



INVITATION TO QUALIFY

2022-ITQ-035

INVITATION TO QUALIFY: PROFESSIONAL DESIGN SERVICES, ARCHITECTURE & INTERIOR DESIGN AND ENERGY EFFICIENCY CONSULTING

City of Pittsburgh
City-County Building
Pittsburgh, PA 15219

RELEASE DATE: February 28, 2022

DEADLINE FOR QUESTIONS: March 18, 2022

RESPONSE DEADLINE: March 31, 2022, 3:00 pm

Invitation to Qualify #2022-ITQ-035

Title: Invitation to Qualify: Professional Design Services, Architecture & Interior Design and Energy Efficiency Consulting

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/pittsburghpa>

City of Pittsburgh
INVITATION TO QUALIFY

Invitation to Qualify: Professional Design Services, Architecture &
Interior Design and Energy Efficiency Consulting

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- A - Qualified Professionals Matrix Worksheet
- B - Project Experience Matrix Worksheet
- C - Sample Open-End Agreement - Small Orders
- D - Sample Open-End Agreement - Medium Orders

1. INTRODUCTION

1.1. Summary

Invitation to Qualify for open end contracts for Professional Design Services, Architecture & Interior Design and Energy Efficiency Consulting.

1.2. Background

The City of Pittsburgh is inviting professionals and firms to qualify for a pre-selection of vendors who meet the mandatory criteria for the categories of work listed in Section 8, Scope of Work. Firms may submit qualifications for any number of the Categories of Work here in. The City may choose to award multiple categories of work if the professionals and/or firms are deemed qualified for more than one category and able to support City needs.

Once under contract, the selected firms will be able to submit proposals for work order requests.

The sample agreements accompanying this solicitation will be part of each individual contract. Changes or alterations to these terms and conditions will not be accepted.

1.3. Contact Information

Dan Tobin

Sourcing Specialist

414 Grant Street

Pittsburgh, PA 15219

Email: daniel.tobin@pittsburghpa.gov

Phone: [\(412\) 255-2458](tel:(412)255-2458)

Department:

Office of Management & Budget

1.4. Timeline

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this ITQ. The schedule for the evaluation process and other future dates may be adjusted without notice.

ITQ Released	February 28, 2022
Question Submission Deadline	March 18, 2022, 3:00pm
Proposal Submission Deadline	March 31, 2022, 3:00pm

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Proposal Review and Supplier Scoring	April, 2022
Contract Award	April, 2022

2. INSTRUCTIONS TO BIDDERS

2.1. Proposal Format

Submission Requirements

General:

- A page means one side of one sheet of paper. Paper size shall be 8.5" x 11"
- Font size may not be less than 10 point in body text of submission
- Margins may not be less than 0.5"
- Layout shall be portrait orientation
- Firms must complete the attached Project Experience Matrix Worksheet (Appendix B)
- Firms will be required to provide an organizational chart that specifies staff that will be providing services to the City, not exceeding one page
- Provide resumes for a maximum of three (3) key individuals that will be the "qualifying professional" for the category of work (these should be the same professionals as listed on Appendix A)
- Resumes should not exceed one page per professional.
- To be considered, vendors are required to provide a maximum of three (3) project summaries per category of work.
- Project summaries may not exceed one page each.
- The same project may be used as an example for multiple categories of work
- Demonstrate that the project submitted is applicable to the category of work.

Submittal Format:

- Tab 1 – Firm Information (8 page maximum)
 - Letter expression of interest
 - Firm overview
 - Services provided
 - Firm name, legal address, etc.
 - Year established
 - Designated contract authority and principle point of contact (name, address, phone, email)

- Secondary point of contact (name, address, phone, email)
- Number of full time employees
- Organizational chart
- Parent company (if applicable)
- Annual Gross Revenue by category (<\$5M or >\$5M)
- DBE/WBE certification (if applicable)
- Tab 2 – Minimum Qualifying Requirements
 - Quality assurance/quality control plan (2 page maximum)
- Tab 3 – Categories of Work
 - Categories of Work and Qualified Professionals Worksheet– Appendix A
 - Project Experience Matrix Worksheet - Appendix B
 - Project Summaries
 - 3 project maximum per category of work
 - 1 page maximum per project
 - Qualified Professionals Resumes
 - 1 page maximum per qualifying professional
- Tab 4 – Diversity Inclusion Plan, Good Faith Effort, or Waiver
 - The Diversity Inclusion Plan will be considered as the Prime firm's commitment to meet or exceed City MWDBE/VOSB goals
 - Experience and expertise of the Prime firm will be the only materials considered contract award
 - All scopes of work issued under an ITQ contract will be evaluated separately for MWDBE/VOSB participation

2.2. [Firm's Qualifications, Experience & References](#)

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work.

2.3. Qualifications of Team

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

2.4. Demonstration of Good Faith Effort

Include statements of assurance regarding the following requirements detailed in the Equal Opportunity section of this solicitation:

- A. Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company's business model.
- B. Complete Appendix A – MBE/WBE/Veteran-Owned Solicitation and Commitment Form to document good faith effort. Please provide scope of services to be delivered by each subcontractor. If a subcontractor is not chosen, a justification is required describing why services could not be rendered by a sub-contractor.
- C. Provide email documentation of solicitation correspondence with MBE/WBE/Veteran-Owned companies.

2.5. Submittal Requirements

All proposals must be submitted electronically. No proposal shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

Respondents are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline

2.6. Additional submission considerations:

Late proposals will not be accepted or considered. Respondents should allow enough time to register company on the City's e-Procurement Portal, search the solicitation they wish to respond to and complete the submission process online before the deadline.

The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.

All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.

All costs associated with proposal preparation shall be borne by the applicant.

3. EVALUATION PHASES

Selection Procedure

Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director’s staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.

Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Firm professional qualifications and experience</p> <p>The firm's professional qualifications and experience shall be demonstrated through project examples showing the ability to perform all described required services in the respective Category of Work.</p>	Points Based	30 <i>(30% of Total)</i>
2.	<p>Professional qualifications of Qualified Professionals</p> <p>The technical competence of qualified professionals shall be demonstrated through resumes/CV's of the individuals provided on the Qualified Professionals Matrix Worksheet (Appendix A)</p>	Points Based	30 <i>(30% of Total)</i>
3.	<p>Firm Capacity</p> <p>Demonstrate that the firm has the capacity to accomplish work of the size and nature expected to be performed in the Category of Work as described.</p>	Points Based	20 <i>(20% of Total)</i>
4.	<p>Quality Assurance and Quality Control Plan</p> <p>Demonstrate how the firm intends to maintain cost control, quality of work, and compliance with performance schedules.</p>	Points Based	15 <i>(15% of Total)</i>
5.	<p>MWDBE/VOSB Good Faith Effort</p> <p>Vendor response was detailed and demonstrated clear Good Faith Effort to obtain MWDBE & VOSB Participation.</p>	Points Based	5 <i>(5% of Total)</i>

4. EQUAL OPPORTUNITY REVIEW COMMISSION TERMS

4.1. MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts. The City requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission (EORC). In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractors employment of minority groups and women, encourage goals of eighteen (18) percent and seven (7) percent respectively.

4.2. Veteran-Owned Small Business

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts. The City requires that all respondents demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's EORC.

4.3. Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all respondents are required to complete and submit with their bids the attached MDE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the respondents to obtain such participation). Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the bid. Participants are encouraged to contact the Equal Opportunity Review Commission at 412-255-8804 to assist further. For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 et. seq.) of the City Code and Section 161.40 of the City Code.

5. AWARD AND CONTRACT

5.1. Award

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This ITQ and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this ITQ/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

5.2. Contracting Process

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the ITQ until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

6. GENERAL TERMS & CONDITIONS

6.1. Examination of Proposal Documents

- A. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:
1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal.
 2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
 3. Represent that all information contained in the proposal is true and correct.
 4. Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
 5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.
- B. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

6.2. ITQ Term

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

6.3. ITQ Communications

Unauthorized contact regarding this ITQ with employees or officials of the City of Pittsburgh other than the ITQ Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated ITQ Coordinator. Outside of pertinent ITQ questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this ITQ, without prior approval by the ITQ

Coordinator will be considered grounds for dismissal and immediate disqualification from the ITQ process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- A. The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- B. Each proposer shall assume the risk of the method of dispatching any communication or proposal. •The ITQ Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- C. The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City’s official responses and other official communications pursuant to this ITQ shall constitute an addendum of this ITQ.
- D. The City will publish all official responses and communications pursuant to this ITQ to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.
- E. All addenda for this ITQ will be distributed via the City of Pittsburgh procurement website at purchasing.pittsburghpa.gov/beacon/opportunities
- F. Only the City’s official, written responses and communications shall be considered binding with regard to this ITQ.

6.4. [Addenda/Clarifications](#)

Should discrepancies or omissions be found in this ITQ or should there be a need to clarify this ITQ, questions or comments regarding this ITQ must be put in writing and received by the ITQ Coordinator within the Question and Answer tab.

6.5. [Withdrawal of Proposals](#)

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this ITQ by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

6.6. [Public Record](#)

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this ITQ, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their proposal response if any portion of their submittal should be

treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

6.7. Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these ITQ instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

6.8. Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- B. Any attempt to improperly influence any member of the evaluation team;
- C. Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- D. Evidence of incorrect information submitted as part of the proposal;
- E. Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- F. Proposer's default under any previous agreement with the City, which results in termination of the agreement.

6.9. Restrictions on Gifts & Activities

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

6.10. Rights of the City of Pittsburgh

This ITQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- A. Reject any and all proposals;
- B. Issue subsequent Invitation to Qualify;
- C. Cancel this ITQ with or without issuing another ITQ;

- D. Remedy technical errors in the Invitation to Qualify process;
- E. Approve or disapprove the use of particular sub-consultants;
- F. Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- G. Meet with select proposers at any time to gather additional information;
- H. Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- I. Accept other than the lowest offer.
- J. Waive any informality, defect, non-responsiveness, or deviation from this ITQ that is not material to the Respondent's proposal;
- K. Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- L. Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this ITQ;
- M. Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- N. Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- P. Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

7. MISCELLANEOUS REQUIREMENTS

7.1. Acknowledgements

- A. **Conflict of Interest** - By submission of a proposal to this solicitation, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this IFQ.
- B. **Code of Ethics** - By submission of a proposal to this solicitation, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found [here:http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf](http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf)
- C. **Fair Trade Certification** - By responding to this solicitation, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- D. **Non-Disclosure** - By responding to this solicitation, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful respondent.
- E. **Debarment** - This solicitation is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- F. **Financial Interest** - No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- G. **Full Fee Disclosure** - Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

8. SCOPE OF WORK

8.1. Categories of Work

The City seeks to engage professionals and firms with expertise under the following categories of work:

- **Architecture and Interior Design (General):** Work performed under this contract must be completed under a PA licensed Architect and may include but is not limited to:
 - Project-specific professional service proposals
 - Feasibility and use studies
 - Space planning and programming studies
 - Existing conditions assessments and documentation
 - Code review and analysis including but not limited to: zoning, occupancy, sprinkler systems, construction type, egress, accessibility, energy, etc.
 - Design documentation for conceptual, schematic, design development, and/or construction document milestones; this will include drawings and specifications at the appropriate detail level per phase
 - Fixtures, furniture, and equipment (FF&E) selections
 - Interior and/or exterior finish selections
 - Opinions of probable cost; cost estimates at various phases of design
 - Bidding and negotiation
 - Zoning & permit application submissions
 - Construction administration
 - Post construction services
 - Other tasks that may be required for projects, as listed in future proposal requests
- **Architecture and Interior Design (Specialty):** Specialty consultant does not require PA licensure but should be licensed Architect with portfolio of more than 50 built examples in proposed area of expertise. Work performed under this contract may include but is not limited to:
 - Project-specific professional service proposals highlighting new construction and renovations in area of expertise to include:
 - Public Safety (Police, Fire, Emergency Medical Services, and Emergency Management)
 - Warehouse/Maintenance facility design
 - Recreation Center design to include Pools, Fitness and Court facilities

- Historic Architecture with experience in local, State, and Federal processes
- Feasibility and use studies
- Space planning and programming studies
- Existing conditions assessments and documentation
- Code review and analysis for area of expertise
- Design documentation for conceptual, schematic, design development, and/or construction document milestones; this will include drawings and specifications at the appropriate detail level per phase
- Fixtures, furniture, and equipment (FF&E) selections
- Interior and/or exterior finish selections
- Opinions of probable cost; cost estimates at various phases of design
- Construction administration
- Post construction services
- Other tasks that may be required for projects, as listed in future proposal requests
- **Energy Efficiency Consulting:** City Code section 915.08 requires all new construction and major renovations to be completed as Net Zero or Net Zero Ready. Work performed under this contract may require Energy Advising, Building Commissioning or a combination of the two. Consultants can submit proposals for one or the other or both.
 - **Energy Advisor:** Services may be requested for the pre-design phase, design phase, construction phase, and/or occupancy and operations phase. The consultant must have experience with both new construction and existing buildings. Work performed under this contract may include but is not limited to:
 - Project-specific professional service proposals
 - Energy discovery charrette
 - Existing conditions and new construction energy modeling and/or calculations
 - Owner’s Project Requirements (OPR) report development
 - Measurement & Verification (M&V)
 - Energy code review and analysis
 - On-site renewable energy generation studies
 - Serving as Owner’s representative and advisor on design team to ensure building projects are designed to follow City Code and Climate Action Plan

- Energy Use Intensity (EUI) determination for both existing conditions and target value based on performance goals
- Opinions of probable cost; cost estimate peer review at various phases of design; cost-savings analysis
- Overview training for design team of sustainable method employed
- Other tasks that may be required for projects, as listed in future proposal requests
- **Commissioning Professional (aka Commissioning Agent, Provider, or Authority):** Services may be requested for MEP or Envelope or both in the design phase, construction phase, and/or occupancy and operations phase. The consultant must have knowledge of commissioning for both new construction and existing buildings, which includes re-commissioning, retro-commissioning, and monitor-based commissioning. Work performed under this contract may include but is not limited to:
 - Project-specific professional service proposals
 - Understanding of energy modeling and/or calculations
 - Energy code review and analysis
 - Performance-based Detail and Specification development
 - Serving as Owner’s representative and advisor to ensure building projects are delivered according to the Owner’s Project Requirements (OPR) and are achieving performance goals
 - Overseeing the design, installation, testing, and maintenance of all components, materials, and systems as it relates to energy usage.
 - Systems & equipment verification and functional performance testing for the following: building automation, building envelope and air tightness, partitioning systems, electrical and power systems, energy and management systems, fire protection and life safety systems, heating, ventilation and Air Condition (HVAC) units, industrial process systems, information technology systems, mechanical systems, and/or plumbing systems
 - Opinions of probable cost; cost estimate peer review at various phases of design; cost-savings analysis
 - Monitoring of training and documentation for Facilities Maintenance staff
 - Other tasks that may be required for projects, as listed in future proposal requests

9. [VENDOR QUESTIONNAIRE](#)

9.1. [Response to Scope](#)

Please upload your Response to Scope as detailed in Proposal Format Requirements

9.2. [Equal Opportunity Review Commission \(EORC\) Participation Form *](#)

Please download the below documents, complete, and upload.

- [MWDBEVOSB Commitment Forms.pdf](#)

*Response required

9.3. [Vendor Contact Sheet*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Contact Sheet.pdf](#)

*Response required

9.4. [Vendor Registration Form*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Registration F...](#)

*Response required

9.5. [Statement of Affiliation*](#)

Please download the below documents, complete, and upload.

- [Blank Statement of Affiliat...](#)

*Response required

9.6. [Authorized signer*](#)

Provide the name, title, & email address of the authorized signer for your company (for details on who is considered an authorized signer, please look at our terms & conditions section)

*Response required

9.7. [W-9*](#)

Please download the below documents, complete, and upload.

- [W9.pdf](#)

*Response required