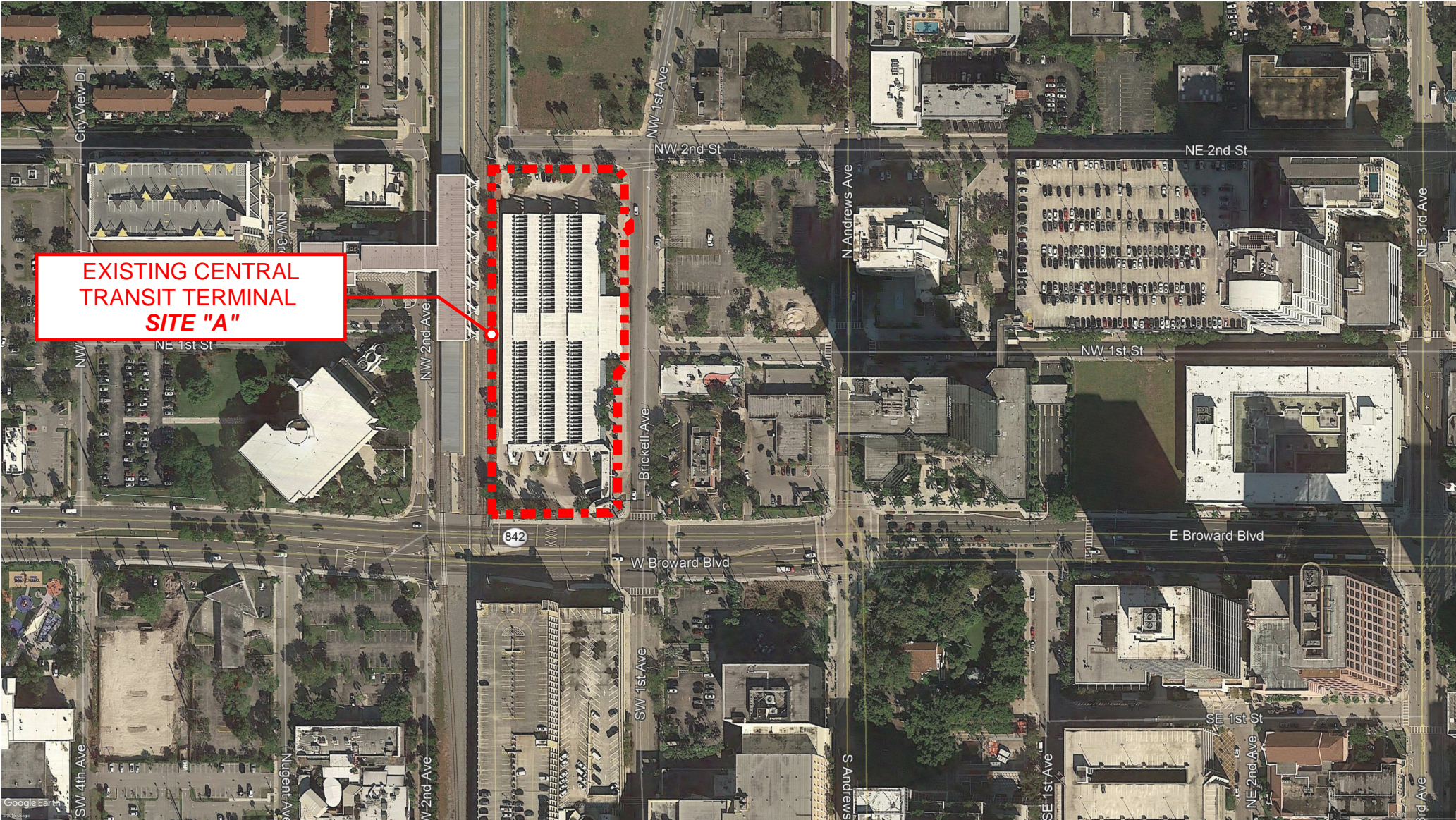
7. Future Support Services:

Potential future activities may fall under the UDPA, City-related, or County-related tasks only. A summary list of future services can include:

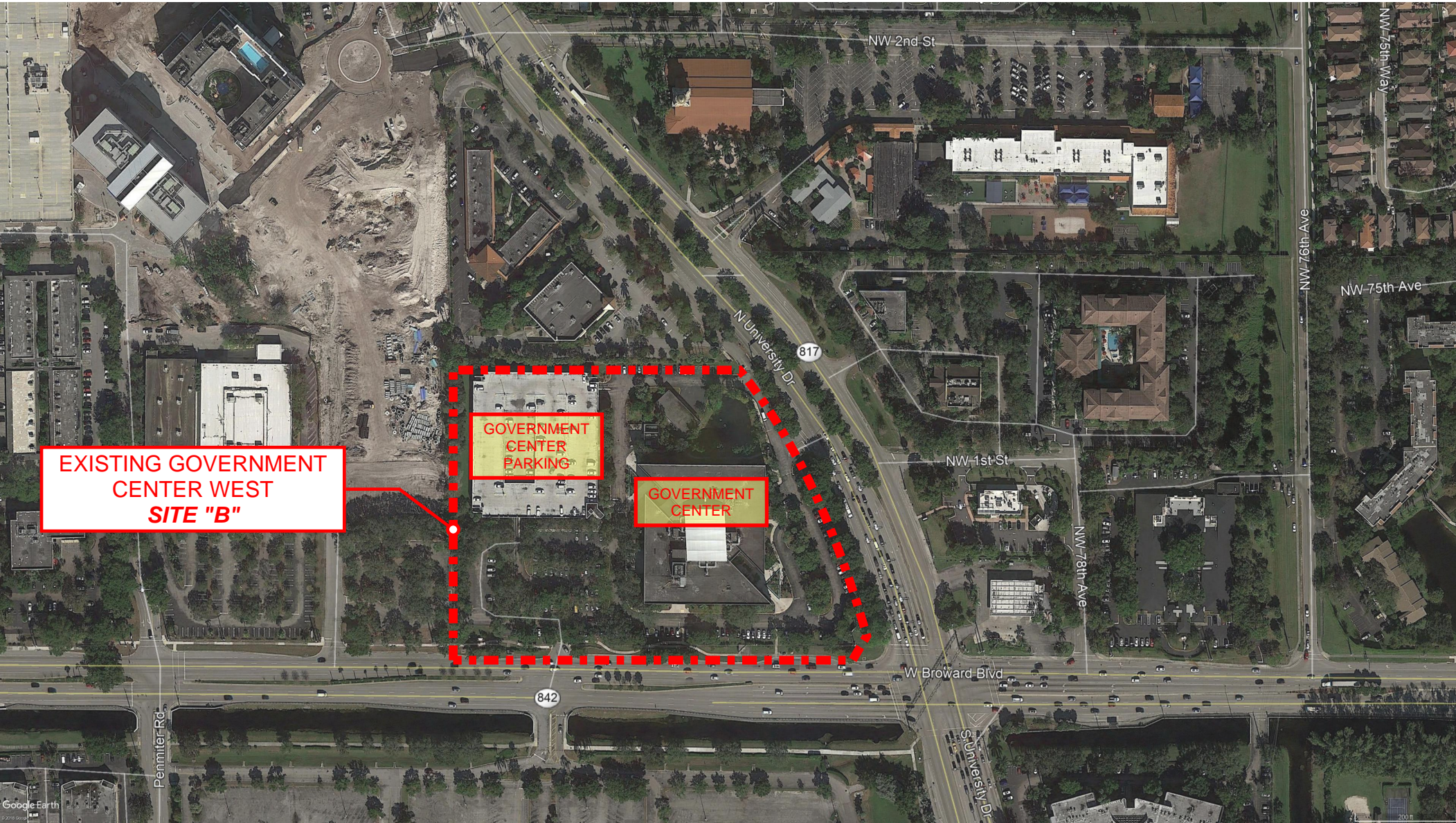
- 7.1. Assistance in the selection process for a developer and during the design, construction (in the form of peer reviews) and post-occupancy phases of the project.
- 7.2. Interior design services for the new joint campus. As final design plans are permitted for the new Joint Government Center, Consulting team may work with all identified agencies to develop interior design layouts to be submitted to the Development team for construction document development and construction.
- 7.3. Full professional architectural and engineering services for the remodel of Government Center West. Government Center West site is approximately 9.16 acres, existing building area is 192,344 square feet, 2-level parking garage. This work shall have no relation to the design development work being done for the new Joint Government Center by the Development team. Post occupancy services may include coordination and management of all moving activities from the existing Government Center East, City Hall and from/to Government Center West to the new campus.
- 7.4. Schematic Design: Consulting team may be engaged in developing conceptual or schematic designs that will be turned over to a development team to produce full design and construction documents.

Note: The County and City are exploring different options on how to procure the project. Contract strategies range from Development (design and construction) team, Public- Private Partnerships, Design-Build teams or any other procurement form deemed appropriate by the UDPA.

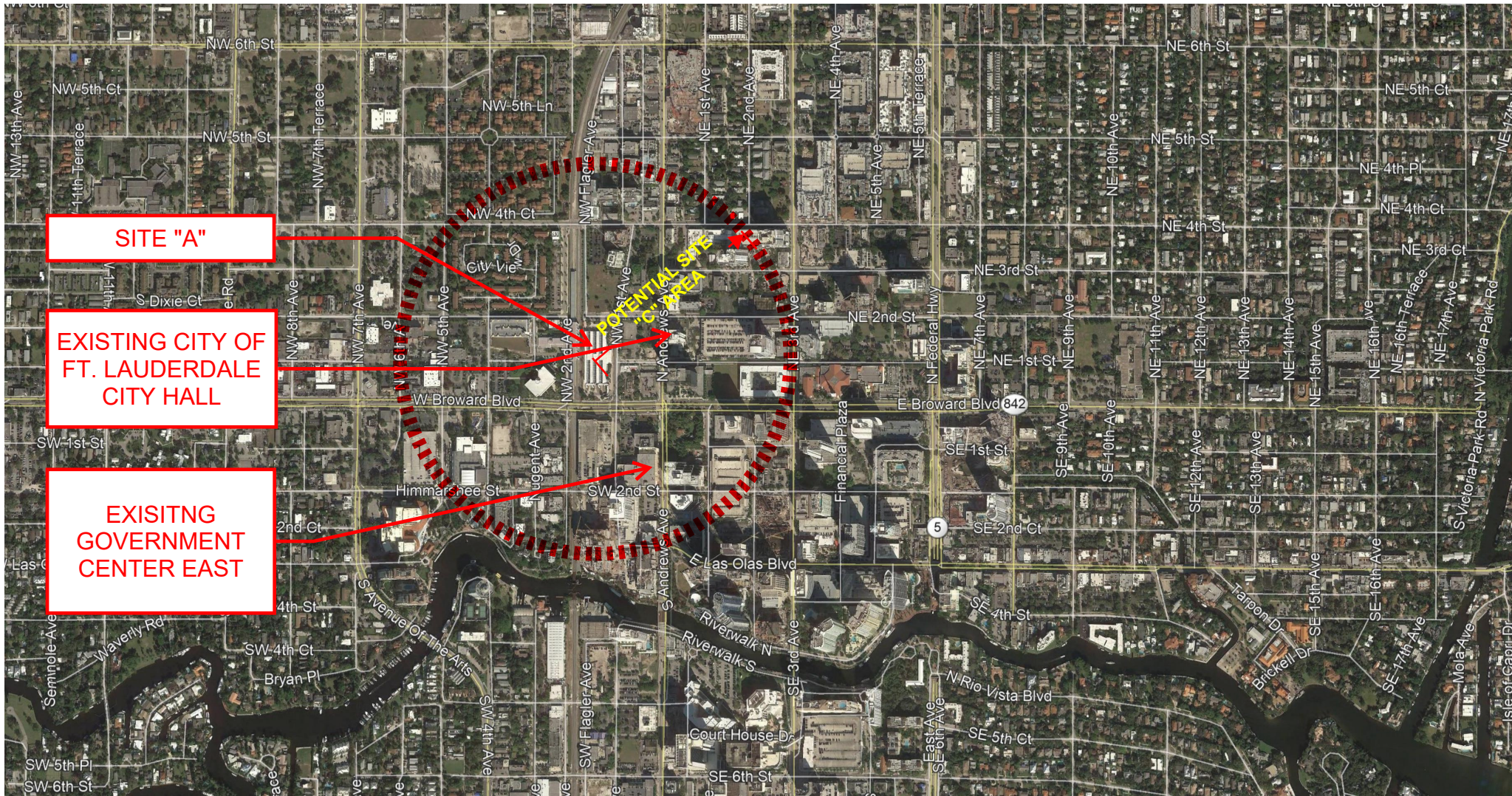
The successful Consultant, including all subconsultants, is precluded from performing any services, as a prime or subconsultant, on the project's Development (design and construction) team, Public- Private Partnerships, or Design-Build teams, as applicable.



SITE "A"- ATTACHMENT 1



SITE "B"- ATTACHMENT 2



CONTEXT MAP- ATTACHMENT 3



GOVERNMENTAL STRUCTURE OF BROWARD COUNTY

BOARD OF COUNTY COMMISSIONERS		
COMMISSIONER	DIST	PHONE
Nan H. Rich	1	357-7001
Mark D. Bogen, <i>Mayor</i>	2	357-7002
Michael Udine	3	357-7003
Lamar P. Fisher	4	357-7004
Steve Geller	5	357-7005
Beam Furr	6	357-7006
Tim Ryan	7	357-7007
Dr. Barbara Sharief	8	357-7008
Dale V.C. Holness, <i>Vice Mayor</i>	9	357-7009
Kimberly Maroe, <i>Public Information Manager</i>		357-8053

JUDICIARY	
Circuit Court Judges	831-7740
County Court Judges	831-7740
Clerk of Court Brenda Forman	831-5504
State Attorney Michael Satz	831-6955
Public Defender Howard Finkelstein	831-8650

ELECTORATE

COUNTY COMMISSION NINE MEMBER BOARD

COUNTY ATTORNEY
ANDREW J. MEYERS
357-7600

COUNTY AUDITOR
ROBERT MELTON
357-7590

COUNTY ADMINISTRATOR BERTHA HENRY 357-7362

DEPUTY COUNTY ADMINISTRATOR MONICA CEPERO 357-7354

ASSISTANT COUNTY ADMINISTRATORS

GRETCHEN CASSINI — 357-7579
ALAN COHEN — 357-7364
ALPHONSO JEFFERSON — 357-7352

~~ELECTIONS SUPERVISOR
PETER ANTONACCI
357-7050~~

~~PROPERTY APPRAISER
MARTY KIAR
357-6830~~

~~SHERIFF
GREGORY TONY
831-8900~~

OFFICE OF THE INSPECTOR GENERAL
JOHN W. SCOTT
357-7873
357-TIPS (8477)

~~PLANNING COUNCIL
BARBARA BLAKE BOY
357-6695~~

~~OFFICE OF MEDICAL EXAMINER & TRAUMA SRVS.
DR. CRAIG MALLAK
357-5200~~

OFFICE OF PUBLIC COMMUNICATIONS
MARGARET STAPLETON
357-6990

OFFICE OF ECONOMIC & SMALL BUS. DEVELOPMENT
SANDY-MICHAEL MCDONALD
357-5673

OFFICE OF MANAGEMENT & BUDGET
NORMAN FOSTER
357-6346

~~GREATER FORT LAUDERDALE CONVENTION & VISITORS BUR.
STACY RITZER
765-4466~~

REGIONAL EMERGENCY SERVICES & COMMUNICATIONS
TRACY JACKSON
831-3908

ENVIRONMENTAL PROTECT. & GROWTH MANAGEMENT HENRY SNIJEZEK 357-6670

HUMAN SERVICES KIMM CAMPBELL 357-6385

PUBLIC WORKS THOMAS HUTKA 357-6410

FINANCE & ADMINISTRATIVE SERV. GEORGE TABLACK 357-7130

~~AVIATION MARK GALE 359-6214~~

~~PORT EVERGLADES VACANT 468-3516~~

TRANSPORTATION CHRIS WALTON 357-8301

~~CULTURAL
LESLIE FORDHAM*
357-7456~~

~~LIBRARIES
KELVIN WATSON
357-7397~~

~~PARKS & RECREATION
DAN WEST
357-8106~~

PLANNING & DEVELOPMENT MGMT.
JO SESODIA
357-6602

HOUSING FINANCE & COMMUNITY REDEVELOP
RALPH STONE
357-4900

BUILDING CODE SERVICES
HIPOLITO CRUZ
765-5081

ENVIRONMENTAL PLANNING AND COMMUNITY RESILIENCE
DR. JENNIFER JURADO
519-1270

ENVIRONMENTAL AND CONSUMER PROTECTION
JEFF HALSEY
519-1260

ENVIRONMENTAL ENGINEERING & PERMITTING
SERMIN TUREGUN
519-1460

~~ANIMAL CARE & ADOPTION
LAURALEE COMBS
357-7188~~

~~BROWARD ADDICTION RECOVERY CENTER
JACK FEINBERG
357-4830~~

COMMUNITY PARTNERSHIPS (Children, Homeless and Health Care Services)
DARRELL CUNNINGHAM
357-6398

CRISIS INTERVENTION SUPPORT DIVISION
CAROL COOK
357-9590

ELDERLY & VETERANS SERVICES
ANDREA BUSADA
357-6622

FAMILY SUCCESS ADMINISTRATION
ISMAEL MARTINEZ
357-6367

CONSTRUCTION MANAGEMENT
ARIADNA MUSARRA
357-6473

FACILITIES MANAGEMENT
SCOTT CAMPBELL
357-5590

~~HIGHWAY & BRIDGE MAINTENANCE
ANH TON
357-6040~~

HIGHWAY CONST. & ENGINEERING
RICHARD TORNESE
577-4579

~~TRAFFIC ENGINEERING
ANDREW SEBO*
847-2600~~

SOLID WASTE & RECYCLING SERVICES
JEFF TURRIN
474-1849

~~WATER & WASTEWATER SERV.
ALAN GARCIA
831-0704~~

ACCOUNTING VACANT
357-7140

ENTERPRISE TECHNOLOGY SRVS.
JOHN BRUND
357-8821

HUMAN RESOURCES
DAVID KAHN
357-6005

PURCHASING
BRENDA BILLINGSLEY
357-6070

RECORDS, TAXES & TREASURY
TOM KENNEDY
357-5777

RISK MANAGEMENT
WAYNE FLETCHER
357-7203

~~AIRPORT EXPANSION PROGRAM
TREVOR FISHER
359-6866~~

~~BUSINESS & PROPERTIES MGMT.
YASMI GOVIN
359-6148~~

~~CAPITAL IMPROVEMENT PROJECTS
MARC GAMBRILL
359-2343~~

~~PLANNING
MIKE PACITTO
359-6103~~

~~FINANCE VACANT
359-6139~~

~~ADMINISTRATION
CELINA SAUCEDO
359-1329~~

~~MAINTENANCE
RICHARD WASKIEWICZ
359-1250~~

~~OPERATIONS
JOHN POARYFKE
359-1214~~

~~BUSINESS ADMINISTRATION
JORGE HERNANDEZ
468-3501~~

~~BUSINESS DEVELOPMENT
JIM PYBURN
468-3521~~

~~FINANCE
LEAH BRASSO
468-3513~~

~~OPERATIONS
ROBERT FLINT
468-0216~~

~~SEAPORT ENGINEERING & FACILITIES MAINTENANCE
JOHN FOGLESONG
468-0142~~

FLEET SERVICES
ROSS MESLIN
357-6492

TRANSIT
TIM GARLING
357-8424

RAIL
DERRICK CHAN
357-8235

Broward County Board of County Commissioners

*Acting
All phone numbers use area code 954
03/20/2019

AGENCIES NOT INCLUDED IN PROGRAMMING

CITY OF FORT LAUDERDALE ORGANIZATIONAL CHART



CITY OF FORT LAUDERDALE NEIGHBORS

MAYOR AND CITY COMMISSIONERS
 Mayor Dean J. Trantalis
 Commissioner Heather Moraitis, District I
 Commissioner Steven Glassman, District II
 Vice Mayor Robert L. McKinzie, District III
 Commissioner Ben Sorensen, District IV

**ADVISORY BOARDS/
COMMITTEES**

CITY CLERK
Jeffrey A. Modarelli

CITY MANAGER
Chris Lagerbloom

CITY ATTORNEY
Alain E. Boileau

CITY AUDITOR
John Herbst

- Agenda Coordinator
- Budget/CIP & Grants
- Community Redevelopment Agency
- Nighttime Economy
- Real Estate

**INTERIM ASSISTANT
CITY MANAGER**
Linda Logan-Short

- Housing & Community Development
- Office of Professional Standards
- Structural Innovation

**INTERIM ASSISTANT
CITY MANAGER**
Rhoda Mae Kerr

- Neighbor Support
- Strategic Communications

FINANCE
Kirk W. Buffington

- Accounting & Financial Reporting
- Utility Billing & Collection
- Procurement
- Revenue & Debt
- Business Tax

**INFORMATION
TECHNOLOGY
SERVICES**
Mike Maier

- Application Services
- IT Security
- GIS
- Communications
- Mail Services
- Infrastructure & Operations
- Police ITS

**HUMAN
RESOURCES**
Tarlesha Smith

- Talent Management
- Employee Relations
- Risk Management

POLICE
Rick Maglione

- Office of the Chief
- Operations
- Support Services
- Investigations

FIRE-RESCUE
Jeffrey Lucas

- Office of the Chief
- Operations

PUBLIC WORKS
Paul Berg

- Engineering
- Sustainability
- Utilities

**PARKS &
RECREATION**
Philip Thornburg

- Special Facilities & Administration
- Recreation
- Parks
- Marine Facilities
- Facilities Maintenance

**TRANSPORTATION
& MOBILITY**
Ben Rogers

- Transportation
- Executive Airport
- Parking Services

**SUSTAINABLE
DEVELOPMENT**
Anthony Gregory Fajardo

- Building Services
- Code Enforcement
- Economic & Community Reinvestment
- Urban Design & Planning

Instructions to Vendors and General Requirements PNC2119087P1, Consultant Services for Joint Government Center Campus

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Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County and City to receive a valid response through BidSync. Refer to the County's [Purchasing Division website](#) or contact BidSync for submittal instructions.

The County and City is requesting that each Vendor submit its qualifications in accordance with instructions contained in this solicitation. Vendor is required to submit the information per the solicitation. If not provided with submittal, the Vendor must submit upon request of the County and City Failure to provide all requested information timely may affect the review of a Vendor's qualifications by the UDPA. If submitting a response as a joint venture, Vendor should respond to each criterion for each entity forming the joint venture.

Vendor has a continuing obligation to inform the County and City in writing of any material changes to the information it has previously submitted. The County and City, on be UDPA reserves the right to request additional information from a Vendor at any time.

At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award.

A. General Requirements:

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's and City's request. Failure to timely submit may affect Vendor's evaluation.

1. Addenda

The County and City reserve the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must" addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

2. Affiliated Entities of the Principal(s)

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County or City. The Vendor is required to provide all information required on the **Affiliated Entities of the Principal(s) Certification Form**.
- b. The County and City will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The UDPA will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and evaluation.

3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County and City will review the Vendor's business status based on the information provided in response to this solicitation.
- c. It is the Vendor's responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the **Vendor Questionnaire**, Question No. 10.

- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.
- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. Financial Information

- a. All Vendors are required to provide the Vendor's financial statements at the time of submittal in order to demonstrate the Vendor's financial capabilities.
- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:
 - i. Balance sheets, income statements and annual reports; or
 - ii. Tax returns; or
 - iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County and City.

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County and City may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. The failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may affect Vendor's evaluation.

5. Insurance Requirements

The **Insurance Requirement Form** reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

Note - the Insurance Requirements Form include the City of Fort Lauderdale as an additional insured.

6. Licensing

In order to be considered a responsible prime Vendor for the scope of work, the Vendor shall be a Registered Architectural firm, possess the following licenses (including any specified State registration, if applicable) at the time of submittal:

Registered Architect - State of Florida in accordance with Florida Statute, Chapter 481

Proof of licensing should be furnished within three (3) business days after request by the County. Any certificate of competency that meets or exceeds those specified or can legally perform the scope of work specified will be considered responsible and responsive to the solicitation.

A Joint Venture is required to provide evidence with its response that the Joint Venture, or at least one of the Joint Venture partners, holds the specified license, if applicable, as per Special Instructions to Vendors, issued either by the State of Florida or Broward County. If not submitted with its response, the Joint Venture is required to provide evidence prior to contract execution that the Joint Venture holds the specified license issued either by the State of Florida or Broward County.

7. Litigation History

- a. All Vendors are required to disclose all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County and City all "material" cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the "material" cases against the principal, during the last three (3) years prior to the solicitation response.

A case is considered to be "material" if it relates, in whole or in part, to any of the following:

- i. A similar type of work that the vendor is seeking to perform for the County and City under the current solicitation;
 - ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
 - iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
 - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
 - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are

- required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County and City will consider a Vendor's litigation history information in its review and evaluation of Vendor.
 - d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
 - e. A vendor is required to disclose to the County and City any and all cases(s) that exist between the County or City and any of the Vendor's subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
 - f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor's subcontractors/subconsultants litigation history against the County or City, may affect Vendor's evaluation.

8. Lobbyist Registration Requirement Certification

Refer to **Lobbyist Registration Requirement Certification**. The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request.

9. Office of Economic and Small Business Development Program

This solicitation has the following County Business Enterprise (CBE) Goals: 15 % CBE Goals. Vendors must follow the instructions included in the Office of Economic and Small Business Development Requirements section and submit all required forms and information as instructed.

Vendor must also submit a Contractor's Assurance Statement confirming commitment to meet the 15% CBE goal, per the instructions included in the Office of Economic and Small Business Development Requirements section – Contractor's Assurance Statement.

10. Vendor Questionnaire

Vendor is required to submit detailed information on their firm. Refer to the **Vendor Questionnaire** and submit as instructed.

11. Standard Certifications

Vendor is required to certify to the below requirements. Refer to the **Standard Certifications** and submit as instructed.

- a. **Cone of Silence Requirement Certification**
- b. **Drug-Free Workplace Certification**
- c. **Non-Collusion Certification**
- d. **Public Entities Crimes Certification**
- e. **Scrutinized Companies List Certification**

12. Subconsultants Requirement

The Vendor shall submit a listing of all subconsultants and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subconsultants Information Form** and submit as instructed.

13. Standard Agreement Language Requirements

- a. The acceptance of or any exceptions taken to the terms and conditions of the draft Agreement shall be considered a part of a Vendor's submittal and will be considered by the UDPA.
- b. The applicable Agreement terms and conditions for this solicitation are available at below link:

<http://www.broward.org/purchasing/documents/3.%20Standard%20Consultant%20Agreement%20Form%20BCF%20202.pdf>

- c. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. If the **Agreement Exception Form** is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as disclosed in the solicitation.
- d. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language (**document must be labeled as Agreement Exceptions**). Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
- e. Submission of any exceptions to the Agreement does not denote acceptance by the County or City. Furthermore, taking exceptions to the terms and conditions may be viewed unfavorably by the UDPA and ultimately may impact the overall evaluation of a Vendor's submittal.

Note: In the final agreement, the City of Fort Lauderdale will be named as a third-party beneficiary to the agreement with the right to enforce all rights and remedies of the County.

B. Evaluation Criteria

1. The UDPA will evaluate Vendors as per the **Evaluation Criteria**. The County and City reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted.
3. The UDPA will create a short list of the most qualified firms, based on information provided by the Vendor.
4. Vendors that are shortlisted will then have an opportunity to make an oral presentation to the UDPA on the Vendor's approach to this project and the Vendor's ability to perform. The UDPA may provide a list of subject matter for the discussion. UDPA will then rank shortlisted firms.

C. Instructions to Vendors

1. Committee Appointment

On May 7, 2019 (Item No. 76), the Broward County Board of County Commissioners and City of Fort Lauderdale, each respectively created a Unified Direct Procurement Authority (UDPA). This entity is comprised of both the Broward County Board of County Commissioners and the City of Fort Lauderdale's City Commission. The UDPA will be fully responsible for vetting and selecting the successful team.

On June 11, 2019 (Item No. 92), the Broward County Board of County Commissioners waived its Procurement Code and designated the Unified Direct Procurement Authority (UDPA) (collectively with the Fort Lauderdale City Commission) for the joint Government Center Campus.

On June 4, 2019 (Item No. R-2) the City of Fort Lauderdale waived its Procurement Code and designated the Unified Direct Procurement Authority (UDPA) (collectively with the Fort Lauderdale City Commission) for the joint Government Center Campus.

Upon approval of the solicitation, the Cone of Silence is in effect. The UDPA appointed for this solicitation are available on the Broward County's Purchasing Division's website under [Committee Appointment](#).

The selection of the Consultant, and all other approvals, consents, and actions of the UDPA required under this Agreement, require the affirmative majority vote of the Board and the affirmative majority vote of the City Commission, sitting as the UDPA. All decisions of the UDPA will be valid only if the decision is made by majority vote described herein at a joint meeting of the Board and City Commission sitting as the UDPA.

2. Cone of Silence

Consistent with the provisions of Section 1-266 of the Broward County Code of Ordinances, the UDPA, County and City staff, and all affected persons under that section, immediately upon the approval of the solicitation, with the further restriction that members serving as the UDPA may not initiate contact with a vendor or vendor's representative while the Cone of Silence is in effect. However, nothing precludes initiating contact with the County's Director of Purchasing or communicating with the person designated in the solicitation as the contact person for clarification or information. The Cone of Silence shall remain in effect until the contract is awarded by the UDPA or when the UDPA takes other action which ends the solicitation.

3. Governing Authority:

Non-Continuing Contract: Professional services needed for a construction project where the construction costs exceed \$325,000, in accordance with Florida Statutes, Chapter 287.055, Consultants' Competitive Negotiation Act (CCNA).

4. Projected Schedule:

Initial Shortlisting or Evaluation Meeting (Sunshine Meeting): **TBD**

Final Evaluation Meeting (Sunshine Meeting): **TBD**

Check this website for any changes to the above tentative schedule for Sunshine Meetings:
<http://www.broward.org/Commission/Pages/SunshineMeetings.aspx>.

5. Project Manager

Project Manager: Robert Dennis, Capital Program Administrator, Broward County Construction Management Division, Public Works Department

Email: RODENNIS@broward.org

Vendors are requested to submit questions regarding this solicitation through the "Q&A" section on BidSync; answers are posted through BidSync.

6. Project Funding Source - this project is funded in whole or in part by:

Funding will be in accordance with the Interlocal Agreement between Broward County and the City of Fort Lauderdale approved on May 7, 2019 (at respective Board meetings).

7. Public Art and Design Program:

The County and City may provide information to be included in design-criteria package.

8. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

9. Presentations

Vendors that are shortlisted will have an opportunity to make an oral presentation to the UDPA on the Vendor's approach to this project and the Vendor's ability to perform. The UDPA may provide a list of subject matter for the discussion.

All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes presentations are closed. Only the UDPA members, County/City staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period. If subconsultants are on multiple teams, they may only be present during one Vendor presentation and question-and-answer

10. Demonstrations:

Not applicable to this solicitation.

11. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the UDPA may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any questions (if requested), including a Vendor representative that has the authority to bind. Vendor's answers may impact evaluation (and scoring, if applicable).

12. Confidential Material/ Public Records and Exemptions

- a. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent

with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response, unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.

- b. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential", and marked with the specific statute and subsection asserting exemption from Public Records.
- c. To submit confidential material, five hardcopies must be submitted in a sealed envelope, labeled with the Vendor's name, solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301

- d. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute(s) allowing the document to be treated as confidential.
- e. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
- f. Submitting confidential material may impact full discussion of your submittal by the Unified Direct Procurement Authority (UDPA) because it will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

13. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County or City to make copies (including electronic copies) as reasonably necessary for the use by County or City staff and its agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

14. Tiebreaker Criteria

If two (2) or more vendors are tied for first place and it is necessary to break the tie, the tie shall be broken by the following criteria presented in order of importance and consideration as documented in the vendor's response to the solicitation:

- 1. A re-vote of the vendors tied for first place. The vendor receiving the highest score from this re-vote (based on points awarded for first place vote, second place vote, etc.) will be ranked first.
- 2. Vendor receiving a majority of the total first-place votes.
- 3. Vendor that has the lowest dollar volume of work previously awarded by County and City over a five (5) year period from the date of their submittal to this RFP.

15. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's [website](#) is the 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.

16. Review and Evaluation of Responses

The UDPA is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to County and City staff for summarization for the UDPA members. Staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable.
2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the UDPA as to each Vendor's compliance to the requirements of the solicitation. The final determination of compliance rests solely on the decision of the committee.
3. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Vendor has breached or failed to perform a contract, claims history of the Vendor, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of a Vendor.

17. Rejection of Responses

The UDPA may recommend rejecting all submittals as in the best interests of the County and City.

18. Negotiations

- a. The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the UDPA. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease.
- b. In accordance with Section 286.0113 of the Florida Statutes and the direction of the UDPA, negotiations meetings are closed. Only County and City staff and the selected vendor and their team will be present during negotiations.

19. Submittal Instructions:

- a. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. **DO NOT INCLUDE** any personal information data in any document submitted to the County. If any personal

information data is part of a submittal, this information must be redacted prior to submitting a response to the County and City.

- b. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.
- c. The County and City will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.
- d. Vendor must view, submit, and/or accept each of the documents in BidSync (through County's account). Web-fillable forms can be filled out and submitted through BidSync.
- e. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one.
- f. Vendor should upload responses to Evaluation Criteria Microsoft Word, Excel format, or PDF format (that is not scanned locked).
- g. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
- h. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received through BidSync.
- i. Vendor are also requested to deliver 20 hardcopies of response to below address. Hardcopies shall be bound, and cover shall include clearly identify the Vendor's name, solicitation name and number. The County and City will use also use electronic file of BidSync response. This hardcopy submittal is separate from any confidential material (submitted in accordance with item no. C.12).

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301

PNC2119087R1, Consultant Services for Joint Government Center Campus Evaluation Criteria

Proposals shall include a completed General Services Administration (GSA) Standard Form (SF). Specific sections are identified for completion, though the entire SF 330 should be completed (i.e. including Part 2). The SF 330 is available at: <https://www.gsa.gov/Forms/TrackForm/32994>

1. Ability of Professional Personnel: (Sections C, D and E of the SF 330)

Describe the qualifications and relevant experience of the Project Manager and all key staff and sub-consultants that are intended to be assigned to this project.

- a. Provide the qualifications, relevant experience and resumes for the prime's and of all sub-consultants' key staff to be assigned to this project. Identify and provide the resumes for Principal-in-Charge, Project Manager, Programmer and BIM Manager for the prime and sub-consultants.
- b. Provide the specific involvement of prime's key staff and sub-consultants in projects noted in item 3 (Past Performance) below. Identify their role and responsibilities on similar government projects.
- c. Provide an Organizational Chart for the members of the proposed Project Team.
- d. Provide evidence of Florida Professional licensure for individuals of the prime consulting firm and sub-consultant team with copies of any requisite authorizations to provide services in the State of Florida.
- e. Provide evidence of knowledge and experience with Florida Building Code, Federal and State funded projects and any other related state, local municipal and jurisdictional agencies.
- f. Provide evidence of program and design involvement with construction of Class A high-rise commercial or government building projects accommodating over 1500 occupants. Identify team members, their role and responsibilities on similar government projects.

2. Specialized Experience, Knowledge and Capabilities (LEED and BIM Experience and Knowledge): (Sections E and F of the SF 330)

- a. LEED Experience and Knowledge – Describe Leadership in Energy and Environmental Design (LEED) experience and knowledge, list current and past projects (including certification level) and credential of your LEED accredited professionals on the Project Team. Identify how the team will address energy modeling methodologies in relation to site and massing analyses in order to meet LEED energy modeling and commissioning requirements.
- b. Provide evidence of experience working with LEED for New Building and Major Renovation projects. Provide evidence of experience working with independent Commissioning Agents.
- c. The design intent is to develop a Net-Zero Energy building complex. Describe relevant experience and include knowledge of WELL Building principles and methodology.

- d. BIM Capabilities and Experience: Describe your firm's specific experience in utilization of Building Information Modeling (BIM) software during all phases of design and construction including visualization, scheduling, clash detection, interference management and COBie software. Describe the team's experience in generative and parametric programmatic modelling. Identify your office's predominating BIM software platform and supporting software.
- e. Describe your team's overall project goals and objectives for Virtual Design & Construction (VDC) deployment on the project. Describe how VDC and model use will assist the project team.
- f. Describe how models and model data will be compiled, reviewed and managed.

3. Past Performance: (Section F of the SF 330)

Describe prime Vendor's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Provide a minimum of three projects with references.

Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to **Vendor Reference Verification Form** and submit as instructed. Only provide references for non-Broward County Board of County Commissioners (County) and non-City of Fort Lauderdale (City) contracts. For County and City contracts, the Unified Direct Procurement Authority (UDPA) will review performance evaluations in its database for vendors with previous or current contracts with the County and City. The County and City consider references and performance evaluations in the evaluation of Vendor's past performance.

The selected professional consulting Architect-led team shall possess extensive experience in planning, design and construction administration of cutting-edge next-generation civic and government facilities or other similar complex facilities in the United States, including but not limited to needs assessment, forecasting, programming, planning, design and project management.

- a. Describe prime Vendor's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past ten years. Describe firm's experience on projects that are critical, strategic high-performance buildings or buildings of similar nature, scope and duration along with evidence of satisfactory completion, both on time and within budget. Identify which projects were completed on a phased-basis.
- b. Provide evidence that the firm achieved outstanding solutions and outcome in new Government facility projects and projects of a similar nature.

3. Project Approach: (Section H of the SF 330)

Describe the prime Vendor's approach to the project. Include how the prime Vendor will use sub-consultants in the project.

- a. Describe the overall team's approach to strategically planning this urban development project, taking into consideration, occupancy and project typology.
- b. Describe your team's experience with regards to needs assessments, programming and design criteria packages.

- c. Describe a quality-assurance, quality control system within the organization and as it relates to sub-consultants and contractor in order to ensure high-quality design solutions.
- d. Describe how the team demonstrates a commitment to innovative design excellence, best value practices, quality and resiliency, sustainable environmental stewardship in order to support carbon-neutral building goals.
- e. Describe the team's experience and past successes as a participant in projects using a developer agreement or public-private partnership.

4. Workload of the Firm:

For the prime Vendor only, list all completed and active projects that Vendor has managed within the past five years. In addition, list all projected projects that Vendor will be working on in the near future. Projected projects will be defined as a project(s) that Vendor is awarded a contract but the Notice to Proceed has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor's approach in managing these projects. Were there or will there be any challenges for any of the listed projects? If so, describe how Vendor dealt or will deal with the projects' challenges.

5. Location:

Refer to Vendor's Business Location Attestation Form and submit as instructed.

6. Willingness to Meet Time and Budget Requirements:

Completion Date Requirement: 12 months for pre-design services, including agency review times
Project Budget: \$2,500,000 for pre-design services

State the Vendor's willingness to meet the project's completion date requirement and willingness to keep project costs below the project budget (for pre-design services).

7. Volume of Previous Work:

Refer to Volume of Previous Work Attestation Form and the Volume of Previous Work Attestation Joint Venture Form and submit as instructed, for County and City.

Vendor Reference Verification Form

Vendor is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Vendor should provide the **Vendor Reference Verification Form** to its reference organization/firm to complete and return to the Vendor's attention. Vendor should submit the completed Vendor Reference Form with its response by the solicitation's deadline. The County will verify references provided as part of the review process. Provide a minimum of three (3) non-Broward County Board of County Commissioners' references.



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

Reference for:

Organization/Firm Name providing reference:

Contact Name:

Title:

Reference date:

Contact Email:

Contact Phone:

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

to

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:

Needs Improvement

Satisfactory

Excellent

Not Applicable

1. Vendor's Quality of Service
 - a. Responsive
 - b. Accuracy
 - c. Deliverables
2. Vendor's Organization:
 - a. Staff expertise
 - b. Professionalism
 - c. Turnover
3. Timeliness of:
 - a. Project
 - b. Deliverables
4. Project completed within budget
5. Cooperation with:
 - a. Your Firm
 - b. Subcontractor(s)/Subconsultant(s)
 - c. Regulatory Agency(ies)

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: EMAIL VERBAL Verified by: _____ Division: _____ Date: _____

Project: Consulting Services for New Joint Government Center Campus
Agency: Construction Management Division

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <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 Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$2,000,000	\$4,000,000
			Personal Injury		
			Products & Completed Operations		
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 <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$1,000,000	
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) Including all engineering, surveying and design professionals.	N/A	<input checked="" type="checkbox"/>	If claims-made form:	\$2,000,000	
			Extended Reporting Period of:	5 years	
			*Maximum Deductible:	\$100,000	
<input type="checkbox"/> POLLUTION/ENVIRONMENTAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If claims-made form:		
			Extended Reporting Period of:	2 years	
			*Maximum Deductible:	\$10,000	
<input type="checkbox"/> BUILDERS RISK <i>Note: Coverage must be "All Risk", Completed Value.</i> Broward County must be shown as additional insured and Loss Payee.			*Maximum Deductible (Wind and/or Flood):	Not to exceed 5% of completed value	Completed Value
			*Maximum Deductible:	\$10,000	
Description of Operations: "Broward County and City of Fort Lauderdale" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

CERTIFICATE HOLDER:

Broward County
115 South Andrews Avenue
Fort Lauderdale, Florida 33301

Risk Management Division

Office of Economic and Small Business Requirements: CBE Goal Participation for a Two-Step Solicitation

- A. In accordance with Broward County Business Opportunity Act of 2012, Ordinance No. 2012-33, Broward County Code of Ordinances, the County Business Enterprise (CBE) Program is applicable to this contract.
- B. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility; required forms and information should be submitted with solicitation submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of the Office of Economic and Small Business Development's (OESBD) request. Failure to timely submit may affect Vendor's evaluation.
- C. In response to this solicitation, Vendor should submit a Contractor Assurance Statement on company letterhead, signed by the owner or authorized company representative, affirming that company will comply with the County's non-discrimination policy, acknowledge the percentage goal established on the project and, agree to engage in good faith effort solicitation of approved Broward County Small Business Development Program firms to achieve the project goals stated Special Instructions to Vendors.
- D. Prior to award, recommended Vendor will be required to include submit a Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier, for each certified CBE firm the Vendor intends to use to achieve the assigned CBE participation goal. Recommended Vendor should utilize, or attempt to utilize, CBE firms to perform at least the assigned participation goal for this contract.
- E. If a Vendor is unable to attain the CBE participation goal, the Vendor should include in its solicitation submittal Application for Evaluation of Good Faith Effort and all of the required supporting information.
- F. The Office of Economic and Small Business Development maintains an on-line directory of CBE firms. The on-line directory is available for use by Vendors at <https://bcegov3.broward.org/SmallBusiness/SBDirectory.aspx>
- G. For detailed information regarding the County Business Enterprise Program contact the Office of Economic and Small Business Development at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev/SmallBusiness/>

CONTRACTOR ASSURANCE STATEMENT
(Vendor Letterhead)
CONTRACTOR ASSURANCE STATEMENT

PROJECT DESCRIPTION: _____

I, _____, (Authorized Official/Agent) on behalf of the

(Vendor) hereby agree to comply with the County
Business Enterprise (CBE) requirements of the solicitation, between Broward County and

(Vendor) for _____
(Project).

1. Affirm that your company will comply with the County's non-discrimination policy by providing a non-discrimination Statement and;
2. Acknowledge the CBE percentage goal established on the project and;
3. Agree to engage in good faith effort solicitation of approved Broward County Small Business Development Program firms to achieve the project goals as indicated in the solicitation.

Authorized Agent of Vendor

Printed Name & Title

Telephone Number

S

Date: _____

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Authorized Signature/Name: **Date:**

Title:

Vendor Name:

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"

Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities: 5
6

Principal's Name:

Names of Affiliated Entities: 5
6

Principal's Name:

Names of Affiliated Entities: 5
6

Authorized Signature Name:

Title:

Vendor Name:

Date:

AGREEMENT EXCEPTION FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County's Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

- There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or
- The following exceptions are disclosed below: (use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert version of exception or specific proposed alternative language	Provide brief justification for change
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Vendor Name: []

RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting information may affect the Vendor's evaluation. Provided information is subject to verification by the County.

A Vendor's principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County's definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, "Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business."
2. A principal place of business refers to the place where a corporation's officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the 'nerve center', and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor's "Principal Address" indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation's due date.

Check one of the following:

- The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:
1. Vendor's address listed in its submittal is its principal place of business as defined by Broward County;
 2. Vendor's "Principal Address" listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation's opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.
 3. Vendor must be located at the listed "nerve center" address ("Principal Address") for at least six (6) months prior to the solicitation's opening date;
 4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;
 5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved interim contracts for the services provided under this contract; and
 6. The Vendor understands that if after contract award, the County learns that the attestation was erroneous, and upon investigation determines that the error was willful or intentional on

the part of the Vendor, the County may, on that basis exercise any contractual right to terminate the contract. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

- a. Name of the Joint Venture Partnership
- b. Percentage of Equity for all Joint Venture Partners
- c. A copy of the executed Agreement(s) between the Joint Venture Partners

Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

Vendor Information:

Vendor Name:

Vendor's address listed in its submittal is:

5

6

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Signature/Name	Title	Vendor Name	Date

3

4

LITIGATION HISTORY FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- There are no material cases for this Vendor; or
- Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: <input type="text"/>
	Or No <input type="checkbox"/>
Party	<input type="text"/>
Case Number, Name, and Date Filed	<input type="text"/>
Name of Court or other tribunal	<input type="text"/>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<input type="text"/>
Brief description of the Subject Matter and Project Involved	<input type="text"/>
Disposition of Case (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/> Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/> If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: <input type="text"/> Email: <input type="text"/> Telephone Number: <input type="text"/>

Vendor Name:

SUBCONSULTANTS REQUIREMENT FORM
PNC2119087R1, Consultant Services for Joint Government Center Campus

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

- A. The Vendor shall submit a listing of all subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform.
- B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.
- C. This list shall be kept up-to-date for the duration of the contract. If subconsultants are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.
- D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County and City for the referenced contract.
- E. The Vendor has confirmed that none of the recommended subconsultants' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County, City of Fort Lauderdale, or any other governmental agency.

If none, state "none" on this form. Use additional sheets as needed. Vendor should scan and upload any additional form(s) in BidSync.

1. Subcontracted Firm's Name: _____
Subcontracted Firm's Address: _____
Subcontracted Firm's Telephone Number: _____
Contact Person's Name and Position: _____
Contact Person's E-Mail Address: _____
Estimated Subcontracted Amount: _____
Type of Work/Supplies Provided: _____

2. Subcontracted Firm's Name: _____
Subcontracted Firm's Address: _____
Subcontracted Firm's Telephone Number: _____
Contact Person's Name and Position: _____
Contact Person's E-Mail Address: _____
Estimated Subcontracted Amount: _____
Type of Work/Supplies Provided: _____

3. Subcontracted Firm's Name: _____
Subcontracted Firm's Address: _____
Subcontracted Firm's Telephone Number: _____
Contact Person's Name and Position: _____
Contact Person's E-Mail Address: _____
Estimated Subcontracted Amount: _____
Type of Work/Supplies Provided: _____

4. Subcontracted Firm's Name: _____
Subcontracted Firm's Address: _____
Subcontracted Firm's Telephone Number: _____
Contact Person's Name and Position: _____
Contact Person's E-Mail Address: _____
Estimated Subcontracted Amount: _____
Type of Work/Supplies Provided: _____

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

Authorized Signature/Name	Title	Vendor Name	Date
---------------------------	-------	-------------	------

VOLUME OF PREVIOUS WORK ATTESTATION FORM

The completed and signed form should be returned with the Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to provide timely may affect the Vendor’s evaluation.

The calculation for Volume of Previous Work is all amounts paid to the prime Vendor by Broward County Board of County Commissioners or City of Fort Lauderdale at the time of the solicitation opening date within a five-year timeframe. The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years. If the Vendor is submitting as a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	Paid to Date Dollar Amount
1					
2					
3					
4					
5					
Grand Total					

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County or City of Fort Lauderdale? Yes No

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name: _____

Authorized Signature/ Name **Title** **Date**

VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm. Volume of Previous Work is not based on the total payments to the Joint Venture firm.

Vendor must list all projects it received payment from Broward County Board of County Commissioners and City of Fort Lauderdale during the past five years as a member of a Joint Venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	JV Equity %	Paid to Date Dollar Amount
1						
2						
3						
4						
5						
Grand Total						

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name: _____

Authorized Signature/ Name **Title** **Date**

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest
PNC2119087R1, Consultant Services for Joint Government Center Campus

Vendor should complete questionnaire and complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's and City's request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: _____
2. Doing Business As/ Fictitious Name (if applicable): _____
3. Federal Employer I.D. no. (FEIN): _____
4. Dun and Bradstreet No.: _____
5. Website address (if applicable): _____
6. Principal place of business address: _____

7. Office location responsible for this project: _____

8. Telephone no.: _____ Fax no.: _____
9. Type of business (check appropriate box):
 - Corporation (specify the state of incorporation): _____
 - Sole Proprietor
 - Limited Liability Company (LLC)
 - Limited Partnership
 - General Partnership (State and County Filed In) _____
 - Other – Specify _____
10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name): _____
11. List name and title of each principal, owner, officer, and major shareholder:
 - a) _____
 - b) _____
 - c) _____
 - d) _____

12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name: _____

Title: _____

E-mail: _____

Telephone No.: _____

Name: _____

Title: _____

E-mail: _____

Telephone No.: _____

13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response. Yes No
14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted. Yes No
15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. Yes No
16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response. Yes No
17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response. Yes No
18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety. Yes No
19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. Yes No
20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. Yes No

Cone of Silence Requirement Certification:

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Board of County Commissioners, County staff, City Commissioners, City staff, and Unified Direct Procurement Authority (UDPA) members.

Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures.

After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the County's Director of Purchasing or designee. The Cone of Silence terminates when the Unified Direct Procurement

Authority (UDPA) takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and
- The Cone of Silence is currently in effect for this solicitation for all Broward County Board of County Commissioners (County), City of Fort Lauderdale Commissioners (City), County Administrator, Deputy County Administrator, Assistant County Administrators, and their respective support staff appointed to evaluate or recommend selection in this RFQ process, City Manager, Deputy City Manager, Assistant City Manager, and their respective support staff appointed to evaluate or recommend selection in this RFQ process, with the further restriction that the members serving as the UDPA (Board and City Commissioners) may not initiate contact with a vendor or vendor's representative while the Cone of Silence is in effect.
- The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

In accordance with Broward County Drug-Free Workplace, Section 1-71 et. al requires awards of all competitive solicitations requiring Board [Unified Direct Procurement Authority (UDPA)] award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

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:
 - a. The dangers of drug abuse in the workplace;
 - b. The offeror's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. 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:
 - a. Abide by the terms of the statement; and
 - b. 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.b 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:
 - a. Taking appropriate personnel action against such employee, up to and including termination; or
 - b. 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.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or City of Fort Lauderdale officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee or City of Fort Lauderdale officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code or City of Fort Lauderdale Procurement Code.

The Vendor hereby certifies that: (select one)

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

Scrutinized Companies List Certification:

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

- The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- If awarded the Contract, the Vendor, owners, or principals will immediately notify the County and City in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

*AUTHORIZED SIGNATURE/NAME	TITLE	DATE
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Vendor Name: _____

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code or Section 2-183 of the City of Fort Lauderdale Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

Question and Answers for Bid #PNC2119087R1 - Consultant Services for Joint Government Center Campus

Overall Bid Questions

There are no questions associated with this bid.