REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSQ)

LAKE COUNTY, FLORIDA **OFFICE OF PROCUREMENT SERVICES**	RSQ NO: 06-098 ISSUE DATE: July 5, 2006 CONTRACTING OFFICER: PHONE NO: 352.343.9525 FAX NO 352.343.9473 EMAIL: dthielhart@co.lake.fl.us
SUBMIT QUALIFICATIONS PACKAGE PRIOR TO: **CLOSING DATE: August 2, 2006** **CLOSING TIME: 3:00 P.M.**	**SUBMIT TO:** **SEE Section 2.2** **FAX / E-Mail not accepted**

PROJECT TITLE & DESCRIPTION: Request for Statements of Qualification from a Consulting Firms to conduct Building Commissioning Services for the Lake County South Tavares Government Complex.

NON-RESPONSE REPLY

If you do not want to respond to this RSQ at this time or would like to be removed from the Bidder's List, please mark the appropriate space and return this sheet only.

_____ Not interested at this time; please keep our firm on your List for future requests for this service.

_____ Please remove our firm from your Bidder's List for this type of service.

The respondent hereby agrees to furnish the services pursuant to all requirements, specifications, and scope of services contained in this solicitation document, and further agrees that the language of this document shall govern in the event of a conflict with his or her response. By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response for the services, and is in all respects fair and without collusion or fraud.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:		DATE:
MAILING ADDRESS:		PHONE: FAX:
CITY:	STATE:	ZIP:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:	
E-MAIL:	WEB URL:	
AUTHORIZED SIGNATURE:	PRINTED NAME:	

Request for Statements of Qualifications (RSQ) 06-098 Consulting Firm to Conduct Building Commission Services for the Lake County South Tavares Government Complex

Purpose: The Lake County Board of County Commissioners is soliciting statements of qualifications and letters of interest to provide professional services for a Consulting firm to conduct Building Systems Commissioning for the South Tavares Government Complex.

The South Tavares Government Complex will be located adjacent the County landfill on County Road 448 bordered by State Road 19 to the east and County Road 452 to the west. The development shall include the construction and LEED Silver certification for the Public Works (30,000square feet) for the Sheriff Administration (60,000square feet) for the Public Safety Administration (6,000square feet) for the Emergency Operation Center (13,000square feet). In addition, the following support facilities will also be commissioned but will not be candidates for LEED certification: Public Works/Fire Rescue Fleet Maintenance (36,000square feet)for the Sheriff Fleet Maintenance (25,000square feet), and a new Central Energy Plant. The overall site development will include providing new roadways, under and above ground infrastructure, parking, landscaping, and various other work. A copy of the master plan and relevant schematic building floor plans are included in Appendix A. The project is currently in the Schematic Design Phase.

SECTION 1.0 – SCOPE OF WORK

1.1 Definitions:

A. The term "Request for Statements of Qualifications (RSQ)" means a formal solicitation inviting statements of qualifications.

B. The term "response" means the information submitted by the respondent in response to this RSQ.

C. The term "respondent" means the person, firm, or corporation who submits a response.

D. The term "County" means Lake County, Florida.

E. The term "Board of County Commissioners" or "BCC" means the governing Board of Lake County, Florida.

F. The term "contractor" means a respondent awarded a contract from this solicitation.

G. The terms "you" and "your" means the same as the term "respondent" above.

1.2 Procurement Rules

A. IMPORTANT NOTICE TO POTENTIAL RESPONDENTS: Receipt of this document does not indicate that the Office of Procurement Services has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the opening and will be based on our evaluation of your qualifications package compared to the specific requirements and qualifications contained in this document.

B. The County has established for purposes of this (RSQ) that the words "shall", "must", or "will" are equivalent in this RSQ and indicate a mandatory requirement or condition, the material deviation

from which shall not be waived by the County. A deviation is material if, in the County's sole discretion, the deficient response is not in substantial accord with this RSQ's mandatory conditions requirements.

C. The words "should" or "may" are equivalent in this RSQ and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a qualifications package, but may result in being considered as not in the best interest of the County.

D. To be considered for an award, the Respondent must agree to abide by each mandatory requirement included in this RSQ.

1.3 Background Information

The Lake County Board of County Commissioners has adopted resolution 2005-92 which encourages the design of new public facilities to achieve a Silver LEED certification level per the criteria of the United States Green Building Council (USGBC).

The County wishes to engage the commissioning process in full conformance with LEED principles for this project. A prequisite for LEED certification at any level is fundamental building systems commissioning. This purpose of fundamental building systems commissioning is to verify and ensure that building elements and systems are designed, installed and calibrated to operate as intended. In addition, the County intends to do additional commissioning as outlined in LEED EA Credit 3, which calls for the entire building(s) to be designed, constructed and calibrated to operate as intended. Commissioning shall include all systems and items implied and expressed by the LEED V2.2 New Construction (NC) Prerequisite and the Energy & Atmosphere credit requirements. In addition fundamental building commissioning will be required of the "non-LEED" buildings, including the Central Energy Plant and all emergency generators.

1.4 Scope of Services

Desired Qualification:

It is the County's desire for the firm designated as the commissioning authority to satisfy as many of the following requirements as possible:

a. Acted as the principal Commissioning Authority for at least three (3) projects over 30,000 SF
b. Acted as the principal Commissioning Authority for at least (1) USGBC LEED™ .
c. Extensive experience in the operation and troubleshooting of HVAC systems, energy management control systems, emergency generators and security systems.
d. Knowledgeable in building operation and maintenance and O&M training.
e. Knowledgeable in test and balance of both air and water systems.
f. Experienced in energy-efficient equipment design and control strategy optimization.
g. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
h. Direct experience in life cycle cost analysis including the use of energy modeling..
i. Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
j. Experienced in writing commissioning specifications.
k. A bachelor's degree in Mechanical Engineering is strongly preferred, and P.E. certification is desired, however, other technical training, past commissioning, and field experience will be considered.
l. Membership of the Building Commissioning Association will be considered a plus.

The required expertise for this project will be based on skill and experience set of the prime firm making the proposal. A member of that firm will be the designated Commissioning Authority. The Commissioning Authority must be fully qualified to commission most of the above listed systems. If the Commissioning Authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. That party's qualifications shall be included and clearly designated in the response to this RFP.

1.3 Scope of Work

The consultant will be an independent third-party and as Commissioning Authority (CA), report directly to the County, but will be responsible for coordinating its activities with the County's Construction Manager (CM), and the Architect of Record. The Commissioning Agents shall carry a minimum of $1,000,000 in general liability insurance and agree to sign the County's Standard Form of Agreement. (Attached Exhibit A) The CA will, but not necessarily be limited to, perform the following:

a) Ensure that the design objectives and intent are clearly documented
b) Perform a focused review of the design drawings and specifications
c) Develop a Commissioning Plan and Commission Specifications
d) Conduct a scoping meeting, review commissioning process with the commissioning team members
e) Review submittals of commissioned equipment and systems, including detailed start-up procedures
f) Performing installation verification site visits
g) Work with the CM developing start-up plans and start-up documentation formats
h) Provide checkout and performance verification, with pre-functional checklists completed before functional testing
i) Observe an appropriate sample of start-up and checkout by the installing contractors
j) Observe an appropriate sample of testing, adjusting and balancing by the test and balance contractor
k) Documents that the checklists and startup were completed according to the approved plans, witnesses startup of selected equipment
l) Develop specific equipment and system functional performance test procedures, document procedures executed by the subcontractors
m) Review the O&M documentation for completeness, ensuring that Commissioning is completed before Substantial Completion
n) Review, pre-approve and coordinate the training provided by the subcontractors and verify that it was completed.
o) Perform the Commissioning tasks listed in LEED-NC 2.2 for EA prerequisite 1 and credit 3
p) Observe functional and performance tests with the installing contractor
q) Provide comments based on start-up and functional performance testing results
r) Completing a commissioning report and systems manual
s) Complete the LEED Credit Templates for EA prerequisite 1 and credit 3 on LEED Online and provide additional information as requested for the LEED certification process.

Commissioning Authority(CA)Responsibilities

The CA is not responsible for design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the CM and the A/E. The primary role of the CA is to develop and coordinate the execution of a testing plan, observe, coordinate and document the performance of the various building systems to determine whether the systems are functioning in accordance with the documented design intent and in accordance with the Contract Documents. The CM will provide all tools or the use of tools to start, check-out and functionally test equipment and systems, except for specified testing with portable data-loggers, which shall be supplied and installed by the CA.

a)Design Development Phase

"LEED" Requirements: "The CA shall review the design, prior to the construction documents phase, to ensure that each commissioned feature or system meets the design intent relative to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality and local environmental impacts. This review shall be fully documented."

Detailed Tasks include but not limited to:

1. Coordinate the commissioning work during design
2. Develop a design-phase commissioning plan. "The Commissioning Plan shall be created during the design phase. It shall include the following: an overview of the commissioning process, a list of all commissioned features and systems, identification of primary commissioning participants and their responsibilities, a description of the management, communication and reporting of the plan, an outline of the commissioning process scope, including submittal review, inspection, start-up, testing, training, O&M documentation and warranty period activities, a list of the expected written work products, an activity schedule, and a description of the rigor and scope of testing."
3. Perform a focused design review at the end of Design Development.
4. Assist design team members in developing their portions of the design intent. Approve their submissions.
5. Review energy modeling and lifecycle cost analysis.

b)Construction Document Phase:

"LEED" Requirements: "The CA shall review the construction documents to ensure that commissioning is adequately specified, that each commissioned feature or system can be commissioned and meets the design intent relative to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality and local environmental impacts. This review shall be fully documented."

Detailed Tasks include, but not limited to:

1. Coordinate the commissioning work during this phase.
2. Perform a focused review of the drawings and specifications when 50% and 95% complete.
3. Assist, review and approve the development of the design intent and operating parameters documentation by all design team members.
4. Develop a commissioning plan for the construction phase of the project.
5. Develop full commissioning specifications for all commissioned equipment. The commissioning specification will include a detailed description of the responsibilities of all parties included in the commissioning process; details of the commissioning process; reporting and documentation requirements, including formats; deficiency resolution; pre-functional checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.
6. Have the commissioning specifications approved by the A/E team and included in the A/E construction specifications.
7. Review energy model and life cycle cost analysis.

c) Construction and Acceptance Phase

"LEED" Requirements

The LEED program mandates levels of participation by the Commissioning Authority. Per the Prerequisite language "Verify the Installation, Function, Performance, Training and Documentation. The following shall be completed on each commissioned component, equipment, system or feature:

Focused Review of Submittals. "The contractor standard submittals of commissioned features and systems shall receive documented review by the CA to ensure that the feature being provided will meet the specifications and design intent, particularly as it relates to the environmentally responsive characteristics."

Installation Inspections. “The commissioned features and systems shall be inspected by the Commissioning authority during installation to ensure that they are properly installed according to the contract documents and manufacturer’s instructions, and that other building systems or components are not compromising the efficacy of the feature.”

Start-up and Checkout. “The contractor completes the start-up and initial checkout of all items listed in the contract documents. The start-up and checkout results shall be clearly documented according to the manufacturer’s written instruction and the contractor documents. The commissioning authority then applies appropriate sampling techniques to verify that start-up and initial checkout of all commissioned equipment is successfully completed. The commissioning authority shall ensure that the control system has successfully passed a complete point-to-point checkout and that each control point is commanding, reporting and controlling according to the intended purpose. For the LEED TM prerequisite, the commissioning authority shall verify that all sensors have been calibrated to ensure that the reported value in the control system represents the actual local value. Verify that all actuators have been adjusted to fully close and open dampers and valves and the reported values in the control system are correct, verified through visual observation.”

Functional Testing: “Functional testing, written, repeatable test procedures, prepared specifically for each project, shall be used to functionally test components and systems. These tests shall be documented to clearly describe the individual systematic test procedures, the expected system response or acceptance criteria for each procedure, the actual response or findings, and any pertinent discussion. After the initial checkout has been approved by the commissioning authority, the following modes shall be tested by the contractor:

“Each sequence in the sequence of operations and other significant modes. Sequences and control strategies not mentioned in the written sequences including startup, shutdown, unoccupied and manual modes, modulation up and down the unit’s range of capacity, power failure, alarms, component (unit and pump) staging and backup upon failure, interlocks with other equipment, and sensor and actuator calibrations.

“All larger equipment will be individually tested. Similar units that are numerous (e.g., many smaller rooftop packaged units, air terminal units, and exhaust fans) may have an appropriate sampling strategy applied. Heating equipment must be tested during the winter and air conditioning equipment must be tested during the summer, as appropriate to demonstrate performance under near-design conditions.”

O&M Manuals: “The commissioning authority shall review the O&M manuals for all commissioned features and systems to be provided to the facility staff for completeness and applicability. The O&M data shall be bound in spine-labeled three-ring binders, liberally divided with tabs to provide efficient access. Manuals will include: name, address and telephone number of the manufacturer or vendor and installing contractor, submittal data, operations and maintenance instructions with the model and features for this site clearly marked.”

Training: “The commissioning authority shall assemble written verification that training was conducted for all commissioned features and systems. The training shall be performed by qualified individuals for a sufficient duration to ensure that facility staff has all the information they need to optimally operate, maintain and replace the feature or system.

“Training shall include, as appropriate: general purpose of the system (design intent), use of the O&M manuals, review of control drawings and schematics, start-up, normal operation, shutdown, unoccupied operation, seasonal changeover, manual operation, controls set-up and programming, troubleshooting, alarms, interactions with other systems, adjustments and optimizing methods for energy conservation, relevant health and safety issues, special maintenance and replacement sources, tenant interaction issues and discussion of why this feature is environmentally responsive.”

d) Commissioning Report: “A commissioning report shall be delivered to the Owner after all but seasonally deferred functional testing is complete. The report shall include a list of each commissioned feature or system,

and the disposition of the commissioning authority regarding the feature or system's compliance with the contract documents. The following areas need to be addressed in the report: 1) design intent, 2) product specification, 3) installation, 4) functional performance and efficiency, 5) O&M review and recommendations, and 6) operator training. A written list of all outstanding commissioning issues and any testing that is scheduled for a later date, justified by seasonal conditions shall be included. A list of any compromises in the environmentally responsive features shall be given. All outstanding environmentally responsive feature deficiencies shall have been corrected or listed in the commissioning report. LEED TM staff will determine if any outstanding issues will delay LEED TM certification. An appendix shall contain all completed functional tests."

Detailed Tasks Include:

1. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules and technical expertise.
2. Coordinate the commissioning work and, with the construction manager (CM), ensure that commissioning activities are being scheduled into the master schedule.
3. Revise, as necessary, the current draft of the construction phase commissioning plan developed during design.
4. Plan and conduct a commissioning scoping meeting.
5. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures.
6. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
7. Review and approve normal Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews.
8. Write and distribute pre-functional tests and checklists.
9. Develop an enhanced start-up and initial systems checkout plan with Subs.
10. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
11. Witness all or part of the HVAC piping test and flushing procedure, sufficient to be confident that proper procedures were followed. Document this testing and include documentation in O&M manuals. Notify owner's project manager of any deficiencies in results or procedures.
12. Witness all or part of any ductwork testing and cleaning procedures, sufficient to be confident that proper procedures were followed. Document this testing and include documentation in O&M manuals. Notify owner's project manager of any deficiencies in results or procedures.
13. Approve pre-functional tests and checklist completion by reviewing pre-functional checklist reports or by direct site observation.
14. Approve systems startup by reviewing start-up reports and by selected site observation.
15. Review testing, adjusting and balancing (TAB) execution plan.
16. Oversee sufficient functional testing of the control system and approve it to be used for TAB, before TAB is executed.
17. Approve air and water systems balancing by spot testing and by reviewing completed reports and by selected site observation.
18. With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This may include energy management control system trending, stand-alone data-logger monitoring or manual functional testing. Submit to CM for review, and approval if required.
19. Analyze any functional performance trend logs and monitoring data to verify performance.
20. Coordinate, witness and approve manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
21. Maintain a master deficiency and resolution log and a separate testing record. Provide to the CM written progress reports and test results with recommended actions.

22. Witness performance testing of smoke control systems by others and all other owner contracted tests or tests by manufacturer's personnel over which the CA may not have direct control. Document and include in Commissioning Record in O&M manuals.
23. Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
24. Oversee and approve the training of the Owner's operating personnel.
25. Compile and maintain a commissioning record and building systems book(s)
26. Review and approve the preparation of the O&M manuals.
27. Provide a final commissioning report. The report shall include an executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning authority regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas: 1) Equipment meeting the equipment specifications, 2) Equipment installation, 3) Functional performance and efficiency, 4) Equipment documentation and design intent, and 5)Operator training. All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented. The functional performance and efficiency section for each piece of equipment shall include a brief description of the verification method used (manual testing, BAS trend logs, data loggers, etc.) and include observations and conclusions from the testing. Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, etc. Pre-functional checklists and functional tests (along with blanks for the operators) and monitoring data and analysis will be provided in a separate labeled binder.

e)Near-Warranty End or Post-Occupancy Review

"LEED" Requirements "The Commissioning Authority shall return to the site at 10 months into the 12-month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning.

"Also, the CA will interview facility staff and identify problems or concerns they have operating the building as originally intended. The CA shall provide suggestions for improvements and for recording these changes in the O&M and Re-commissioning Management manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports, documents and requests for services to remedy outstanding problems."

Detailed Tasks include:

1. Coordinate and supervise required seasonal or deferred testing and deficiency corrections and provide the final testing documentation for the commissioning record and O&M manuals.
2. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.
3. Assist in the development of a preventative maintenance plan, a detailed operating plan or an energy and resource management plan.

f)Systems To Be Commissioned

The following systems, including all components, controls, systems and items will be commissioned:

1. Central building automation systems, including linkages to remote monitoring and control sites (this excludes any security-related control systems or interlocks).
2. All equipment of the heating, ventilating and air conditioning systems.

3. Refrigeration systems.
4. Interface with Building Management System (BMS) for life safety systems (fire alarm, egress pressurization, fire protection)
5. Domestic and process water pumping systems.
6. Interface with BMS for emergency power and uninterruptible power supply (UPS) systems.
7. Lighting control systems.
8. Domestic hot water heating systems.
9. Rainwater harvesting systems.
10. Emergency Generator system. The generator system includes the fuel systems, transfer switches and parallel switches if required. This shall also include load bank testing (to falsely load the generator to simulate operating conditions that will occur when all the buildings are on line)."

1.5 Evaluation and Selection Process

A. Florida Statute 287.055 will be followed to secure the required firm. The Contracting Officer listed on the face page will be responsible for the selection process and will be the sole point of contact for all Respondents. In addition to the materials provided in the written responses to this RSQ, the County may utilize site visits or may request additional material, information, presentations or references from the Respondent(s) submitting qualifications packages.

1.6 Key Contractor Personnel

In submitting a qualifications package, the Respondent is representing that each person listed or referenced in the qualifications package shall be available to perform the services described for the County, barring illness, accident, or other unforeseeable events of a similar nature in which case the Respondent must be able to promptly provide a qualified replacement. In the event the Respondent wishes to substitute personnel, the Respondent shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

1.7 Negotiation:

The County reserves the right to negotiate any and all elements of this response.

1.8 Award Of Response:

The County reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to the County.

1.9 Time Limit To Submit Required Deliverables:

Within ten (10) calendar days after County notification to enter into contract, any successful respondent must furnish all deliverables required after award but prior to contracting. If any successful respondent fails to furnish the required deliverables within the required time frame, award to that respondent may be withdrawn and award made to the next highest rated respondent.

1.10 Prohibition Against Contingent Fees:

Any contract entered into as a result of this request for response shall contain the following statement.

> "I, as an authorized agent of ***[type firm name]*** warrant that ***[type firm name]*** has not employed or retained any company or person, other than a bona fide employee working solely for ***[type firm name]*** to solicit or secure this agreement and that [type firm name] has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for ***[type firm name]*** any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement."

1.11 Truth In Negotiation Certificate:

For each contract that exceeds one-hundred-fifty-thousand dollars ($150,000.00) any organization awarded a contract must execute a truth-in-negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete, and current, at the time of contracting. Any contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

1.12 Collusive Responses:

The respondent certifies, by submission of a response, that their response is made without any previous understanding, agreement or connection with any person, firm or corporation making a response for the same service with prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Any evidence of collusion among respondents and prospective respondents acting to illegally restrain freedom of competition by agreement to offer a fixed price, or otherwise, will render the responses of such responders void.

1.13 Conflict Of Interest:

A. If any officer, director, or agent of your organization is also an employee of the Lake County Board of County Commissioners, then you shall clearly identify in your response the name of the individual(s) and the position he or she holds in your organization. Further, you shall disclose the name(s) of any County employee(s) who owns, directly or indirectly, any interest in your organization or any of its branches. This does not include stock in a publicly traded organization unless the individual holds more than a ten- percent (10%) stake. You shall complete and have notarized a Conflict of Interest Form (Form A-1) and include it in your qualifications package.

B. If there is a conflict of interest as defined above and by Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, then the respondent cannot be considered for award.

SECTION 2.0 - ADMINISTRATIVE REQUIREMENTS AND INSTRUCTIONS

2.1. Request For Qualifications package Closing Date:

The original qualifications package along with the appropriate number of copies shall be sealed and delivered per instructions no later than date and time listed below. Any qualifications package received after this time will not be considered and will be returned unopened to the submitter at the submitter's expense.

2.2. Delivery of Qualifications Packages:

A. Unless the Qualifications Package is delivered in person by a person from the responding organization, **ALL** incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-X, UPS, DHL, private courier, etc) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility **PRIOR** to delivery to any Lake County Government facility, which includes the Lake County Procurement Services Office.

B. Each package shall be clearly marked: **RSQ 06-098 Consulting a Firm to Conduct Building Commissioning Services for the Lake County, South Government Complex**

C. If you plan on bringing your Qualifications Package **IN PERSON**, please bring it to:
LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 416
TAVARES, FLORIDA 32778

D. If you submit your Qualifications Package by the **U. S. POSTAL SERVICE**, please mail it to:
LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

E. If you submit your Qualifications Package by a **THIRD PARTY CARRIER such as Fed-X, UPS, DHL, or a private courier**, please address it to:
LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
416 W. MAIN STREET
TAVARES, FL 32778

F. To be considered a Qualifications Package must be received and accepted in the Procurement Services Office prior to the official Closing date and time.

G. Allow sufficient time for transportation and inspection.

H. **A Qualifications Package will not be considered for award if received in the Procurement Services Office after the official closing date and time regardless of when or how it was received by the Lake County Clerk of the Circuit Court Mail Receiving Center.**

I. Facsimile (fax) or electronic submissions will not be accepted.

2.3. Public Opening:

A. At the date and time specified, all qualifications packages that have been timely accepted by the County will be formally opened and accepted for consideration. The names of the firms submitting qualifications packages will be read aloud and recorded.

B. Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings should contact the Office of Procurement Services in Tavares 352.343.9839 at least five (5) days prior to the date.

2.4. Questions Concerning RSQ:

A. Questions concerning any portion of this RSQ shall be directed in writing [fax and e-mail accepted] to the below name individual who shall be the official point of contact for this RSQ. Questions should be submitted at least seven (7) days before the closing date.

B. Mark subject line or cover page or envelope **"Questions on RSQ 06-098 Consulting Firms to Conduct Building Systems Commissioning for the South Tavares Government Complex**

C. Submit questions to:

Donna Thielhart, Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800
Phone: 352.343.9839, Fax: 352.343.9473,
E-mail: dthielhart@co.lake.fl.us

D. Failure by a potential Respondent to ask questions or request changes by the dates indicated above shall constitute the Respondent's acceptance of the requirements set forth in this RSQ.

E. No answers given in response to questions submitted shall be binding upon this RSQ unless released in writing as an addendum to the RSQ by the Office of Procurement Services.

2.5 Respondents Responsibility / Clarification and Addenda:

A. While the County has used considerable efforts to ensure an accurate representation of information in this RSQ, each prospective Respondent is urged to conduct its own investigations into the material facts and the County shall not be held liable or accountable for any error or omission in any part of this RSQ.

B. It is incumbent upon each prospective Respondent to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing [fax 352.343.9473 or e-mail are acceptable] in accordance with procedures set forth herein. The County will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

C. If the County revises (amends) this RSQ, the Lake County Office of Procurement Services notice will be posted on the Lake County Internet site: http://www.lakegovernment.com/departments/procurement_services/open_bids.aspx

D. You must acknowledge each amendment in your proposal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. It is solely your responsibility to ensure that you have received all addendums to this RSQ before submitting your proposal.

E. A Respondent, by submitting a qualifications package represents that the Respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the Respondent is familiar with the local conditions under which the awarded Respondent must perform.

F. Before submitting a qualifications package, each Respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the Respondent will rely. If the Respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Respondent for additional compensation or relief.

2.6 Restricted Discussions:

A. From the date of issuance of the RSQ until final County action, the Respondent shall not discuss the RSQ or any part thereof with any employee, agent, or representative of the County except as expressly authorized by the County point of contact identified above for this solicitation. Violation of this restriction will result in REJECTION of the Respondent's qualifications package.

B. No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any County employee. Only those communications that are in writing from the authorized County point of contact identified above shall be considered pertinent to this RSQ. Only communications from the Respondent that are signed and in writing will be recognized by the County as duly authorized expressions on behalf of the Respondent.

2.7 Conflict of Interest Disclosure:

Each Respondent shall complete and have notarized the attached disclosure form (Form A-1) of any potential conflict of interest that the Respondent may have due to ownership, other clients, contracts, or interest associated with this project.

2.8 Public Entity Crimes:

A. Pursuant to Section 287.132 and 287.133 Florida Statutes, the County, as a public entity, may not consider a qualifications package from, award any contract to, or transact any business in excess of the threshold amount set forth in Section 287.017 Florida Statutes with any person or affiliate

on the convicted contractor list for the time periods specified unless such person has been removed from the list pursuant to law.

B. **By submitting a qualifications package in response to this RSQ, you are certifying that Sections 287.132 and 287.133, Florida Statutes do not restrict your rights to submit a qualifications package to the County.**

2.9 Qualifications Package:

A. See **Section 4: Submittal Requirements** for additional requirements.

B. The qualifications package forms shall be signed by an official authorized to legally bind the Respondent to its provisions.

C. Terms and conditions differing from those in this RSQ shall be cause for disqualification of the qualifications package.

D. If you elect to submit more than one qualifications package, then each qualifications package shall be submitted as set forth in **Section 4, Submittal Requirements.**

2.10 Withdrawal of Qualifications package:

You may withdraw your qualifications package or modify it at any time prior to the official closing date and time. You shall be required to produce photo identification that satisfies the County prior to withdrawal or modification of your qualifications package. Negligence upon your part in preparing your qualifications package confers no right of withdrawal after the time fixed for the submission of qualifications packages.

2.11 Presentations / Post-closing Discussions:

A. The County, at its sole discretion, may ask any Respondent to make an oral presentation and/or demonstration without charge to the County. The County reserves the right to require any Respondent to demonstrate to the satisfaction of the County that the Respondent has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The demonstration must satisfy the County, and the County shall be the sole judge of compliance.

B. The County reserves the right to conduct discussions with any Respondent(s) who has (have) a realistic possibility of contract award

C. Respondents are cautioned not to assume that they will be asked to make a presentation and should include all pertinent and required information in their original qualifications package.

2.12 Minor Irregularities:

The County reserves the right to waive minor irregularities in submitted qualifications packages, providing such action is in the best interest of the County. Minor irregularities are defined as those that have not adverse effect on the County's best interests, and will not affect the outcome of the selection process by giving the Respondent an advantage or benefit not enjoyed by other Respondents.

2.13 Qualifications package Acceptance / Rejection:

The County reserves the right to accept of reject any or all qualifications packages received as a result of this RSQ, or to negotiate separately with competing contractors. The County reserves the right to waive any informalities, defects, or irregularities in any qualifications package, or to accept that qualifications package, which in the judgment of the proper officials, is in the best interest of the County and the citizens of Lake County.

2.14 Incurred Expenses:

This RSQ does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any Respondent in preparing and submitting a qualifications package or offer, or any cost or expense incurred by any Respondent prior to the execution of a purchase order or contract agreement. By submitting a qualifications package, you, the Respondent, agree that all costs associated with the preparation of your qualifications package will be solely your responsibility. You also agree that the County bears no responsibility for any costs associated with the preparation of the qualifications package, preparing and delivering presentations, and/or any administrative or judicial proceedings resulting from this solicitation process.

2.15 Award:

A. It is understood that the County is not obligated to make an award under or as a result of this RSQ or to award such contract, if any, on the basis of lowest cost or one factor alone. The County reserves the right to award such contract, if any, to the best qualified Respondent(s).

B. The County has the sole discretion and reserves the right to cancel this RSQ, and to reject any and all qualifications packages, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so.

C. Any qualifications package that is contingent upon an award or a contract for any additional service shall be rejected and not considered for an award.

D. In the event of default by the awarded Respondent, the County reserves the right to negotiate and award the contract to the next best qualified Respondent without any further competition.

2.16 Disputes/Exceptions:

A. Any prospective Respondent who disputes the reasonableness or appropriateness of any item within this RSQ document, any addendum to this RSQ document, notice of award or notice of rejection shall set forth the specific reason and facts concerning the dispute, in writing, within five (5) business days of the receipt of the qualifications package document or notification. The written dispute shall be sent via certified mail or delivered in person to the point of contact set forth above and shall be addressed to the County, who shall review the written dispute and render a decision which shall be considered final.

B. Any prospective Respondent who may have any exceptions to any requirements set forth in this RSQ or the scope of work may identify the item(s) that exception is taken to, including the reason and include these item(s) in a separately marked section of their submitted qualifications package. All such exceptions shall be evaluated by the County or his designee.

2.17 Minimum Qualification Requirements:

The qualification requirements set forth as the Scope of Services (Section 1.4 and 1.5) are the minimum requirements for this RSQ. They are not intended to limit competition nor specify any particular Respondent.

2.18 No Confidentiality Of Information:

A. When the qualifications package is opened, it becomes a public record, except as listed below. All material submitted becomes the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to this RSQ. Selection or rejection of a qualifications package does not affect this right.

B. The County is governed by the Public Record Law, Chapter 119, Florida Statutes (F.S.). Respondent hereby notified that all information submitted as part of or in support of a bid submittal will be available for public inspection after the proposal closing date in compliance with Chapter 119 of the Florida Statute popularly known as the "Public Record Law." The respondent not submit any information in response to this solicitation, which the proposed considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the respondent, unless such information is exempt or confidential under the Public Records Act.

C. Also pursuant to Section 119.071 (1) (c), F.S., financial statements will be exempt from examination by anyone other than legally authorized County employees or agents. The County will maintain the confidentiality of such financial data to the extent provided by law.

SECTION 3.0 - INSURANCE REQUIREMENTS

3.1 Each Respondent shall include in its proposal package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the Respondent must have the coverage prior to submittal, but, that the coverage must be purchased and in place prior to a purchase order or contract being executed by the County.]

3.2 A certificate of insurance indicating that the awarded Respondent (contractor) has coverage in accordance with the requirements of this section shall be furnished by the contractor to the Contracting Officer within the time period set by the County and before any work begins.

3.3 The contractor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance insuring the contractor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the contractor under the terms and provisions of the contract.

3.4 Such policies of insurance shall insure the contractor in accordance with the following minimum limits:

- General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	$500,000
Products-Completed Operations	$500,000
Personal & Adv. Injury	$500,000
Fire Damage	$50,000
Medical Expense	$5,000
Contractual Liability	

- Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	$300,000
or	
Bodily Injury (per person)	$100,000
Bodily Injury (per accident)	$300,000
Property Damage	$100,000

- Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the contractor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

- Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of $500,000 and annual aggregate of $1,000,000.

3.5 Certificate(s) of Insurance

- **Lake County, A Political Subdivision Of The State Of Florida, And The Board Of County Commissioners**, shall be named as additional insured as their interest may appear on the general liability policy

- Certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change or cancellation of the required insurance.

- Certificate(s) of insurance shall identify the contract number, in the Description of Operations section of the Certificate.

- Certificate holder shall be:

  LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
  P.O. BOX 7800
  TAVARES, FL 32778-7800

3.6 The contractor shall be responsible for subcontractors and their insurance.

3.7 All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such deductible or self-insured retention; or the contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

3.8 All insurance companies must be authorized to transact business in the State of Florida.

3.9 The County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the contractor and/or subcontractor providing such insurance.

3.10 Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

3.11 Neither approval by the County of any insurance supplied by the contractor, nor a failure to disapprove that insurance, shall relieve the contractor of full responsibility of liability, damages and accidents as set forth herein.

SECTION 4.0 – SUBMITTAL REQUIREMENTS

4.1 Firms, organizations, joint ventures, or individuals (hereafter "respondent") interested in submitting a qualifications package (offer) in response to this RSQ shall submit one (1) original, marked "ORIGINAL," and five (5) copies, each marked "COPY," of their qualifications package for review and evaluation by the County. Failure to provide the required copies and information may result in the qualifications package not being considered.

Proposals

Proposals shall succinctly provide sufficient information to allow Lake County to evaluate the Respondent's approach, experience, staff and availability. To demonstrate the required experience, interested firms shall submit the following as part of their proposal:

a) A sample commissioning plan from one project they have commissioned
b) A sample of functional and performance tests for one commissioned project (this shall be from a different project than the sample commissioning plan noted above)
c) Discussion of Respondent's approach to the Project. For example, what information is needed, how functional tests are developed, and what test equipment is typically used for this type of Project.
d) Resumes of staff to be assigned to the Project and a statement regarding availability of staff to begin the Project.

4.2 Economy of Presentation

Each qualifications package shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the conditions and requirements of this RSQ. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is **mandatory** that Respondent follow the format and instructions contained herein. The County is not liable or responsible for any costs incurred by any Respondent in responding to this RSQ including, without limitation, costs for presentations and/or demonstrations if requested.

4.3 Qualifications package Guidelines

A. To facilitate analysis of its qualifications package, the Respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the Respondent's qualifications package deviates from these instructions, such qualifications package may, in the County's sole discretion, be rejected.

B. The County **EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT**

C. Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.

D. Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective sections. If no abbreviations and/or acronyms are used, then a Glossary is not required.

E. Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

F. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.

G. Binding and Labeling - All Sections of the qualifications package should be spiral bound, with section tabs, which shall permit the qualifications package to lie flat when opened. Staples shall not be used.

H. Electronic submission of qualifications packages is not permitted for this solicitation.

4.4 Qualifications package Sections:

The Respondent shall organize its qualifications package into the following major sections.

COUNTY'S RSQ COVER SHEET

TAB –A – STATEMENT OF INTEREST: To be submitted on the firm's letterhead.
The statement of interest shall:

- Concisely state the firm's understanding of the services required by the County.
- Include additional relevant information not requested elsewhere in the RSQ.
- The signature on the statement shall be that of a person authorized to represent and bind the firm.

Tab A shall also contain a properly completed, signed, and notarized Form A-1 Conflict of Interest Disclosure Form.

TAB B – FIRM PROFILE: Complete Form 1. Attach a copy of the Firm's current State of Florida Board of Professional Regulation License.

TAB C – TEAM COMPOSITION AND SUBCONSULTANTS: Complete Form 2. List the key people proposed for the County's project along with any proposed sub consultants. Attach a copy of each person's current State of Florida Board of Professional Regulation License. Additional resumes and/or information about the individuals proposed on this team may be attached.

TAB D – LOCATION AND PERCENTAGE OF WORK TO BE COMPLETED: Complete

Form 3.

TAB E – SIMILAR PROJECTS: Complete Form 4. This form may be reproduced.

TAB F – VOLUME OF WORK: Complete Form 5.

TAB G – ADDITIONAL INFORMATION: Complete Form 6.

FORM A-1

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY that

1. I *(printed name)* _____am the *(title)* _____ and the duly authorized representative of the firm of *(Firm Name)* _____ whose address is _____ _____, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project;
And,

3. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and described before me this _____ day of _____. 2003.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

_____ My Commission expires _____
(Type of Identification)

_____
(Printed, typed or stamped commissioned name of Notary Public)

FORM 1

FIRM PROFILE

Proposed Discipline: _____

<table>
<tr><td rowspan="3">1. Firm (or joint venture) Name & Address</td><td>1c. Licensed to do business in the State of Florida
_____ Yes _____ No</td></tr>
<tr><td>1d. Name, Title & Telephone Number of Principal to Contact</td></tr>
<tr><td rowspan="2">1a. Firm is ____ National ____ Regional ____ Local

FEIN # _____</td><td rowspan="2">1e. Address of office to perform work, if different from Item 1</td></tr>
<tr><td>1b. Firm is a Certified Minority Business Enterprise ____ Yes ____ No</td></tr>
<tr><td colspan="2">2. Please list the number of people by discipline that your firm/joint venture will commit to the County's project.</td></tr>
<tr><td colspan="2">3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:

3a. Has this joint venture previously worked together? ____ Yes ____ No</td></tr>
</table>

Form 2

TEAM COMPOSITION

Name of Prime Firm: _____

Role	Name and City of Residence of individual assigned to the project	Florida Active Registrations Number
Principal-in-Charge		
Project Manager		
Project Engineer (or Architect)		
Project Construction Administrator		
List other Key Members:		

Sub Consultants:

Role (i.e. Civil Engineering, Environmental, Landscape Architectural…)	Company Name & Address of Office Handling this Project	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? _____ yes _____ no

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.

FORM 3

LOCATION

1. Specify address of Prime Consultant's designated office where the majority of work on this project will be performed:

2. Indicate percentage of total over-all project fees projected to be performed on this project by the Prime Consultant's office specified above. (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)

_____%

3. Specify address of Prime Consultant's other office)s) where any part of the work on this project will be performed (if applicable):

4. Indicate percentage of total over-all fees projected to be performed on this project by the office specified above. Do not include percentage of fees anticipated to be performed on this project by sub-consultants.

_____%

5. Indicate percentage of total over-all fees projected to be performed on this project by firms located within Lake County including the prime consultant and sub-consultants, utilizing information supplied above and on Form 2.

_____%

FORM 4

PROFESSIONAL PERSONNEL FOR SIMILAR PROJECTS

Work by firm or joint venture members which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects.

<table>
<tr><td colspan="2">4. Project Name & Location

Project Manager:</td><td rowspan="2">Project Owners Name & Address</td></tr>
<tr><td colspan="2">Completion Date (Actual or Estimated</td></tr>
<tr><td colspan="2">Estimated Cost (In Thousands)</td><td rowspan="2">Project Owner's Contact Person, Title, & Telephone Number</td></tr>
<tr><td>Entire Project

$</td><td>Work for which firm was/is responsible

$</td></tr>
<tr><td colspan="3">Scope of Entire Project (Please give quantitative indications wherever possible)</td></tr>
<tr><td colspan="3">Nature of Firm's Responsibility in Project (Please give quantitative indications wherever possible)</td></tr>
<tr><td colspan="3">Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</td></tr>
</table>

FORM 5

Prime Consultant's volume of work performed for the Lake County Board of County Commissions
As a prime consultant and as a sub consultant – currently and previously

Name of Project (include continuing contracts)	Prime or Sub	Total Contracted Fee Amount	Approximate date of award of contract

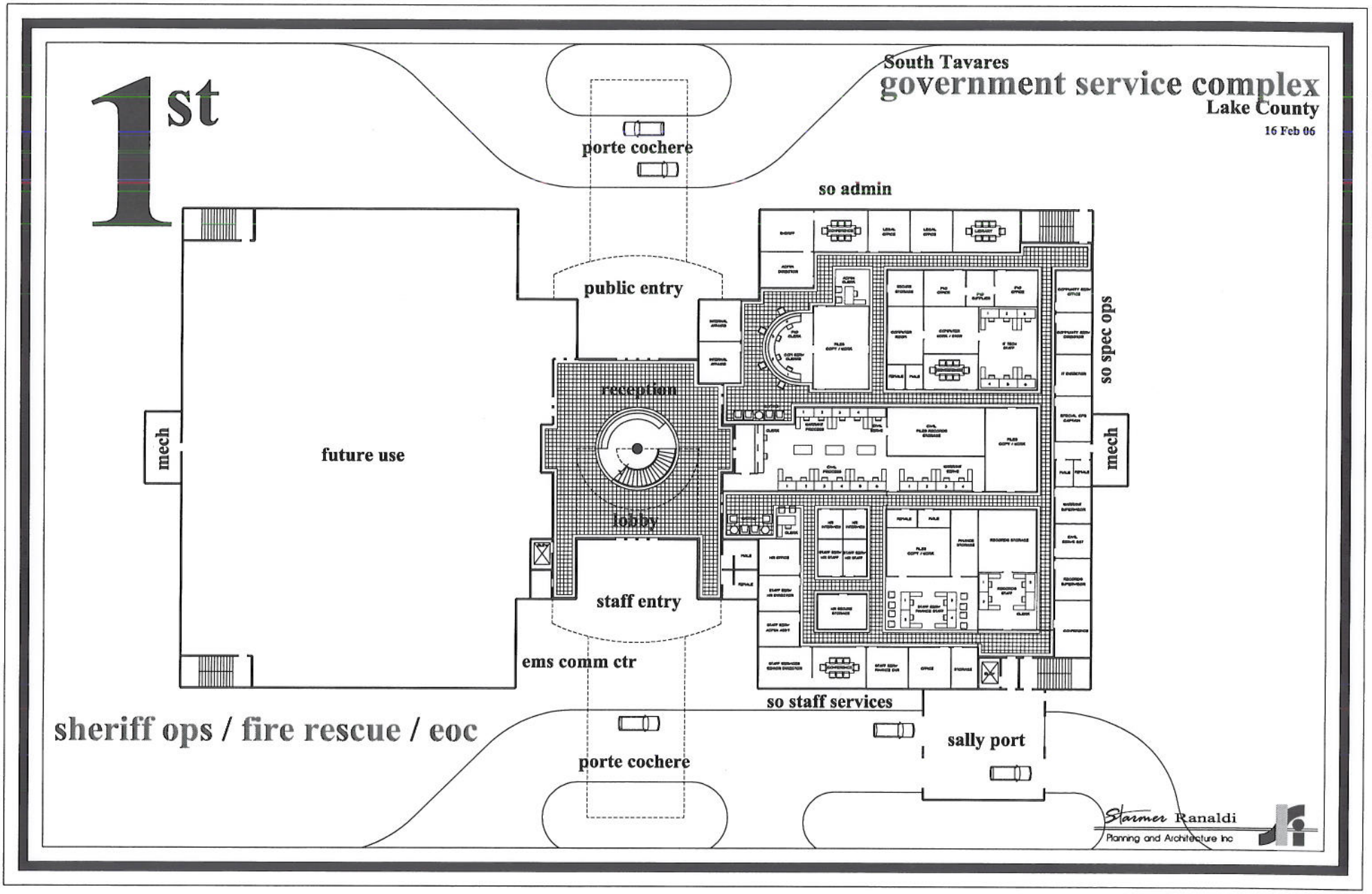
FORM 6

Use this space to provide any additional information or description of resources (Including any design capabilities) supporting your firm's qualifications for the County's project.

The foregoing is a statement of facts.

Signature _____ Telephone Number _____

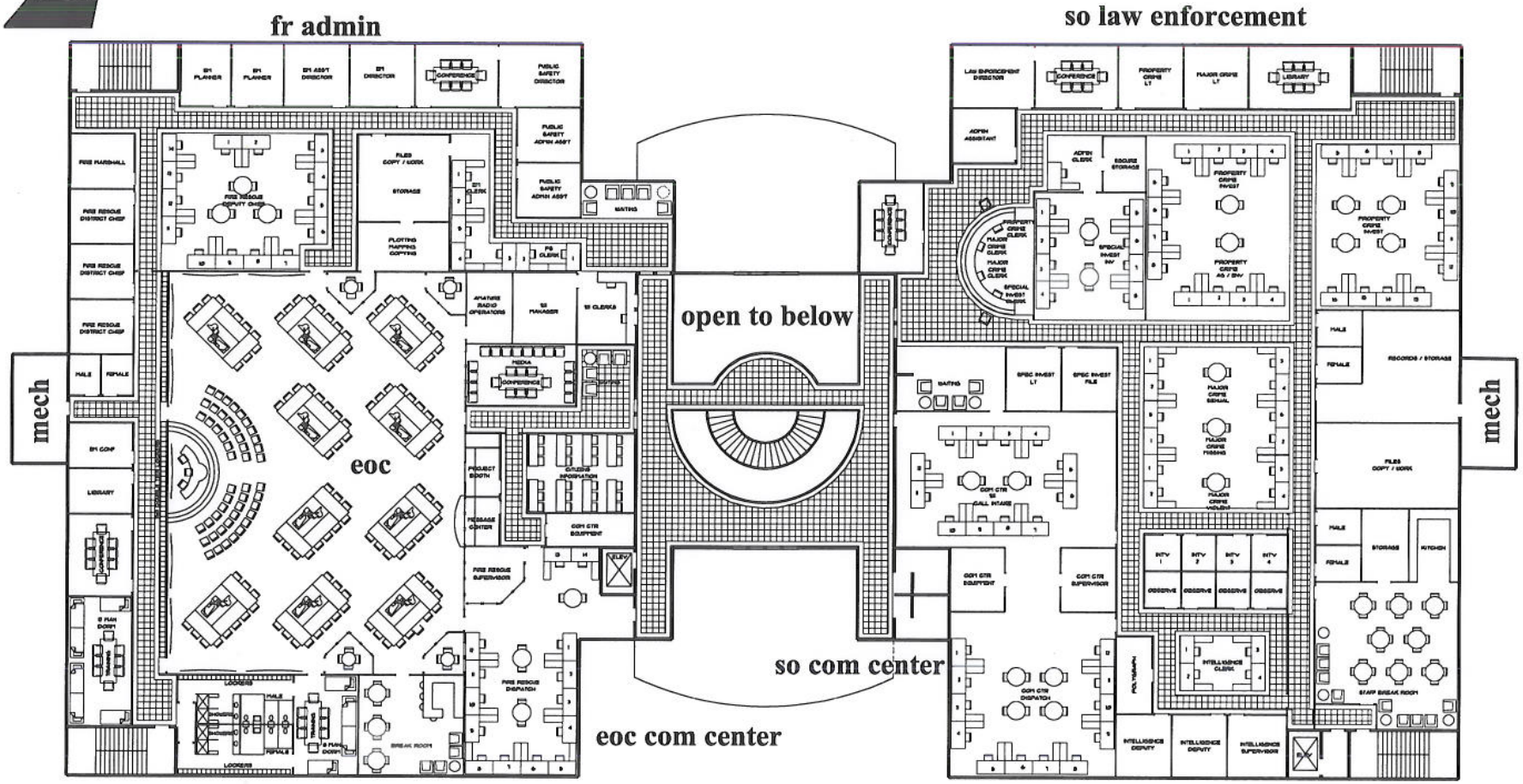
Typed Name and Title: _____


1st
South Tavares
government service complex
Lake County
16 Feb 06
porte cochere
so admin
public entry
reception
lobby
staff entry
future use
mech
ems comm ctr
so spec ops
mech
so staff services
sally port
sheriff ops / fire rescue / eoc
porte cochere
Starmer Ranaldi
Planning and Architecture Inc

2nd

South Tavares
government service complex
Lake County

16 Feb 06



sheriff ops / fire rescue / eoc

Starmer Ranaldi
Planning and Architecture Inc

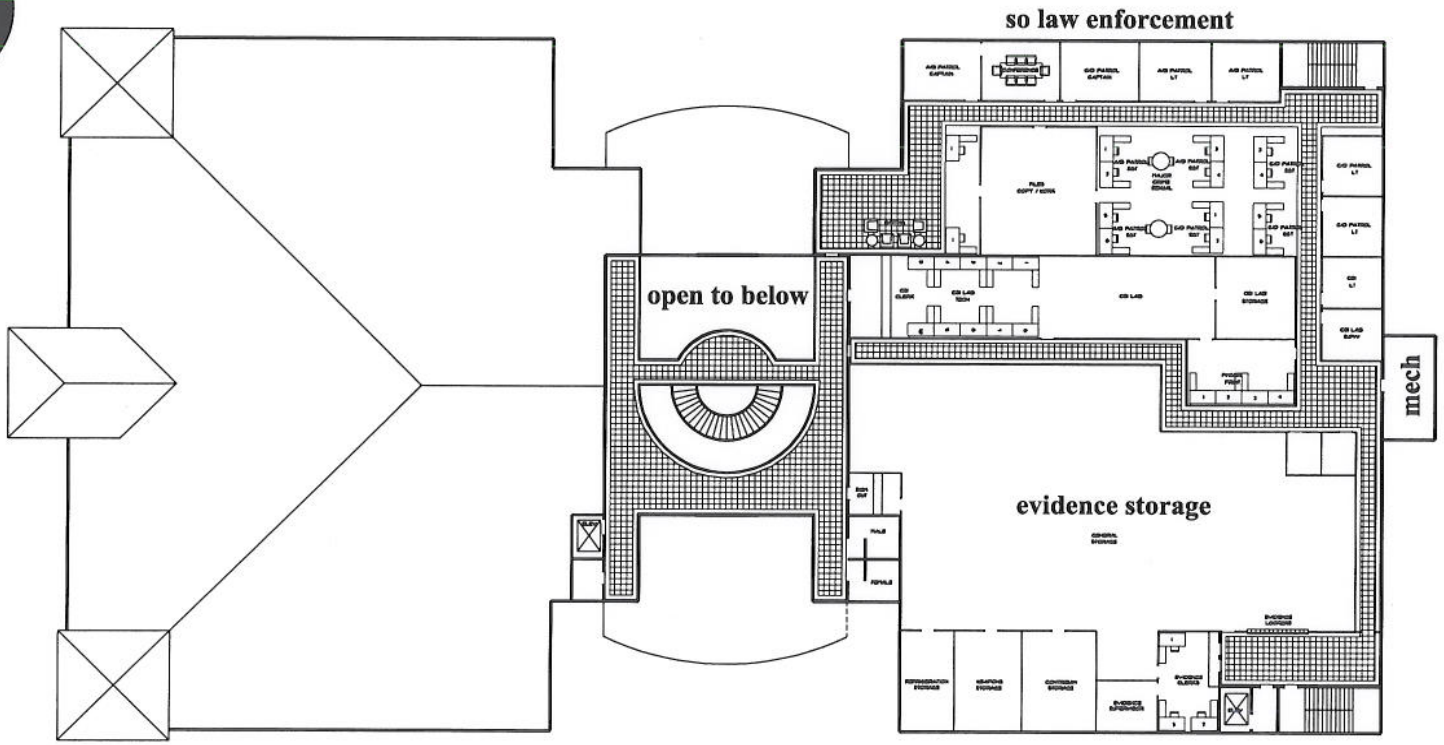
South Tavares

government service complex

Lake County

27 Jan 06

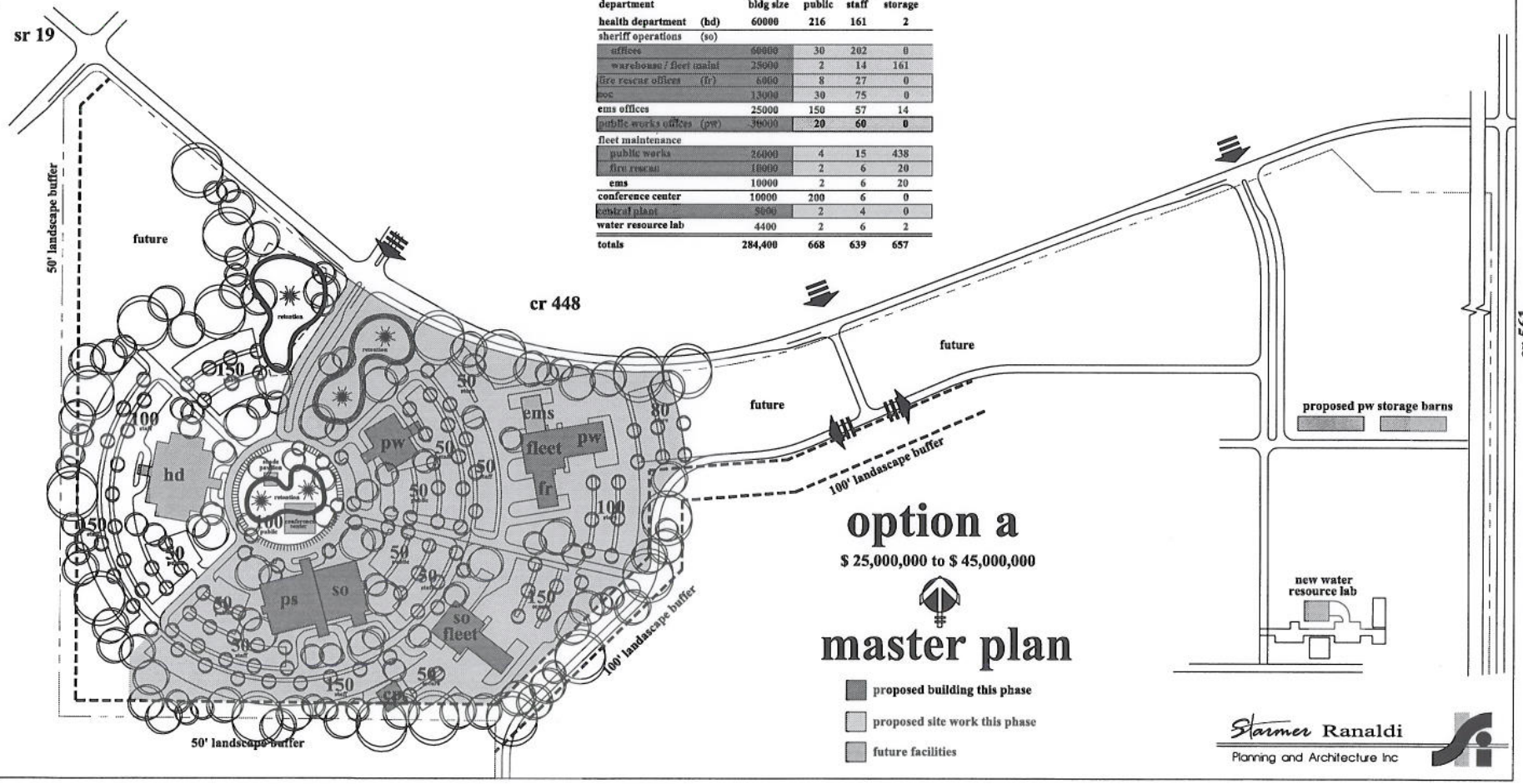
3rd



Starmer Ranaldi

Planning and Architecture Inc

South Tavares
Government Services Complex
Lake County

6 Apr 06

department		bldg size	parking public	parking staff	parking storage
health department	(hd)	60000	216	161	2
sheriff operations	(so)				
offices		60000	30	202	0
warehouse / fleet maint		25000	2	14	161
fire rescue offices	(fr)	6000	8	27	0
eoc		13000	30	75	0
ems offices		25000	150	57	14
public works offices	(pw)	30000	20	60	0
fleet maintenance					
public works		26000	4	15	438
fire rescue		18000	2	6	20
ems		10000	2	6	20
conference center		10000	200	6	0
central plant		8000	2	4	0
water resource lab		4400	2	6	2
totals		284,400	668	639	657