

July 11th, 2018
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
RFP Y18-811-JS/ADDENDUM #2
OWNER'S REPRESENTATIVE PROGRAM MANAGER SERVICES FOR THE ORANGE COUNTY CONVENTION
CENTER (OCCC) PHASE V MULTIPURPOSE VENUE AND GRAND CONCOURSE IMPROVEMENTS

This addendum is intended to be incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

- A. **The Proposal due date remains as July 26, 2018.**
- B. The following are questions/responses/clarifications:

Clarification:

Key Personnel

The Senior Project Manager and Project Manager must be two different individuals. ~~both~~ The Senior Project Manager must be currently employed by the Prime Consultant. The Senior Project Manager OR the Project Manager shall be a Professional Licensed Architect or Professional Licensed Engineer registered with the State of Florida Department of Business and Professional Regulation prior to the due date of proposals submitted for this RFP. The remaining position can be a Professional Licensed Architect or Professional Licensed Engineer or a Bachelor Degreed Construction Manager with General Contractor's License registered with the State of Florida Department of Business and Professional Regulation prior to the due date of proposals submitted for this RFP

Question 1: I have a question on the recent RFP that came out for the OCCC Improvements. After you have received the proposals in July – what is your rough timeline to finalize/award the Owner's Rep / Program Manager scope?

Response 1: **The County anticipates Board of County Commissioners' approval by mid-October 2018, therefore contract negotiations will commence shortly thereafter.**

Question 2: "Does the "blackout period" currently in place for RFP Y18-811 only apply to the Program Manager and not the pending RFP's pertaining to "Architect and Construction Manager" for the OCCC Campus Master Plan?"

Response 2: **The "blackout period" refers to communication in relation to the current active solicitation posted. In this case, it applies to RFP Y18-811-JS Owner's Representative Program Manager Services for the OCCC Phase V Multipurpose Venue and Grand Concourse Improvements only.**

Question 3: Does the "Blackout Period" that is in effect for the Owner's Representative Program Manager Services for the OCCC Phase V Multipurpose Venue and Grand Concourse Improvements, RFP #Y18-811-JS, apply to contacting Orange County elected officials and all County Staff, including Senior Y18-811-JS

Staff related to the future RFPs to be issued for the Design Services and or Construction Manager Services?

Response 3: It applies to any Orange County staff, including elected officials and senior staff. In regards to future RFPs, see response to question #2 above.

Question 4: The question of restrictions to participation in future projects was first proposed and responded to in question #7 of addendum #2 – RFP Y18-179-EB (dated February 6, 2018). A copy is attached for your reference. Since that response did not say we would be precluded from participation in any upcoming proposals, we believe that as a minimum, we should be afforded the opportunity to withdraw from Y18-179-EB after the post-award restriction was imposed.

The upcoming Convention Center Improvements project is a one-of-a-kind opportunity for firms out size to gain exposure and experience in the highly competitive OAR/Project Management Services / Convention Center Construction Industry. We request re-consideration of your restriction for subconsultants who prefer to participate in the Y18-811-JS selection process.

Response 4: All contractors currently under contract Y18-179-EB, both prime and sub, are ineligible to compete on a team for this contract. The County may use their contract Y18-179-EB to support the OCCC PHASE V MULTIPURPOSE VENUE AND GRAND CONCOURSE IMPROVEMENTS project. Subconsultants are not permitted to withdraw themselves from an Orange County contract.

Question 5: RFP page 4 section 9 – Can you please clarify what is meant by both the 27% and the 24%. The way we are interpreting it 27% of the total work should be completed by an M/WBE firm. Do VBE firms count toward this 27%? If the prime firm is not M/WBE then they are encouraged to maintain an M/WBE workforce of at least 24%, for which they will receive bonus points, but it is not a requirement.

Response 5: 27%, is the goal of certified minority/women business enterprise (M/WBE) of the contract value for the RFP. This means you will be seeking to utilize certified M/WBE firms to achieve this goal. 24% is the minority and women employee workforce goal. This information must be denoted on Form J. All proposers are encouraged to maintain an M/WBE workforce of at least 24%.

Orange County has a Registered Service Disabled Veteran (SDV) program. This is different from the M/WBE program. Registered SDV firms do not count toward the 27% M/WBE goal. Page 10 of the RFP indicates the specific bonus points given for registered SDV firms.

Question 6: RFP page 9 section 19 – Can you define what you mean by a displaced worker?

Response 6: The displaced workers are formerly known as the Welfare Reform program. Displaced workers are identified by Career Source. Refer to page 9 of the RFP, paragraph 19. Proposers may be awarded a maximum of five (5) bonus points for a commitment to hire displaced workers residing in Orange County as full-time employees for the duration of the contract. To be eligible for bonus point, Proposers must complete Form WR-Section I.

Question 7: Handout 1 Item 3 – Can you please provide more information on the M/WBE Graduate program? How do we determined which graduates are eligible to work on this project?

Response 7: Refer to page 5 of the RFP, paragraph C. This project is estimated that the overall contractual fees to be awarded to the prime are in excess of \$500,000. Therefore, the M/WBE Graduate firms are eligible to participate on this project.

Question 8: Are we permitted to attach additional pages to forms such as form F, Skills and Experience of the Project Team due to the amount of information requested?

Response 8: Form F is limited to a maximum of ten (10) pages 8 ½" x 11" in size.

Question 9: Does Form N need to be submitted with the proposal or is this form required after a contract has been signed?

Response 9: Form N is required to be submitted with the proposal.

Question 10: Is Form P required for only the prime consultant or for subconsultants as well?

Response 10: Form P is required for the prime consultant only.

Question 11: Page 2 states "Also with respect to Forms D, E, F and H, print must be no smaller than 12 point when using a computer, or must be 10 pitch when using a typewriter." – Does the 12 point font stipulation apply only to Forms D, E, F, and H, or does it apply to other forms as well?

Response 11: The 12 point font stipulation applies only to Forms D, E, F, and H.

Question 12: Per the RFP, we see that no images or graphics are allowed. Does this include the use of OCCC logo, or team members' logos for clarification purposes?

Response 12: The use of any images is prohibited.

Question 13: Page 5 explains the credit program for M/WBE goals. Our understanding is that a handout was provided in regards to this at the pre-proposal meeting. May we have a copy of this handout for further explanation?

Response 13: See attached Exhibit A (Business Development Division M/WBE Guidelines Handout)

Question 14: When does the county anticipate for the work to begin for the selected consultant?

Response 14: See response to question #1 above.

Question 15: Will the selected Prime Consultant and team members be prohibited from participating in the construction planned in February 2020. If yes then to what extent?

Response 15: Yes the selected Prime Consultant and all other team members will be prohibited from participating in the construction planned due to conflict of interest as an extension of the Owner.

Question 16: Is it acceptable to include a cover letter?

Response 16: No.

Question 17: Is it acceptable to use tables to provide information in a concise and easy-to-understand manner?

Response 17: The use of tables is at the proposer's discretion and acceptable to present information requested such that it is within the page limits specified.

Question 18: Page 5, E, Letter of Intent: Do you require the subcontract agreements (which include a Prompt Payment Clause, payment schedule and the required statement) to be included with the submittal or are these agreements to be provided after the project has been awarded to the prime consultant?

Response 18: The subcontract agreements are to be submitted after the project has been awarded, but prior to the execution of the contract.

Question 19: Form F: Are resumes of the Key Personnel included in the 10-page limit for Form F?

Response 19: Yes the resumes for Form F are to be included within the ten (10) page limit. As a clarification, the intent is to have a brief resume summary highlighting work experience specific and relevant to the scope of this RFP Y18-811-JS.

Question 20: Similar Projects for Sr. Project Manager and Project Manager: Please clarify whether the Sr. PM and PM must each have two Project Type A and two Project Type B projects (a total of four projects per Addendum 1) **OR** "up to four (4) Similar Projects" as instructed on Forms E and F.

Response 20: Per Addendum 1, Senior Project Manager is to submit no more than two (2) Projects Type A and two (2) Projects Type B, while the Project Manager is also to submit no more than two (2) Projects Type A and two (2) Projects Type B. The forms D and E also note the project types.

Question 21: Does the change in project size from 500,000 SF to "at least 350,000 contiguous square feet within a 500,000 square feet facility" per Addendum 1 for Type A projects also apply to Type B projects?

Response 21: The Type A revision from Addendum 1 does not apply to the Type B projects. However, to clarify the statement, the Type B projects do not have a minimum project size square footage. Projects classified as Type B must have occurred within a building space of 500,000 contiguous square feet. For example, it could be a new construction project valued at \$250 million, 150,000 square feet in project size, but was part of a building facility that was 600,000 contiguous total square feet.

Question 22: The answer to Question #5 in Addendum 1 is "... The remaining position ~~can be~~ shall be a Professional Licensed Architect or Professional Licensed Engineer or a Bachelor Degreed Construction Manager with General Contractor's License registered with the State of Florida Department of Business and Professional Regulation and with one of the following certifications: General Contractor's (GC)

License, Certified Construction Manager (CCM), or a Project Management Professional (PMP, PgMP, PfMP)...”

The wording above now requires the remaining position to be a Licensed Architect **or** Professional Engineer **or** Bachelor Degreed Construction Manager with General Contractor’s License registered with the State of Florida **and** one of the following certifications: GC, CCM or PMP. Is this the actual requirement for the position? Or shall the person be a Florida Licensed Architect or Florida Licensed Engineer or Bachelor Degreed Construction Manager with a GC License, CCM or Project Management Professional (PMP, PgMP, PfMP)?

Response 22: Individual positions must have one of the following requirements:

One position shall be a:

- 1. Professional Licensed Architect**
OR
- 2. Professional Licensed Engineer**

The remaining position shall be a:

- 1. Professional Licensed Architect**
OR
- 2. Professional Licensed Engineer**
OR
- 3. Bachelor Degreed Construction Manager AND have ONE of the following certifications: General Contractor’s License registered with the State of Florida Department of Business and Professional Regulation, OR Certified Construction Manager, OR Project Management Professional (PMP, PgMP, PfMP).**

If the individual is a Professional Licensed Architect OR Professional Licensed Engineer, they are not additionally required to have a GC License, CCM, OR PMP certification.

Question 23: Several respondents have requested an alternate option on the required credentials of the two Lead Project Management positions. Addendum #1 placed more strict requirements on those positions, resources that have the relevant experience to lead this type of project. We would suggest adding Certified Construction Managers (CCM) designation or Project Management Professionals (PMP) as equal credentials to those given in the original RFP. We also recommend that the CCM designation be a stand-alone requirement, equal in weight to Professional Licensed Architect or Engineer and given more weight than the Licensed General Contractor. There are several qualified CCM candidates around the country that would be the best resources to lead this project. By placing these restrictions, you have eliminated a number of high value resources from being qualified and thus restricted our ability to provide the highest qualifications to Orange County for this complex project.

Proposed Option:

- The Senior Project Manager and Project Manager must be two different individuals, both currently employed by the Prime Consultant.
- The Senior Project Manager OR the Project Manager shall be a Professional Licensed Architect; or Professional Licensed Engineer; or General Contractor’s (GC) License; or a Certified

Construction Manager (CCM); or a Project Management Professional (PMP, PgMP, PfMP) prior to the due date of proposals submitted for this RFP.

- The remaining position shall be a Professional Licensed Architect; or Professional Licensed Engineer; or General Contractor's (GC) License; or Certified Construction Manager (CCM); or a Project Management Professional (PMP, PgMP, PfMP) prior to the due date of proposals submitted for this RFP.

Response 23: See response to question #22.

Question 24: In order to provide adequate information regarding the skills and performance of the Sr. PM and PM, may the narrative for each of the projects on Forms D and E exceed one page?

Response 24: Yes, Forms D and E have been revised to a two (2) page limit per project. See updated Forms D and E attached.

- C. All other terms and conditions of the RFP remain the same.
- D. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm

SIMILAR PROJECTS

SENIOR PROJECT MANAGER

USING PAGES D1 – D4 only - List up to **Four (4) “Similar Projects”**, (~~one project per page two pages per project~~), for which services have been **successfully completed within the past) twenty (20) years prior to the due date for proposals submitted for this RFP**, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed Senior Project Manager has performed **in the same capacity** with your firm, or other firms. Identify if the Senior Project Manager **OR** the Project Manager as a Professional Licensed Architect or Professional Licensed Engineer registered with the State of Florida Department of Business and Professional Regulation as part of required criteria. Note: The remaining position shall be a Professional Licensed Architect or Professional Licensed Engineer or a Bachelor Degreed Construction Manager with General Contractor’s License registered with the State of Florida Department of Business and Professional Regulation and with one of the following certifications: General Contractor’s (GC) License, Certified Construction Manager (CCM), or a Project Management Professional (PMP, PgMP, PfMP) prior to the due date of proposals submitted for this RFP.

LIST THE ONE (1) SENIOR PROJECT MANAGER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar projects (if a phased project all phases shall be *substantially completed*), including all required performance requirements and/or dimensions, is *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP. The Proposer should also describe in detail how the Senior Project Manager was responsive to the client’s needs and requests.

REVISED FORM D

Proposed Senior Project Manager Name: _____

1. **Project Type A Name:**

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Square Feet of ACTIVE fully operational general assembly facility improvement
(educational facility, airport, convention center, arena, stadium, hotel or
hospital): _____

Firm:

Summary of Work:

Proposed Senior Project Manager Name: _____

2. **Project Type A Name:**

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Square Feet of ACTIVE fully operational general assembly facility improvement
(educational facility, airport, convention center, arena, stadium, hotel or
hospital): _____

Firm:

Summary of Work:

Proposed Senior Project Manager Name: _____

3. **Project Type B Name:**

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Square Feet of ACTIVE fully operational general assembly facility improvement
(educational facility, airport, convention center, arena, stadium, hotel or
hospital): _____

Firm:

Summary of Work:

Proposed Senior Project Manager Name: _____

4. **Project Type B** Name:

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Construction Duration (Notice to Proceed to Final Completion): _____

Square Feet of general assembly facility improvement (educational facility, airport, convention center, arena, stadium, hotel or hospital): _____

Firm:

Summary of Work:

Revised Form D-4
Page 2 of 2

Y18-811-JS
Addendum 2
Page 15 of 33

PROJECT MANAGER

USING PAGES E1 –E4 only - List up to **Four (4) “Similar Projects”**, (~~one project per page two pages per project~~), for which services have been **successfully completed within the past twenty (20) years prior to the due date for proposals submitted for this RFP**, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed Project Manager has performed **in the same capacity** with your firm, or other firms. Identify if the Senior Project Manager **OR** the Project Manager as a Professional Licensed Architect or Professional Licensed Engineer registered with the State of Florida Department of Business and Professional Regulation as part of required criteria. Note: The remaining position shall be a Professional Licensed Architect or Professional Licensed Engineer or a Bachelor Degreed Construction Manager with General Contractor’s License registered with the State of Florida Department of Business and Professional Regulation **and with one of the following certifications: General Contractor’s (GC) License, Certified Construction Manager (CCM), or a Project Management Professional (PMP, PgMP, PfMP)** prior to the due date of proposals submitted for this RFP.

LIST THE ONE (1) PROJECT MANAGER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar projects (if a phased project all phases shall be *substantially completed*), including all required performance requirements and/or dimensions, is *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

REVISED FORM E

Proposed Project Manager Name: _____

1. **Project Type A Name:**

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Construction Duration (Notice to Proceed to Final Completion): _____

Square Feet of ACTIVE fully operational general assembly facility improvement
(educational facility, airport, convention center, arena, stadium, hotel or
hospital): _____

Firm:

Summary of Work:

Proposed Project Manager Name: _____

2. **Project Type A Name:**

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Construction Duration (Notice to Proceed to Final Completion): _____

Square Feet of ACTIVE fully operational general assembly facility improvement
(educational facility, airport, convention center, arena, stadium, hotel or
hospital): _____

Firm:

Summary of Work:

Proposed Project Manager Name: _____

3. **Project Type B Name:**

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Construction Duration (Notice to Proceed to Final Completion): _____

Square Feet of ACTIVE fully operational general assembly facility improvement
(educational facility, airport, convention center, arena, stadium, hotel or
hospital): _____

Firm:

Summary of Work:

Proposed Project Manager Name: _____

4. **Project Type B** Name:

Owner:

Reference Name, Address Phone Number, Fax Number, Email Address:

Design or Consulting Start Date (**Month/Year**): _____

Design or Consulting Completion Date (**Month/Year**): _____

Construction Cost: \$ _____

Substantial Completion Date (**Month/Year**): _____

Construction Completion Date (**Month/Year**): _____

Construction Duration (Notice to Proceed to Final Completion): _____

Square Feet of general assembly facility improvement (educational facility, airport, convention center, arena, stadium, hotel or hospital): _____

Firm:

Summary of Work:

EXHIBIT A

CHAYLA GERMAN

Business Development Division
400 E. South Street – Orlando, FL 32802
Telephone: (407) 836-5842
Fax: (407) 836-2971



BUSINESS DEVELOPMENT DIVISION M/WBE GUIDELINES HANDOUT

1. The Business Development Division will evaluate all proposals for M/WBE participation, which consists of firms' utilization of M/WBE sub-consultants and minority/women workforce composition in specified areas such as: **Official/Manager/Supervisor; Professional; Technician; Apprentice; and Intern/Co-Ops categories.** Although the goal for the firm's utilization is **27%** and the minority/women workforce composition is **24%**, the Business Development Division has evaluated the utilization and have determined the 27% goal is applicable for this project. In the event there are limited work opportunities for M/WBE's, a revised goal will be listed in the RFP.
2. All participating M/WBE firms must be **currently certified by Orange County.** The Business Development Division's most recent M/WBE directory is available by e-mail or through the Orange County web site at www.orangecountyfl.net. **Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola Counties) are eligible for Orange County certification. All firms must be Orange County certified at time of submittal of the Proposal and must be certified in the area(s) for which they will be used.** If a firm claims to be certified but is not listed in the Directory the Proposer should obtain a copy of their Orange County Certificate and/or contact the Business Development Division at (407) 836-7317 for verification of certification.
3. The County has a graduate program whereby M/WBE firms designated as graduates can participate in the M/WBE program only on specified projects. All professional service solicitations for which the County has estimated the overall contractual fees to be awarded to the prime in excess of \$500,000 are eligible for graduate M/WBE participation. The prime consultant will receive full M/WBE credit for the use of graduate M/WBE's that meet all other requirements. The contract solicited through this RFP is estimated to be valued **over \$500,000** and therefore, graduate M/WBE's are **>eligible >ineligible** to participate.

It is the proposing firm's responsibility to ensure that graduate M/WBE's are not listed in proposals to meet M/WBE participation requirements on projects in which they are not eligible to participate.

4. For future projects, the proposer should consider utilizing the credit program whereby Proposers are awarded credits to be applied toward meeting the M/WBE goals. Proposers are encouraged to contact the Business Development Division for information regarding the program. The minimum processing time frame is 30 days for an approval. If approved, your certificate must be submitted with the RFP you are proposing to utilize the credit.
5. **A Proposer must submit signed Letters of Intent (Form M) with their Proposal for all current Orange County Certified M/WBE sub-consultants identified on Form B.** These Letters of Intent must indicate the scope of work to be performed by every M/WBE plus the percentage of the contract

EXHIBIT A

fees to be contracted to the listed sub-consultant. Please note, that the letters of intent are not a substitute for sub-contract agreements. **An awarded proposer must submit executed sub-contract agreements for all MWBE sub-consultants prior to the execution of the Orange County contract.** If the proposer letter of intent doesn't match the percentage indicated in Form B, the Business Development Division will utilize the letter of intent to evaluate participation for the proposal. The percentage must be designated in a whole number (e.g. 5%). Expressions written such as $\pm 5\%$, \leq or $\geq 5\%$ is not acceptable.

The awarded prime consultant's responsibilities and requirements are itemized below:

1. Incorporate a **72-hour prompt payment assurance provision** and payment schedule in all contracts between the prime and sub-consultants.
2. File copies of **all executed sub-consultant agreement/contracts** between the **prime and all M/WBE sub-consultants on the project** to Orange County Business Development Division.
3. The awarded prime consultant shall furnish written documentation evidencing actual dollars paid to each sub-consultant utilized by the prime consultant on the project. This will include, but is not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime consultant prior to the issuance of final payment.
4. The Prime Consultant shall submit an updated quarterly MWBE utilization report and the Employment Data report for all professional service contracts. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period. Payment applications, task authorizations and contract renewals may be delayed if these reports are not submitted every quarter in a timely manner until completion of project indicating final report.
5. The awarded prime consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization from the BDD Manager, nor shall the prime reduce the scope of work or monetary value of a sub-consultant without written authorization from the BDD Manager. The prime consultant shall notify the Business Development Division of any additional awards to the M/WBE firm on the prime consultant's team and the addition of any new M/WBE firm to the prime consultant's team on that project.
6. The prime consultant shall expeditiously advise all M/WBE's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the M/WBE firm on their team.

Execution of the contract between Orange County and the Proposer shall be contingent upon the filing of executed contracts between the Proposer and the M/WBE subs listed on Form B with the Business Development Division

6. MWBE participation in the Proposals will be scored by the Business Development Division. The MWBE participation will be evaluated based on completed Schedule of subcontracting MWBE participation form and the Employment Data report.

The scoring for MWBE participation shall be as follows:

5 points

- Certified Orange County M/WBE firm proposing 27% M/WBE sub consultant utilization AND 24% minority/women workforce
- M/WBE Joint Venture with 24% workforce

EXHIBIT A

4 points

- Certified Orange County M/WBE firm proposing 27% M/WBE sub consultant utilization OR 24% minority/women workforce
- Non-M/WBE firm proposing 27% M/WBE sub consultants utilization AND 24% minority/women workforce
- M/WBE Joint Venture with less than 24% workforce

3 points

- Certified Orange County M/WBE firm, BUT has not stated that 27% of the contract will be utilized by M/WBE sub consultants AND 24% of their workforce does not consist of minority/women
- Non-M/WBE firm but will subcontract 27% of their ultimate fee to M/WBE sub consultant OR 24% workforce minority/women

2 points

- The proposer has certified by written statement that they will comply with the Orange County M/WBE Ordinance, OR their written statement is less responsive than the previous criteria.

1 point

- Will not comply with the Orange County Ordinance as it relates to the M/WBE subcontract utilization and the Minority/Women workforce goals.

0 points

- There is no M/WBE sub-consultant utilization and no percentage of minority/women workforce

NOTE: 51/49 minority/majority joint ventures, meeting the MBE/WBE criteria with at least 24% minority/women combined workforce in the official/manager/supervisor, professional technician, apprentice and intern/co-op categories, will receive 5 points regardless of the proposed utilization of M/WBE sub-consultants. Minority/majority joint ventures with less than 24% of its workforce consisting of minority and/or women in the categories mentioned above will receive 4 points although it will be considered an MBE or WBE.

If it is determined that your firm is not approved as an MWBE joint venture your proposal will be considered as a majority joint venture and will be scored accordingly. Include all required joint venture documentation as indicated in the RFP as part of your proposal.

7. BONUS POINTS FOR HIRING OF DISPLACED WORKER RECIPIENTS

Proposers may be awarded a maximum of five bonus points for a commitment to hire displaced worker recipients residing in Orange County, Florida as fulltime employees. One point will be awarded for each new fulltime hire up to and including a maximum of five points. To be eligible Proposers must complete Form WR (attached) listing the number of displaced recipients to be hired fulltime with the Proposal. Failure to submit this information within the time specified shall render the Proposal ineligible for this consideration. Bonus points shall only be awarded once for any one individual hired. Individuals hired may be employed in any position within the firm but must be hired on a fulltime basis.

Within five (5) days after contract award, the Proposer shall contact the Business Development Division Liaison at (407) 836-5484 to assist with meeting this requirement.

EXHIBIT A

The failure of the CONSULTANT to comply with these hiring commitments after contract award shall be grounds for termination of the contract for default.

Important: The awarded proposer who has utilized the bonus points for displaced workers recipients must employ the displaced worker recipient(s) for the duration of the project. The failure of the Consultant to comply with these hiring commitments after contract award shall be grounds for termination of the contract for default.

8. BONUS POINTS FOR HIRING OF REGISTERED SERVICE – DISABLED VETERANS (SDV)

Additional point consideration will be available for those proposing to hire registered service-disabled veteran business enterprise. Proposers will receive the following point allocation:

- Registered service-disabled veteran business enterprise proposers competing as a prime contractor shall receive five (5) points;
- Registered service-disabled veteran business enterprise proposers with registered service-disabled veteran business enterprise sub-consultants on their team shall receive two points for each sub-consultant up to a maximum of ten (10) points;
- Proposers with registered service-disabled veteran business enterprise sub-consultants on their team shall receive two points for each sub-consultant up to a maximum of ten (10) points.

When considering two (2) or more proposals or replies for the procurement of commodities or contractual services, where at least one is from a registered service-disabled veteran business enterprise but which are otherwise equal with respect to all relevant considerations, including price, quality, and service, the Procurement Manager shall award such procurement or contract to the registered service-disabled veteran business enterprise.

EXHIBIT A
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
BUSINESS DEVELOPMENT DIVISION
WELCOMES YOU TO OUR

INTERNET ACCESS

WHERE YOU WILL FIND M/WBE AND GRADUATE DIRECTORIES AND MORE

1. Go to www.orangecountyfl.net and click on the **Business** tab as shown below. Then click on **Vendor Services**.



2. Once you are on the vendor services page, click on **Business Development Division** as shown below:



[Annual Report Fiscal Year](#)

(FY 2016 - 2017...)

[Award Recommendations & Short List](#)

(Review bids and proposals...)

[Bid/Proposal Openings](#)

(Bids/solicitations received...)

[Bonding Requirements](#)

(A look at bonding requirements...)

[Business Development Division](#)

("Advocating on behalf of Minority/Women Business"...)

[EEO Utilization Report](#)

(Years 2017/2018...)

[How to do Business with Orange County](#)

(Frequently asked questions...)

[Insurance Requirements](#)

(Questions for Insurance requirements...)

[Meeting With Buyers](#)

(Refer to the "Become A Vendor" page...)

[New Vendors](#)

(Find out how to get started...)

[Orange County Safety](#)

[Proposed Future Projects](#)

(A planning aid for vendors...)

[Protest Procedures](#)

(How to protest proposed Awards/Shortlists...)

[Procurement Procedures Manual](#)

(Procurement procedures ...)

[Suspended/Debarred Contractors](#)

(Suspended Vendor...)

[Term Contracts](#)

(Search existing term contracts...)

[Upcoming Solicitations](#)

(Opportunities to compete...)

EXHIBIT A

3. Once on the Business Development Division website page, looking to the far left side under Information and Services you will have access to: **M/WBE Certified Companies (which includes a link for graduate companies), Certification and Re-certification applications, financial documents, and workshops.**

INFORMATION & SERVICES

- [Business Development Division](#)
- [M/WBE Certified Companies](#)
- [Certification Application](#)
- [Re-certification Application](#)
- [Service-Disabled Veteran Registration Application](#)
- [M/WBE Ordinance](#)
- [Service Disabled Veteran Ordinance](#)
- [See how minority participating in contracts is calculated](#)

FINANCIAL DOCUMENTS

- [Corporation Financial Statement](#)
- [Sole Proprietor Financial Statement](#)
- [Partnership Financial](#)



| | |
|--------------------------------|--|
| PURPOSE | To provide resources that stimulates economic growth for small business. This includes working to increase the utilization of minority and woman-owned businesses (M/WBE) in the County's procurement process. |
| MISSION | To promote the participation in and award of contracts to minority and women-owned business enterprises in accordance with the M/WBE Ordinance. |
| GROWTH OPPORTUNITIES | Local, small minority and women-owned enterprises and service disabled-veteran: we're here to help you compete. Minority certifications with Orange County Government can open doors beyond Orange County's scope, so take advantage of seminars, referrals and contact management. |
| PROGRAMS & SERVICES | <p>Certification: A company may be designated as a Minority or Woman Business Enterprise after the submittal and review of an application. Typically certification status can be approved in sixty (60) business days. We also register Service Disabled Veterans.</p> <p>Contract Compliance: To ensure use of M/WBE's, our staff monitors activities. This requires 25% participation in Construction, 27% in Professional Services, 10% in Goods and 24% in Services.</p> |

EXHIBIT A

M/WBE CREDIT PROGRAM

PLEASE NOTE: The information on the M/WBE Credit program is being provided to inform you about the credit program for FUTURE projects. The processing time frame is 30 business days from the date your request is submitted to our office.

What is the credit program?

The Orange County M/WBE Credit Program was implemented in 2002 as a rewards and recognition program for primes that has been established to increase the overall usage of M/WBE firms. Hopefully, this encourages business relationships beyond the mandate participation goals set forth in government contracts.

What type of credit can a prospective bidder/proposer earn now?

First-Time M/WBE Utilization Credit (Credit issued for the actual contract dollars) This credit may be earned by contractors/consultants who joint venture with a M/WBE for the first time or include and utilize a M/WBE for the first time in a bid/proposal. Business Development Division must be notified (**reference revised Form B**) that the M/WBE is being used for the first time.

In the event this is true, the contractor/consultant will receive a credit certificate for the exact amount of the M/WBE's utilization. This credit can be used for a future submittal. The credit will be valid for a period of two years from the date of being issued.

For example, if a M/WBE firm is listed on the revised form B with an allocation of 3% and is denoted as a first-time utilization, upon the Manager's review and approval, the contractor/consultant will receive 3% M/WBE credit towards a future submittal.

Other credits that Orange County offers:

1. Non-County Utilization Credit (Credit issued for the actual contract dollars)

This credit may be earned for the use of Orange County certified M/WBEs on private sector projects not involving governmental funding, and government projects that do not have mandated M/WBE goals.

2. Minority and Women Employee Recruitment and Training Credit (Credit issued- 1 point)

This credit may be earned by contractors/consultants who establish and utilize structured internal minority and women scholarships, and recruitment and

EXHIBIT A

training programs. These programs must be pre-approved, and may be monitored by Business Development.

3. M/WBE Recruitment and Training Credit (Credit issued- 1 point)

This credit may be earned by contractors/consultants who have established structured internal M/WBE development and enhancement programs. Eligible programs may include technical assistance, mentor/protégé training, scholarships, and business development information provided to M/WBE firms. These programs must be pre-approved, and may be monitored by Business Development.

4. Joint Venture Credit (Credit Issued as defined in the RFP)

This credit may be earned by contractors/consultants for established and registered joint venture relationships with a certified M/WBE.

How does the prospective bidder/proposer apply for these credits?

Submit a letter thirty days prior to the bid/proposal submittal to VaSantha "Tonya" Raysor, Business Development Administrator; Orange County Business Development Division; 400 E South Street; Orlando, FL 32802, and:

- **Indicate the specific M/WBE credit** (Non-County Utilization Credit, Minority and Women Employee Recruitment and Training Credit, M/WBE Recruitment and Training Credit, or Joint Venture Credit) for consideration.
- **Provide details regarding the project(s) or program under consideration for the credit award.**

If you are considering **the Non-County Utilization Credit program, details must include support documentation**, such as, contracts, proof of payment and other documentation deemed necessary by the Manager for any projects **after January 2002** through the current year. Upon receipt of this written request, our office will begin contacting the M/WBE firms to verify the M/WBE utilization information as provided.

The credit can be used for a future submittal. The credit will be valid for a period of two years from the date of being issued. Business Development Division must be notified (**reference revised Form B**) in the submittal which credit is being utilized.

How soon can the M/WBE credit be used?

As soon as the certificate is received, then **the prospective bidder/proposer** can earn credits for a maximum of 20% of the M/WBE participation goal. Please note that **only one credit can be utilized per submittal.**

EXHIBIT A

Can these credits offset the entire M/WBE goal?

No. The earned credit can be used to offset the M/WBE goal for a maximum of 20% of the stipulated M/WBE goal. For example, using a credit program for a \$100,000 project in the form of a task authorization for a professional services project:

| | |
|-------------------------------|-------------------|
| Firm's Contract Award Amount: | \$100,000 |
| M/WBE participation goal: | 27% or (\$27,000) |
| 20% of the M/WBE goal: | \$5,400 |

The remaining \$21,600 (to meet the stipulated M/WBE goal) must be obtained through the regular M/WBE participation. Business Development requests that you include a copy of your credit certificate with the submittal of your task authorization.

Credits are tracked for each firm by the Business Development Division.