

ISSUE DATE: July 18, 2019

NOTICE
REQUEST FOR PROPOSALS
FOR
DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS
DRY SPRINKLER REPLACEMENT

RFP #Y20-801-JS

The Board of County Commissioners, Orange County, Florida, is accepting sealed Proposals to be received **NO LATER THAN 2:00 P.M. (local time) on August 20, 2019, for DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS DRY SPRINKLER REPLACEMENT.**

A Non-Mandatory Pre-Proposal Conference will be held **July 26, 2019, at 1:30PM** at the **Orange County Convention Center, South Building, Meeting Room S231A, 9899 International Dr., Orlando, FL 32819.** Interested Proposers are encouraged to attend.

Proposals will be accepted at:

Orange County Procurement Division
Internal Operations Centre II
400 East South Street, Second Floor
Orlando, Florida 32801
(407) 836-5635

Copies of the Request for Proposals may be obtained from the Orange County Procurement Division at the above address. Copies may also be requested by phone (407) 836-5635.

NOTE: This Request for Proposals is available for downloading from the internet at orangecountyfl.net.

Carrie Mathes, MPA, CFCM, CPPO, C.P.M.
Manager, Procurement Division

NOTICE TO PROPOSERS

To ensure that your Proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Jacqueta Scott at (407) 836-5456. **You may contact Jacqueta Scott at any time during this process, including during the blackout period.**

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REQUEST FOR PROPOSALS
FOR
DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS
DRY SPRINKLER REPLACEMENT
RFP # Y20-801-JS

PURPOSE:

The Board of County Commissioners, Orange County, Florida, is soliciting Proposals to provide DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS DRY SPRINKLER REPLACEMENT.

INSTRUCTIONS TO PROPOSERS:

Firms or companies desiring to provide services, as described herein, shall submit one (1) Proposal (clearly marked), nine (9) copies (a total of 10 Proposals) and one (1) electronic copy on a USB drive for document management purposes not later than 2:00 P.M. local time, August 20, 2019, to:

Orange County Procurement Division
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, Florida 32801

If your response contains any information deemed confidential, in accordance with Chapter 119 of the Florida Statutes, provide an additional USB drive with a redacted version of your response labeled REDACTED. Electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your Proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

A Non-Mandatory Pre-Proposal Conference will be conducted on July 26, 2019, at 1:30PM, Orange County Convention Center, South Building, Meeting Room S231A, 9899 International Dr., Orlando, FL 32819. All interested parties are urged to attend.

1. The time and date for receipt of Proposals will be strictly observed. The County shall not be responsible for late deliveries or mail delays. The time/date stamp clock in the Procurement Division shall serve as the official authority to determine timeliness of the Proposal.
2. **The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County (Procurement Ordinance).**
3. Proposals received after the specified time and date shall be returned unopened.

The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County (Procurement Ordinance). All Proposals will be opened publicly and the names of all Proposers shall be read aloud.

4. Proposers must submit ONLY the attached forms, lettered A through P, in the same order as presented herein. Failure to submit all forms may result in disqualification of your Proposal. **However, failure to submit forms B, C, D, E, F, H and J may negatively impact the evaluation of the Proposal.** This shall also apply to Form K if the Proposer is submitting as a Joint Venture.

The County shall not be responsible for re-calculation or interpretations of information provided on any form.

NOTE: These forms are periodically edited. Proposers must use the forms as they appear herein for this project. Form G is not used.

5. Modification or alteration of the documents contained in this solicitation or the contract resulting from this solicitation shall only be made upon receipt of prior written consent of the County.
6. The submission of GSA Forms 254 or 255 are not acceptable. The submission of these forms shall result in disqualification of your Proposal as non-responsive.
7. Proposers are instructed NOT to include pictures, drawings, graphs, dividers or table of contents. Submittal of pictures, drawings, graphs, dividers and/or table of contents may result in disqualification of your Proposal as non-responsive. Do not use a cover or binder. Use one (1) staple in UPPER left-hand corner only.
8. With respect to Forms D, E, F and H, no sideways printing on pages will be permitted. 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.
9. Faxed Proposals shall be rejected as non-responsive, regardless of where the fax is received.
10. Proposers must indicate on their Proposal envelope the following:
Request for Proposals Number Y20-801-JS
Date of Opening - August 20, 2019
Name of Proposer
Return Address of the Proposer
11. Proposers shall not contact any member of the Orange County Procurement Committee or any staff (except as provided below) regarding this Proposal until such time as a contract is awarded. All inquiries pertaining to this Request for Proposal must be directed through the Procurement Division.
12. Questions concerning this Request for Proposals must be directed to Jacqueta Scott, Senior Contract Administrator, email Jacqueta.scott@ocfl.net. Any Proposer who initiates any discussions with staff in any manner other than that described above is subject to disqualification from this procurement.

13. Information regarding Procurement Committee scheduling and Board approvals are available by calling the Procurement Division Reception Desk at (407) 836-5635 or by accessing the Procurement Committee schedule at <http://apps.ocfl.net/OrangeBids/Procurement/default.asp>. Also, an email notice of the Procurement Committee meeting will be sent to all Proposers.
14. Technical concerns/questions shall be submitted in writing, no later than 4:00 p.m. on August 6, 2019 to:

Jacqueta Scott, Senior Contract Administrator
Procurement Division
400 E. South Street, 2nd Floor
Orlando, Florida 32801
Jacqueta.Scott@ocfl.net

You may contact Jacqueta Scott at any time during this process, including during the black out period.

15. **ORAL INTERPRETATION**

No oral interpretation of this Request for Proposals shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager of the Procurement Division.

16. **DRUG FREE WORKPLACE**

The Drug Free Workplace Form (Form L) is attached and shall be completed and submitted with your proposal.

17. **DRAFT CONTRACT**

The contract that the County intends to use for award is enclosed for reference. Any exceptions to this standard contract must be clearly indicated by return of the standard contract with the Proposal, with exceptions clearly noted. The County has the right to require the selected Proposer to sign the attached contract or to negotiate revisions to the contract language prior to execution of the contract, at its discretion.

18. **WITHDRAWAL OF PROPOSAL**

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the County the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

19. **SOLICITATION CANCELLATIONS**

Orange County reserves the right, and the Manager of the Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to

approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

TERMS AND CONDITIONS:

1. A minimum coverage of Professional Liability Insurance in the amount of \$1,000,000 (with a deductible permitted not in excess of \$100,000) will be required for this project.
2. Selection shall be in accordance with F.S. 287.055 and the County's adopted selection procedures.
3. The County reserves the right to accept or reject any or all Proposals that it may in its sole discretion deem non responsive, to waive technicalities, or to accept the Proposal which, in its sole judgment, is most advantageous and best serves the over-all interests of the County.
4. The County reserves the right to request clarification of information submitted and to request additional information of one or more Proposers after the deadline for receipt of Proposals.
5. Any Proposal may be withdrawn until the date and time set above for the submission of the Proposals.
6. By submission of a Proposal, the Proposer agrees that all costs associated with the preparation of his/her Proposal will be the sole responsibility of the Proposer. The Proposer also agrees that the County bears no responsibility for any costs associated with the preparation of the Proposal and/or any administrative or judicial proceedings resulting from the solicitation process.
7. Proposers must not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin.
8. **MINORITY/WOMEN OWNED BUSINESS ENTERPRISE:**
 - A. Proposers must address how they intend to comply with the Orange County M/WBE Ordinance, No. 94-02 and amended by Ordinance No. 2009-21. The goal of certified minority/women business enterprise is 27% of the contract value for this project. The Ordinance also addresses minority/women group employment levels setting goals to encourage each Proposer to maintain 24% minority and women employee workforce levels in specific categories.
 - B. 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 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.

- C. The County has 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 MWBE'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 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.
- D. The County has established a **credit program** whereby Proposers are awarded credits to be applied toward meeting the M/WBE goals on certain County projects. Emphasis will be placed on credits for non-County utilization and first-time M/WBE utilization. Proposers are encouraged to contact the Business Development Division for information on acquiring and applying the credits.
- E. Proposers must submit signed Letter of Intent (Form M-1) with their Proposal for all current Orange County certified M/WBE subconsultants 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 overall contract fees to be contracted to the listed sub-consultant. Letters of Intent must be signed by both the Proposer and the M/WBE subconsultant.

The Consultant **must** include in the subcontract agreement:

- i. Prompt Payment Clause to the M/WBE sub consultant to state: "payment will be made to the sub-consultant/suppliers within 72 hours of receipt of payment from the County."
- ii. The following statement: "It is the M/WBE's responsibility to submit the required payment verification reports to the prime consultant quarterly and the Final M/WBE payment verification form directly to Business Development Division."
- iii. Termination clause to state: "The awarded prime consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization from the Business Development Manager, nor shall the prime reduce the scope of work or monetary value of the overall contract value or a sub-consultant without written authorization of the Business Development Division Manager."

The M/WBE's failure to submit the required documents could negatively impact their M/WBE certification.

- F. The awarded prime consultant's responsibilities and requirements are itemized below:
- i. File copies of all executed subconsultant agreement/contracts between the prime and all M/WBE subconsultants on the project to Orange County Business Development Division one time for the duration of the contract.
 - iii. The awarded prime consultant shall furnish written documentation evidencing actual dollars paid to each subconsultant utilized by the prime consultant on the project. This includes, 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.
 - iii. The Prime Consultant shall submit an updated quarterly MWBE utilization report, Equal Opportunity Workforce Schedule and M/WBE payment verification forms for all professional service contracts. It is the responsibility of the Prime Consultant to submit the payment verification forms with the referenced reports. 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. Failure of the M/WBE to comply with the submittal of the payment verification forms to the Prime consultant could negatively affect their re-certification.
 - iv. The awarded prime consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization from the Business Development Manager, nor shall the prime reduce the scope of work or monetary value of a subconsultant without written authorization of the Business Development Division.
 - v. 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 and included on Form M-1 with the Business Development Division.

- 9. The Proposer understands that this RFP does not constitute an agreement or contract with the Proposer.
- 10. Any Proposer who submits in its Proposal to the County any information that is

determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

11. **SHORTLISTS, PROTESTS AND LOBBYING:** The recommended short list of firms, rank by score, highest to lowest, will be posted for review by interested parties at the Procurement Division and at <http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain for a period of five full business days. Failure to file a protest to the Procurement Division Manager by 5:00 PM on the fifth full business day after the posting date shall constitute a waiver of protest proceedings. Additional information relative to protests can be found at the following site:
<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Orange County Lobbyist Regulations General Information

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the successful Proposer. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon Contract award. Additional information relative to lobbying can be found at:

<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

The Board of County Commissioners may void any Contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the blackout period restrictions of Ordinance No. 2002-15.

12. **ETHICS COMPLIANCE**

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

a. **Orange County Specific Project Expenditure Report -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in Section 2-351, Orange County Code.** This form shall be completed and submitted with any bid, proposal or other response to an Orange County solicitation.

The bidder, proposer or responder to the solicitation shall not be awarded a contract unless this form has been completed and submitted. Any questions concerning this form shall be addressed to the purchasing agent or contract administrator identified in the applicable solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.

b. **Relationship Disclosure Form – The purpose of this form is to document any relationships between a bidder, proposer or responder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners.** This form shall be completed and submitted with the applicable bid, proposal or response to an Orange County solicitation. No contract award will be made unless this form has been completed and submitted. Any questions concerning this form shall be

addressed to the purchasing agent or contract administrator identified in the applicable solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.

13. Joint venture firms must complete and submit with their Proposal the form titled "Information for Determining Joint Venture Eligibility", (Form K) and a copy of the formal written and executed joint venture agreement between all joint venture parties. This joint venture agreement must be executed and indicate the parties' respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit a completed Form K along with an attached formal written and executed joint venture agreement may result in disqualification of your Proposal.

14. Conflict/Non-Conflict of Interest and Litigation Statement shall be completed and signed. Additional requested information shall be attached, if applicable.

15. **PUBLIC ENTITY CRIME STATEMENT (FS 287.133)**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, subconsultant 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 Florida State Statutes Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

16. **SUBCONSULTANTS**

Proposers shall list **all** proposed subconsultants to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work subcontracted (discipline, trade or commodity), proposed percentage of work, and the M/WBE or Majority designation (M/WBE or Non-M/WBE). Form B is provided for this information.

Proposers are expressly prohibited from substituting subconsultants projected to perform five percent (5%) or more of the over-all work as stated in the written Proposal. Such substitution, for any reason, after opening of the Proposal, and prior to award by the County shall result in disqualification of the Proposal from further consideration for award, except in extraordinary circumstances. Examples of such circumstances are the subconsultants' firm going out of business; death of the owner of the firm; or the inability of the subconsultant to perform the work specified. Should such an occurrence arise, it must be substantiated, and the subconsultant substitution approved, by the County prior to contract execution.

Requests for substitution of subconsultants who are cumulatively scheduled to perform less than five percent (5%) of the over-all scope of services may be considered only prior to final scoring of Proposals by the Procurement Committee. Such requests for substitution must be in writing accompanied by a written withdrawal from the originally listed subconsultant. Failure to comply with these requirements shall result in disqualification of the Proposal from further consideration for award. The Procurement Committee shall be the sole determinant regarding acceptance/rejection of requested substitutions.

17. Failure of any Proposer to comply with the INSTRUCTIONS TO PROPOSERS and TERMS AND CONDITIONS of this Request for Proposal, unless specifically identified as a mandatory requirement by the word “shall”, may render the Proposal non-responsive and ineligible from further consideration.
18. The Proposer warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Proposer, to solicit or secure this Contract and that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Proposer any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of this Contract. For the breach or violation of this provision, the County shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
19. **BONUS POINTS FOR HIRING OF DISLOCATED WORKERS**

Proposers may be awarded a maximum of five (5) bonus points for a commitment to hire dislocated workers residing in Orange County, Florida as full-time employees for the duration of the contract. One point will be awarded for each new full-time hire up to and including a maximum of five (5) points.

To be eligible for bonus points, Proposers must complete Form WR – Section I (attached) listing the number of dislocated workers to be hired full-time and submit with the Proposal. 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 full-time basis.

Within five (5) days after the contract award, the Proposer shall contact the Business Development Division Liaison, at (407) 836-5485 to assist with meeting this requirement.

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

During performance of the contract, the Consultant will take appropriate steps to ensure that individuals hired under this program are retained. However, if it becomes necessary to replace an employee, the Consultant shall contact the

Business Development Division (BDD) Liaison. At its discretion, the County may periodically request submission of certified payrolls to confirm the employment status of program participants.

20. **BONUS POINTS FOR HIRING REGISTERED SERVICE-DISABLED VETERANS**

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

A. Registered service-disabled veteran business enterprise proposers competing as a prime consultant shall receive five (5) points;

B. 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;

C. 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.

D. All SDV firms must be Orange County registered at the time of submittal of the proposal and must be registered in the area(s) for which they will be used. If a firm claims to be registered, but is not listed on the County's website, ocfl.net, the Proposer should obtain a copy of their Orange County registration and/or contact the Business Development Division at 407-836-7317 for verification of registration. Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola counties) are eligible for Orange County registration.

E. Proposers shall submit signed Letters of Intent (Form M-2) with their proposal for all current Orange County registered subconsultants identified on Form B These letters of Intent must indicate the scope of work to be performed by every registered SDV plus the percentage of the overall contract fees to be contracted to the listed subcontractor. Letters of Intent must be signed by both the Proposer and the SDV subconsultant.

F. The 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-Consultant.
2. File copies of all executed subcontractor agreement/contracts between the prime and all SDV subconsultants on the project to Orange County Business Development Division.

3. The Consultant shall furnish written documentation evidencing actual dollars paid to each subconsultant utilized by the prime Consultant on the project. This will include, but 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 Consultant shall submit an "Equal Opportunity Workforce Schedule" 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.
5. The Consultant shall not substitute, replace or terminate any SDV firm without prior written authorization of the Business Development Division, nor shall the Consultant reduce the scope of work or monetary value of a subconsultant without written authorization of the Business Development Division. The Consultant shall notify the Business Development Division of any additional awards to the SDV firm on the Consultant's team and the addition of any new SDV firm to the Consultant's team on that project.
6. The Consultant shall expeditiously advise all SDV's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the SDV firm(s) 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 SDV subs listed on Form B and included on Form M-2 with the Business Development Division.

Proposers are expressly prohibited from substituting subconsultants projected to perform five percent (5%) or more of the overall work as stated in the written Proposal. Such substitution, for any reason, after opening of the Proposal, and prior to award by the County, shall result in disqualification of the Proposal from further consideration for award, except in extraordinary circumstances. Examples of such circumstances are the subconsultants' firm going out of business; death of the owner of the firm; or the inability of the sub-Consultant to perform the work specified. Should such an occurrence arise, it must be substantiated, and the sub- substitution approved, by the County prior to contact execution.

Requests for substitution of subconsultants who are cumulatively scheduled to perform less than five percent (5%) of the over-all scope of services may be considered only prior to final scoring of Proposals by the Procurement Committee. Such requests for substitution must be in writing accompanied by a written withdrawal from the originally listed subconsultant. Failure to comply with

these requirements shall result in disqualification of the Proposal from further consideration for award. The Procurement Committee shall be the sole determinant regarding acceptance/rejection of requested substitutions.

The proposer understands that this RFP does not constitute an agreement or contract with the Proposers.

Any Proposers who submits a Proposal to the County with any information that is determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

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 Division Manager shall award such procurement or contract to the registered service-disabled veteran business enterprise.

If a registered SDV, entitled to the vendor preference and one (1) or more other M/WBE businesses also entitled to this preference, or another vendor preference provided by the Orange County Code, submits bids, proposals, or replies for the procurement of goods or services which are otherwise equal with respect to all relevant considerations, including price, quality and service, then the Procurement Division Manager will award the procurement or contract to the business having the smallest net worth.

The Proposer shall contact the Business Development Division Liaison at 407-836-8363 for any questions and/or concerns as it relates to Registered Service-Disabled Veterans.

21. **CONTRACT AWARD CRITERIA**

The County will award a single contract for this requirement.

22. **KEY PERSONNEL**

The Project Manager and Project Engineer must be two different individuals. The Project Manager must be currently employed by the Prime Consultant. Both the Project Manager and the Project Engineer must be Professional Engineers registered in the State of Florida.

23. **REFERENCE CHECKS**

The contact person listed as a reference shall be someone who has personal knowledge of the Proposer's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the County may be calling or emailing them. More than one person can be listed but all must have knowledge of the project.

DO NOT list principals or officers who will not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the rating of the Proposal. The reference shall be the owner or a representative of the owner. An owner's representative is defined as a firm or individual hired by the owner to oversee the design or construction oversight services performed by the prime consultant. Consultants or Consultants who provided services under the referenced project (contract) shall not be accepted as references unless they were hired as the owner's representative for the referenced project (contract).

24. **VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person under this contract, the Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the contract term, and an express requirement that Consultant include in such subcontracts the requirement that subconsultants performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Consultant affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Consultant shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

25. **WEIGHTED CRITERIA**

The following criteria and weights shall be utilized in the evaluation of the Proposals:

<u>Criteria</u>	<u>Weight</u>
Similar Projects Completed by the Proposed Project Manager (Form D)	15
Similar Projects Completed by the Proposed Project Engineer (Form E)	10
Skills and Experience of the Project Team (Form F)	15
M/WBE Participation (Form B, J, K, M)	15

Location (Form C)	10
Volume of Work Previously Awarded by the County	5
Approach, Understanding, Scope Response (Form H)	30
TOTAL	100

26. **SIMILAR PROJECTS**

“**Similar Projects**” for the proposed *Project Manager* (Professional Engineer) and the proposed *Project Engineer* (Professional Engineer) for the purpose of this Request for Proposals (RFP) has been defined as follows:

- a. “Similar Projects” for this Request for Proposals have been defined as a single project (if a phased project, all phases shall be successfully completed) successfully completed commercial project within the last ten (10) years, immediately preceding the due date of this RFP, within the contiguous United States, Alaska and Hawaii that included professional Design Services for a new sprinkler piping system.
- b. All “Similar Projects” shall be successfully completed commercial projects in an **ACTIVE** and fully operational general assembly facility (airports, arenas, convention centers, educational facilities, hospitals, hotels, stadiums), which is at least 750,000 contiguous square feet. The Similar Project work shall have been performed while ongoing functionality of the building continued throughout the project without inconvenience to the employees or guests.
- c. Replacement of existing galvanize piping and rolled groove joints with new equal to or larger than 2-inch black steel piping with new cut grooved joints, serving 20,000 square feet.

The Proposer shall submit no more than three (3) "**Similar Projects**" for the proposed Project Manager and three (3) "**Similar Projects**" for the proposed Project Engineer. The Project Manager and the Project Engineer may submit the same "**Similar Projects**".

In order to receive consideration as a “Similar Project” each project shall fully meet the above similar project description. Failure to meet this requirement will result in the project not being considered as a “Similar Project” and receiving a score of zero for that project.

Each “Similar Project” shall include the following Elements:

1. Development of Project Validation, including the review of the Preliminary Project Program budget and schedule provided by the *Project Manager*, and the assessment of the validity of the Project.
2. Permitting services to include preparing all documentation and responses necessary to obtain permits from all agencies having jurisdiction over the project.
3. Assistance to the Owner during the bid process by preparing addenda to respond to Bidder’s questions (RFI’s), and assistance during the contract evaluation phase, by reviewing bids and providing written recommendation.
4. Construction administration services during construction, including review and certifying percentage of completion and amounts due on payment applications, reviewing submittals and shop drawings, answering RFI’s, reviewing change order requests and Substantial and Final completion inspections.
5. Installation of refrigerated air dryers to floor mounted compressed air systems on dry-pipe sprinkler system.
6. Hydrostatically testing to dry-pipe sprinkler system.
7. Installation of nitrogen generation systems to a dry-pipe sprinkler system.

Elements “2”, “5”, “6” and “7” above can be demonstrated among several “Similar Projects”, they are not required to be all in a single project.

SCORING CRITERIA:

Elements “1”, “3”, and “4” are mandatory elements. Those “Similar Projects” with less than those three (3) mandatory elements will receive a score of zero.

In order to receive consideration for one-half (1/2) point, the Similar Projects must contain mandatory elements “1”, “3”, and “4” as described above.

In order to receive one (1) full point, a “Similar Project” must contain all seven (7) elements as described above.

All elements of the project must have been successfully completed and the entire project certified substantial completion. The “Similar Projects” must have been certified “Substantial Completion” prior to the date of submission of proposals for this RFP.

Under this “Similar Project” description, the project must have been performed under a specific contract. Also, a specific project performed under a continuing contract may be submitted; however, the basic continuing contract is not acceptable as a “Similar Project”.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *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. Failure to identify the specific performance requirements and/or dimensions of the project to ensure it meets the similar project description shall negatively impact that project's score.

Note: Determination of a project as similar shall be at the sole discretion of the County.

DEFINITIONS:

Project Manager: Individual who managed the administrative elements of the project, was the primary point of contact for the client, directed the production of the planning/design/construction work products, while performing those services from initial design to substantial completion of the project. **The Project Manager must be a Professional Engineer registered with the State of Florida Department of Business and Professional Regulation prior to the due date of proposals submitted for this RFP.**

Project Engineer: Defined as the Individual who assisted the Project Manager as the lead technical supervisor of the project planning/design/construction activities from initial design to substantial completion of the projects as described in the similar project criteria. The position served as the point of contact for the client in the Project Manager's absence. **The Project Engineer shall be a Professional Engineer registered with the State of Florida Department of Business and Professional Regulation.**

To be credited as "Similar Projects" for the proposed Project Manager and Project Engineer, the individual must have served in the role as defined above from initial design to substantial completion of the project planning/design/construction activities, budget and schedule duration. If the proposed Project Manager and Project Engineer did not manage from initial design to substantial completion, that similar project shall receive a score of zero (0).

Substantial Completion: Completion of 90% of the Work in accordance with the construction contract documents, so that the owner may use or occupy the project or designated portion for the intended purpose. If a phased Project, all phases shall be substantially completed. The date of substantial completion must be prior to the due date of proposals for this RFP.

Successfully Completed/Final Completion: Completion of the Work and the Owner has accepted the Work.

27. **EXPERIENCE OF THE PROJECT TEAM**

It is the responsibility of the Proposer to verify sub consultants and/or other team member's satisfactory performance on previous Orange County projects. (Refer to Form F.)

28. **VOLUME OF WORK**

The county shall evaluate information in its “Volume of Work” database to determine the Proposers’ scores for the Volume of Work criteria. This information is available on-line at:

<http://www.orangecountyfl.net/VendorServices/VolumeofWorkReport.aspx>

This database includes only the award amounts specifically attributable to the consultant, either as a prime or as a sub-consultant or as a member of a joint venture under previously awarded contracts, contract amendments, purchase orders, task authorizations, and change orders to those purchase orders and task authorizations. In the case of mergers between two or more firms or a parent subsidiary relationship the combined fee for all companies involved will be considered. Fees will be counted towards the Volume of Work at the time of award (not invoices paid). Total fees under negotiation are based on the budget amount for professional services. The end date for volume of work calculation is the date set for receipt of proposals.

Volume of Work is calculated using the following formula:

CONTRACT PERIOD	TOTAL FEE AWARDED TO PRIME CONSULTANT		FACTOR		ADJUSTED FEE AMOUNT
(1) From October 1, 2018 to April 1, 2020	\$	X	1.0	=	\$
(2) First Year Past: 10/01/17- 9/30/18	\$	X	0.75	=	\$
(3) Second Year Past: 10/01/16- 09/30/17	\$	X	0.50	=	\$
(4) Third Year Past: 10/01/15-09/30/16	\$	X	0.25	=	\$
(5) Total Fees Under Negotiation	\$	X	0.90	=	\$
	TOTAL FEE CONSIDERED				\$

Proposers are cautioned that they are responsible for confirming the accuracy of their volume of work data prior to the time and date set for receipt of proposals.

Points will be awarded as follows:

Firms with no previous work with the County as a prime consultant or sub-consultant during the current fiscal year <u>and</u> previous fiscal years	5 Points
Firms with adjusted fees of \$1 through \$2,000,000	4 Points
Firms with adjusted fees of \$2,000,001 through \$3,000,000	3 Points
Firms with adjusted fees of \$3,000,001 through \$4,000,000	2 Points
Firms with adjusted fees of \$4,000,001 through \$5,000,000	1 Point
Firms with adjusted fees exceeding \$5,000,000	0 Points

When a Joint Venture submits a proposal, the volume of work awarded by the County to each Joint Venture firm will be multiplied by the percentage of participation in the Joint Venture by that firm and those adjusted figures totaled to determine the total dollar amount to be used in the category.

29. **ORAL PRESENTATIONS**

At this time, oral presentations are not contemplated for this procurement.

30. **PROCEDURES AFTER RECEIPT OF PROPOSALS**

- a. Proposals will be evaluated, scored and short-listed by a Procurement Committee based on the weighted criteria described herein.
- b. After the Procurement Committee completes its evaluation, the evaluation results and the short-listed firms will be posted at the Public Notice Board at the Procurement Division office, 400 E. South St., Second Floor, Orlando, FL 32801 and at <http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp>. Upon expiration of the period allowed for protests, the item will be scheduled for the consideration at an upcoming Board of County Commissioners' meeting. If oral presentations are required, the short-listed firms will be notified of the presentation procedures and schedule. If oral presentations are not required, the short-list will be provided to the Board for discussion and approval.

31. **COST AND PRICING DATA**

The County shall require the selected Consultant to provide the following documentation to support the negotiated fee Proposal as a condition precedent to the execution of the Contract:

- a. A certified audited financial statement for the most recently completed fiscal period, or within the last 12 months, clearly showing the costs (not percentage) of direct labor, indirect labor, fringe benefits, general administrative and overhead costs and a statement of profit or operating margin requested. **A detailed general ledger that is reconciled to the statement of direct labor, indirect labor, fringe benefits, general administrative and overhead costs shall be furnished upon request of the County.**

All indirect costs shall be computed in accordance with 48 CFR Federal Acquisition Regulations.

- b. A detailed summary of any transactions between organizations under common control that are included in the indirect costs reported in paragraph "a." above.
- c. Raw labor rates by labor classification certified as accurate by an officer of the company.
- d. Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.
- e. Summary of fees for services to be provided by subconsultants.
- f. Scope of work and fee Proposal from each sub supporting the above summary, on the subconsultants' letterhead. The scope of work for each sub must support the scope of work of the prime Consultant's contract.
- g. Breakeven multiplier statement from each subconsultant (breakeven multiplier includes direct and indirect labor, general administrative and overhead costs) and the profit or operating margin clearly indicated.
- h. Project schedule.
- i. Breakdown of all out-of-pocket and/or direct expenses.
- j. If any costs for local travel are included, there must be compelling reasons for such costs that must be adequately supported with specific justification.

32. **SUPPORTING DOCUMENTATION**

The County shall require the selected Consultant to provide the following documentation to support the negotiated Proposal.

- a. Scope of service as revised during contract negotiations. Note that changes should serve to clarify the scope and not add or delete from the scope of work as contained in the Request for Proposals.
- b. Billable hourly rates for each proposed sub-consultant developed by multiplying the raw labor rates by the breakeven multiplier. This information must be certified by an officer of the firm. Breakeven multiplier includes direct and indirect labor, general administrative and overhead

- costs. The profit or operating margin must be clearly indicated
- c. Valid insurance certificate(s) evidencing contractually required coverage.

33. **DEBRIEFING OF PROPOSERS**

Not later than thirty (30) days after Board approval of a selection or shortlist, a Proposer may submit a written request to the applicable contract administrator or purchasing agent for a debriefing on the evaluation of their proposal. The contract administrator/purchasing agent will schedule a meeting with the Proposer for the debriefing. However, at the Proposer's request, the debriefing may be conducted via telephone conference. The debriefing shall include the following minimum information:

- a. Key requirements of the solicitation.
- b. The overall ranking of all proposals. The significant weaknesses or deficiencies in the proposal in response to the requirements of the solicitation.
- c. If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable.
- d. If applicable, a summary of the rationale for award.
- e. Responses to any relevant questions of the proposer.

Untimely debriefing requests will also be considered.

34. **PROPRIETARY INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all proposers should be aware that Request for Proposals or Invitation for Bids and the responses thereto are in the public domain. **Proposers must identify specifically** any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law.**

35. **DEVELOPMENT OR ASSISTANCE IN DEVELOPMENT OF SPECIFICATIONS/REQUIREMENTS/STATEMENTS OF WORK**

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this solicitation.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

EXHIBIT A - SCOPE OF SERVICES

The Design Consultant (Consultant) shall provide **Design Services for the Orange County Convention Center (OCCC) Campus Dry Sprinkler Pipe Replacement Project.**

BACKGROUND:

The Orange County Convention Center Complex is located on almost 400 acres in Orlando, Florida, North of the intersection of Interstate 4 and State Road 528, consists of two multipurpose buildings, the West Building and the North/South Building, designed for conventions, trade shows, meetings and consumer events. The Center has seven million square feet of space, of which approximately 2.1 million square feet is exhibition space. It contains 23 exhibit halls with over 125 configurations, 74 meeting rooms with over 230 configurations, 8 food courts, a ballroom, a 2,643 seat theater, a 200 seat lecture hall, and over 8,000 parking spaces. It is also accessible by four pedestrian bridges which are connected to adjacent hotels. For additional information about OCCC, demographics, and any other major related facts, proposers should go to the OCCC website at: www.occc.net.

PURPOSE AND JUSTIFICATION:

The existing dry-pipe sprinkler system in the West Building is approximately 22 to 30 years old and in the North/South Building is approximately 16 years old. Galvanized piping systems installed as part of dry-pipe sprinkler systems typically have a 10 to 12-year lifespan before corrosion issues start being reported or become apparent.

A recent Assessment revealed corrosion of the galvanized pipe, fittings, valves and related components have deteriorated throughout the years requiring replacement. Please refer to the attached Assessment by Hanson dated January 15, 2019. (Exhibit B)

The majority of the issues are from aging dry- pipe valves, improperly installed mains that are not pitched and galvanized pipe and fittings that have deteriorated over the life of the existing facility and failure has presented in the form of pinholes leaks being repaired by Facility Operations. These leaks will allow air to escape the piping system thus causing the dry-pipe valves and trim accessories to possibly give false alarms.

The OCCC areas indicated below will be the primary focus of this project.

- a. West Building – Level 80/82 Receiving area adjacent to Hall “A” Parking Garage
- b. North Building – Loading Dock Area
- c. North Building – Covered Bus Loading Area
- d. North/South Building – North/South Open-Air Walkway (sprinklers underneath walkway at areas of egress)
- e. South Building – Loading Dock Area
- f. South Building – Covered Bus Loading Area
- g. Pedestrian Bridge Connecting South Concourse to West Building Hall B Entrance

The Assessment will indicate the areas of the buildings and identify locations of known dry-pipe system replacement requirements.

PROJECT OVERVIEW – SCOPE OF WORK:

The Scope of Work is to replace the existing dry-pipe sprinkler systems located throughout the West, North/South Buildings and the elevated pedestrian bridges. Use as reference only the attached Assessment by Hanson dated January 15, 2019.

The Scope of Work description:

Replacement of the existing dry-pipe system at all of the existing dry-pipe sprinkler systems throughout the West, North/South Buildings and the elevated Pedestrian Bridges.

Replacement of the existing galvanized pipe and rolled grooved joints upstream of the existing dry-pipe valve with new black steel (sch. 40) pipe with new cut grooved joints. Replacement shall include fittings, valves, pipe hangers, appurtenances and all related components.

The Scope of Work will include the two (2) following options:

1. Installation of refrigerated air dryers to the existing floor mounted compressed air systems that provide air to the existing dry-pipe systems. This will reduce the amount of moisture introduction and corrosion generation of the new piping system.
2. Installation of new Nitrogen Generators in the new dry-pipe system in lieu of the existing compressed air system. This will suppress amount of moisture introduction and corrosion generation of the new piping system.

The project includes Hydrostatically Test of each existing dry-pipe system.

THE FOLLOWING SERVICES SHALL BE PROVIDED BY THE CONSULTANT:

The Consultant shall provide final design and construction plans for the OCCC Campus Dry Sprinkler Pipe Replacement Project. The Consultant shall perform those architectural and/or engineering services required to prepare a complete set of contract documents, (plans and specifications), as described elsewhere herein.

The Consultant's Engineer-of-Record shall sign and seal a certification on the plans stating that the design has been prepared in accordance with design standards that are most appropriate, including County's design standards, and any regulatory standards latest edition, in effect at the time of the Notice to Proceed. The Consultant shall utilize best engineering judgment, practices and principles in performing the work. The Consultant shall:

- Coordinate with OCCC to finalize scope and extent of Dry Sprinkler Pipe Replacement location as described in the Assessment and through program validation meetings.
- Provide design documents that meet the replacement needs of the Dry Sprinkler Pipe Replacement.
- Prepare construction documents to be competitively bid through the County's Procurement Division. Provide the Owner with assistance in developing formal solicitation documents, and preparing addenda responses.
- Ensure that an acceptance procedure has been identified, established and incorporated in the Bid Documents for the testing/review and acceptance of the new Dry Sprinkler Pipe Replacement.

- Prepare all documentation and responses necessary to obtain permits from all agencies having jurisdiction over the project.
- Provide services during construction, including but not limited to, construction observation, review submittals and shop drawings, pay applications and answering RFI's.

The fixed-fee and task-hour requirements shall be presented utilizing forms provided by the County's Project Manager (Project Manager). The tasks included in this Scope of Services can be generally grouped into the following primary categories:

1. Administration
2. Design and Plans Preparation
3. Permitting
4. Construction Administration
5. Green Building

This Scope of Work addresses each task within these elements and serves to further define specific project requirements. The County will bid the Construction Documents developed by the Consultant in accordance with County's procurement requirements.

It is intended by the Project Schedule to have certain and specific equipment and material onsite before work commences inside the facility. The Consultant shall identify the equipment requirement as well as the required schedule for shop drawing and submittal to ensure equipment will be delivered as required and specified.

The OCCC currently has and or will have contractual commitments to conventions, shows and exhibits, therefore the Consultant shall be required to develop a design of the project to account for schedule and sequence of the work such that minimal to no impact will result to ongoing business functions of the facility or scheduled shows and exhibits.

The Consultant shall submit all required deliverables and provide specific services, (with the exception of Construction Administration Services), within 220 calendar days, (inclusive of two-week review periods by County for each review of progress submittals), in order to allow sufficient time to solicit and award a construction contract. The awarded Contractor for this project will have a maximum of 24 Months (2 years) to complete the construction. Construction is projected to start in June 2020 and estimated Final Completion in June 2022 and with Construction activity scheduled around show/event schedule to be coordinated with OCCC Project Manager.

1. ADMINISTRATION

- 1.1. **Notice to Proceed Meeting.** The Consultant shall prepare for and attend a Notice to Proceed (NTP) Meeting with the Project Manager and staff. At this meeting, Orange County staff and key members of the Consulting team shall set the final parameters for the project and formally initiate final design by touring the project site, reviewing the project criteria, scope and the project approach. The NTP shall require an on-site meeting with the User Group.
- 1.2. **Project Meetings.** The appropriate members of the Consulting team shall attend project meetings with the Project Manager and staff to discuss project progress and status, technical issues, and upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Project Team. The

Consultant shall prepare and distribute meeting minutes, on electronic format, following each of these meetings. **Note: The number of project meetings will be determined at contract negotiation.**

- 1.3. **Project Management and Supervisions.** The Consultant shall include Project Management and Supervision as a percentage of labor-hours for each primary category except for Administration and Construction Administration Services.
- 1.4. **Final Design Project Schedule.** The Consultant shall prepare and submit a detailed project schedule prior to the Notice to Proceed Meeting for completion of final design and plans preparation identifying major tasks, their duration and tasks relationships. All deliverables shall be identified as milestones on the schedule. This schedule shall utilize the Orange County Standard Project Schedule format on MS Project provided by Project Manager. The Consultant shall submit an updated design project schedule as directed by the Project Manager.
- 1.5. **Construction Schedule.** The Consultant shall prepare and submit a detailed construction schedule for construction duration at the 90% and final 100% submittals.
- 1.6. **Utility Coordination.** The Consultant shall coordinate with all utility providers within the project limits by furnishing plans at all design stages to utilities for review, confirmation of utility location, and relocation purposes. The development of the plans shall incorporate and consider the input provided by each utility to ensure that the final design considers all existing and proposed utilities. As part of each progress submittal, the Consultant shall provide a list of all utilities that have been provided copies of the construction plans, and the dates the plans were delivered to each Utility. The Consultant shall also provide a summary of the response received from each Utility. The Consultant shall conduct timely on-going utility coordination efforts to ensure timely receipt of design information from the various utilities. The Consultant shall resolve all utility conflicts prior to submitting final plans. No utilities shall be in conflict with any proposed improvements.
- 1.7. **Quality Assurance/Quality Control.** The Consultant shall designate appropriate independent staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products. These reviews shall be performed for all work products prior to their being submitted to the County for review or use. Work effort for QA/QC reviews shall be addressed as part of the work effort for each Pay Task as identified elsewhere herein.
- 1.8. **Deliverables.** Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the County:
 - 1.8.1. NTP Meeting Minutes
 - 1.8.2. Project Meeting Minutes
 - 1.8.3. Design Project Schedule
 - 1.8.4. Construction Schedule
- 1.9. **Pay Task.** Work to be completed under this section by the Consultant shall be paid for under the following Pay Tasks as listed on the Activity and Fee Summary:
 - 1.9.1. NTP Meeting and Meeting minutes
 - 1.9.2. Project Meetings and Meeting minutes
 - 1.9.3. Design Project Schedule
 - 1.9.4. Construction Schedule
 - 1.9.5. Coordination

1.10. Owner Direct Purchase Program. The County may utilize the Owner Direct Purchase program to the extent reasonable and practical for this Project. Particular emphasis will be placed on the selection, purchase, and delivery of specific equipment and material purchases to facilitate the construction schedule. The Consultant, as a condition of this scope of services, shall submit the necessary technical documentation to support the Project Manager and its other Consultants as required to facilitate the purchase of equipment and material.

2. DESIGN AND PLANS PREPARATION

The Consultant shall prepare documents of sufficient detail and completeness to allow for construction, permitting, and approval from governing authorities; and fully describe all work in order to obtain reliable cost proposal from Contractors. These plans are for the use of the Contractor to bid and construct the project; and for the County to ensure the project is built as designed and to specifications.

The Consultant shall provide the Design Criteria Package and Schematic Design, (30% phase), for the County's review and approval. The Consultant shall then provide construction documents at a 60%, 90% and 100% progress review submittals. All text shall be clear and legible on both the full-size and half-size plans. Full-size and half-size plans shall identify the scale of the drawing in both numerical and graphic formats. Each review submittal shall include documentation of the internal Quality Assurance and Quality Control review conducted by the Consultant. The Consultant shall complete designs required for all aspects of the project as specifically described herein.

Final bid documents shall be submitted in both hard copies, as specified herein and electronic format in accordance with the standards established by the County's Procurement Division. The Consultant shall provide a CD-ROM with the final Construction Documents in the latest version of AutoCAD and PDF. Technical Specifications shall be provided in Microsoft Word format.

2.1. Design Development. The Consultant shall complete all design analysis, studies, and investigations as required to complete the design of the project. This effort shall include, but not limited to, the following:

2.1.1. Design Analysis. The Consultant shall conduct a project site visit of the project limits, and field survey of unconcealed conditions, as required, to determine general existing conditions related to the scope of this project. The Consultant shall also review available "as-built" drawings and other documentation available to the County. The Consultant shall determine the physical requirements and functional criteria to satisfy the project needs.

2.1.2. Design Criteria Package. The Consultant shall develop and submit a Design Criteria Package and Schematic Design at the 30% stage which will constitute 30% of the Construction Development, to the County for review and approval prior to proceeding with the design. The Consultant shall submit to the County Project Manager meeting minutes for any and all design reviews with County staff.

2.1.2.1. Color Selections (If applicable). The Consultant shall prepare and submit at least two (2) color boards for presentation to the Project Manager for approval. Each color board shall have samples of all proposed colors, textures and finishes.

2.1.3. Construction Plans. The Consultant shall prepare final construction plan sheets, notes and details to include, all sheets necessary to convey the intent and scope of the project for the purposes of construction. The plan sheets shall be assembled in a general order as follows, per project basis:

- Cover Sheet
- General Notes
- Standard Drawings and Details
- Summary of Pay (if applicable)
- Typical Sections (if applicable)
- Plan Sheets by discipline (Architectural, Electrical, Mechanical, Structural, etc.)
- Miscellaneous Details
- Utility Adjustment Plans (if applicable)

2.2. Progress Review Submittals. All submittals shall be accompanied by documentation of the Quality Assurance/Quality Control reviews in accordance with Section 1.7 herein. The Consultant shall submit construction plans to the County for review at the, 60%, 90%, 100% and final completion stages. All County comments or questions on previous submittals, and any additional direction received from County shall be addressed by the Consultant.

2.3. Specifications. The Consultant shall provide a complete set of Technical Specifications to be included in the bid documents for the project, in addition to an Index of Technical Specification, Index of Drawings and a list of all submittals. A Schedule of Prices shall be provided, if applicable. Technical Specifications shall be provided at the 60%, 90% and 100% completion stages, in MS Word format and PDF format, which meets County requirements, as well as in any other electronic format required in accordance with the standards established by the County's Procurement Division. **Where brand names or manufacturers names are used, at least three (3) shall be listed. Where three (3) names cannot be listed, use the phrase "or acceptable equal."** The Project may require the development of any Special Provisions that shall clearly identify the responsible entity for each permit condition in each regulatory permit, if applicable.

2.4. Electronic Design Files. The Consultant shall provide electronic Design files to the County in Autodesk DWG file format at each review submittal and as requested by the County.

2.5. Construction Cost Estimate. The Consultant shall prepare and submit a detailed cost estimate for construction of the project at 60%, 90% and 100% construction document submittals. Required estimate format for the Consultant shall be detailed by Construction Specifications Institute (CSI) index.

2.6. Bid Process. The Consultant shall provide services during the bidding process of the project as requested by the County as follows:

2.6.1. Pre-Bid Meeting. Attend a pre-bid meeting scheduled by the Project Manager and County's Procurement Division. Prepare and submit meeting minutes, including a summary of the questions and responses after the pre-bid meeting.

2.6.2. Addenda. Answer written questions from the prospective Bidders and as required to interpret, clarify or expand to the technical specification or drawings. The

Consultant shall submit written answers to the Project Manager no later than three (3) business days from the County's notification.

2.6.3. Bid Evaluation. Evaluate the Contractors bids received by the County by preparing bid tabulation for all bidders, reviewing bids for anomalies and notifying the Project Manager with any comments it may have concerning the bids, and making a recommendation for bid alternate/additive or deductive, as applicable.

Note: If no bid is within +/- 10 % of the Consultant's estimate, or no bids received at all, the Consultant will prepare a revised estimate, re-evaluate the construction plans, evaluate the bids and submit a report that summarizes this information. This report will include recommendations for revisions to the construction documents, if needed. This report shall be prepared at no cost to the County.

2.7. Deliverables. Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the County:

- 2.7.1.** Design Criteria Package and/or Schematic Design (30%)
- 2.7.2.** 60%, 90%, and 100% Construction Plans
- 2.7.3.** 100% Schematic Design and 90% Construction Cost Estimate
- 2.7.4.** Schedule of Prices (Draft and Final) (if applicable)
- 2.7.5.** Technical Specifications (Draft and Final)
- 2.7.6.** Special Provisions (Draft and Final) (if applicable)
- 2.7.7.** Electronic Design Files (DWG)
- 2.7.8.** Electronic Bid Document Package (PDF and MS word)
- 2.7.9.** Color Boards (if applicable)
- 2.7.10.** Pre-Bid Meeting Minutes
- 2.7.11.** Addenda Response Copies
- 2.7.12.** Bid Tabulation and Recommended Bid Alternates Summary
- 2.7.13.** Design Review Meeting Minutes

2.8. Pay Tasks. Work to be completed under this section by the Consultant shall be paid for under the following Pay Tasks as listed on the Activity and Fee Summary:

- 2.8.1.** Design Criteria Package (includes 30% Schematic Design)
- 2.8.2.** 60% Construction Plans
- 2.8.3.** 90% Construction Plans
- 2.8.4.** 100% Construction Plans
- 2.8.5.** Schedule of Prices (if applicable)
- 2.8.6.** Draft Technical Specifications
- 2.8.7.** Final Technical Specifications
- 2.8.8.** 60% and 90% Construction Plans Cost Estimates
- 2.8.9.** Electronic Bid Document Package
- 2.8.10.** Engineer's Cost Estimate
- 2.8.11.** Pre-Bid Meeting and meeting minutes
- 2.8.12.** Addenda Responses
- 2.8.13.** Bid Tabulation and Recommended Bid Alternates Summary

3. PERMITTING

The Consultant shall submit all applications and other submittals and provide services necessary to obtain all applicable permits that may be necessary for the construction of the proposed improvements.

The County will pay for all permit review fees required to process construction documents and obtain approval from Agency Having Jurisdiction (AHJ) over the project. The fee proposal shall include the estimated permit fees associated with permit reviews, as miscellaneous reimbursable expenses.

The construction plans package shall not be considered complete until all required permits applications approvals have been received by the County.

3.1. Agency Coordination. The Consultant shall notify the Project Manager of all meetings with regulatory agencies to coordinate attendance by County staff. The Consultant shall coordinate with agencies early on to confirm the permitting process and the agency's criteria.

Preliminary meetings with the Building Department, Fire Marshall, and other agencies as required, shall be conducted, prior to submitting document for permit approval for the purposed of incorporating code requirements in the most efficient manner possible. The Consultant shall submit meeting minutes and provide copies of all permit-related correspondence.

3.1.1. Agency Field Review. The Consultant shall conduct and coordinate field investigations as necessary with County staff and with the appropriate regulatory agencies. The Consultant shall provide meeting minutes and field notes to the Project Manager.

3.2. Permit Preparation. The Consultant shall prepare and submit all necessary permits. The Consultant shall submit applications, construction drawings and specifications, and related support documentation to all AHJ over the permitting or approval of the project. Copies of all permit application will be provided to the County for review and signature prior to submittal. It is anticipated that permit preparation shall include one or more Requests for Additional Information (RAI) from the permitting agencies.

3.3. Renewals and Extensions. The Consultant will be responsible for renewals and extensions of the permits as requested by the County. Permit fee renewals and extensions, as necessary, shall be paid for under Construction Administration.

3.4. Deliverables. Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the Project Manager (list permits as required):

3.4.1. Orange County Building Permit

3.4.2. Water Management District/ACOE Permit Package (if applicable)

3.4.3. Permit Application

3.4.4. Permit approved set and Final Permit

3.5. Pay Tasks. Work to be completed under this section by the Consultant shall be paid for under the following Pay Tasks as listed on the Activity and Fee Summary:

3.5.1. Agency Coordination

3.5.2. Agency Field Review

3.5.3. Permit Preparation

4. CONSTRUCTION ADMINISTRATION

The Consultant shall perform the following Construction Administration services:

- 4.1. **Construction Meeting.** Attend a Pre-Construction meeting and answer questions from the Contractor and Subcontractors; and submit meeting minutes to the Project Manager including a summary of the questions and responses during the pre-construction meeting.
- 4.2. **Construction Progress Meetings.** Attend construction progress meetings with the Project Manager and staff to discuss project progress and status, technical issues, and upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Project Team. The Consultant shall prepare and distribute meeting minutes following each of these meetings. **Note: The number of progress meetings will be determined during contract negotiation.**
- 4.3. **Construction Observations.** Conduct construction site visit observations concerning the installation of the work to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Contract Documents. Each construction observation shall include appropriate Sub consultants, and be documented in a Construction Observation Report that is forwarded to the Project Manager and the Contractor within two (2) working days of the site visit. The Consultant shall route all job correspondence to the Contractors through the Project Manager. **Note: The number of site visits will be determined during contract negotiation.**
- 4.4. **Contractors Submittals including Shop Drawing reviews.** Review and process all Contractors' submittals concerning product data, shop drawing samples and other submissions as required for general conformance with design concept of this Project and the Contract Documents in consultation with the Project Manager. All approved Contractor's submittals shall bear the Consultants' stamp and be delivered to the County at Substantial Completion. The Consultant shall maintain at all times a Submittal log of all submittals sent to the Consultant. Status of the log shall be reviewed as a part of each Construction Progress Meeting.
- 4.5. **Design Clarification Responses.** Review and process all Request for Quotes (RFQ) and Requests for Information (RFI) by providing technical interpretation of the plans/drawings and specifications; evaluating requested deviation from the approved design or specification; reviewing and responding to RFIs. The Consultant shall further prepare supplementary sketches as may be necessary for clarification of construction plans and assist in resolving actual field conditions encountered. The Consultant shall maintain at all times a RFI log of all RFI's submitted to the Consultant. Status of RFI log shall be reviewed as a part of each Project Progress Meeting.
- 4.6. **Modification of Final Construction Plans.** Update and modify the final Construction Plans as may be necessary to reflect changes in proposed improvements identified after submittal of the 100% plans. The Consultant shall provide signed and sealed copies of the updated final construction plans.
- 4.7. **Contractor's Application for Payment.** Based on the site visit observations, as set forth above and on the evaluation of the Contractor's invoices requests, the Consultant

shall determine an appropriate amount to be paid to the Contractor(s) for the current stage of project, and submit the invoice to the Project Manager with recommendation for payment within five (5) business days of receipt in accordance with FS 218.735, Local Government Prompt Payment Act. Such certificate for payment shall constitute a representation of the Consultant to County that the quantity of the work has been performed in accordance with the Contract Documents. During Project Close-out, the Consultant shall assist in negotiating the final payment for the project with justification upon which final settlement and termination of Contract can be based upon.

- 4.8. Contractor's Field Order, Change Order Requests and Claims.** Provide technical interpretation of the Contract Documents and evaluate requested deviation from the approved design drawings or specifications, and issue Field Orders as necessary. Review all Contractor's Change Order Requests and Claims, and recommend an appropriate cost and course of action within ten (10) calendar days. The Consultant shall maintain at all times a Change Order Request log of all requested change orders sent to the Consultant. Status of the log shall be reviewed as a part of each Construction Progress Meeting.
- 4.9. Final Close Out.** Conduct site visits to the project as necessary to inspect the project in order to determine if the project was completed in general conformance of the construction contract documents. The Consultant shall prepare record drawings by transcribing information provided by the Contractor. The Consultant shall revise original design drawings of the project and submit to the County within 30 working days of the final completion date a CD with the drawings in AutoCAD and PDF, and specification in MS-Word and PDF, (latest edition).
- 4.9.1. Substantial Completion and Final Completion.** Attend the Substantial and Final Completion Inspections. Arrange for all Sub consultants to attend and inspect their respective work. Assist the Project Manager in verifying the completion of the construction contract and develop Substantial and Final Punch Lists. If appropriate, issue a certification of Substantial and Final Completion. Additionally, the Consultant shall provide the signed and sealed necessary partial clearances and certifications of completion to the appropriate regulatory agency.
- 4.9.2. Operation and Maintenance (O&M) Manual.** Distribute to appropriate Sub consultants the Contractor's operation and maintenance manuals for the facilities equipment and controls as required by the Contract Documents. Review the entire package for conformance with the Contract Document requirements and submit a consolidated package to the Project Manager, (Package shall contain one draft review and one final review of O&M Manual).
- 4.9.3. Training.** Coordinate and provide the necessary training to personnel for the respective project discipline.
- 4.9.4. Warranty Inspection.** Attend the 10-month project walk-through warranty inspection. During the inspection, the Consultant shall assist the Project Manager in identifying defective materials and installations by providing meeting minutes that include a written summary of findings that require the Contractors to take corrective action. The Consultant shall also conduct a facility operations and performance meeting to test the equipment and train County staff in the use of the equipment.

4.10. Deliverables. Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the County:

- 4.10.1. Pre-Construction Meeting and Meeting Minutes
- 4.10.2. Construction Progress Meeting and Meeting Minutes
- 4.10.3. Construction Observation Visits and Reports
- 4.10.4. Contractor Submittals, RFIs and Pay Applications
- 4.10.5. Substantial Completion and Final Completion Inspections and Punch Lists
- 4.10.6. Operation and Maintenance (O & M) Manual
- 4.10.7. Final Close Out Record Drawings
- 4.10.8. Warranty Inspection Report

4.11. Pay Tasks:

- 4.11.1. Pre-Construction Meeting and Meeting Minutes
- 4.11.2. Construction Progress Meeting and Meeting Minutes
- 4.11.3. Construction Observation Visits and Reports
- 4.11.4. Contractor Submittals, RFIs and Pay Applications
- 4.11.5. Substantial Completion and Final Completion Inspections and Punch Lists
- 4.11.6. Operation and Maintenance (O & M) Manual
- 4.11.7. Final Close Out
- 4.11.8. Coordination of Training
- 4.11.9. Warranty Inspection Visit

5. GREEN BUILDING

As part of the County's commitment to sustainability and high performing buildings, the Consultant shall be required to:

- 5.1. Coordinate with the OCCC Sustainability Coordinator to identify opportunities for integrated design and construction with respect to best energy and environmental practices within the project scope of work. Recognize that the OCCC campus holds a variety of branding certifications which may be impacted by the project. These include LEED Gold 2009 O+M, ISO 14001, and APEX/ASTM Certifications.
- 5.2. Define expected utility performance outcomes for the building spaces.
- 5.3. Within the project scope of work, use LEED B+C and O+M to identify specific opportunities to achieve the following: (1) materials and resources, (2) indoor air quality, (3) energy and atmosphere, (4) water efficiency, (5) sustainable sites, and (6) location and transportation performance credits which are economically feasible regarding project costs and long term operating expenses.

TABLE OF DELIVERABLES

The Consultant shall produce and deliver to the Project Manager the deliverables outlined as follows:

CATEGORIES	Copies	Paper Copy (Size)	Digital File	Type
1.0 ADMINISTRATION				
Design Project Schedule			1	MS Project & PDF
90% & 100% Construction Time Estimates			1	MS Project & PDF
2.0 DESIGN AND PLANS PREPARATION				
60%, 90% & 100% Cost Estimates	2	8 ½ x 11	1	PDF
60% Technical Specifications	2	8 ½ x 11	1	PDF
90% Technical Specifications	2	8 ½ x 11	1	PDF
30% Construction Plans (Schematic Design)	2	Full size	1	PDF
60% Construction Plans Submittal	2	Full size	1	PDF
90% Construction Plans Submittal	2	Full size	1	PDF
100% Construction Plans Submittal	2	Full size	1	PDF
Bid Plans Submittal	2	Full size		PDF
Bid Technical Specification Submittal	2	8 ½ x 11		
Bid package (CD Format) including Construction Plans and Technical Specifications			3	CDs
Conformed Set of Construction Documents	2	Full size	1	PDF
3.0 PERMITTING				
Permit Submittal (includes plans and specifications)	As required by Building Depart.			
Permit Set, (Signed and Sealed), for OCCC records	1	Full size		
Technical Specifications	1	8 ½ x 11		
4.0 CONSTRUCTION ADMINISTRATION				
Meeting Minutes, Logs, Punch Lists, and Reports				PDF
As-Builts Drawings and Specifications.			1	PDF

End of Exhibit A

EXHIBIT B



Engineering | Planning | Allied Services



**Orange
County
Convention
Center**



Orange County Convention Center Dry Sprinkler Piping Assessment

Orlando, Florida

Prepared for:

Orange County Convention Center

Capital Improvement Planning

Orange County Contract Number: Y17-902A

Task Authorization #17

Hanson #17G0190

January 15, 2019

REVISED FINAL REPORT

January 15, 2019

Francisco Arcos, Architect
Project Manager, Capital Planning
Orange County Convention Center
Orlando, FL 32819

Re: Orange County Convention Center
Dry Sprinkler Piping Assessment
Orange County Contract #Y17-902A
Task Authorization #17
Hanson #17G0190

Dear Francisco:

Hanson Professional Services Inc. (Hanson) in conjunction with our sub-consultant VoltAir Consulting Engineers submits our revised final report regarding the study of the dry sprinkler piping systems that serve both buildings of the Orange County Convention Center (OCCC). This work was authorized by P.O. #C17902A017 on 6/15/2018.

This report has been prepared for the exclusive use of OCCC Capital Improvement Planning for specific application to this project, in accordance with generally accepted mechanical engineering practices. No other warranty, expressed or implied, is made.

It must be emphasized that the analyses presented herein are based on information received from OCCC and field observations of the conditions at the site. Hanson has not excavated to determine existing conditions or conducted destructive testing. However, it is Hanson's opinion that the results of the analyses provide an adequate scope of work to remediate the dry sprinkler piping concerns at the West Building and North/South Buildings.

We appreciate the opportunity to work with you and the Orange County Convention Center and hope you will contact us should you have questions.

Sincerely,

HANSON PROFESSIONAL SERVICES INC.



Bradley W. Perrott, P.E., EMP
Project Manager

Enclosure

cc: William C. Bradford, P.E.
Tom Bartolomucci, P.E., S.E.
Robert J. Shorey Jr., CPD, GPD, FASPE
File

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0.1 Introduction

VoltAir Consulting Engineers (VACE) has been contracted by Hanson Professional Services Inc. to evaluate the current conditions of the Orange County Convention Center's dry-pipe sprinkler systems serving the West Building and the North / South Buildings located in Orlando, Florida.

1.0 Executive Summary

The existing dry-pipe sprinkler systems serving the Orange County Convention Center's West Building and the North / South Building will be evaluated in this report. The evaluations will include the review of available documents provided by Orange County Convention Center's Capital Improvements Planning Department and field surveys of existing conditions.

Our report will be an assessment regarding the deterioration and failure of the existing buildings' dry-pipe sprinkler system piping, fittings, valves and related components. This report will include the visual observation of the facilities' existing dry-pipe fire protection systems in an attempt to determine the reason/source of the piping system's deterioration and failures. The areas indicated below will be the primary focus of this assessment.

- a. West Building – Level 80/82 Receiving area adjacent to Hall “A” Parking Garage
- b. North Building – Loading Dock Area
- c. North Building – Covered Bus Loading Area
- d. North/South Building – North/South Open-Air Walkway (sprinklers underneath walkway at areas of egress)
- e. South Building – Loading Dock Area
- f. South Building – Covered Bus Loading Area
- g. Pedestrian Bridge Connecting South Concourse to West Building Hall B Entrance

Our report will include overall building maps (refer to Appendix A). These building maps will indicate areas to be included in the assessment and identify locations of known dry-pipe system failures. This report will provide recommendations and remedies to mitigate current system failures and recommend implementation of system design components to limit future system degradation and extend the life expectancy of the dry-pipe fire protection system piping and components. Areas that are indicated on building maps that are not listed above should be considered supplementary information only.

A few low-cost recommendations to the facilities' existing ongoing dry-pipe system issues are, replace existing sections of leaking galvanized piping with schedule 40, black steel piping or possibly add air dryers to the existing compressed air piping system to help eliminate some moisture from the existing dry-pipe system to slow down the corrosion process. A higher-cost recommendation to the facilities' existing ongoing dry-pipe system issues is a complete replacement of each individual existing dry-pipe system (not including the actual valve) with new sch. 40 pipe and fittings along with the use of new nitrogen generator system. These recommendations are described in greater detail within the report.

2.0 Applicable Codes

The following is a list of the applicable codes and standards that will be used in our report.

- National Fire Protection Association (NFPA) 1, Fire Prevention Code, 2015 Edition
- National Fire Protection Association (NFPA) 13, Installation of Sprinkler Systems, 2013 Edition
- National Fire Protection Association (NFPA) 14 Standpipe and Hose Systems, 2013 Edition
- National Fire Protection Association (NFPA) 25 Inspection, Testing, and Maintenance of Water Based Fire Protection Systems, 2014 Edition
- National Fire Protection Association (NFPA) 101 The Life Safety Code, 2015 Edition

The applicable codes and criteria that will be used for the evaluation are based on the current standards adopted by the State of Florida Fire Marshal's Office and the Orange County Fire Marshall who is the Authority Having Jurisdiction (AHJ) for the Orange County Convention Center (OCCC).

3.0 Survey Information

3.1 Existing Facilities Description

Orange County Convention Center - West Building or also called West Concourse

The Orange County Convention Center's West Building was constructed in four separate phases (Phase I – IV) from 1983 through 1996 and has an estimated total area of 4 million square feet. During our survey of the existing West Building most of the installed automatic sprinkler systems were wet-pipe systems separated into multiple zones (up to 52,000 sf) with hose connections located throughout all the interior spaces. All loading docks, central receiving areas, parking garages and exterior pedestrian bridges utilize dry-pipe sprinkler systems that are also separated into multiple zones. The existing automatic sprinkler system utilizes (1) diesel driven fire pump capable of producing 1500 gpm.

Elevated Pedestrian Bridge Connecting the West Building to the Hyatt Regency over International Drive

The elevated pedestrian bridge connecting the West Building to the Hyatt Regency over International Drive was constructed in 2003. During our survey of the existing elevated pedestrian bridge, there are (2) two separate dry-pipe sprinkler systems that serve this bridge. There is a dry-pipe system that protects the elevated bridge and a system that protects below the elevated bridge. The dry-pipe valves for these separate areas are located in a mechanical room (Hub-1) at the bridge structures connection points.

Orange County Convention Center – North / South Building or also called North / South Concourse

The Orange County Convention Center's North / South Building was constructed in a single phase (Phase V) in 2003 and has an estimated total area of 3 million square feet. During our survey of the existing North / South Buildings most of the installed automatic sprinkler systems were wet-pipe systems separated into multiple zones (up to 52,000 sf) with hose connections located throughout all the interior spaces. All loading docks, central receiving areas, parking garages and exterior pedestrian bridges utilize dry-pipe sprinkler systems that are also separated into multiple zones. The existing automatic sprinkler system utilizes (2) electric driven fire pumps, (1) one located in the North Building and (1) one located in the South Building, each capable of producing 2500 gpm.

Elevated Pedestrian Bridge Connecting the Hyatt Regency to the North / South Building over Convention Way

The elevated pedestrian bridge connecting the Hyatt Regency to the North / South Building over Convention Way was constructed in 2003. During our survey of the existing elevated pedestrian bridge, there are (2) two separate dry-pipe sprinkler systems that serve this bridge. There is a dry-pipe system that protects the elevated bridge and a system that protects below the elevated bridge. The dry-pipe valves for these separate areas are located in a mechanical room (Hub-2) at the bridge structures connection points.

3.2 Existing Dry-Pipe Fire Sprinkler Systems

Dry-pipe sprinkler systems utilize a network of pipe and fittings that are filled with compressed air that is under pressure at all times. This air pressure within the dry-pipe system holds the water back by a flapper in a dry pipe valve located outside of the protected area. When a sprinkler operates in a fire condition, air pressure will be lost through the fused or opened sprinkler and the connected piping network, allowing the flapper inside the dry-pipe valve to open and water flows into the dry-pipe piping network and onto the fire through the fused sprinklers. Dry pipe systems are used where wet pipe or alternate automatic sprinkler systems cannot be used due to potential environmental freezing conditions (i.e., ambient temperatures below 40° F.). Dry pipe sprinkler systems also have certain disadvantages, they have higher installation costs and require additional maintenance effort.

Orange County Convention Center - West Building or also called West Concourse

The existing dry-pipe sprinkler systems serving the West Building (Phase I – IV) are approximately 22 to 35 years old. There is a total of 31 separate dry-pipe valves/zones located throughout the West Building including the areas labeled HUB 1, refer to Appendix A for building map of West Building and locations of dry-pipe valve (DPV) assemblies. However, most of the existing dry-type valves in the West Building were replaced approximately 3 to 4 years ago. Most of the existing dry pipe systems in the West Building (Phase I – III) utilize a local or stand-alone compressed air system that serves each dry pipe valve. However, the existing dry pipe systems in Phase IV of the West Building utilize a centralized compressed air system that serves multiple dry pipe valves. The existing dry-pipe sprinkler system utilizes galvanized, steel pipe and fittings for the majority of the existing West Building. Portions of the existing dry-type piping system have been replaced over the last 3 to 4 years due to leaks in the existing piping and fittings. In the areas where the existing dry-pipe piping repairs have been made, schedule 40 black steel pipe and fittings have been used instead of matching the existing galvanized piping system in these repaired areas.

Orange County Convention Center – North / South Building or also called North / South Concourse

The existing dry-pipe sprinkler systems serving the North / South Building (Phase V) are approximately 15 years old. There is a total of 20 separate dry-pipe valves/zones located throughout the North / South Building including the areas labeled HUB 2, refer to Appendix A for building map of North / South Building and locations of dry-pipe valve (DPV) assemblies. A majority of the existing dry pipe systems in the North / South Building utilizes a centralized compressed air system that serves dry pipe valves in operation at this time.

4.0 Maintenance and Testing

During our survey of the existing West, North & South Buildings, it was noted that most of the installed automatic sprinkler systems were up to date with maintenance service and testing requirements per NFPA 25 with appropriate service tags observed.

5.0 Evaluations

5.1 Existing Dry-Pipe Fire Sprinkler Systems

Per discussions with the facilities operation staff, the majority of the reported issues are from old dry-pipe valves, improperly installed mains that are not pitched and galvanized pipe and fittings that have deteriorated over the life of the existing facility. The most visible issue is corrosion of the galvanized pipe and associated fittings, refer to Appendix C photo #10 & photo #11. Galvanized piping systems installed as part of dry-pipe sprinkler systems typically have a 10 to 12-year lifespan before corrosion issues start being reported (refer to this link as backup to our claim - <https://www.nfpa.org/-/media/Files/News-and-Research/Resources/Research-Foundation/Symposia/2015-SUPDET/2015-papers/SUPDET2015Tihen.ashx?la=en>).

Corrosion of the galvanized pipe is usually seen along the bottom (along centerline) and at joint locations where fittings are installed. The most common forms of corrosion found in dry-pipe sprinkler systems are crevice corrosion (oxygen-cell), uniform corrosion, and pitting. Galvanized (sch 10) pipe typically has thinner pipe wall diameter tolerances thus, making it easier for corrosion to attack the pipe wall. Galvanized piping (sch 10) with rolled grooved joints are typically installed in most dry-pipe sprinkler systems due to its lower material costs vs. black steel (sch 40) pipe. The common cause of corrosion in dry pipe systems is trapped water left in the piping system after testing or a fire event. Trapped water in a dry pipe system is due to improper drainage and pitch of existing piping system. This trapped water starts the process of crevice corrosion due to the oxygen in the piping system. Over time trapped water will cause oxidation of the pipe and ultimately lead to pipe wall failure or pinhole leaks. These leaks will allow air to escape the piping system thus causing the dry-pipe valves and trim accessories to possibly give false alarms.

Most of the reported issues indicated have occurred with the existing dry-pipe sprinkler systems located in the older West Building (Phase I-IV). The elevated pedestrian bridge connecting the West Building to the Hyatt Regency over International Drive and the North / South Building (or also called North / South Concourse - Phase V) existing dry-pipe systems appear to be in better condition than the West Building based on our visual inspection.

6.0 Recommendations

6.1 Existing Dry-Pipe Fire Sprinkler Systems

Consideration should be given to minimize corrosion in all of the existing dry-pipe sprinkler systems located throughout the West, North & South Buildings including the elevated pedestrian bridges. Indicated below are a few lower-cost methods that could help minimize corrosion (not eliminating corrosion) in the existing dry-pipe systems and are not listed in any specific order:

1. Install refrigerated air dryers to the existing floor mounted compressed air systems that provide air to the dry-pipe systems to reduce the amount of moisture introduced into the existing piping system. However, this solution will only be effective if the existing dry-pipe piping system has been installed correctly with proper drainage and pitch. Please note that this solution will not remove the corrosion process.
2. Replace the existing galvanized pipe and rolled grooved joints upstream of the existing dry-pipe valve with new black steel (sch. 40) pipe with new cut grooved joints.
3. Consider utilizing nitrogen instead of standard compressed air in the existing dry-pipe system. Nitrogen generators use compressed air forced through a membrane to separate oxygen, argon, helium and water vapor. Only the pure nitrogen is captured and stored in a tank, which is connected directly to the fire sprinkler system's air maintenance device. Installing a nitrogen generator system is a relatively easy process. However, there are limitations in using nitrogen such as availability, significant costs or potential issues with delivery to where existing dry-pipe systems are located.
4. In addition to the considerations mentioned above, although not a method to minimize corrosion, consider hydrostatically test each existing dry-pipe system. This is a proactive consideration to help find the leaking pipes and fittings before false alarm notification systems are engaged.

The recommendation indicated below is suggesting that consideration should also be given to the replacement of each existing dry-pipe system at all of the existing dry-pipe sprinkler systems locations throughout the West Building. These existing dry-pipe systems have far exceeded their expected lifespan of 10 to 12 years. Complete replacement of all existing dry-pipe systems located in the West Building will eliminate the current issue of intermittent pipe replacement throughout the entire facility due to existing corrosion condition that currently exists in the existing dry-pipe piping systems.

5. Replacement of each individual existing dry-pipe system (not including the actual valve) with new sch. 40 pipe and fittings along with the use of new nitrogen generator system in lieu of compressed air system.

The recommendation indicated below is suggesting that future consideration (in 5 to 6 years) should also be given to the replacement of each existing dry-pipe system at all of the existing dry-pipe sprinkler systems locations throughout the North & South Buildings including the elevated pedestrian bridges. These existing dry-pipe systems have exceeded their expected lifespan of 10 to 12 years as well. However, upon recent visual inspection, these existing dry-pipe systems appear to be in good condition with minimal visual corrosion.

6. Replacement of each individual existing dry-pipe system (not including the actual valve) with new sch. 40 pipe and fittings along with the use of new nitrogen generator system in lieu of compressed air system.

6.2 Rough Order of Magnitude Estimate Values

This section contains information regarding estimates to our proposed considerations listed in section 6.1. Estimates are listed as a rough order of magnitude (ROM) value based on proposed level of effort and proposed cost to complete. Rough order of magnitude estimates takes into consideration top-level general estimates, while an actual cost estimate is more specific.

1. Install refrigerated air dryers to the existing floor mounted compressed air systems - \$2,200 per each dry-pipe valve assembly not connected to existing plant compressed air system.
2. Replace the existing galvanized pipe and rolled grooved joints of the existing dry-pipe system
 - a. New 1" pipe & fittings per lineal foot - \$20.00 per ft.
 - b. New 2" pipe & fittings per lineal foot - \$30.00 per ft.
 - c. New 4" pipe & fittings per lineal foot - \$50.00 per ft.
 - d. New 6" pipe & fittings per lineal foot - \$90.00 per ft.
3. Adding nitrogen generation system to existing dry-pipe sprinkler assemblies - \$10,000 per nitrogen generation system.
4. Hydrostatically test each existing dry-pipe system - \$2,500 per each dry-pipe system.

In lieu of recommendations 1-4:

5. Replacement of a single existing dry-pipe system located in the West Building protecting 32,000 square feet (sf) with a new single dry-pipe system serving same 32,000 sf – ROM estimated at \$250,000 (+/- 25%) per each new dry-pipe system.
 - a. West Building – Level 1 – 15 existing dry-pipe systems @ \$250,000 ea. = \$3,750,000
 - b. West Building – Level 2 – 12 existing dry-pipe systems @ \$250,000 ea. = \$3,000,000
 - c. West Building – Level 3 – 4 existing dry-pipe systems @ \$250,000 ea. = \$1,000,000
6. Replacement of a single existing dry-pipe system located in the North & South Buildings including the elevated pedestrian bridges protecting 32,000 square feet (sf) with a new single dry-pipe system serving same 32,000 sf – ROM estimated at \$250,000 (+/- 25%) per each new dry-pipe system.
 - a. North Building – Level 1 – 9 existing dry-pipe systems @ \$250,000 ea. = \$2,250,000
 - b. South Building – Level 1 – 11 existing dry-pipe systems @ \$250,000 ea. = \$2,750,000

7.0 Conclusion

The overall condition of the existing dry-pipe sprinkler systems serving the Orange County Convention Center's West Building, elevated pedestrian bridges and the North / South Building seems to be adequate and appears to meet all current applicable codes. Replacement of the existing dry pipe valves in the West Building a few years ago seems to have minimized a few of the previous issues that plagued the existing building. With the North / South Building being the newer facility on the campus, the existing dry-pipe systems seem to be in good condition with fewer issues than the West Building. However, keep in mind that as the North / South Building continues to get older, the potential for issues increase similar to how the West Building's dry-pipe sprinkler system deteriorated.

The recommendations and considerations indicated under section 6.0, specifically item #1 through item #4 are the most cost-effective suggestions at this time. However, those suggestions ultimately are just a short-term solution since the process of corrosion cannot be eliminated from the existing dry-pipe system. In addition to the recommendations indicated under section 6.0, specifically item #5 and item #6, these are the most extreme suggestions at this time. However, it is our opinion that recommendations #5 and #6 will remove corrosion concerns due to the removal and replacement of the existing dry-pipe system that currently have corrosion issues, particularly in the West Building.

At this time the complete replacement of the West Building's existing dry-pipe sprinkler system should be considered a top priority due to the age of the existing systems and the frequency of having to repair isolated sections of pipe and fittings. Replacement of the North / South Building's existing dry-pipe systems should be the next priority as these systems continues to get older, and the potential for corrosion issues increase similar to how the West Building's dry-pipe sprinkler system deteriorated.

8.0 Appendices

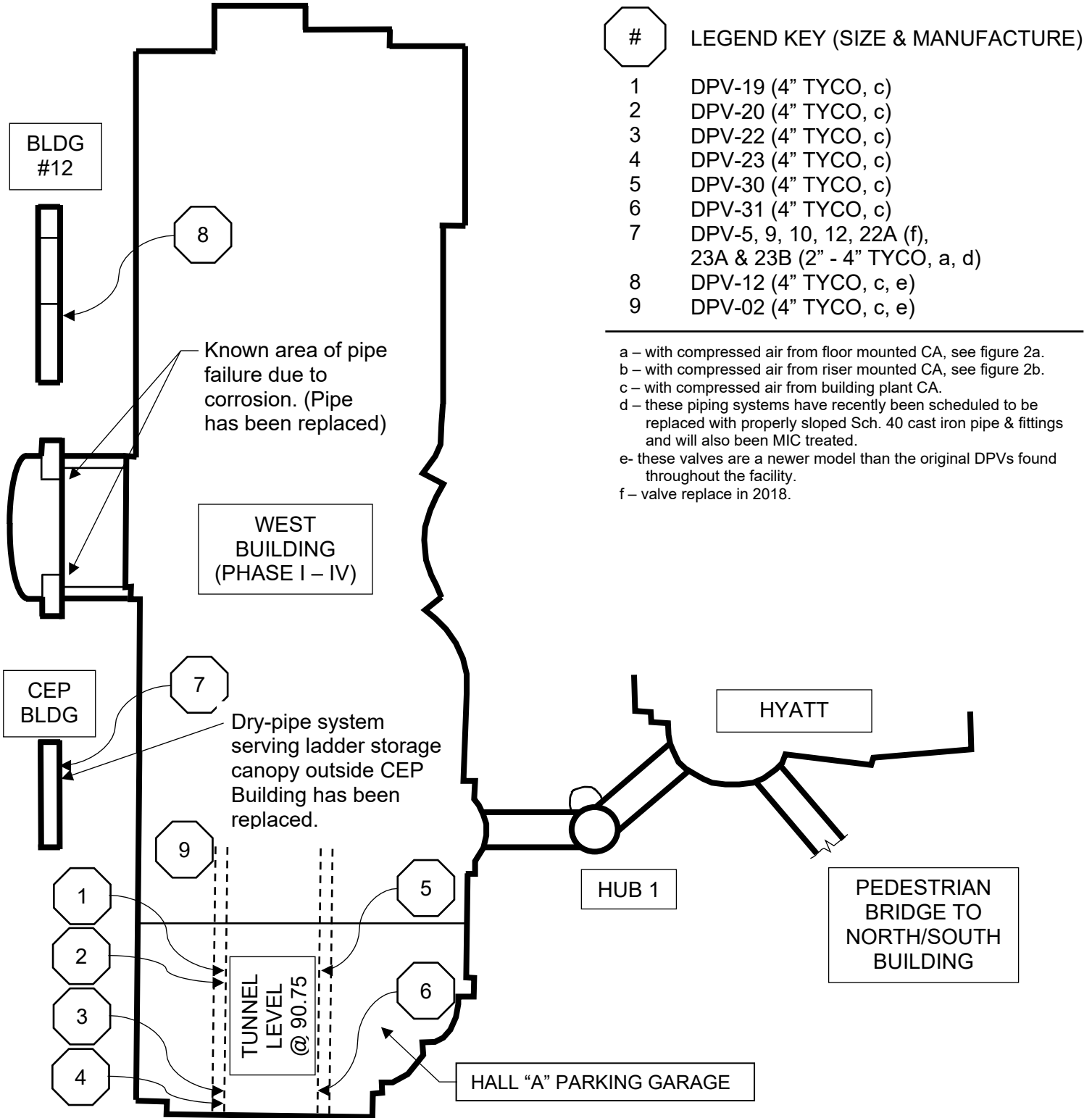
Appendix A – Building Maps with Dry-Pipe Valve Location, refer to page 9.

Appendix B – Diagrams of Dry-Pipe Sprinkler Systems, refer to page 14.

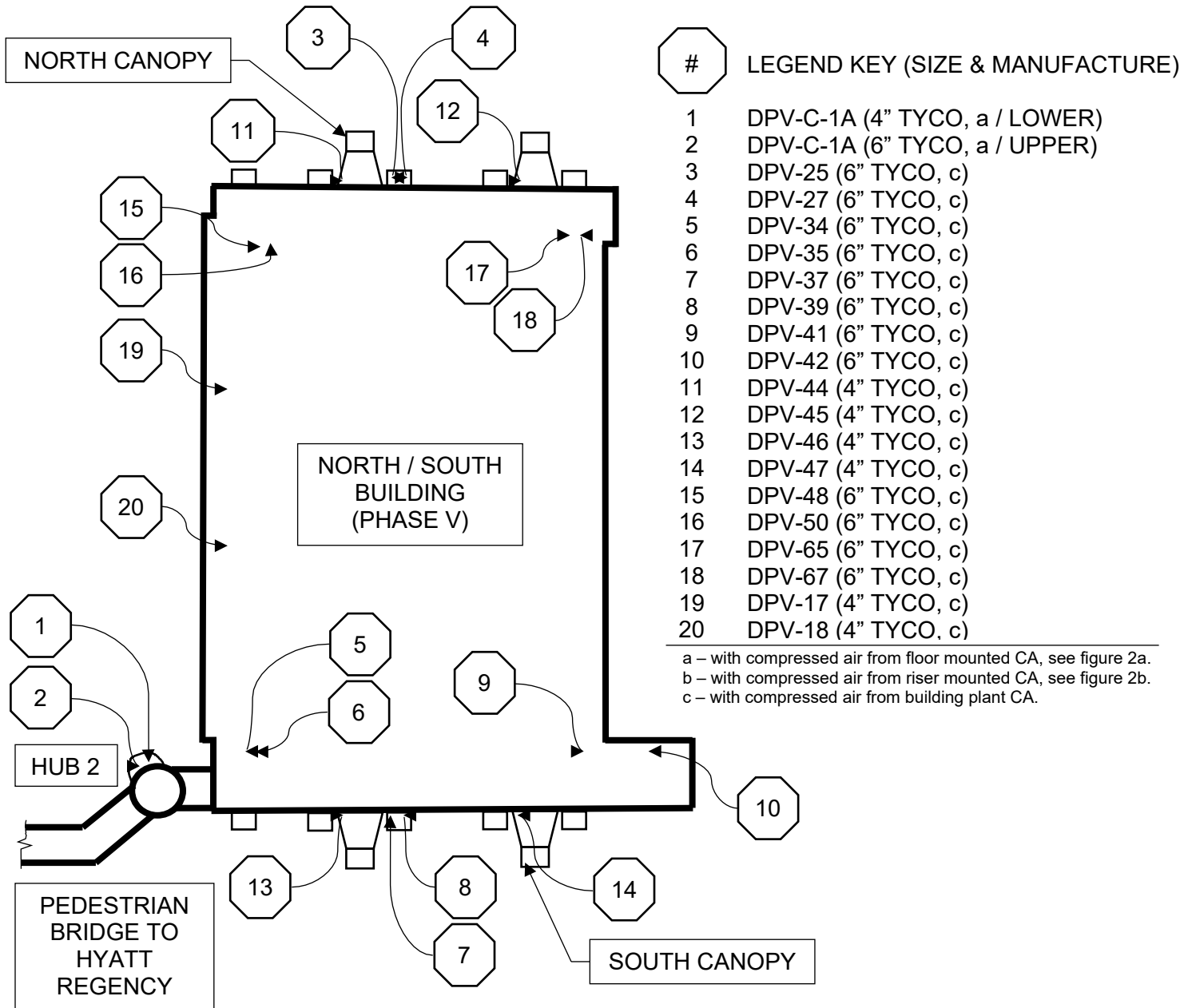
Appendix C – Photos of Existing Conditions, refer to page 17.

Appendix A - Building Maps with Dry-Pipe Valve Location

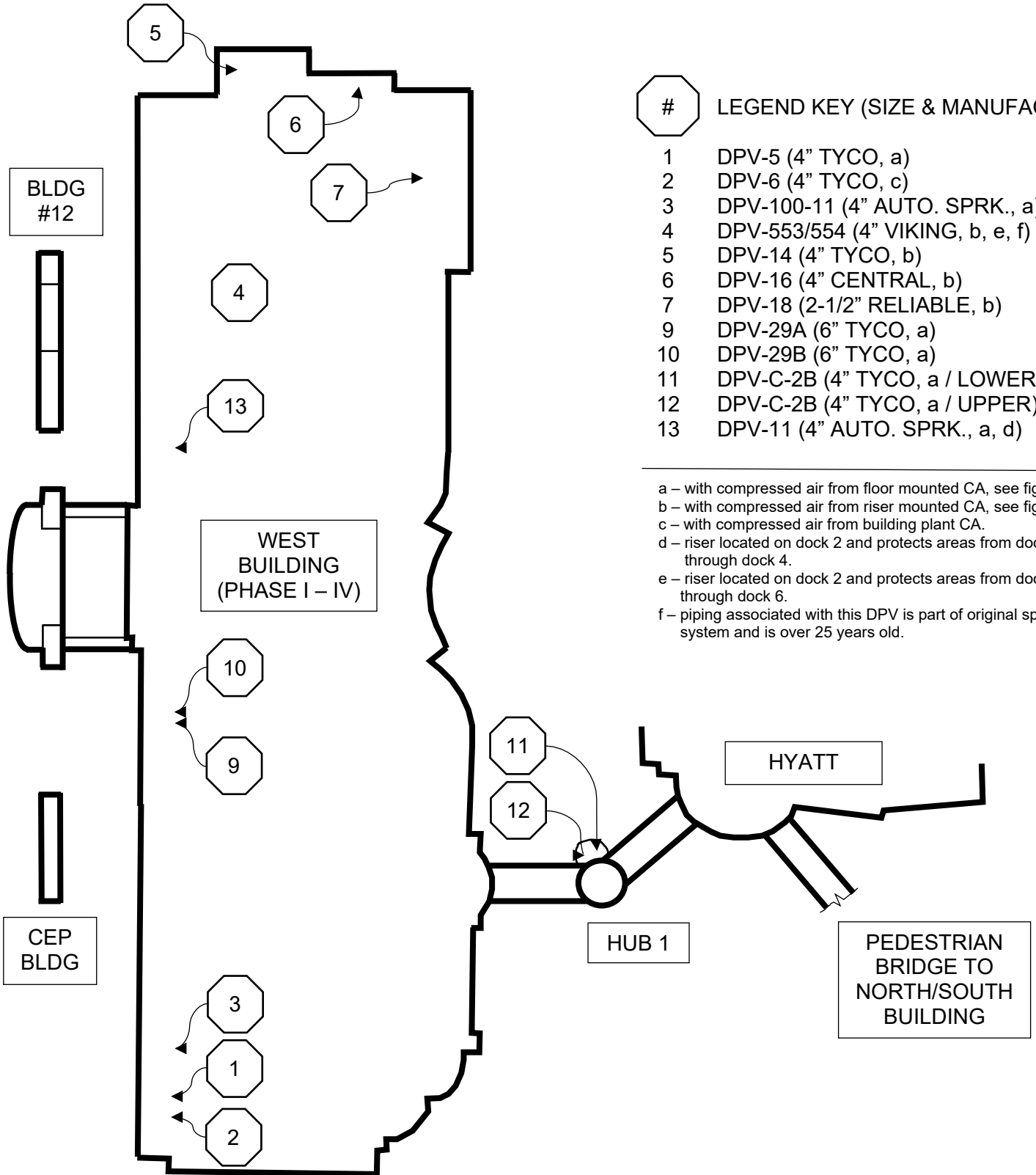
West Building or West Concourse – Level 1 (Level 80 / 82)



North/South Building or North/South Concourse – Level I (Exhibit)



West Building or West Concourse – Level 2 (Level 100 / Exhibit Level)

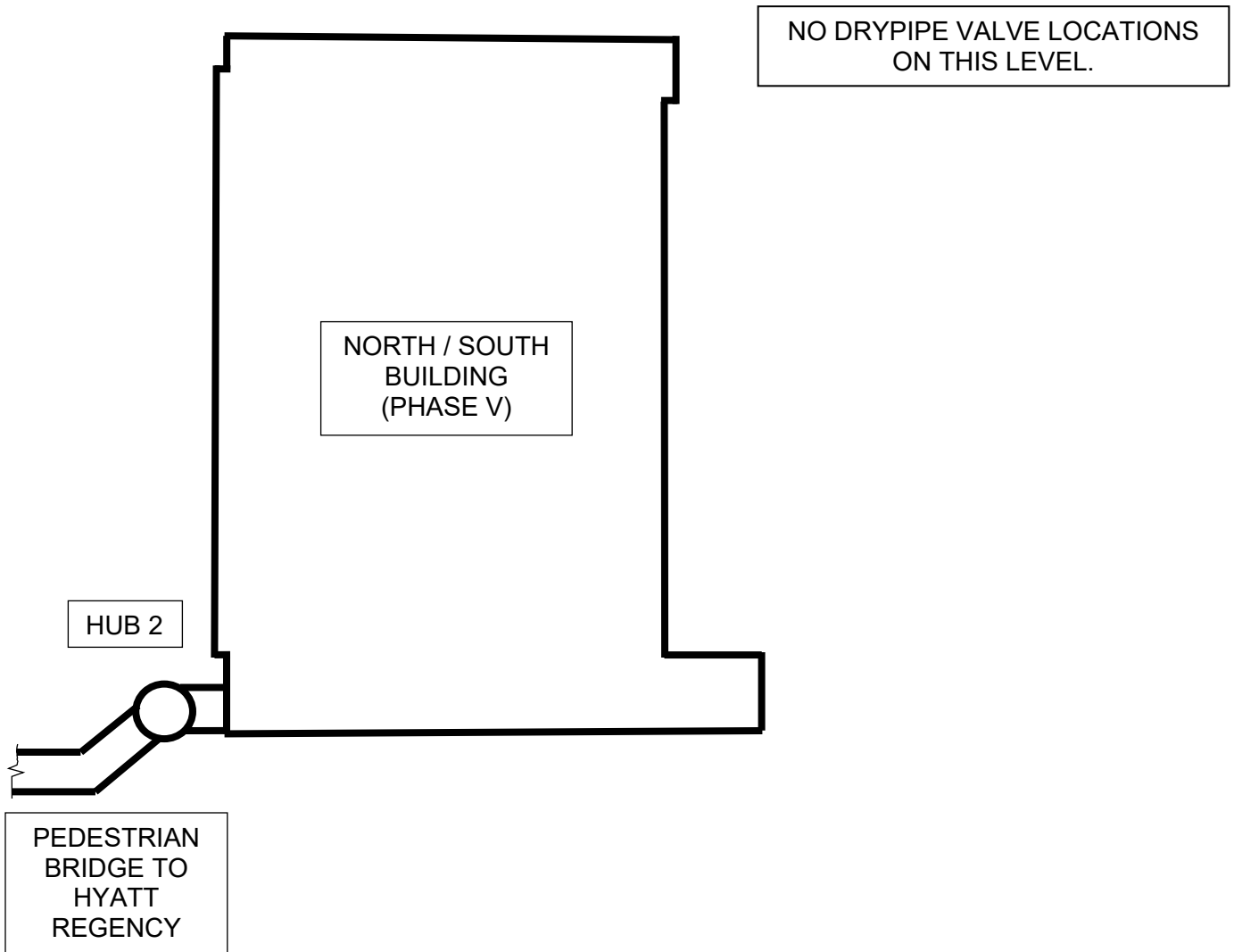


LEGEND KEY (SIZE & MANUFACTURE)

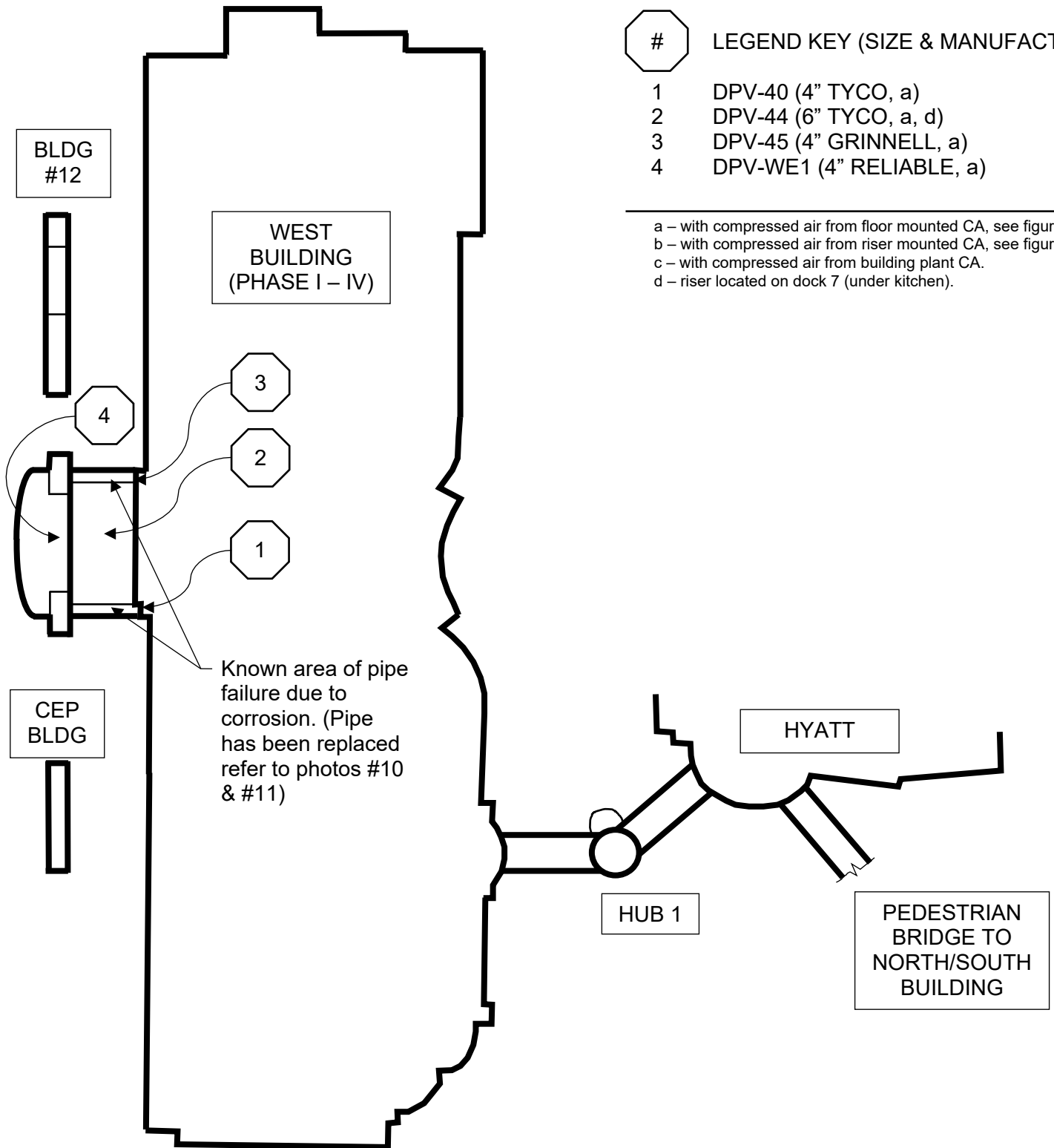
- 1 DPV-5 (4" TYCO, a)
- 2 DPV-6 (4" TYCO, c)
- 3 DPV-100-11 (4" AUTO. SPRK., a)
- 4 DPV-553/554 (4" VIKING, b, e, f)
- 5 DPV-14 (4" TYCO, b)
- 6 DPV-16 (4" CENTRAL, b)
- 7 DPV-18 (2-1/2" RELIABLE, b)
- 9 DPV-29A (6" TYCO, a)
- 10 DPV-29B (6" TYCO, a)
- 11 DPV-C-2B (4" TYCO, a / LOWER)
- 12 DPV-C-2B (4" TYCO, a / UPPER)
- 13 DPV-11 (4" AUTO. SPRK., a, d)

a – with compressed air from floor mounted CA, see figure 2a.
 b – with compressed air from riser mounted CA, see figure 2b.
 c – with compressed air from building plant CA.
 d – riser located on dock 2 and protects areas from dock 1 through dock 4.
 e – riser located on dock 2 and protects areas from dock 4 through dock 6.
 f – piping associated with this DPV is part of original sprinkler system and is over 25 years old.

North/South Building or North/South Concourse – Level II (Concourse)



West Building or West Concourse – Level 3 (Level 122 / Mech. Rm.) – Supplementary Information



- # LEGEND KEY (SIZE & MANUFACTURE)
- 1 DPV-40 (4" TYCO, a)
 - 2 DPV-44 (6" TYCO, a, d)
 - 3 DPV-45 (4" GRINNELL, a)
 - 4 DPV-WE1 (4" RELIABLE, a)

a – with compressed air from floor mounted CA, see figure 2a.
 b – with compressed air from riser mounted CA, see figure 2b.
 c – with compressed air from building plant CA.
 d – riser located on dock 7 (under kitchen).

Known area of pipe failure due to corrosion. (Pipe has been replaced refer to photos #10 & #11)

Appendix B – Diagrams of Dry-Pipe Sprinkler Systems

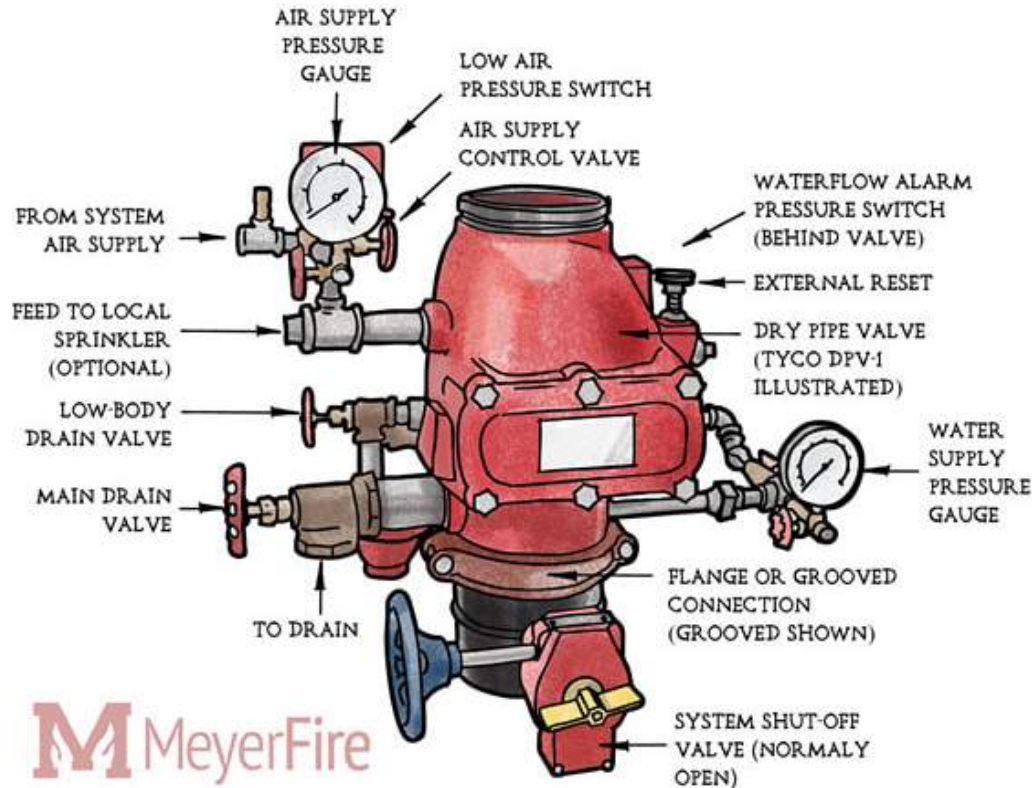


Figure #1a

External Reset

The External Reset Knob shown in this model is used in lieu of priming water, which otherwise sits on top of the clapper and helps distribute pressure across the top interface of the clapper. The Knob incorporated in this dry valve is depressed to "unlatch" an open clapper, allowing it to reset back into its normal, closed position.

Low Body Drain Valve

The low-body drain valve allows the air-side of the valve to be drained completely with the clapper closed. Since the main drain valve is below the clapper, the clapper must be opened for the main drain to be used to drain the system.

Main Drain & Intermediate Chamber

The main drain is used to drain water from the system, and is located below the clapper assembly.

Pressure Gauges

The water supply pressure gauge and the system air pressure gauge are included to monitor the incoming water supply pressure and the system air pressure. These gauges are usually attached to a gauge test valve with a plug that permits removal and cleaning of the gauge orifice.

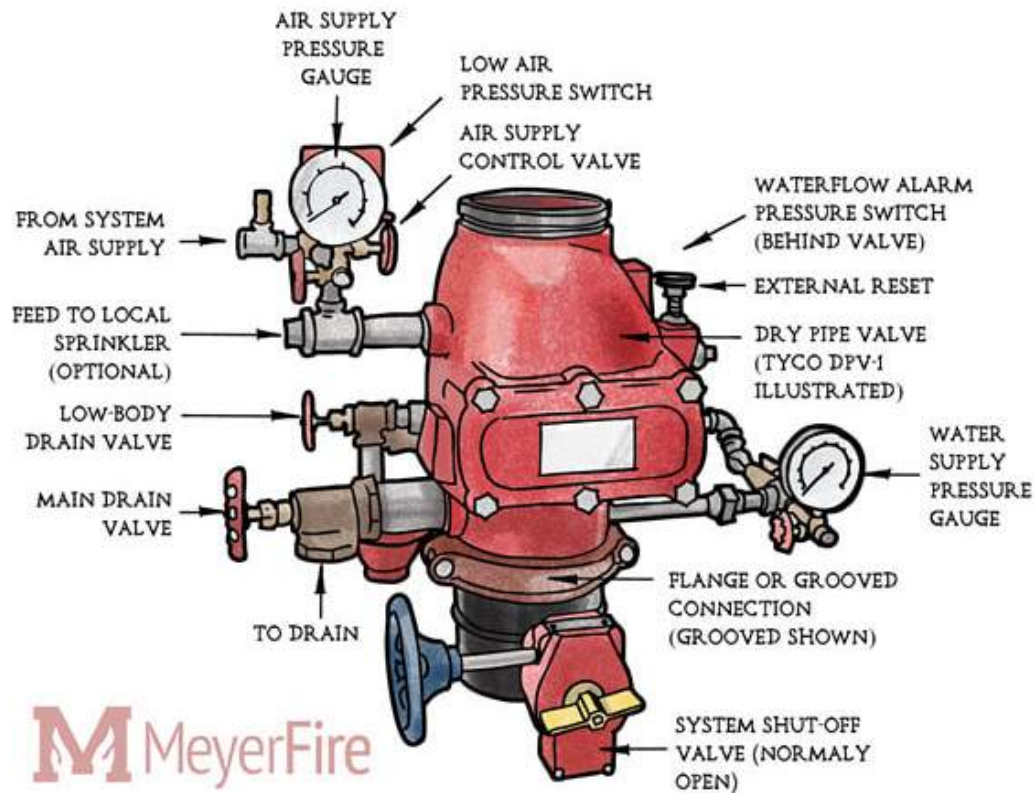


Figure #1b

Pressure Switches

There are typically two pressure switches on the dry pipe valve assembly. The first is a pressure switch which monitors the air supply. When the air supply on the system drops to a pre-determined level, this pressure switch will typically send a supervisory signal to the fire alarm control panel, allowing an early warning that the dry valve is about to open and flood the system. The second pressure switch is included to activate when there is water in the intermediate chamber or is flooding the system. This is typically an alarm signal that also activates fire alarm notification in a building.

Supply Shut-Off Valve

This valve is typically separate from the dry pipe valve, but allows the system to be shut off after a fire has been sufficiently suppressed. It also can be closed when a system needs to be isolated, such as for a modification, repair or remodel.

Other Items

Outside of the dry valve assembly, an air maintenance device allows the incoming air to be regulated to a preset air pressure and for that pressure to be maintained in the system. In order to supply the air, or in many cases now nitrogen, an air compressor or nitrogen generator are provided to supply pressured air or nitrogen into the system.

Summary

While this valve is only one model, many of the components between dry valves are designed similarly. For further reading and detail on dry valves, I'd recommend reading NFSA's Layout, Detail and Calculation of Fire Sprinkler Systems (2nd Edition by Kenneth E. Isman, P.E.) and any product data for a dry valve you're reviewing, installing, or specifying.

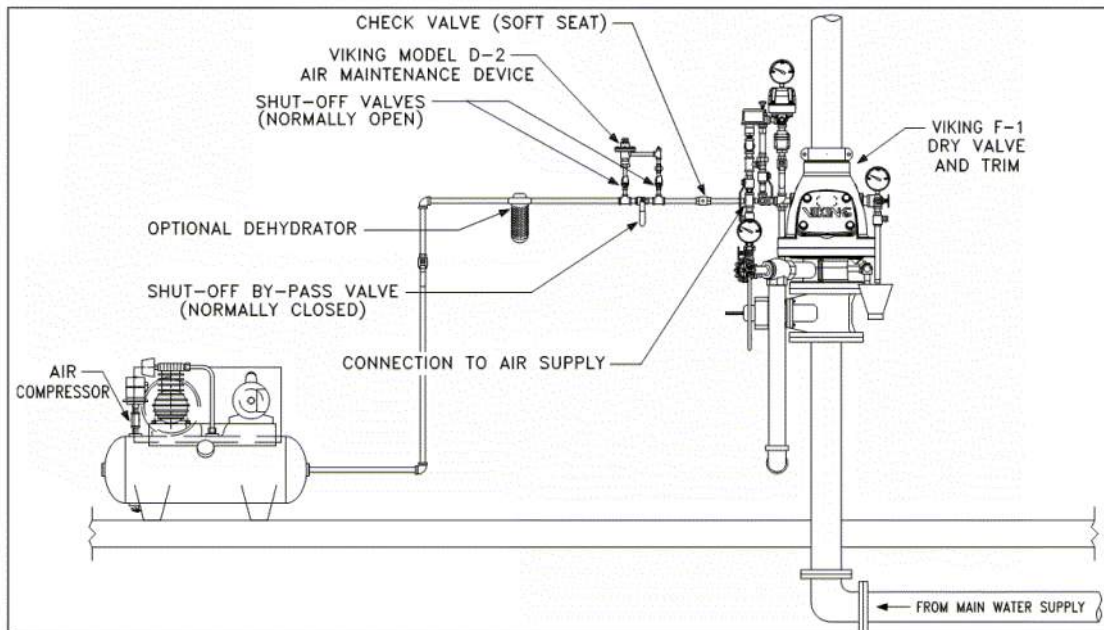


Figure #2a - Typical Dry-Pipe Assembly with local Floor Mounted Air Compressor for Automatic Filling (Viking)

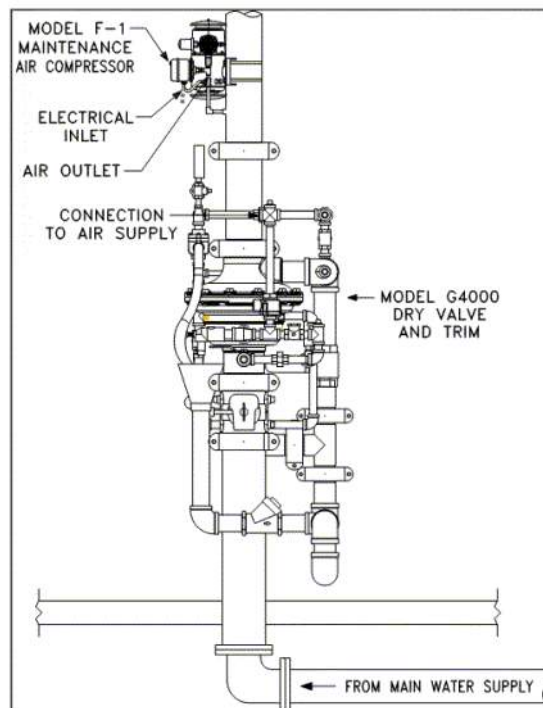


Figure #2b - Typical Dry-Pipe Assembly with local Riser Mounted Air Compressor for Automatic Filling (Viking)

Appendix C – Photos of Existing Conditions



Photo #1 – Older Style Dry-Pipe Valve



Photo #2 – Newer Style Dry-Pipe Valve



Photo #3 – Plant Compressed Air System serving Dry-Pipe Valves



Photo #4 – South Concourse Canopy



Photo #5 – Dry-Pipe Valves – HUB 1



Photo #6 – Horizontal Compressed Air System for Dry-Pipe Valves – HUB 2



Photo #7 – Dry-Pipe Valve – HUB 2



Photo #8 – Dry-Pipe Valve – HUB 2



Photo #9 – Dry-Pipe Valve Assembly from Wet-Pipe Header

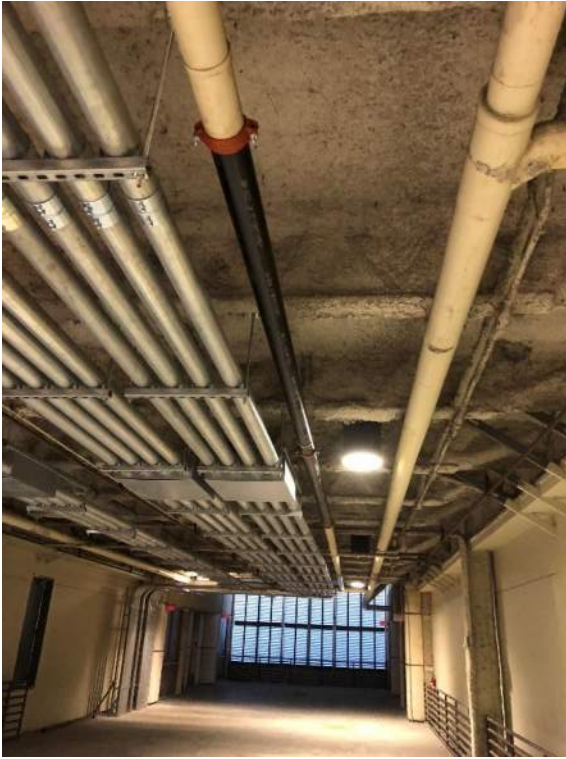


Photo #10 – Replaced section of Dry-pipe

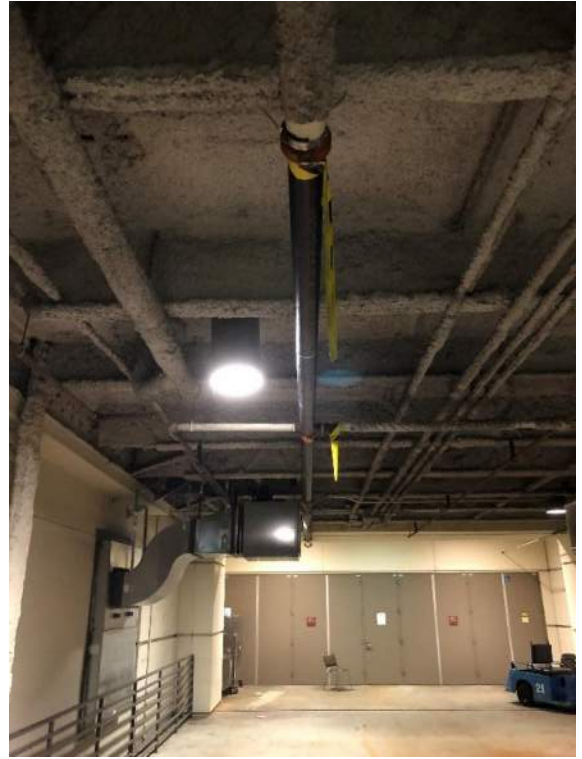


Photo #11 – Replaced section of Dry-pipe



Photo #12 – Older Style Dry-pipe Assembly



Photo #13 – Dry-pipe Assembly in Tunnel Level



Photo #14 – Riser Mounted CA System



Photo #15 – Exterior Sunburst Balcony

Hanson is hands on in engineering, architecture, planning and allied services. We roll up our sleeves and do what it takes to bring about your success. We leverage our in-depth industry experience to realize efficiencies, anticipate needs and overcome challenges. Hands on means we're accessible, invested and part of your team. It's what you can expect from us – it's how we work.

Hanson – Hands On. TM

DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER (OCCC) CAMPUS DRY SPRINKLER PIPE REPLACEMENT

PART D: SUPPLEMENTAL CONDITIONS/SPECIAL PROVISIONS

1. SECURITY AND IDENTIFICATION:

- A. A Level 1 (5 years) FDLE Background check for the Consultant's staff and its Sub-consultants must be approved by Orange County's Security team prior to working in any County facility. Consultants are responsible for obtaining the necessary forms for background checks for work at the Convention Center. All background checks will be sent to OCCC Project Manager for approval. Consultant's staff and its Sub-consultants will not be allowed in Orange County facilities without a completed and approved background investigation. The Convention Center will inform the Consultant of their Background Check results.
- B. Consultant shall be responsible for all costs for background investigations. The County shall have the right to request any additional investigative background information including, but limited to, the employment record, Right-To-Know records, E-Verify system records (if the Consultant uses this service as a means to determine employment eligibility, available through www.uscis.gov), training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Consultant shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Consultant.

For security purposes and to maintain privacy when submitting FDLE Background Checks via e-mail the subject line of the email must contain the following **EXEMPT******

- C. Upon Background Check approval, the Consultant's staff shall arrange an appointment with the Convention Center staff to obtain an Orange County photo ID badge. An affidavit of Identity form (issued by the Consultant) and a State of Florida ID or Driver's License will be required from the staff. Cost associated with lost or stolen badges is \$25.00.
- D. The Consultant shall arrange an appointment with OCCC Project Manager to receive, when applicable, keys to the project areas the Contractor requires access. The Consultant shall be responsible for returning all the keys to OCCC Project Manager during the project close-out phase. If any of the keys are lost, the Consultant shall reimburse OCCC for replacement of the core and/or cores associated with the key (s) that was lost. The cost for each core is \$50.00. The Consultant shall also request OCCC parking hang tags for Contractor's staff to park on OCCC designated parking lots during construction work hours. The Consultant shall submit the required forms given by the OCCC Project Manager for the issuance of hang tags. Cost associated with lost or stolen parking hang tags is \$25.00.

- 2. **CONSTRUCTION SCHEDULE WITH EVENTS:** The Convention Center is an occupied and active space that is operational at all times. Availability of the work site is limited due to the Convention Center scheduled show events. During the project, the Consultant shall work with the Contractor and County Project Manager to sequence their work to accommodate the scheduled show events. The project site will be available to the Contractor seven (7) days per week. Contractor work hours are anticipated to be from 8:00 AM to 5:00 PM, requests for exceptions to the work hours must be approved in advance by the County Project Manager. Any permissible work activities during the non-construction work days will be determined at County Project Manager's discretion in coordination with Consultant. With the advance written approval of the County Project Manager, specific dates may be coordinated with the Consultant to relay to the Contractor. The Owner will provide show schedules, as necessary, to the Consultant for coordination with the Contractor. The show schedule will be for informational purposes only. The Contractor must obtain approval from the Consultant in coordination with the County Project Manager for their work schedule.

Note: The "non-construction work days" will be coordinated with the Consultant during design phase.

3. **WORK RESTRICTIONS:** The Consultant will ensure the Contractor shall be responsible for covering exposed work areas during non-working hours. The work areas shall be covered to prevent visible exposure from all angles of sight. Contractor shall obtain approval from the Consultant and County Project Manager for covering material prior to installation.
4. **PERSONAL TRANSPORT DEVICES:** Personal transport equipment such as rollerblades, razor scooters, skates, hoverboards, and skateboards are not permitted on OCCC premises. However, electric wheelchairs and electric motor vehicles (e.g. Segways®) are permitted to operate on OCCC premises.

Consultant shall obtain prior approval from the County Project Manager for operation of electric motor vehicles (e.g. Segways®) on the show floor. Safe operating practices shall be used at all times. Segways® and electric scooter-style wheelchairs are currently the only personal transport equipment with rubber wheels allowed in OCCC concourses, lobbies, and registration areas. Non-gasoline powered motorized vehicles, such as electric carts and bicycles, may be operated in OCCC's exhibit halls during move-in and move-out days only. Bicycles must be walked, not ridden, across any OCCC concourse, lobby or registration area. All vehicles, transport devices, and equipment must be operated in a safe manner.

Motorized vehicles, such as personnel carts, forklifts, pallet jacks, and other related motorized vehicles with steel and/or hard metallic wheels are not permitted on the OCCC's concourses, lobbies, and registration areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires, or tires that are covered with carpet tape or heavy-duty polyethylene sheeting.

5. **OWNER PROVIDED EQUIPMENT (OPE)/CONTRACTOR INSTALLED:** If the Contractor is provided with owner equipment/material, Contractor shall install, connect, erect, use, clean and condition, as required, in accordance with the instructions of the applicable manufacturer warranty. Contractor shall schedule and coordinate with the Consultant the inspections and delivery of equipment/material during normal business hours between 8 am - 5 pm EST. Any request outside of normal business hours would be approved by County Project Manager at least forty-eight (48) hours in advance. Consultant shall ensure the Contractor shall inspect the equipment/material prior to accepting it. After acceptance, Consultant shall ensure the Contractor shall be responsible for the condition of the equipment/material. Any delivered equipment/material found to be damaged shall be reported by Consultant to County Project Manager within 48 hours (via email with pictures and serial number and description of damages). Consultant will work with Owner for contacting suppliers regarding any warranty issues. After installation, Consultant shall ensure the Contractor shall guarantee the workmanship during the equipment/material warranty period.
6. **CONTRACT TERMINATION, CANCELLATION AND SUSPENSION:** Termination of Contract shall be in accordance with Section VII of Orange County Contract. Suspension of Work by the County shall be in accordance with Section XI Part F of Orange County Contract. The County reserves the right to suspend this contract if determined it is in the best interest of the County to do so.

If the Project or the Services are suspended, canceled, or abandoned by the Owner, Consultant shall be given written notice of such action promptly from Owner.

The Consultant will recover from Owner, as complete and full satisfaction for terminated, canceled, or suspended services, the actual unpaid costs of all services satisfactorily completed by the Consultant up to the date of termination, cancellation, or suspension, subject to approval by Owner. The Consultant waives any and all claims for anticipated profits, lost overhead, or any other claim or theory arising out of a termination, cancellation, or suspension of this contract.

Regardless of the cause or reason for termination, cancellation or suspension of this contract, on the effective date of termination the Consultant shall (i) immediately discontinue performance of the services on the date specified in such notice, (ii) preserve work in progress pending disposition instructions by Owner, and (iii) promptly make arrangements to depart the project site.

CONTRACT

Y20-801

THIS CONTRACT made and entered into this _____ day of _____ 20____,
by and between the:

BOARD OF COUNTY COMMISSIONERS
201 S. Rosalind Avenue
Orlando, Orange County, Florida

a political subdivision of the State of Florida, hereinafter referred to as "COUNTY" and:

- > _____
- > _____
- > _____
- FEDERAL I. D. # > _____

hereinafter referred to as "CONSULTANT".

RECITALS

WHEREAS, the COUNTY desires to retain professional consulting services for DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS DRY SPRINKLER REPLACEMENT

WHEREAS, the COUNTY desires to employ the CONSULTANT in connection with the services required, upon the terms and conditions hereinafter set forth, and the CONSULTANT is desirous of obtaining such employment and of performing such services upon said terms and conditions;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, it is agreed by and between the parties hereto as follows:

I
SCOPE OF SERVICES/SPECIAL PROVISIONS

The CONSULTANT shall diligently and in a timely manner perform professional services for Orange County in connection with the DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS DRY SPRINKLER REPLACEMENT Project. The scope of services/special provisions is described in Exhibit A, Scope of Services, entitled, "DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS DRY SPRINKLER REPLACEMENT", which is attached to this Contract, and incorporated by reference herein. Any and all scope of services/special provisions hereto which vary from the general provisions shall have precedence. Any and all drawings shall have precedence over written specifications.

II **PAYMENT**

- A. **FEES:** The COUNTY agrees to pay the CONSULTANT for the services described in Exhibit A, a of fee not to exceed \$>_____said compensation to be paid as set forth herein. Payment shall be based upon method(s) established at time of award.
- B. **PAYMENTS:** The COUNTY shall pay the CONSULTANT in accordance with the Florida Local Government Prompt Payment Act, Chapter 218, Florida Statutes.

Progress payments shall be due and payable monthly in proportion to the percentage of work approved and accepted, in writing, by the COUNTY. All invoices shall be prepared in the format prescribed by the COUNTY. When an invoice includes charges from a subconsultant, the subconsultant's invoice/backup shall accompany the CONSULTANT'S invoice. A separate Pay Item Breakdown sheet for the CONSULTANT and each subconsultant shall accompany each invoice. The CONSULTANT'S Pay Item Breakdown sheet shall include, in aggregate, the CONSULTANT'S and subconsultant's pay items.

All requests for payment must be accompanied by a narrative description of the scope of services from Exhibit A performed by the CONSULTANT and subconsultants during the period covered by the invoice. The narrative shall also describe the work to be performed during the next billing period. See additional requirements regarding M/WBE subconsultants specified in Article XIII-D.

- C. **SUSPENSION OF PROGRESS PAYMENTS BY COUNTY:** In the event the CONSULTANT falls fifteen (15%) percent behind the Project completion schedule submitted in conformance with Article XI, Paragraph B of this Contract, no further progress payments will be made until the CONSULTANT brings the Project back on schedule or a revised schedule is submitted and approved or until all work has been completed and accepted the COUNTY.
- D. **PAYMENT IN EVENT OF TERMINATION BY COUNTY:** In the event this Contract is terminated or canceled prior to completion, payment shall be made in accordance with the provisions of Article VII.
- E. **CHANGES WITHIN SCOPE; ALLOWANCE OF ADDITIONAL COMPENSATION:** If instructed to do so by the COUNTY, the CONSULTANT shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the CONSULTANT, the CONSULTANT may be entitled to additional compensation. In all disputes arising over the right to additional compensation, the COUNTY shall determine whether substantial acceptable work has been done on documents such that changes, revisions or preparation of additional documents should result in additional compensation to the CONSULTANT. The Consultant's Proposals for additional compensation shall be based on the fee schedule set forth in Exhibit B. A written modification to the Contract shall be executed by both parties to reflect the additional services and cost of same, prior to commencement of performance.

F. **TRAVEL AND PER DIEM**: Travel and per diem charges shall not exceed the limits as set forth in Section 112.061 Florida Statute, and Exhibit C, attached.

G. **FEE LIMITATION CLAUSE**: The CONSULTANT shall utilize the same hourly rates and multiplier in fee negotiations for subsequent phases of this project, except as provided by Article II, paragraph I, Price Adjustment. The number of hours required to complete each subsequent phase shall be negotiated at such time as the COUNTY initiates fee negotiations for that phase.

H. **MULTIPLIERS**

The following multipliers are applicable to this contract and shall remain in effect and unchanged for the duration of the contract, including any extensions thereto:

1.	Prime Consultant	Multiplier
	>	>
2.	Sub-Consultants	Multiplier
	>	>
	>	>

I. **PRICE ADJUSTMENT**

Written request for a price adjustment may be made only under the following conditions:

- i. If a project specific contract's performance period exceeds three years a price adjustment may be requested not more than 60 days after the end of the three year period and for each annual period thereafter or for the remaining period of the contract if less than one year.
- ii For continuing contracts with a performance period that exceeds three years, an adjustment may be requested not more than 60 days after the end of three years.
- iii Retroactive requests for price adjustments will not be considered.

The provisions of this clause shall not apply to contracts with fees based on ranges. Retroactive requests for price adjustments will not be considered.

Any request for a price adjustment will be subject to negotiation and must be approved by the Manager, Procurement Division. Any request for such increase shall be supported by adequate justification to include Consumer Price Index (CPI) documentation. The CPI documentation shall be based on the All Items, CPI-U, U.S. City Average, not seasonally adjusted index. The prevailing CPI in the month when the contract was executed by the County shall be the base period from which changes in the CPI will be measured for the initial request for a price adjustment. Any subsequent requests for a price adjustment shall be based on the CPI prevailing in the month when an amendment effecting a previous price adjustment was executed by the County.

The maximum allowable increase shall not exceed the percent change in the CPI from the base period (either the month when the contract was executed by the County or the month when an amendment effecting a price adjustment was executed by the County) to the CPI prevailing at time of request for a price adjustment and in no case shall it exceed 4%. Any price adjustment shall only be effective upon the execution of a written amendment to the contract executed by both parties.

III DESIGN WITHIN FUNDING LIMITATIONS

- A. The CONSULTANT shall accomplish the design services required under this Contract, when applicable, so as to permit the award of a contract (using standard Orange County procedures for the construction of the facilities) at a price that does not exceed the estimated construction contract price as set forth in paragraph C below. When bids or Proposals for the construction contract are received that exceed the estimated price, the CONSULTANT shall perform such redesign and other services as are necessary to permit contract award within the funding limitation. These additional services shall be performed at no increase in the price of this Contract.

However, the CONSULTANT shall not be required to perform such additional services at no cost to the COUNTY if the unfavorable bids or Proposals result from conditions beyond the CONSULTANT'S reasonable control. The COUNTY shall exercise reasonable commercial judgment in making the controlling determinations as to whether such conditions are within the reasonable control of the CONSULTANT.

- B. The CONSULTANT will promptly advise the COUNTY if it finds that the project being designed will exceed or is likely to exceed the funding limitations and it is unable to design a usable facility within these limitations. Upon receipt of such information, the COUNTY will review the CONSULTANT'S revised estimate of construction cost. The COUNTY may, if it determines that the estimated construction contract price set forth in this Contract is so low that award of a construction contract not in excess of such estimate is improbable, authorize a change in scope or materials as required to reduce the estimated construction cost to an amount within the estimated construction contract price set forth in paragraph C below, or the COUNTY may adjust such estimated construction contract price via amendment to this Contract. When bids or Proposals are not solicited or are unreasonably delayed, the COUNTY shall prepare an estimate of constructing the design submitted and such estimate shall be used in lieu of bids or Proposals to determine compliance with the funding limitation.
- C. The estimated construction contract price for the project described in this Contract is \$>_____, or as modified by the County.
- D. THE CONSULTANT and its subsidiaries or affiliates who designed the project shall be ineligible for the award of the construction contract for that project.

IV
RESPONSIBILITY OF THE CONSULTANT

- A. The CONSULTANT shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this Contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services.
- B. The Project Manager and Project Engineer must be two different individuals. The Project Manager must be currently employed by the Prime Consultant. Both the Project Manager and the Project Engineer must be Professional Engineers registered in the State of Florida.
- C. Substitution of the Project Manager, Project Engineer or Other Key Personnel: The CONSULTANT shall not substitute any key personnel without the prior written approval of the Manager of the Procurement Division. Any such requests shall be supported by comprehensive documentation outlining the reason(s) for the proposed substitution to include the specific qualifications of the proposed substitute. Approval of the request shall be at the discretion of the COUNTY. Further, the COUNTY, in lieu of approving a substitution, may initiate other actions under the contract, including termination.
- D. Neither the COUNTY'S review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the CONSULTANT shall be and remain liable to the COUNTY in accordance with applicable law for all damages suffered directly or indirectly by the COUNTY caused by the CONSULTANT'S negligent performance of any of the services furnished under this Contract. The rights and remedies of the COUNTY provided for under this Contract are in addition to any other rights and remedies provided by law.
- E. If the CONSULTANT is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.
- F. The COUNTY may require in writing that the CONSULTANT remove from the Work any of the CONSULTANT'S personnel that the COUNTY determines to be incompetent, careless or otherwise objectionable. No claims for an increase in Contract Amount or Contract Time based on the COUNTY's use of this provision will be valid. CONSULTANT shall indemnify and hold the County harmless from and against any claim by CONSULTANT'S personnel on account of the use of this provision.
- G. For contracts requiring design services, the CONSULTANT shall comply with the following requirements:
 - 1. Concurrent with submission of the 90% design submittal to the user division, the CONSULTANT shall provide a copy to the Procurement Division, 400 E. South St., 2nd Floor, Orlando, FL 32801

2. Concurrent with the submission of the 100% design submittal to the user division, the CONSULTANT shall submit a complete breakdown of the subcontracting opportunities for the project based on traditional industry practices and their expertise to the Business Development Division, 400 E. South St., Orlando, FL 32801. This information will identify subcontracting elements such as electrical, trucking, sodding, surveying, etc. with the estimated percentage of the total project represented by each subcontracting element.
3. Direct Purchases: For projects for which construction is valued at \$10,000,000, or for lesser amounts as determined by the COUNTY, the COUNTY may, at its discretion, use the direct purchase method for large dollar value equipment and materials. The CONSULTANT shall, for those projects meeting this criterion, identify all items to be incorporated into the work for which the estimated cost is \$100,000 or more, for potential direct purchase by the COUNTY. A separate listing of these items with quantities and estimated cost shall be provided with the 90% design documents to the user division and to the Procurement Division at address shown above.

V

COUNTY'S RIGHTS AND RESPONSIBILITIES

The COUNTY shall:

- A. Furnish the CONSULTANT with existing data, plans, profiles, and other information necessary or useful in connection with the planning of the program that is available in the COUNTY'S files, all of which shall be and remain the property of the COUNTY and shall be returned to the COUNTY upon completion of the services to be performed by the CONSULTANT.
- B. Make COUNTY personnel available on a time-permitting basis, where required and necessary to assist the CONSULTANT. The availability and necessity of said personnel to assist the CONSULTANT shall be determined solely within the discretion of the COUNTY.

VI

COUNTY'S 'DESIGNATED' REPRESENTATIVE

It is understood and agreed that the COUNTY designates the COUNTY >_____, or designated representative, to represent the COUNTY in all technical matters pertaining to and arising from the work and performance of this Contract. The COUNTY >_____, or designated representative, shall have the following responsibilities:

- A. Examination of all reports, sketches, drawings, estimates, Proposals, and other documents presented by the CONSULTANT and rendering, in writing, decisions indicating the COUNTY'S approval or disapproval within a reasonable time so as not to materially delay the work of the CONSULTANT.
- B. Transmission of instructions, receipt of information, and interpretation and definition of COUNTY policies and decisions with respect to design, materials

and other matters pertinent to the work covered by this Contract. Prompt written notice by the COUNTY to the CONSULTANT whenever the COUNTY observes, or otherwise becomes aware of, any defects or changes necessary in the Project.

VII **TERMINATION OF CONTRACT**

A. TERMINATION FOR DEFAULT:

The County may, by written notice to the CONSULTANT, terminate this contract for default in whole or in part (task authorizations, if applicable) if the CONSULTANT fails to:

1. provide products or services that comply with the specifications herein or fails to meet the County's performance standards
2. deliver the supplies or to perform the services within the time specified in this contract or any extension.
3. make progress so as to endanger performance of this contract
4. perform any of the other provisions of this contract.

Prior to termination for default, the County will provide adequate written notice to the CONSULTANT through the Manager, Procurement Division, affording him/her the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the CONSULTANT in accordance with the County's Procurement Ordinance. The CONSULTANT shall be liable for any damage to the County resulting from the Consultant's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the CONSULTANT will have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the CONSULTANT shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

If the CONSULTANT'S failure to perform the contract arises from causes beyond the control and without the fault or negligence of the CONSULTANT, the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3)

fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

B. TERMINATION FOR CONVENIENCE:

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Consultant thirty (30) days prior notice before it becomes effective. A termination for convenience may apply to individual purchase orders or to the contract in its entirety.

C. PAYMENT IN EVENT OF TERMINATION:

If this Contract is terminated before performance is completed, the CONSULTANT shall be paid for the work satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed an amount that is the same percentage of the Contract price as the amount of work satisfactorily completed is a percentage of the total work called for by the Contract. Any additional costs incurred by the COUNTY as a result of such termination shall be deducted from the amount due the CONSULTANT, in the event the Contract termination is for cause as described herein.

D. TERMINATION NOTICE

The Manager, Procurement Division, shall issue any and all notices involving termination of this contract.

**VIII
INDEMNITY/INSURANCE AND SAFETY REQUIREMENTS**

Consultant agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities assumed by Consultant under this contract. Consultant is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Consultant shall require and ensure that each of its sub-consultants providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- Commercial General Liability - The Consultant shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Consultant further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

- Business Automobile Liability - The Consultant shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Consultant does not own automobiles the Consultant shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

~~Required Endorsements:~~

- ~~MCS-90 for operations governed by the Sections 29 & 30 of the Motor Carrier Act of 1980~~

- Workers' Compensation - The Consultant shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Consultant using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

- Professional Liability- with a limit of not less than \$1,000,000 per occurrence/claim

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Consultant most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Consultant agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period

(SERP) during the life of this contract the Consultant agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Consultant of the obligation to provide replacement coverage.

By entering into this contract Consultant agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Consultant to enter into a pre-loss agreement to waive subrogation without an endorsement, then Consultant agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the Consultant shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Consultant shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Consultant shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Consultant shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County Board of County Commissioners
c/o Procurement Division
400 E. South Street
Orlando, Florida 32801

INDEMNIFICATION- CONSULTANTS:

The CONSULTANT to the extent permitted in Section 725.08, Florida Statutes shall indemnify and hold harmless the COUNTY and its officers and employees from liabilities damages, losses, and costs (including attorney's fees) to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and persons employed or utilized by the CONSULTANT in the performance of this Contract. The remedy provided to the COUNTY by this paragraph shall be in addition to and not in lieu of any other remedy available under this Contract or otherwise and shall survive the termination of this Contract.

SAFETY AND PROTECTION OF PROPERTY (for services provided on the premises of Orange County)

The Consultant shall at all times:

- Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other vendors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
 - Occupational Safety and Health Act (OSHA)
 - National Institute for Occupational Safety & Health (NIOSH)
 - National Fire Protection Association (NFPA)
 - American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- The Consultant must also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

IX

TRUTH IN NEGOTIATION AND MAINTENANCE AND EXAMINATION OF RECORDS

- A. The Consultant hereby represents, covenants and warrants that wage rates and other factual unit costs supporting the compensation provided for in this Contract are accurate, complete and current as of the date of contracting. It is further agreed that the Contract price shall be adjusted to exclude any amounts where the County determines the Contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs.
- B. The Consultant shall keep adequate records and supporting documents applicable to this Contract. Said records and documentation shall be retained by the Consultant for a minimum of five (5) years from the date of final payment on this contract. If any litigation, claim or audit is commenced prior to the expiration of the five (5) year period, the records shall be maintained until all litigation, claims or audit findings involving the records have been resolved.
- C. If applicable, time records and cost data shall be maintained in accordance with

generally accepted accounting principles.

This includes full disclosure of all transactions associated with the contract. Also, if applicable, all financial information and data necessary to determine overhead rates in accordance with Federal and State regulatory agencies and the contract shall be maintained.

- D. Consultant's "records and supporting documents" as referred to in this Contract shall include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, invoices, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in the County's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract document.

Such records and documents shall include (hard copy, as well as computer readable data, written policies and procedures; time sheets; payroll registers; cancelled checks; subcontract files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); original estimates; estimating worksheets; correspondence; change order files (including pricing data used to price change proposals and documentation covering negotiated settlements); back-charge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Consultant records which may have a bearing on matters of interest to the County in connection with the Consultant's dealings with the County (all foregoing hereinafter referred to as "records and supporting documents") to the extent necessary to adequately permit evaluation and verification of:

- 1) Consultant compliance with contract requirements; or
 - 2) Compliance with provisions for pricing change orders; or
 - 3) Compliance with provisions for pricing invoices; or
 - 4) Compliance with provisions regarding pricing of claims submitted by the Consultant or his payees; or
 - 5) Compliance with the County's business ethics; or
 - 6) Compliance with applicable state statutes and County Ordinances and regulations.
- E. Records and documents subject to audit shall also include those records and documents necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Contract. In those situations where Consultant's records have been generated from computerized data (whether mainframe, mini-computer, or PC based computer systems), Consultant agrees to provide the County's representatives with extracts of data files in computer readable format on data disks or suitable alternative computer exchange formats.

- F. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary throughout the term of this contract and for a period of five (5) years after final payment. Such activity shall be conducted during normal business working hours. The County, or any of its duly authorized representatives, shall have access within forty-eight (48) hours to such books, records, documents, and other evidence for inspection, audit and copying.
- G. The County, during the period of time defined by the preceding paragraph, shall have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Consultant as concerns the aforesaid records and documentation.
- H. Records and documentation shall be made accessible at the Consultant's local place of business. If the records are unavailable locally, it shall be the Consultant's responsibility to insure that all required records are provided at the Consultant's expense including payment of travel and maintenance costs incurred by the County's authorized representatives or designees in accessing records maintained out of the county. The direct costs of copying records, excluding any overhead cost, shall be at the County's expense.
- I. Consultant shall require all payees (examples of payees include sub Consultants, insurance agents, material suppliers, etc.) to comply with the provisions of this article by including the requirements hereof in a written contract agreement between Consultant and payee. Such requirements include a flow-down right of audit provisions in contracts with payees, which shall also apply to Sub Consultants and Sub-sub Consultants, material suppliers, etc. Consultant shall cooperate fully and shall cause all aforementioned parties and all of Consultant's sub Consultants (including those entering into lump sum subcontracts and lump sum major material purchase orders) to cooperate fully in furnishing or in making available to the County from time to time whenever requested in an expeditious manner any and all such records, documents, information, materials and data.
- J. The County's authorized representatives or designees shall have reasonable access to the Consultant's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this Contract and shall have adequate and appropriate work space, in order to conduct audits in compliance with this article.
- K. Even after a change order proposal has been approved, Consultant agrees that if the County later determines the cost and pricing data submitted was inaccurate, incomplete, not current or not in compliance with the terms of the Contract regarding pricing of change orders, then an appropriate contract price reduction will be made. Such post-approval contract price adjustment will apply to all levels of Consultants and/or sub Consultants and to all types of change order proposals specifically including lump sum change orders, unit price change orders, and cost-plus change orders.

- L. If an audit inspection or examination by the County, or its designee, in accordance with this article discloses overpricing or overcharges (of any nature) by the Consultant to the County in excess of one-half of one percent (.5%) of the total contract billings, the reasonable actual cost of the County's audit shall be reimbursed to the County by the Consultant. Any adjustments and /or payments that must be made as a result of any such audit or inspection of the Consultant's invoices and/or records and supporting documents shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the County's findings to the Consultant.

X

OWNERSHIP OF DOCUMENTS

It is understood and agreed that all documents, including detailed reports, plans, original drawings, survey field notebooks, and all other data other than working papers, prepared or obtained by the CONSULTANT in connection with its services hereunder and are the property of the COUNTY upon acceptance of same by the COUNTY.

XI

WORK COMMENCEMENT/PROGRESS/DELAYS

- A. **COMMENCEMENT AND TERM OF JOB**: The services to be rendered by the CONSULTANT shall be commenced subsequent to the execution of this Contract and upon written notice to proceed from the Department Director or designee. Services shall be completed within >___ days after Notice to Proceed.
- B. **JOB SEGMENT DEADLINES**: A detailed segment completion schedule has been approved by the COUNTY. Said segment completion schedule is attached hereto as Exhibit D and made a part hereof by this reference. The purpose of this schedule is to:
 - 1. Provide job segment deadlines for the CONSULTANT upon which the COUNTY may rely;
 - 2. Provide guidance for the COUNTY in honoring the CONSULTANT'S monthly invoices for progress payments called for in Article II(B) hereof; and
 - 3. Provide a framework against which the COUNTY may suspend progress payments as provided in Article II C hereof.
- C. **CONFERENCES**: The COUNTY will be entitled at all times to be advised, at its request, as to the status of work being done by the CONSULTANT and of the details thereof. Coordination shall be maintained by the CONSULTANT with representatives of the COUNTY, or of other agencies interested in the Project on behalf of the COUNTY. Either party to the Contract may request and be granted a conference.

- D. **DELAYS NOT FAULT OF CONSULTANT; DISCRETIONARY EXTENSIONS OF COMPLETION TIME BY COUNTY:** In the event there are delays on the part of the COUNTY as to the approval of any of the materials submitted by the CONSULTANT, or if there are delays occasioned by circumstance beyond the control of the CONSULTANT which delay the Project Schedule completion date, the COUNTY may grant to the CONSULTANT, by "Letter of Approval of Project Schedule" an extension of the Contract time or revision to the Project Schedule, equal to the aforementioned delays, provided there are no changes in compensation or scope of work. It shall be the responsibility of the CONSULTANT to ensure at all times that sufficient Contract time remains within which to complete services on the Project. In the event there have been delays which would affect the Project completion date, the CONSULTANT shall submit a written request to the COUNTY which identifies the reason(s) for the delay and the amount of time related to each reason.

The COUNTY will review the request and make a determination as to granting all or part of the requested extension.

E. **SUSPENSION OF WORK BY COUNTY:**

1. Right of COUNTY to Suspend Work and Order Resumption – The performance of CONSULTANT'S services hereunder may be suspended by the COUNTY at any time. However, in the event the COUNTY suspends the performance of CONSULTANT'S services hereunder, it shall so notify the CONSULTANT in writing, such suspension becoming effective upon the date of its receipt by CONSULTANT. The COUNTY shall promptly pay to the CONSULTANT all fees which have become due and payable to the CONSULTANT prior to the effective date of such suspension. COUNTY shall thereafter have no further obligation for payment to the CONSULTANT unless and until the COUNTY notifies the CONSULTANT that the services of the CONSULTANT called for hereunder are to be resumed. Upon receipt of written notice from the COUNTY that CONSULTANT'S services hereunder are to be resumed, CONSULTANT shall complete the services of CONSULTANT called for in This Contract and CONSULTANT, shall, in that event, be entitled to payment of the remaining unpaid compensation which becomes payable to him under this Contract, same to be payable in the manner specified herein.

In no event will the compensation or any part thereof become due or payable to CONSULTANT under this Contract unless and until CONSULTANT has attained that stage of work where the same would be due and payable to CONSULTANT under the provision of this Contract.

2. Renegotiation by CONSULTANT; Right to Terminate – If the aggregate time of the COUNTY'S suspension or suspension of CONSULTANT'S services exceeds one hundred twenty (120) days, then CONSULTANT and COUNTY shall, upon request of CONSULTANT, meet to assess the services remaining to be performed and the total fees paid to CONSULTANT hereunder.

The parties shall then have the opportunity of negotiating a change in fees to be paid to the CONSULTANT for the balance of the services to be performed hereunder. No increase in fees to the CONSULTANT shall be allowed unless based upon clear and convincing evidence of an increase in CONSULTANT'S costs attributable to the aforesaid suspensions. If an increase in the CONSULTANT'S cost is demonstrated by clear and convincing evidence and the COUNTY refuses to increase said fees, CONSULTANT may terminate this Contract by delivering written notice thereof to the COUNTY within ten (10) days after the COUNTY has given notice of its refusal to increase said fees.

XII

STANDARDS OF CONDUCT

- A. The CONSULTANT represents that he has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Contract and that he has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of this Contract.
- B. The CONSULTANT shall comply with all Federal, State and local laws and ordinances in effect on the date of this Contract and applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin in the performance of work under this Contract.
- C. The CONSULTANT hereby certifies that no undisclosed conflict of interest exists with respect to the present Contract, including any conflicts that may be due to representation of other clients, other contractual relationships of the CONSULTANT, or any interest in property which the CONSULTANT may have. The CONSULTANT further certifies that any apparent conflict of interest that arises during the term of this Contract will be immediately disclosed in writing to the COUNTY. Violation of this section will be considered as justification for immediate termination of this Contract under the provisions of Article VII.
- D. The CONSULTANT and its subsidiaries or affiliates who designed the project, shall be ineligible for the award of the construction contract for that project.

XIII

MINORITY/WOMEN EMPLOYMENT PARTICIPATION

- A. The CONSULTANT shall be responsible for reporting Minority/Women Business Enterprise (M/WBE) subconsultant Contract dollar amount(s) for the M/WBE subconsultant(s) listed in this document, by submitting the appropriate documents, which shall include but not limited to fully executed sub-contract agreements and/or purchase orders evidencing contract award of work, to the Business Development Division. Submittal of these sub-contract agreements/purchase orders is a condition precedent to execution of the prime contract with the County. Quarterly updated M/WBE utilization reports and

Equal Opportunity Workforce Schedule reports are to be submitted every quarter during the term of the contract. Additionally, the Consultant shall ensure that the M/WBE participation percentage proposed in the Consultant's Proposal submitted for this Contract is accomplished.

- B. Subsequent amendments to this contract shall be submitted with the appropriate documentation evidencing contractual change or assignment of work to the Business Development Division, with a copy to the COUNTY'S designated representative, within ten (10) days after COUNTY'S execution.
- C. The CONSULTANT shall be responsible for reporting local minority/women employment percentage levels within the firm and the minority/women employment percentage levels that the firm anticipates utilizing to fulfill the obligations of this Contract. The report(s) shall be submitted to the Business Development Division, on a quarterly basis during the life of the Contract.
- D. The awarded prime consultant shall furnish written documentation evidencing actual dollars paid to **all sub-consultants** utilized by the prime consultant on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual MWBE participation achieved by the Prime Consultant prior to the issuance of final payment.
- E. The awarded prime consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization from the Business Development Manager. In the event a certified M/WBE sub-consultant's sub-contract is terminated for cause, the CONSULTANT shall justify the replacement of that sub-consultant with another certified M/WBE firm, in writing to the Business Development Division, accompanied by the Project Manager's recommendation.
- F. It is the intent of the COUNTY to insure prompt payment of all sub-consultants working on COUNTY projects. The CONSULTANT shall:
 - 1. Submit copies of executed contracts between the CONSULTANT and all of its M/WBE sub-consultants to the Business Development Division.
 - 2. The County may at its discretion require copies of subcontracts/purchase orders for the non-M/WBE's listed on Form B and or utilized on the project. However, if this option is not exercised the awarded Proposer shall provide a list of all non-M/WBE sub consultants certifying that a prompt payment clause has been included in that contract or purchase order.
 - 3. The Consultant **must** include in the subcontract agreement:
 - i. Prompt Payment Clause to the M/WBE sub consultant to state: "payment will be made to the sub-consultant/suppliers within 72 hours of receipt of payment from the County."
 - ii. The following statement: "It is the M/WBE's responsibility to submit the required Quarterly M/WBE utilization reports to the prime and Final

M/WBE payment verification form to Business Development Division denoting their percentage of the overall contract fees.”

The M/WBE’s failure to submit the required documents could negatively impact their M/WBE certification.

- F. By entering into this contract, the CONSULTANT affirmatively commits to comply with the M/WBE subcontracting requirements submitted with his/her Proposal. The failure of the CONSULTANT to comply with this commitment during the Contract’s performance period may be considered a breach of Contract.

The County may take action up to and including termination for default if this condition is not remedied within the time period specified by the Manager, Procurement Division.

XIV

ASSIGNABILITY; EMPLOYMENT OF SPECIALISTS

- A. The CONSULTANT shall maintain an adequate and competent professional staff and may associate with such staff, professional specialists for the purpose of ensuring and enlarging its services hereunder, without additional cost to the COUNTY. Should the CONSULTANT desire to utilize such specialists, the CONSULTANT is fully responsible for satisfactory completion of all work within the scope of this Contract.
- B. The CONSULTANT shall be responsible for the integration of all specialists or outside professional work into the documents and for all payments to such specialists or consultants from the fee heretofore stated. Services rendered by the CONSULTANT in connection with coordination of the services of the aforementioned personnel shall be considered within the scope of the basic Contract and no additional fee will be due the CONSULTANT for such work.
- C. All final plans and documents prepared by the CONSULTANT must bear the endorsement of a person in the full employ of the CONSULTANT and be duly registered as a Professional Engineer/Architect in the State of Florida.
- D. The CONSULTANT shall not assign any interest in this Contract, and shall not transfer any interest in the same without prior written approval of the COUNTY, provided that claims for the money due or to become due the CONSULTANT from the COUNTY under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the COUNTY.

XV

INDEMNIFICATION FOR TORT ACTIONS/LIMITATION OF LIABILITY

- A. The provisions of Florida Statute 768.28 applicable to Orange County, Florida apply in full to this Contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent

or wrongful act or omission of any employee of the COUNTY acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

- B. No officer, employee or agent of the COUNTY acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for any injury or damage suffered as a result of any act, event, or failure to act.
- C. The COUNTY shall not be liable in tort for the acts or omissions of an officer, employee, or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

XVI **EQUAL OPPORTUNITY**

The County's policies of equal opportunity and non-discrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided and enforced by Section 17-314 of the Orange County Code and the County's relevant Administrative Regulations. It is also the county policy that person(s) doing business with the County shall recognize and comply with this policy and that the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such:

1. The Consultant shall adopt and maintain, or provide evidence to the County that Association has adopted and maintains, a policy of nondiscrimination as defined by Section 17-288, Orange County Code, throughout the term of this Agreement.
2. The Consultant agrees that, on written request, the Consultant shall permit reasonable access to all business records or employment, employment advertisement, applications forms, and other pertinent data and records, by the County, for the purpose of investigating to ascertain compliance with the non-discrimination provisions of this contract; provided, that the Contractor shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.
3. The Consultant agrees that, if any obligations of this contract are to be performed by subcontractor(s), the provisions of subparagraphs 1 and 2 of this Section shall be incorporated into and become a part of the subcontract.

XVII **CONTROLLING LAWS**

This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the provisions of this Contract will be held in Orange County,

Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

XVIII DISLOCATED WORKERS

CONSULTANT has committed to hire >_____ ()CareerSource Central Florida participants residing in Orange County, Florida. Therefore, within five (5) days after contract award, CONSULTANT shall contact the Orange County Business Development Liaison at (407) 836-5484 to assist with meeting this requirement. The BDD Liaison will work with the CareerSource Central Florida staff and the Consultant to ensure that the process is properly adhered until all requirements have been met. Career Force Central Florida participants may be employed in any position within the firm but must be hired on a full-time basis.

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

During performance of the contract, the CONSULTANT will take appropriate steps to ensure that individuals hired under this program are retained. However, if it becomes necessary to replace an employee, the CONSULTANT shall provide verification of the replacement worker's status from the CareerSource Central Florida. At its discretion, COUNTY may periodically request submission of certified payrolls to confirm the employment status of program participants.

XIX REGISTERED SERVICE-DISABLED VETERAN PARTICIPATION

- A. The CONSULTANT shall be responsible for reporting Registered Service-Disable Veteran (SDV) sub-consultant Contract dollar amount(s) for the registered SDV SUBCONSULTANT(s) listed in this document, by submitting the appropriate documents, which shall include but not limited to fully executed sub-contract agreements and/or purchase orders evidencing contract award of work, to the Business Development Division. Submittal of these sub-contract agreements/purchase orders is a condition precedent to execution of the prime contract with the County. Quarterly updated SDV utilization reports and Schedule of Minorities and Women reports are to be submitted every quarter during the term of the contract. Additionally, the Consultant shall ensure that the SDV participation percentage proposed in the Consultant's Proposal submitted for this Contract is accomplished.
- B. Subsequent amendments to this contract shall be submitted with the appropriate documentation evidencing contractual change or assignment of work to the Business Development Division, with a copy to the COUNTY'S designated representative, within ten (10) days after COUNTY'S execution.
- C. The awarded prime consultant shall furnish written documentation evidencing actual dollars paid to **all sub-consultants** utilized by the prime consultant on the project. This will include, but not limited to: copies of cancelled checks, approved

invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual SDV participation achieved by the Prime Consultant prior to the issuance of final payment.

- D. The awarded prime consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization from the Business Development Division Manager. In the event a registered SDV sub-CONSULTANT's sub-contract is terminated for cause, the CONSULTANT shall justify the replacement of that sub-CONSULTANT with another registered SDV firm, in writing to the Business Development Division, accompanied by the Project Manager's recommendation or consent to termination.
- E. It is the intent of the COUNTY to insure prompt payment of all sub-consultants working on COUNTY projects. The CONSULTANT shall:
 - 1. Submit copies of executed contracts between the CONSULTANT and all of its SDV sub-consultants to the Business Development Division.
 - 2. The County may at its discretion require copies of subcontracts/purchase orders for the non-SDV's listed on Form B and or utilized on the project. However, if this option is not exercised the awarded Proposer shall provide a list of all non-SDV subconsultants certifying that a prompt payment clause has been included in that contract or purchase order.
 - 3. Incorporate a prompt payment assurance provision and payment schedule in all contracts between the CONSULTANT and sub-consultants (including those with non-SDV's) stating that payment will be made to the sub-consultant within 72 hours of receipt of payment from the COUNTY. The CONSULTANT shall pay each sub-consultant for all work covered under an invoice within the 72 hour time frame.

The Proposer shall contact the Business Development Division Liaison at 407 836-8363 for any questions and/or concerns as it relates to Registered Service Disabled Veterans.

- F. By entering into this contract, the CONSULTANT affirmatively commits to comply with the SDV subcontracting requirements submitted with his/her Proposal. The failure of the CONSULTANT to comply with this commitment during the Contract's performance period may be considered a breach of Contract. The County may take action up to and including termination for default if this condition is not remedied within the time period specified by the Manager, Procurement Division.

XX
CONTRACT CLAIMS

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or

relating to this contract.

Claims made by a Consultant against the County relating to a particular contract shall be submitted to the Procurement Division Manager in writing clearly labeled "Contract Claim" requesting a final decision. The Consultant also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Consultant believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Consultant."

Failure to document a claim in this manner shall render the claim null and void. Moreover, no claim shall be accepted after final payment of the contract.

The decision of the Procurement Division Manager shall be issued in writing and shall be furnished to the Consultant. The decision shall state the reasons for the decision reached. The Procurement Division Manager shall render the final decision within sixty (60) days after receipt of Consultant's written request for a final decision. The Procurement Division Manager's decision shall be final and conclusive.

The Consultant shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager of the Procurement Division.

XXI AVAILABILITY OF FUNDS

The obligations of Orange County under this Contract are subject to availability of funds lawfully appropriated for its purpose by the Board of County Commissioners, or other specified funding source for this contract.

XXII PROHIBITION AGAINST CONTINGENT FEES

The Consultant warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Contract and that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of this Contract. For the breach or violation of this provision, the County shall have the right to terminate the Contract at its sole discretion, without liability and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

XXIII TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also

applicable to Consultants and their personnel during contract performance on county-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

XXIV **VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person performing services under this contract, the CONSULTANT shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all employees within the State of Florida that are hired by the CONSULTANT after the execution of the contract who are providing labor under the contract during the contract term; and, (b) all employees within the State of Florida of any of the CONSULTANT'S sub-consultants that are hired by those sub-consultants after the execution of the contract who are providing labor under the contract during the contract term. Please refer to USCIS.gov for more information on this process.

Only those employees determined eligible to work within the United States shall be employed under the contract.

Therefore, by submission of a proposal in response to this solicitation, the CONSULTANT confirms that all employees in the above categories will undergo e-verification before performing labor under this contract. The CONSULTANT further confirms his commitment to comply with the requirement by completing the E-Verification certification, contained in this solicitation.

XXV **ASBESTOS FREE MATERIALS**

For contracts for design services, CONSULTANT shall provide a written and notarized statement on company letterhead to certify and warrant that the project was designed with asbestos free materials. Such statement shall be submitted with the final payment request. Final payment shall not be made until such statement is submitted. CONSULTANT agrees that if materials containing asbestos are subsequently discovered at any future time to have been included in the design, CONSULTANT shall be liable for all costs related to the redesign or modification of the construction of the project so that materials containing asbestos are removed from the design, plans or specifications or construction contract documents, and, in addition, if construction has begun or has been completed pursuant to a design that includes asbestos containing materials, the CONSULTANT shall also be liable for all costs related to the abatement of such asbestos.

XXVI

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:

By executing this agreement the Bidder affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

XXVII

FLORIDA CONVICTED/SUSPENDED/DISCRIMINATORY COMPLAINTS:

By executing this agreement the Bidder affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

XXVIII

SEVERABILITY

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

XXIX

PUBLIC RECORDS COMPLIANCE (APPLICABLE FOR SERVICE CONTRACTS)

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Consultant agrees to comply with Florida's Public Records Law. Specifically, the Consultant shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to Orange County.

4. Upon completion of the contract, Consultant agrees to transfer at no cost to Orange County all public records in possession of the Consultant or keep and maintain public records required by Orange County to perform the service. If the Consultant transfers all public record to Orange County upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Consultant who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.
6. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :**

400 E. South Street, 2nd Floor, Orlando, FL 32801
407-836-5897
ProcurementRecords@ocfl.net

>
>

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

Signature

Carrie Mathes, MPA, CFCM, CPPO, C.P.M.
CPPB, APP, Manager, Procurement Division

Title

Name Typed or Printed

Date (for County use only)

REQUEST FOR PROPOSALS

#Y20-801-JS

**DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER CAMPUS DRY
SPRINKLER REPLACEMENT**

DUE 2:00 P.M. – August 20, 2019

PROPOSER INFORMATION:

NAME OF FIRM: _____

ADDRESS: _____ (Street Address)

_____ (PO Box)

_____ (City, County, State, Zip)

PHONE: _____

FAX: _____

AUTHORIZED SIGNATORY: _____ (Print Name) TITLE: _____

SIGNATURE: _____

CONTACT'S E-MAIL ADDRESS: _____

TIN# _____

**NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER.
CURRENT W9 MUST BE SUBMITTED WITH PROPOSAL.**

IDENTIFICATION OF BUSINESS ORGANIZATION:

Check the appropriate box that describes the organization of the firm proposing:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____

Check all that apply:

Mergers Parent Company Subsidiary

If a merger, a parent company or subsidiary relationship applies, list **all** entities in the relationships:

The bidder or proposer represents that the following principals are authorized to sign and/or negotiate Contracts and related documents to which the bidder or proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Phone Number

ADDENDUM ACKNOWLEDGEMENT:

The Proposer shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the Proposal. Failure to acknowledge an addendum that has a material impact on the solicitation may negatively impact the responsiveness of your Proposal. Material impacts include but are not limited to changes to scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, qualifications, etc.

Addendum No. _____	Date	Addendum No. _____	Date:
Addendum No. _____	Date:	Addendum No. _____	Date:

PROJECT TEAM

RFP Project Number: _____
 TEAM NAME: _____

Federal I. D. Number: _____
 Is Prime Consultant: an O.C. certified M/WBE Firm Yes _____ No _____
 An O.C. registered SDV Firm Yes _____ No _____
 Are you utilizing M/WBE credit for this RFP Yes _____ No _____
 If yes, then specify: _____

<u>PRIME</u> Role	Name and City of Residence of Individual Assigned to the Project	Number of Years Experience	Education, Degree(s)	Florida Active Registration Numbers
Principle-in-Charge				
Project Manager				
Project Engineer				
Project Construction Administrator				
Other Key Member ()				
Other Key Member ()				
<u>SUBCONSULTANT</u> Role	Company Name and Address of Office Handling this Project	If Certified M/WBE specify which; Or If Registered SDV indicate	Projected % of Overall work on the entire project	Name of Individual Assigned to the Project
Architecture				
Mechanical Engineering				
Electrical Engineering				
Structural Engineering				
Civil Engineering				
Landscape Architecture				
Other Key Member ()				
Other Key Member ()				
Other Key Member ()				
Other Key Member ()				

Note: Percentages indicated must conform to percentages indicated on Form C

LOCATION

Proposers shall complete and submit the information below to clearly identify the location and applicable percentage of the work to be performed at each location listed. **Also, proposers shall complete and sign the attached pages, 2 through 4, concerning location. NOTE: THE AFFIDAVIT/NOTARIZATION REQUIREMENT (page 4).**

PRIME CONSULTANT/ CONTRACTOR (Name & Address)	CITY	COUNTY	STATE ZIP	PERCENTAGE OF WORK ASSIGNED
1. _____ _____	_____	_____	_____	_____ %
2. _____ _____	_____	_____	_____	_____ %
3. _____ _____	_____	_____	_____	_____ %

**SUBCONSULTANT/SUBCONTRACTOR
(Name & Address)**

1. _____ _____	_____	_____	_____	_____ %
2. _____ _____	_____	_____	_____	_____ %
3. _____ _____	_____	_____	_____	_____ %
4. _____ _____	_____	_____	_____	_____ %
5. _____ _____	_____	_____	_____	_____ %
6. _____ _____	_____	_____	_____	_____ %
7. _____ _____	_____	_____	_____	_____ %

Use additional pages if necessary - Total Percentage must equal 100%

LOCATION (continued)

1. Current domicile of Project Manager.

Name of Project Manager _____

City & County _____

State _____

2. Will Project Manager relocate to an Orange County address to facilitate contract performance? (check appropriate line)

No _____ Not Applicable _____

If Project Manager will not relocate, explain how the Project Manager will manage the project and maintain close communication with the County.

Yes _____ Not Applicable _____

If yes, please explain when relocation will occur in relationship to contract award.

LOCATION (continued)

AFFIDAVIT

Under penalties of perjury, I swear affirm that the preceding location information is true and correct. I also acknowledge that any material misrepresentation will be grounds for terminating for default any contract, which may have been awarded due in whole or part to such misrepresentation. I also understand that false statements may result in criminal prosecution for a felony of the third degree per Section 92.525(3), Florida Statutes.

_____ Authorized Signatory	_____ Name of Proposer
_____ Typed or Printed Full Name	_____ Date
_____ Title	

On this ____ day of _____, 20__, before me appeared (name) _____
_____, to me personally known, who being duly sworn, did execute the
foregoing affidavit, and did state that he or she was properly authorized by (name of firm)
_____ to execute the affidavit and did so as his or her
free act and deed.

Notary Public _____

Commission Expires _____

(seal)

Date _____

State of _____

County of _____

PROJECT MANAGER - SIMILAR PROJECTS

USING PAGES D1 – D3 only - List up to **three (3) “Similar Projects”**, (one project per page), for which services have been **successfully completed within the past ten (10) years**, 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.

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, 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 shall provide a narrative of the skills used by the Project Manager 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 Project Manager was responsive to the client’s needs and requests.

Proposed Project Manager: Name: _____

1. Project Name: _____

Owner: _____

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

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

Construction Cost: \$ _____

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

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

Square Feet of Facility Improvement (educational facility, airport, convention center, arena, stadium, hotel or hospital): _____

Firm: _____

Summary of Work:

Proposed Project Manager: Name: _____

2. Project Name: _____

Owner: _____

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

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

Construction Cost: \$ _____

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

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

Square Feet of Facility Improvement (educational facility, airport, convention center,
arena, stadium, hotel or hospital): _____

Firm: _____

Summary of Work:

Proposed Project Manager: Name: _____

3. Project Name: _____

Owner: _____

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

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

Construction Cost: \$ _____

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

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

Square Feet of Facility Improvement (educational facility, airport, convention center,
arena, stadium, hotel or hospital): _____

Firm: _____

Summary of Work:

PROJECT ENGINEER - SIMILAR PROJECTS

USING PAGES E1 – E3 only - List up to **three (3) “Similar Projects”**, (one project per page), for which services have been **successfully completed within the past ten (10) years**, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed project engineer has performed **in the same capacity** with your firm, or other firms.

LIST THE ONE (1) PROJECT ENGINEER 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, 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 shall provide a narrative of the skills used by the Project Engineer 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 Project Engineer was responsive to the client’s needs and requests.

Proposed Project Engineer: Name: _____

1. Project Name: _____

Owner: _____

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

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

Construction Cost: \$ _____

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

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

Square Feet of Facility Improvement (educational facility, airport, convention center, arena, stadium, hotel or hospital): _____

Firm: _____

Summary of Work:

Proposed Project Engineer: Name: _____

2. Project Name: _____

Owner: _____

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

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

Construction Cost: \$ _____

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

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

Square Feet of Facility Improvement (educational facility, airport, convention center,
arena, stadium, hotel or hospital): _____

Firm: _____

Summary of Work:

Proposed Project Engineer: Name: _____

3. Project Name: _____

Owner: _____

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

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

Construction Cost: \$ _____

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

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

Square Feet of Facility Improvement (educational facility, airport, convention center,
arena, stadium, hotel or hospital): _____

Firm: _____

Summary of Work:

FORM F

SKILLS AND EXPERIENCE OF THE PROJECT TEAM

Using a maximum of three pages, 8 1/2" X 11", labeled "Form F-1" through "Form F-3" describe the experience of the entire project team as it relates to this project. Title the first page "Skills and Experience of the Project Team" and label each page as described above. Include the experience of the prime CONSULTANT as well as other members of the project team; i.e., additional personnel, sub consultants, branch offices, team members, and other resources anticipated to be utilized for this project; staff's professional titles, licenses, certifications, and accomplishments; qualifications and years of experience; affiliations, memberships, and/or officers in professional organizations; and number of years prime and sub consultants worked together. Name specific projects, **(successfully completed within the past ten (10) years,** where the team members have performed similar projects previously.

Specifically identify the management plan. The management plan shall describe, at a minimum, the Proposer's basic approach to the management of the project, to include reporting hierarchy of staff and subconsultants, clarify the individual(s) responsible for the coordination of the separate components of the scope of work, and describe the quality assurance/quality control plan. Provide an organizational chart for the team and label "**Form F-4**"; the organizational chart will be in addition to the three page maximum.

PROJECT SCOPE, APPROACH AND UNDERSTANDING

Using a maximum of five pages, 8½" x 11", labeled "**Form H-1**" through "**Form H-3**", delineates your firm's understanding of the project scope and approach (es) to successful completion, specialized skills available, special considerations and possible difficulties in completing the project as specified. Describe alternate approaches to the project, if applicable. Briefly describe your approach to each of the bullets below, a through c:

- a. **Project Management:** How do you intend to deliver design services? What are the channels of communication, both within the project design team and between the project design team and the County? How are project criteria documented? Please ensure response is specific to the design and delivery of this project.
- b. **Quality Control:** How do you verify that management objectives are achieved? How do you provide quality control for Construction Documents?
- c. **Client's show/event Needs:** How will your firm be responsive to designing and planning construction around the Orange County Convention Center's show/event activity?
- d. **On Time and Within Budget:** How will your firm complete services on time and how will your firm ensure that the projects are designed within budget?

Title the first page "Project Scope, Approach and Understanding" and label each page as described above.

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

[] To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[] The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

[] The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[] The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

EQUAL OPPORTUNITY WORKFORCE SCHEDULE

See: Sec. 17-322 (Establishment of goals; employment), Orange County Code of Ordinances

Directions: Review the definition of “minority” in Sec. 17-319 (Definitions), Orange County Code of Ordinances, and record the demographics of your workforce by inserting the number of applicable employees in each box below. The County will only consider your total workforce (“TWF”) that falls within the “employee types” designated by an asterisk (*) when evaluating this Bid/Proposal Response. For data collecting purposes, record any applicable employees located in the Orlando Metropolitan Statistical Area (“OMSA”) of Lake, Orange, Osceola, and Seminole counties. If a Joint Venture is bidding, each entity must fill out a separate schedule.

WORKFORCE		African American		Asian American		Hispanic American		Native American		Caucasian/Other		TOTAL	
		TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA
Employee Types (MALE)	Officials, Managers, and Supervisors*												
	Professionals*												
	Technicians*												
	Sales Workers												
	Office and Clerical												
	Craftsman (Skilled)												
	Operatives (Semi-Skilled)												
	Laborers (Unskilled)												
	Service Workers												
	Apprentice*												
	Interns/Co-Ops*												
Displaced Workers													
MALE SUBTOTAL													
Employee Types (FEMALE)	Officials, Managers, and Supervisors*												
	Professionals*												
	Technicians*												
	Sales Workers												
	Office and Clerical												
	Craftsman (Skilled)												
	Operatives (Semi-Skilled)												
	Laborers (Unskilled)												
	Service Workers												
	Apprentice*												
	Interns/Co-Ops*												
Displaced Workers													
FEMALE SUBTOTAL													
TOTAL													

Form Completed by (Print): _____

Signature: _____

Form Approved by (Print): _____

Signature: _____

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

If the proposer is submitting as a joint venture, please be advised that this form [3 pages] **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

However, if the proposer is not a joint venture, check the following block: () NOT APPLICABLE and proceed to Form L.

1. Name of joint venture: _____
2. Address of joint venture: _____
3. Phone number of joint venture: _____
4. Identify the firms which comprise the joint venture: _____

5. Describe the role of the MBE firm (if applicable) in the joint venture: _____

6. Provide a copy of the formal written and executed joint venture agreement.
7. What is the claimed percentage of ownership and identify any MWBE partners (if applicable)? _____

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)
 - (a) Profit and loss sharing: _____
 - (b) Capital contributions, including equipment: _____
 - (c) Other applicable ownership interests: _____
9. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:
 - (a) Financial decisions: _____
 - a. Management decisions, such as: _____

(1) Estimating: _____

(2) Marketing and sales: _____

(3) Hiring and firing of management personnel: _____

(4) Purchasing of major items or supplies: _____

(c) Supervision of field operations: _____

NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

* **Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the RFP proposal.**

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____

Name of Firm: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

State of _____

County of _____

AFFIDAVIT

On this _____ day of _____, 20____, before me appeared (name) _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____

Commission Expires _____

(Seal)

Date _____

State of _____

County of _____

On this _____ day of _____, 20____, before me appeared _____ (name), to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____

Commission Expires _____

(Seal)

DRUG-FREE WORKPLACE FORM

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

Name of Proposer

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any convictions of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for any violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free work-place through implementation of Paragraphs 1 through 5.

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

Proposer's Signature: _____

Date: _____

**LETTER OF INTENT
(VERIFICATION OF M/WBE UTILIZATION)**

INSTRUCTIONS Proposers shall place the following on their letterhead, executed by their authorized agent. Signed Letters of Intent must be submitted with the Proposal for each M/WBE Subconsultant(s) listed by the Proposer on Form B, Project Team. If percentages or dollar values listed on this agreement differ from percentages or dollar values listed on Form B and C of the proposal, the values listed on this Letter of Intent will supercede for RFP scoring/evaluation.

The subcontract will reflect a 72 hour prompt payment clause.

Failure to complete and submit these forms may result in finding of the submittals non-responsive.

M/WBE Subconsultant

Certified Scope(s) of Work

Subcontract Percentage/Amount (**ONLY USED TOWARDS M/WBE UTILIZATION**)

I understand that I shall not be allowed to substitute or change subconsultants without prior written approval of the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's M/WBE requirements and goals contained in the Orange County Minority/Women Business Enterprise Ordinance, No. 94-02/2009-21, as modified.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

I, _____, (M/WBE Sub-Consultant) understand that "It is my responsibility to submit the required quarterly M/WBE utilization reports to the Prime and Final M/WBE payment verification form to Business Development Division."

Failure to submit the required documents could negatively impact my M/WBE certification.

Authorized Agent of Prime Consultant

Date

Printed Name & Title

Authorized Agent of M/WBE Subconsultant

Date

Printed Name & Title

M/WBE Address

Phone Number/Fax Number

LETTER OF INTENT
(VERIFICATION OF REGISTERED SERVICE-DISABLED VETERAN UTILIZATION)

INSTRUCTIONS Proposers shall place the following on their letterhead, executed by their authorized agent. Signed Letter must be submitted with the Proposal for each Registered Service-Disabled Veteran Sub-consultant(s) listed by the Proposer of Form B, Project Team. If percentages or dollar values listed on this agreement differ from percentages or dollar values listed on Form B and C of the proposal, the values listed on this Letter of Intent will supersede for RFP scoring/evaluation.

The subcontract will reflect a 72 hour prompt payment cause.

Failure to complete and submit these forms may result in finding of the submittals non-responsive.

SDV Sub-consultant

Registered Scope(s) of Work

Subcontract Percentage/Amount (**ONLY USED TOWARDS BONUS POINTS**)

I understand that I shall not be allowed to substitute or change SubConsultants, without the express prior approval of the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's Service-Disable Veteran Business Program requirements contained in the Orange County Ordinance, Orange County Code, Chapter 17, Article III, Division 5.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

Authorized Agent of Prime Consultant

Date

Printed Name & Title

Authorized Agent of SDV Sub-consultant

Date

Printed Name & Title

SDV Address

Phone Number

Fax Number

For Staff Use Only:
Initially submitted on _____
Updated On _____

Specific Project Expenditure Report (Revised November 5, 2010)
For use as of March 1, 2011

**DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER
CAMPUS DRY SPRINKLER REPLACEMENT
Case or Bid No. Y20-801 -JS
ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT**

**This lobbying expenditure form shall be completed in full and filed with all application submittals.
This form shall remain cumulative and shall be filed with the department processing your application.
Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.**

**This is the initial Form: _____
This is a Subsequent Form: _____**

Part I

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): _____

Name and Address of Principal's Authorized Agent, if applicable: _____

List the name and address of all lobbyists, consultants, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
2. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
3. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
4. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
5. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
6. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
7. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
8. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___

For Staff Use Only:
 Initially submitted on _____
 Updated On _____

**DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER
 CAMPUS DRY SPRINKLER REPLACEMENT
 Case or Bid No. Y20-801 -JS**

Company Name: _____

**Part II
 Expenditures:**

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, consultants, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
TOTAL EXPENDED THIS REPORT			\$

Specific Project Expenditure Report (Revised November 5, 2010)
For use as of March 1, 2011

For Staff Use Only:
Initially submitted on _____
Updated On _____

**DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER
CAMPUS DRY SPRINKLER REPLACEMENT
Case or Bid No. Y20-801 -JS**

Company Name: _____

**Part III
ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Date: _____

Signature of Principal or Principal's Authorized Agent
(*check appropriate box*)

PRINT NAME AND TITLE: _____

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form _____

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT THE SPECIFIC PROJECT
EXPENDITURE REPORT

Updated 3-1-11

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and his/her authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and consultant(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

WHO NEEDS TO FILE THE SPR?

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Expenditure means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

Lobbying means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, consultant, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the

County Mayor, with any other member of the [BCC], or with any member of a procurement committee.” (See Section 2-351, Orange County Code.) *Lobbying* also means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

Principal means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal's project or item.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

For Staff Use Only:

Date Submitted _____

Date Updated _____

Bid Number **Y20-801 -JS**

RELATIONSHIP DISCLOSURE FORM
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY
IS THE PRINCIPAL OR PRIMARY APPLICANT

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the bidder, offerer, quoter or respondent and shall be submitted to the Procurement Division by the bidder, offerer, quoter or respondent.

In the event any information provided on this form should change, the applicant must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON APPLICANT (BIDDER, OFFEROR, QUOTER, PROPOSER, OR RESPONDENT):

Legal Name of Applicant: _____

Business Address (Street/P.O. Box, City and Zip Code): _____

Business Phone () _____

Facsimile () _____

**INFORMATION ON APPLICANT'S AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)**

Name of Applicant's Authorized Agent:

Business Address (Street/P.O. Box, City and Zip Code): _____

Business Phone () _____

Facsimile () _____

OC CE FORM 2P

FOR PROCUREMENT-RELATED ITEMS (November 5, 2010)

For use after March 1, 2011

For Staff Use Only:

Date Submitted _____

Date Updated _____

Bid Number **Y20-801 -JS**

Company Name: _____

Part II

IS THE APPLICANT A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ YES ___ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE APPLICANT'S EMPLOYEE?

___ YES ___ NO

IS THE APPLICANT OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ YES ___ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

(Use additional sheets of paper if necessary)

For Staff Use Only:

Date Submitted _____

Date Updated _____

Bid Number **Y20-801 -JS**

Company Name: _____

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Applicant

Date: _____

Print Name and Title of Person completing this form: _____

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires:

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**AGENT AUTHORIZATION FORM
FOR PROCUREMENTS IN ORANGE COUNTY, FLORIDA**



I/WE, (PRINT PROPOSER NAME) _____, DO
HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME),
_____, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS
NECESSARY TO AFFECT THE **CONTRACT APPROVAL PROCESS** MORE SPECIFICALLY DESCRIBED AS
FOLLOWS, RFP NO. Y20-801-JS, **DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION
CENTER CAMPUS DRY SPRINKLER REPLACEMENT**, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY
ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS **CONTRACT** AND TO ACT IN ALL
RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THIS CONTRACT.

Date: _____

Signature of Proposer

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____

My Commission Expires: _____

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM
Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. *Applicant* means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

FORM O
FAQS

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

E VERIFICATION CERTIFICATION

Contract Y20-801-JS

NAME OF CONSULTANT: _____ (referred to herein as "Consultant")

ADDRESS OF CONSULTANT: _____

The undersigned does hereby certify that the above named consultant:

1. Is registered and is using the E-Verify system; or
2. Does not have any employees and does not intend to hire any new employees during the period of time that the consultant will be providing services under the contract and consequently is unable to register to use the E-Verify system; or
3. Employs individuals that were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the Consultant will be providing labor under the contract, and consequently is unable to use the E-Verify system.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the Consultant provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

In accordance with Section 837.06, Florida Statutes, Consultant acknowledges that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in Section 775.082 or Section 775.083, Florida Statutes.

AUTHORIZED SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

**DISLOCATED WORKERS
PROPOSED HIRING INFORMATION**

Section I: To be Submitted with Proposal

Firm: _____

Address: _____

Phone Number: _____

Email Address: _____

Number of Individuals to be Hired: _____

Signature of Authorized Representative of Above Firm: _____

Printed Name: _____

Section II: For CareerSource Central Florida Use Only (To be Completed After Contract Award)

Verification: I certify that the above individuals are dislocated workers

Individual Complete Name:

1. _____

2. _____

3. _____

4. _____

*5. _____

*6. _____

CareerSource Central Florida
390 North Orange Avenue, Suite 700
Orlando, FL 32805
407-531-1222

Signature: _____

Printed Name: _____

Date: _____

*CareerSource Participants who do not meet specific job qualifications

SAMPLE DO NOT USE

LEASED EMPLOYEE AFFIDAVIT CONTRACT #Y _____

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors/consultants, uninsured sub-contractors/consultants or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor/Consultant: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____

SAMPLE DO NOT USE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

<p>A. Section II – Who is An Insured is amended to include as an additional insured the person(s) or organizations(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:</p> <ol style="list-style-type: none">1. In performance of your ongoing operations; or2. In connection with your premises owned by or rented to you. <p>However:</p> <ol style="list-style-type: none">1. The insurance afforded to such additional insured only applies to the extent permitted by law; and2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.	<p>B. With respect to the insurance afforded to these additional insureds, the following is added to Section III-Limits of Insurance:</p> <p>If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:</p> <ol style="list-style-type: none">1. Required by the contract or agreement; or2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less. <p>This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.</p>
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SAMPLE DO NOT USE

POLICY NUMBER: _____

COMMERCIAL GENERAL LIABILITY
CG 24 04 0509

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS PROCUREMENT DIVISION 400 E. SOUTH STREET ORLANDO, FL 32801
(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

The following is added to Paragraph 8, Transfer of rights of Recovery Against Others To Us of Section IV – Conditions:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

SAMPLE DO NOT USE

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
PROCUREMENT DIVISION
400 E. SOUTH STREET
ORLANDO, FL 32801

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement No.	Effective Policy No.	Endorsement
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Insured

Insurance Company
by _____

Countersigned

WC 00 03 13