

Request for Qualifications

Enhanced Commissioning Services

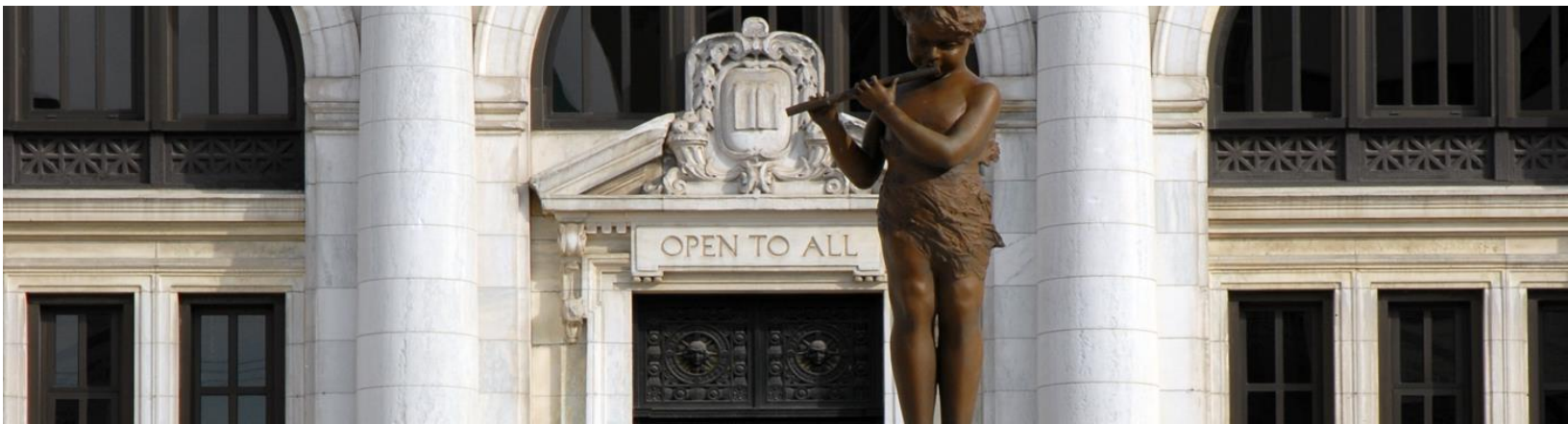
RFP Number: CML #19-008

Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

Friday, March 29, 2019
No later than 12:00 NOON EST



Wanda Dixon, Procurement Analyst
 Procurement Department
 Telephone: (614) 849-1034; FAX: (614) 849-1134
wdixon@columbuslibrary.org

REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library is seeking sealed, signed, written submittals from qualified engineering firms to provide **Enhanced Commissioning Services** according to the requirements described in the Scope and other documents included with this Request for Qualifications (RFQ). The Proposal Identification Number is RFQ CML 19-008.

Sealed submittals will be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than Noon on Friday, March 29, 2019**. Any proposals arriving after Noon will be marked late and will receive no consideration for selection to provide the specified equipment, supplies and/or services.

Any questions or clarifications regarding this RFQ should be sent to procurement@columbuslibrary.org. All questions should be submitted no later than Friday, March 15, 2019.

The vendor declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed.

The vendor certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)		Title
Vendor Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

Purpose

The Columbus Metropolitan Library (the Library) is seeking proposals from qualified firms, required to have a presence in the State of Ohio, to provide Enhanced Commissioning Services in connection with the Library's 2020 Vision Plan Phase II building program.

Services are required for four new branch library buildings, which are part of the 2020 Vision Plan Phase II building program:

- A new facility to replace the existing Karl Road branch,
- A new facility to replace the existing Reynoldsburg branch.
- A new facility to replace the existing Gahanna branch, and
- An addition and renovation to the existing Hilltop branch.

It is anticipated that a single firm will be selected for these locations, with the option to add future buildings as they are identified in the future to the scope of the project for which enhanced commissioning services are to be provided through December 31, 2024.

The Columbus Metropolitan Library is a county district library organized and existing under Chapter 3375 of the Ohio Revised Code and is a political subdivision of the State of Ohio.

Scope of Work

- The selected firm will act as the owner's advocate and represent the owner in managing the design and construction process to attain the maximum energy efficiency and overall best sustainable practices as it relates to the total ownership cost of the facility, considering both startup costs and long-term operational costs.

Pre-Construction Phase

- Assist the owner in the development and enforcement of a robust Owner's Project Requirements (OPR). The OPR will contain the owner's desire for energy, water, and gas efficiency, etc., for the life of the building. The OPR will define the economic criteria for the design team to evaluate efficiency options and the methodology used to determine building savings. The commissioning agent will be required to validate all such calculations.
- Simultaneously with the development of the OPR, the enhanced commissioning agent (ECA) will evaluate the Basis of Design (BOD) to insure the requirements of the OPR are met and expanded to enable the functional testing and commissioning of the systems.
- The (ECA) will provide a check list of standard energy efficient features in building design, one each for the architect, electrical engineer and mechanical engineer. The check list will provide a self-review mechanism for common and basic energy efficiency items, including but not limited to: lighting power density, EER/SEER/equipment efficiency, wall and roof insulation quantity and R-value, specification of DCV/economizers/heat wheels, etc. Within the checklist a space will be provided for architects and engineers to list specific energy efficient features in the building design.

- Develop and implement a Commissioning Plan. Update the Commissioning Plan throughout the design and construction phase. The Commissioning Plan shall include the Commissioning Schedule.
- Provide the Commissioning Specifications during the design phase to be included in the Construction Documents. The Commissioning Specifications shall include construction checklists as required and Functional Testing procedures.
- Assist the owner in review and approval of all design documents to insure the design will meet the owner's energy efficiency aspirations as well as the requirements set forth in the OPR.
- Assist the owner in review and approval of preliminary and final construction documents.
- Assist the owner in review of the design documents to insure the design will meet the requirements of the OPR and BOD and will meet the energy efficiency aspirations.
- Assist the owner in review of the documents at the following design stages: schematic design, design development, prior to mid-construction document phase and final construction document phase. At each review, provide a list of issues/concerns to the design team. Back-check the review comments in each subsequent design submission and provide feedback of the back-check to the owner.
- Meetings: Predesign, design document and construction document meetings between the owner, ECA and the design team as required.

Construction Phase

- Review submittals applicable to systems being commissioned. Provide comments for non-compliance.
- Chair Pre-Commissioning meeting with the Construction Team.
- Lead periodic commissioning meetings. Prepare meeting minutes for all meetings.
- Prepare and issue commissioning reports and issues logs and distribute to the construction team.
- Review O&M manuals.
- Assist the construction team in developing an owner training schedule. Verify the equipment training by the contractors for the occupants and staff.
- Provide Systems manual.
- Provide summary commissioning report.

Post Construction

- Review the building operation within 10 months after substantial completion.
- Provide copies of the commissioning report and systems manual to the Owner.

The proposal should include commissioning and functional testing of the following equipment/systems, (even if this equipment does not directly affect the energy usage of the building)

- 100% HVAC Equipment (partial testing or sample testing is not acceptable). The testing shall include all control devices.

- 100% Domestic Heating water system to include mixing valves and recirculating pumps and verification of recirculating system.
- 100% Plumbing; storm sewer sump pumps and sanitary sew sump pumps.
- 100% Lighting Controls (partial testing or sample testing is not acceptable)
- Emergency Generator: Witness and provide a report for the load bank testing. Include fuel oil transfer pump testing as required.
- 100% Fire Damper/Smoke damper testing: with the contractor, test all fire and smoke dampers. Provide documentation. Test to be performed prior to Fire Marshal Life Safety Testing.

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Offeror's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal. Please refer to Appendix A, *Offeror's Diversity & Inclusion Participation Form* to submit or denote omission of participation.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal for Work on the Project, the Offeror acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Offeror agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Offeror further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Offeror represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

Proposal Format

To facilitate comparison of proposals, vendors must submit proposals in a format that corresponds to the outline below. Proposals must include a table of contents listing all sections.

- A. RFQ Cover Sheet – signed by an officer of the firm.
- B. A summary statement, in clear terms, of your understanding of the proposed projects and description to your approach, including a proposed work plan.
- C. Statement as to the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.

- D. Provide a list of projects, highlighting library and other public projects in central Ohio, over the past five (5) years in which the firm has been involved as an ECA. For each project, please include:
 - i. Brief description of the project, including square footage, etc.
 - ii. Owner's name, address, contact person phone number and email address.
- E. Provide the name of all team members, including consultants, that would be assigned to the specific projects identified and the role that they will play. Include a brief description of certifications, skills and abilities of each team member. Roles performed by consultants must be clearly identified.
- F. The proposed Commissioning agent must have documented commissioning authority experience in at least 6 library (or similar) building projects.
- G. Describe the firm's process, approach and methodology.
- H. Describe the firm's Project Management philosophy, including progress meetings and presentations to the Library's key stakeholders. Provide examples of reports used to document the progress and status of the project.
- I. Latest audited financial statements and/or any other documentation that provides evidence of financial responsibility.
- J. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, that may be useful and applicable to the Library's 2020 Vision Plan Phase II building program and specifically to the mentioned projects.
- K. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five years or any declaration of default or termination for cause against the firm with respect to ECA services. In addition, state whether during the past five years the firm has been suspended from submitting proposal or entering into any government contract.

Selection Process

The Library's selection team will review all proposals and evaluate responses to the RFQ. Firms will be ranked, as required by the qualification-based selection process set forth in Ohio Revised Code Section 9.33, et seq.

The selection team will then rank the firms on the basis of qualifications and begin contract negotiations with the firm or firms ranked most qualified for the options being considered at this time. If the Library is unable to reach an acceptable price for services with the top-ranked firm(s), the Library will terminate negotiations and move on to the next ranked firm.

The Library is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

Evaluation Criteria

The qualifications for the Enhanced Commissioning Agent and the basis for the evaluation of qualifications submitted will be:

- Experience of the firm and its employees with comparable projects, including size, nature and complexity.
- Competence to perform the required services as indicated by the qualifications of the team assigned to the project.
- Demonstrated ability to perform the services competently and expeditiously.

- Past performance as reflected in evaluations of previous clients and other professionals with whom the firm has worked, past performance with the Library if applicable, with respect to factors such as control of costs, quality of work, ability to meet deadlines, and ability to work cooperatively with the Owner and other professionals involved with the Project and subsequent phases
- Evidence of financial responsibility.

Proposal Submission Requirements

Each Offeror must submit one (1) original signed in blue ink, six (6) copies, and one(1) MS-Windows formatted USB Flash Drive. All proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number CML#19-008 and title of the RFQ clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library
Attn: Wanda Dixon, Procurement Analyst
96 South Grant Avenue
Columbus, OH 43215

Proposals may also be delivered in person to the First Floor Main Circulation Desk at the Columbus Metropolitan Library located at 96 South Grant Avenue, Columbus, Ohio 43215.

Proposals will be accepted until the time indicated in the RFPQ. The Library is not responsible for any late mail or late special service deliveries.

Proposal Questions

All questions regarding this RFQ must be sent to procurement@columbuslibrary.org and must reference the RFQ Identification Number and title of the RFP no later than 5:00 p.m. on Friday, March 15, 2019. Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business. Answers will be posted no later than 5:00 p.m. on Friday, March 22, 2019.

Projected Timeline

The projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity and through a notice published on the "Doing Business with the Library" page of the Library's website www.columbuslibrary.org/about/doing-business.

Activity	Target Completion Date
Issuance of RFQ, Inquiry Period Begins	March 8, 2019
Inquiry Period End	March 15, 2019
Final Response to Vendor Questions	March 22, 2019
Proposal Due Date	March 29, 2019 at Noon
Evaluation and Selection of Qualified Firms	March 29 – April 19, 2019

Columbus Metropolitan Library

Standard Contract Terms and Conditions

Contract Components. Entirety. Changes Interpretation

Contract Components: This contract consists of this document, the Standard Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications or scope of work (SOW), and any written amendments to this document, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the “Contract”).

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a SOW submitted to CML in response to a request (referred to as the Contractor in these Terms and Conditions) and Columbus Metropolitan Library (CML).

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order supplies or services under this Contract from the Contractor directly. The Contractor may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML. The Contractor is not required to fill an order date more than 30 days beyond the date of Contract expiration, termination or cancellation, unless the Contract provides for a quarterly delivery or quarterly service. Under a Contract that provides for quarterly delivery, the Contractor is not required to fill an order with a delivery date of more than 90 days beyond the date of Contract expiration, termination or cancellation.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A “proper Invoice” is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Contractor noting the areas of discrepancy.

Payment: In consideration for the Contractor’s performance, CML will pay the Contractor at the rate specified in the contract. *Payments will be made by electronic funds transfer (EFT).* For all transactions, the Contractor must have a valid W9 form on file with the Finance Department. The completed form should be mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for supplies and services it has received and accepted, unless otherwise indicated herein.

Taxes: Columbus Metropolitan Library is exempt for all federal, state and local taxes as CML is a political subdivision of the State of Ohio.

Term of Contract: This contract is effective upon the projected beginning date of the Contract Cover Page or upon signature of CML by the Fiscal Officer, whichever comes later in time. This Contract will remain in effect until the Contract is fully performed by both parties or cancelled in accordance with the Terms found herein.

Contract Renewal: This contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by agreement of both parties, any number of times for any period of time. The cumulative time of all renewals may not exceed two years.

Delivery

F.O. B. The Place of Destination: The Contractor must provide the supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid unless otherwise stated.

Time of Delivery: If the Contractor is not able to deliver the supplies or services on the date and time specified by CML ordering department on the ordering document, the Contractor must coordinate an acceptable date and time for delivery. If the Contractor is not able to, or does not, provide the supplies or services to an ordering department by the time and date agreed upon, CML may obtain any remedy provided below or any other remedy at law.

Minimum Orders-Transportation Charges: For purchase orders placed that are less than the stated minimum order, the transportation will be prepaid and added to the invoice by the Contractor to the delivery location designated in the ordering documents. Shipment is to be made by private or commercial freight service, airmail, water, parcel post, express or commercial package delivery, whichever is the most economical and expeditious method for proper delivery of the item. Failure of the Contractor to utilize the most economical mode of transportation shall result in the Contractor reimbursing CML the difference between the most economical mode of transportation and the mode of transportation used by the contractor. Failure to reimburse CML shall be considered a default.

Contract Cancellation: Termination: Remedies

Contract Cancellation: If a Contractor fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Contractor's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Contractor.
- B. **Cancellation by Unremedied Default:** If a Contractor's default may be cured with a reasonable time, CML will provide written notice to the Contractor specifying the default and the time within which the Contractor must correct the default. If Contractor fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Contractor. If CML does not give timely notice of

- default to Contractor, CML has not waived any of its rights or remedies concerning the default.
- C. Cancellation by Persistent Default: CML may cancel this Contract by written notice to Contractor for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Contractor of its third default, CML may cancel this Contract without providing Contractor with an opportunity to cure, if the Contractor defaults a fourth time. CML shall provide written notice of the termination to the Contractor.
- D. Cancellation for Financial Instability: CML may cancel this Contract by written notice if Contractor does not pay its subcontractors and material suppliers within 10 days of payment to the Contractor by CML. To the extent permitted by law, CML may cancel this Contract by written notice to Contractor if a petition in bankruptcy or similar proceedings has been filed by or against the Contractor.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Contractor.

Remedies for Default:

- A. Actual Damages. The Contractor is liable to CML for all actual and direct damages caused by the Contractor's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Contractor, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Contractor's default, from the Contractor.
- B. Deduction of Damages for Contract Price. CML may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the Contract, after CML has provided prior written notice to Contractor of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Contractor is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate: The Contractor may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Contractor will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Contractor's performance under this Contract, including the performance by Contractor's employees and agents and any individual or entity for which the Contractor is responsible.

Confidentiality: Contractor may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Contractor may not disclose any information obtained by it as a result of the Contract without written permission from CML.

Contractor must assume that all CML information, documents, data, records or other material is confidential.

Publicity: Contractor and any of its subcontractors may not use or refer to this Contract to promote or solicit Contractor's or subcontractor's supplies or services. Contractor and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Contractor shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Contractor, and any agent of the Contractor, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Contractor to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period may result in the Contractor being considered in default. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Contractor to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Contractor. Any Contractor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: Insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate

limit of \$2,000,000. If the Contractor uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Contractor's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Contractor's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Contractor for immediate correction. If the Contractor fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Contractor warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and be in compliance with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. All times referenced herein are Columbus, Ohio local times.
3. *CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.*
4. Contractor will make arrangements for EFT (electronic funds transfer).
5. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at
6. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or email: procurement@columbuslibrary.org.

Appendix A
Offeror's Diversity & Inclusion Participation Form

Enhanced Commissioning Services
RFQ Number: CML #19-008

A completed Offeror's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal Form.

_____ ("Offeror") submits the following information regarding its levels of MBE/WBE Participation:

List all MBE/WBE subcontractors and suppliers, with contract amounts, that Offeror will use for its work on the Project. (Continue list on additional sheets of paper if necessary.)

Name of Subcontractor / Supplier	MBE or WBE	Subcontract Amount
1.		\$
2.		\$
3.		\$
4.		\$
	A. TOTAL AMOUNT OF MBE/WBE SUBCONTRACTS	\$
	TOTAL PROPOSAL	\$
	B. PERCENTAGE OF DIVERSITY PARTICIPATION* (A ÷ B x 100)	%

The Offeror's commitment of total workforce hours for Minority Workforce participation on the project is: _____%.

The Offeror's commitment of total workforce hours for Women Workforce participation on the project is: _____%.

I certify under penalty of perjury that the forgoing and/or attached statements and information are true and correct. The undersigned will immediately notify the Owner in the event that any of the information provided in this Diversity & Inclusion Participation Form changes in any material way.

By: _____ Date: _____

Print Name and Title: _____

***If the Offeror does not indicate that it has achieved the Diversity & Inclusion Participation Goal set forth in the Instructions to Offerors, the Offeror must attach to this Form, a narrative, including exhibits, demonstrating and certifying that good faith efforts, as set forth in the Instructions to Offerors, were actively and aggressively undertaken by the Offeror, to reach such goals.**