



**ORLANDO UTILITIES COMMISSION
ORLANDO, FLORIDA**

**Solar PV System Provider
Pre-Qualification**

STATEMENT OF QUALIFICATIONS (SOQ)

SOQ09 No. 2744 OQ

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SOQ

ISSUE DATE: July 23, 2009

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Instructions to Respondents

A sealed Statement of Qualifications, herein referred to as the "SOQ", will be received by the Orlando Utilities Commission, herein referred to as the "Owner", "OUC", or "Commission" for professional Design-Build services as follows:

Sealed Responses will be received in the office of:

Supply Chain Management Division

**Attn: Donna Kinley, Buyer/Planner
5971 Pershing Avenue
Orlando, Florida 32822**

DATE: Thursday, September 3, 2009

**TIME: UNTIL 3:00 PM LOCAL TIME
(Response will NOT be accepted after 3:00 PM)**

OPENING

The Responses will be opened publicly at 3:30 PM, Local Time in the Pershing Conference Room at 5971 Pershing Avenue, Orlando, Florida. The only information, which will be read at the time of the opening, will be the name of the Respondent and if they have provided all the information required to certify it as a valid Response. Responses not meeting the requirements will be automatically rejected.

The following shall cause an automatic rejection of the response:

- Responses delivered after the 3:00 p.m. due date

The following items may cause an automatic rejection of the response:

- Failure to submit a signed & notarized statement on Public Entity Crimes Form
- Failure to submit a signed Declaration and Signature page

The Sealed Envelope or other container containing the Response shall be marked at a minimum with the Respondent's name, the name of the SOQ and the SOQ number.

Six (6) copies of all Responses shall be prepared and submitted in accordance with these instructions and the letter transmitting these specifications and documents.

Firms desiring to submit a Statement of Qualifications should carefully review these instructions. Compliance with all requirements will be solely the responsibility of the Respondent.

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ) DEFINITIONS

Terms used in these Request for Statement of Qualifications documents are defined and have the meanings assigned to them as follows. The terms "OUC" or "Commission" or "Owner" means the Orlando Utilities Commission. The term "Respondent" or "Firm" or "Team" or "Company" or "Contractor" means one who submits a Response directly to OUC for the purpose stated in these Request for Statement of Qualifications (SOQ) documents. The terms "Statement of Qualifications", "Response", "SOQ", or Respondent's Response means all submittal documents provided by the Respondent as required by this Request for Statement of Qualifications including all required OUC forms. The terms "Request for SOQ" or "SOQ Documents" means the documents included in this Request for Statement of Qualifications.

Every effort has been made to use industry-accepted terminology in this Request for Statement of Qualifications. Any statement in this document, which uses words such as "must", "shall", "should", "provide for" or "have/provide the capability of/for", means that compliance with the intent of the statement is mandatory and failure by the Respondent to satisfy that intent may be cause for the Response to be rejected.

PUBLIC RECORDS LAW

As required by Florida's public records law, information provided to OUC in the course of business will be made available for public inspection and copying unless a specific statutory exemption applies.

FALSE OR MISLEADING STATEMENTS

If a Response contains false or misleading statements or references that do not support a function, attribute, capability or condition as contended by the Responder, the entire Response may be rejected.

CLARIFICATION OF RESPONSE

OUC reserves the right to obtain clarification of any point in a Response or to obtain additional information as necessary to properly evaluate a particular Response. Failure to respond to such a request for additional information or clarification may result in rejection of the Response.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the Response of the successful Respondent will become, at OUC's option, a part of the contract agreement if one is awarded. Failure to accept this obligation may result in cancellation of the award.

RESPONSIVENESS

Respondents should respond to all requirements of this Request for SOQ (SOQ Documents) to the maximum extent possible and are required to clearly identify any limitations or exceptions to the requirements.

EXAMINATION OF REQUEST for SOQ DOCUMENTS

Before submitting a Response, each Respondent must:

- A. Consider federal, state and local laws, ordinances, and any other rules and regulations that may in any manner affect the Response.
- B. Study and carefully correlate the Respondent's observations with the SOQ Documents.
- C. Notify the Buyer of Record, Donna Kinley, of all conflicts, errors and discrepancies, if any, in the SOQ Documents.

Respondents, by and through the submission of their Response, agree that they shall be held responsible for having familiarized themselves with the nature and extent of the requirements in the SOQ Documents.

INTERPRETATIONS AND ADDENDA

If any prospective Firm is in doubt as to the true meaning of any part of the Requirements For Preparing and Submitting Statement of Qualifications for the requested services, they may submit a written request (verbal requests will not be accepted) for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum transmitted to each party receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.

SUBMIT ALL QUESTIONS IN WRITING TO:

**Supply Chain Management Division
Attn: Donna Kinley, Buyer
5971 Pershing Avenue
Orlando, Florida 32822**

Reference: SOQ NO. 09 2744 OQ

Each written request must reference the Statement of Qualifications number SOQ No. 09 2744-OQ and can be faxed or emailed to the attention of Donna Kinley at: bids@ouc.com or faxed to (407) 384-4141. All requests or questions should be clearly marked and must be received no later than 5:00 p.m. EST, August 6, 2009.

Once clarified and/or answered, a response will be returned to all Firms with the original question via addendum.

There shall be no communication between the Firm, their employees or subcontractors concerning this Statement of Qualifications to anyone within OUC except Donna Kinley. Selection Committee members, or other OUC personnel, are not be contacted prior to OUC's decision to approve or reject the Selection Committee's recommendation. At the Owner's discretion, failure to comply with this requirement will be grounds for disqualification.

Specifically, this NO-CONTACT PERIOD shall commence on the initial date of the advertisement for the Statement of Qualifications and continue through and include the date OUC makes its determination to approve or reject the Selection Committee's recommendation. Failure to meet any of these requirements may disqualify your Firm from consideration.

It shall be the Respondent's responsibility to advise OUC, before the Response opening date, of conflicting requirements or omissions of information, which require clarification. Those questions not resolved by addenda shall be listed in the space provided on the Statement of Qualifications Exceptions form, together with statements of the basis upon which the Response is made as affected by each question. Failure of the Respondent to request such clarification will not relieve the Respondent from any responsibility to perform under the terms of the contract awarded for the work and in accordance with subsequent interpretations of the contract documents by OUC.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

Responses may be modified or withdrawn by an appropriate document duly executed (in the same manner that a Response must be executed) and delivered to the place where Responses are to be submitted at any time prior to the submission deadline. A request for withdrawal or a modification must be in writing and signed by an authorized person. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Response will not prejudice the rights of a Responder to submit a new Response prior to the Response deadline. After expiration of the period

for receiving Responses, no Response may be withdrawn altered or resubmitted within 90 days thereafter.

AWARD

No Contract will be awarded as a result of this SOQ. The top ranked respondents that meet the minimum qualifications will be given an opportunity to submit a proposal for Solar PPA Provider Services. The RFP for such services will be issued at a later date.

MINORITY PARTICIPATION

OUC has adopted a Minority and Women Business Enterprise (“M/WBE”) Policy to encourage broad-based participation in all contracts with OUC. Any Respondent submitting a Response for a contract with OUC shall comply with this Policy or may be declared a non-responsive Respondent. A copy of the “Minority and Women Business Enterprise Policy” can be found on the OUC web site (www.ouc.com), under vendor information and OUC policies.

REJECTION OF RESPONSES

To the extent permitted by applicable local, state and federal laws and regulations, OUC reserves both the right to reject any and all Responses, to waive any and all informalities not involving price, time, or changes in the work with the successful Respondent, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional Responses. Also, OUC reserves the right to reject a Response if the Commission believes that it would not be in its best interest to make an award to that Respondent, whether because the Response is not responsive or the Respondent is unqualified or of doubtful financial ability or fails to meet any other criteria established by the OUC at its sole discretion.

OUC reserves the right to reject any Response if the evidence submitted by the Responder, or if the investigation of such Respondent, fails to satisfy OUC that such Respondent is properly qualified to carry out the obligations and to complete the work contemplated therein. All Responses will be rejected if there is reason to believe that collusion exists among Respondents. Responses will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

ERRORS IN RESPONSES

Responders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Responses; failure to do so will be at the Respondent's own risk.

Addenda may be issued prior to the opening of the Responses for the purpose of changing or clarifying the intent of this document. All addenda will become a part of the SOQ and the Respondent shall acknowledge receipt of all addenda in their Response.

OTHER ITEMS

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

OUC expects to receive an SOQ that provides all of the information requested and reflects the capabilities of the submitter. Excessive language or unclear SOQs may jeopardize your Firm's chances of being selected to provide a proposal for the project

OUC reserves the right to accept or reject any or all of the Statement of Qualifications, with or without cause, or to accept the Statements of Qualifications which, in its sole judgment, best serves the interest of the Commission. All decisions related to this solicitation by the Selection Committee and Commission will be final.

By responding to this solicitation, the respondent attests that no Commission member or employee or any such person's spouse, child, parent, brother, sister, dependent or person assuming a relationship being the substantially equivalent of the above, has an existing or pending, direct or indirect, financial interest in the respondent's business.

Costs of preparing the Statement of Qualification in response to this request are solely the responsibility of the respondent.

Respondents are cautioned not to discuss this project with the Commissioners, or other OUC staff, other than the purchasing agent.

No interpretation of the intent of this solicitation will be made orally to any respondent. In the event any interpretation is provided by OUC, only written interpretations will be binding upon OUC.

AGREEMENTS

The undersigned Respondent, by signing this Response, hereby acknowledges and certifies:

- A. Receipt in its entirety of the Request for Statement of Qualifications (SOQ Documents) in addition to all details, forms and other attachments as delineated in the Table of Contents.
- B. They are fully informed in respect to the preparation and contents of this SOQ and all pertinent circumstances respecting this SOQ.
- C. The Response is genuine and is not a sham or the result of collusion.
- D. That neither the Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, Team, or person to submit a collusive or sham Response in connection with the work for which this Response has been submitted; or to refrain from responding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Respondent's, Team, or person to fix the price or prices in the attached Response or of any other Respondent, or to fix any overhead, profit, or cost elements of the Response price or the Response price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- E. RESERVED.
- F. That the Respondent agrees to obtain Worker's Compensation, General Liability, and other insurance requirements in accordance with the requirements as set forth in the SOQ Documents or any subsequent Agreement.

Policies other than Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A" or better and a Financial Size Category of "FSC VII" or better according to the A.M. Best Company. Companies authorized as a group self-insurer by F.S. 440.57, Florida Statutes, may issue policies for Worker's Compensation.

- G. That the Respondent agrees that it as well as its subcontractors has a Drug-Free Workplace Program and said program complies with the requirements of Florida Statute §§ 287.087 and 440.101 et. seq., the Omnibus Employee Testing Act of 1991, 49 Code of Federal Regulation § 391 and 40 (operation of commercial motor vehicles).

In addition, all Subcontractors and Sub-consultants must implement a controlled substance and alcohol testing policy for safety sensitive positions as defined by the Commission's Alcohol and Controlled Substance Testing Policy for Safety Sensitive Positions. A copy of the Commission's Alcohol and Controlled Substance Testing Policy for Safety Sensitive Positions is available on the internet via www.ouc.com.

The Firm's employees as well as its subcontractor and sub-consultant employees are further prohibited from being under the influence or impairment of alcohol on Commission property or work sites or at any time or place while conducting business with or on behalf of the Commission.

- H. That only one submittal response for the above project is being submitted and that the named entity has no financial interest in other entities submitting responses for the same project.
- I. That neither the Affiant nor the named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This

statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

- J. That neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
- K. That neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
- L. That no member of the entity's ownership, management, or staff has a vested interest in any aspect of the Orlando Utilities Commission.
- M. That no member of the entity's ownership or management is presently applying for an employee position or actively seeking an appointment within the Orlando Utilities Commission.
- N. That in the event that a conflict of interest is identified in the provision of services, the signatory, on behalf of the above named entity, will immediately notify the Orlando Utilities Commission in writing.

ORLANDO UTILITIES COMMISSION

ORLANDO, FLORIDA

Solar Photovoltaic (PV) System Provider

Pre-Qualification

STATEMENT OF PURPOSE

The Orlando Utilities Commission (OUC) is currently seeking to pre-qualify Firms capable of providing services for Solar Photovoltaic (PV) System projects that include turn-key financing, design, installation, commissioning, operation, maintenance, and ownership for installations both on and off OUC property. The Types of Agreements may include, but are not limited to, Purchase Power Agreements (PPA) and PPA with option to purchase the PV system facility at a later date.

OUC expects to participate in several projects requiring these services within the next five to ten years. It is OUC's intention to issue an RFP for PV services to the highest ranked pre-qualified Firms and to negotiate a contract with one or more of the successful bidders.

Award of contracts with selected Firms for specific projects may be contingent upon OUC successfully entering into agreements with other parties for services related to PV system installations. OUC may need to provide PV services in accordance with government mandated deadlines. OUC's success in these situations will depend on the ability of a PV system Firm to deliver a technically feasible, high quality, reliable PV project at a low cost and within the required schedule. These factors shall be a prime consideration in the qualification and ranking of Respondents.

OUC intends to maintain Statements of Qualifications (SOQ) and performance data for Solar PV projects and similar work from Firms which cooperate with OUC by updating their qualifications annually. For subsequent projects, OUC may use the data to re-rank each Firm based on the specific requirements of future projects and forward Request for Proposals ("RFP") based on the new rankings. Past performance, volume of work, and status of work previously awarded as a result of this or any other OUC Request for SOQ or Request for Proposals will be a consideration in the award of subsequent contracts.

OUC will be the sole judge as to which Firm is selected for any given project. OUC reserves the right to request Statements of Qualifications from other Firms subsequent to this Request for SOQ and reserves the right to re-rank Firms when deemed appropriate.

MINIMUM REQUIREMENTS

The following are requirements necessary for any Response to be considered:

Experience

The Responder shall demonstrate that all key members of their team have a minimum of three (3) years of commercial Solar PV project development experience and have participated on an aggregate of at least one (1) MW of total PV installations (at least one project being 100 KW or greater in size). For any project scope which involved less than full turn key services, each member of the Team shall specifically delineate the scope of services provided. At a minimum, this delineation should reference project financing, project management, system design, equipment supply or procurement, construction, electric system interconnect, site preparation, permitting, operation & maintenance.

If the Responder's submittal is a partnership of multiple Firms, the Responder shall reference the partnerships involved for each project component. The Responder should also delineate the partners to be evaluated in this SOQ. Responders are encouraged to team with local solar or electrical firms to facilitate the development of a local solar technology workforce. Project teams that do not include at least one licensed Florida solar or electrical contractor will not be considered eligible for consideration.

Licenses

The Lead Firm shall currently be licensed to perform work in the State of Florida in accordance with Florida Statutes pertaining to the applicable service. The Lead installation contractor *must* possess an active Florida electrical or solar contractor's license. Respondent teams *must* include at least one team member with NABCEP (www.nabcep.org) certification to be considered eligible for consideration.

Proposal/SOQ Submittals

Only those Respondents invited by OUC or responding to the public notification ad within the prescribed deadline may submit Responses. The Respondent shall submit all requested information, data, conduct presentations, and answer all questions in accordance with this Request for Statement of Qualifications. The quality of the information provided and Respondent's responsiveness to the SOQ will be used by OUC to determine qualifications and rankings.

Drug, Safety, and Quality Assurance Policy

All members of the Respondent's construction team shall have formal Drug-Free Workplace, Safety, and Quality Assurance Policies.

Insurance Requirements

The Respondent Team shall submit evidence that they can maintain Professional Liability Insurance (Errors & Omissions) in an amount not less than \$5 million per claim to cover the professional liability of the engineer for work performed under this contract and Umbrella Liability Insurance not less than \$2,000,000 for each occurrence and \$5,000,000 aggregate.

**Requirements for Preparing and Submitting
Statement of Qualifications
For
Orlando Utilities Commission**

STATEMENT OF QUALIFICATIONS PROCESS

Teams interested in providing services for developing up to ten (10) megawatts of PV installations via a power purchase agreement at a site or sites designated by OUC are invited to submit a Statement of Qualifications (SOQ) to OUC. Responses/SOQ's should be concise and **must** comply with the format and content described in the following sections. Statements of Qualifications should be mechanically bound and should be limited to not more than 30 (8.5 inch x 11 inch) pages, printed on both sides, excluding covers and dividers. Submissions in excess of 30 double-sided pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be used in the evaluation. Dividers with tabs should separate each section of the SOQ, and the tabs should be labeled with the section numbers listed below.

EVALUATION OF RESPONSES

OUC shall be the sole judge of its own best interests in evaluating responses. The Commission's decision shall be final and OUC's rights include the ability to:

1. Reject any or all responses or parts thereof

2. Waive informalities and irregularities in responses

Selected qualified personnel from OUC will evaluate all properly prepared and submitted responses and may make a recommendation for qualification.

OUC reserves the right to consider historic information and fact, whether gained from the Respondent's response, question and answer conferences, references, and/or other sources in the evaluation process.

OUC may conduct such investigations as the Commission deems necessary to assist in the evaluation of any response and to establish the responsibility, qualifications and financial ability of Respondents, subcontractors, suppliers and other persons and organizations who perform and furnish the work in accordance with the Statement of Qualifications documents to the Commission's satisfaction within the prescribed time.

The Respondent is cautioned that it is the Respondent's sole responsibility to submit information related to the evaluation categories and that OUC is under no obligation to solicit such information if it is not included with the Response. Failure of the Respondent to submit such information may cause an adverse impact on the evaluation of the Response.

SELECTION PROCESS

Selected personnel from OUC will form an Evaluation Committee to appraise all properly prepared and submitted Responses meeting the requirements to determine a Team's qualifications and rankings. OUC may retain the services of engineering professionals or other consultants as

appropriate for the project to serve as OUC's representatives or assist OUC in the evaluation of Responses.

It is the Respondent's sole responsibility to submit information related to the evaluation categories and that OUC is under no obligation to solicit such information if it is not included with the Response. Failure of the Respondent to submit such information may cause an adverse impact on the evaluation of the Response.

SELECTION SCHEDULE

The following is the tentative schedule for the evaluation/selection process. This schedule is subject to change at the sole discretion of OUC. Respondents will be notified of any schedule changes.

PROPOSED EVALUATION/SELECTION PROCESS SCHEDULE	
Event	Estimated Completion By
Advertising Period	November 2, 2008
Anticipated SOQ Issue Date	July 23, 2009
Deadline for questions from Respondents	August 9, 2009 by 5:00 p.m.
Respond to all questions & issue final Addendum	August 13, 2009
Receive all Statements of Qualifications (SOQs)	September 3, 2009 by 3:00 p.m.
Evaluate Statements of Qualifications	September 22, 2009
Issue RFP for Solar PPA Services to Qualified Respondents	September 29, 2009
Pre-Bid Meeting for RFP	October 13, 2009
Receive all Request for Proposals (RFP) Responses	November 17, 2009
Evaluate RFP Responses	December 4, 2009
Announce Final Ranking of RFP Respondents and Commence Contract Negotiations	December 22, 2009

EVALUATION CRITERIA

In order to receive consideration, the Respondent shall address all aspects of the Request for Statements of Qualifications (SOQ Documents). The Responses received may be evaluated based on the following criteria:

- Qualifications of the Lead Firm
 - Five years demonstrated energy project management experience
 - Minimum of three years experience with commercial-scale photovoltaic projects
 - Served as project lead on at least one (1) MW aggregate of commercial scale PV installations -at least one project being 100 KW or greater in size
 - Proximity to Orlando, Florida (in miles)

- Project Team - Experience and Qualifications of Key Personnel
 - Organizational chart outlining each team member's roles and responsibilities
 - Minimum of three years experience with photovoltaic projects
 - Participation on at least one (1) MW aggregate of PV installations - at least one project being 100 KW or greater in size
 - Proximity to Orlando, Florida (in miles)

- Access to a minimum of \$50 million in debt and/or equity financing
- Experience developing and successfully negotiating solar PPAs
- Demonstrated access to adequate supply of photovoltaic equipment (modules, inverters, and balance of system components)
- At least one team member possessing NABCEP certification
- Lead installation contractor with a Florida solar or electrical contractors license
- Current and projected workload for team members for the next 18 months
- WMBE Certification and/or Participation
- Financial, Bonding, and Insurance Capabilities
- Safety Record

- Proposed Management Plan
 - Project execution methodology
 - Project controls for budget, schedule, and quality
 - A sample PV project implementation schedule
 - A sample PV project one-line electrical diagram
 - A sample PV monthly production report

- Project History/References (At least 5 relevant projects successfully completed)
 - Contact Name, Email and Phone Number
 - Project Location (City and State)
 - Project Start and Completion Date
 - Project Rated Capacity in Kilowatts DC
 - Total Project Value in US Dollars
 - Type of Equipment Installed
 - Type of Mounting (roof, ground, pole)
 - Project Footprint (square feet or acres)
 - Last 12 months of Performance Data (KWH monthly values)
 - Average Actual Annual Output/Predicted Annual Output Since Project Inception

STATEMENT OF QUALIFICATIONS SUBMITTAL FORMAT

OUC expects to receive an SOQ submittal that provides all the information requested and reflects the capabilities of the Respondent. Incomplete and/or unclear SOQ's may jeopardize the Team's chances of being pre-qualified for the project. SOQ's should be concise. They must comply with the format and content described in the following Tabs. Dividers with tabs should separate each section of the SOQ, and the tabs should be labeled as listed below.

Cover Page/Letter:

- ❖ SOQ09 No. 2744
- ❖ Title: Solar Photovoltaic System Provider Pre-Qualification
- ❖ Date:
- ❖ Name of Respondent's Firm
- ❖ Address
- ❖ Name of Contact Person
- ❖ Telephone Number
- ❖ Fax Number
- ❖ E-mail Address
- ❖ Letter briefly introducing the Firm and description of why the Firm is qualified to perform the work contemplated by OUC.

TAB 1 - OUC Compliance Forms (Attachment A)

- ❖ Declarations & Signatures
- ❖ Sworn Statement on Public Entity Crimes (Notarized)
- ❖ Dispute Disclosure
- ❖ Exceptions
- ❖ Acknowledgement of Addenda (if applicable)

TAB 2 – Licenses and Certifications (Attachment B)

- ❖ Copy of Lead Firm and Proposed Subcontractors Business Licenses
- ❖ Copy of NABCEP Certificate for at Least One Team Member
- ❖ Copy of Insurance Certificate
- ❖ W-9 Form

TAB 3 – Qualifications of the Lead Firm (Attachment C)

TAB 4 – Project History/References (Attachment D)

Five examples of relevant past projects successfully completed by the Respondent including the following information:

- ❖ Contact Name, Email and Phone Number
- ❖ Project Photo
- ❖ Project Location (City and State)
- ❖ Project Start and Completion Date
- ❖ Project Rated Capacity in Kilowatts DC
- ❖ Total Project Value in US Dollars
- ❖ Type of Equipment Installed
- ❖ Type of Mounting (roof, ground, pole)
- ❖ Project Footprint (square feet or acres)
- ❖ Last 12 months of Performance Data (KWH monthly values)
- ❖ Average Actual Annual Output/Predicted Annual Output Since Project Inception

TAB 5 - Financial Information

- ❖ Provide Lead Firm's Annual Report for the past three years. If the Lead Firm is not responsible for project financing, also include the Project Financing Team Member's Annual report for the past three years. If an Annual Report is not available, please provide Firm's balance sheets and income statements for the past three (3) years. Financial statements shall be audited financial statements, if available.
- ❖ Provide Lead Firm and Project Financer Dun and Bradstreet (D&B) number
- ❖ Provide a description of proposed project financing plan and sources of project capital with contacts to capital financing partners.

TAB 6 - Qualifications of the Project Team

Provide the following information about your proposed project team:

- ❖ Organizational chart(s) showing names, roles, and company affiliation for each aspect of the project.
- ❖ Identify key personnel assigned to the project; at a minimum specifically list the names of the Project Manager, Project Architect, Engineer of Record responsible for permitting, General Contractor and Solar (Or NABCEP Certified Electrical) Contractor responsible for installation.
- ❖ Indicate the availability on a dedicated basis for each proposed individual assigned to the OUC project.
- ❖ Resumes for key individuals should be provided. Limit each resume to two pages. Also include any and all certifications/licenses they may have related to this work.
- ❖ Include any and all Team's certifications related to this work.
- ❖ List of proposed major subcontractors. If not available, list the type of services that are subcontracted and past subcontractors.
- ❖ Indicate distance of each proposed team member (main office) in miles to Orlando, Florida

TAB 7 - Sample Deliverable Documents (Provide one (1) each of the following:

- ❖ Sample procurement specifications for each major PV system component suitable for procurement.
- ❖ Electrical schematic (1-line diagram)
- ❖ Site Development Plan (physical layout)
- ❖ Commissioning Summary Report
- ❖ Monthly and Annual System Performance Report

TAB 8 - Project Controls

Describe Team's methodology for project management including design, permitting, installation, inspection, and testing. Include a description of project cost and schedule controls that are provided or communicated to the Owner on a formal basis. Include past project CPM schedules, schedule of values, and progress reports to client.

TAB 9 - Women and Minority Business Enterprise Participation

Provide Women and Minority Business Enterprise participation certification or participation data. List percentage of WMBE's used as subcontractors and material suppliers on recent projects.

TAB 10 - Additional Information for Consideration. Please provide us with any additional information you wish for OUC to consider in this Response. (Limit to 3 pages)

APPENDIX A - REQUIRED FORMS

DECLARATIONS AND SIGNATURES

The undersigned hereby declares that only the persons or Firms interested in this Response as principal or principals are named herein, and that no other persons or Firms than herein mentioned have any interest in this Response or in the contract to be entered into; that this Response is made without connection with any other person, company, or parties likewise submitting a Response; and that it is in all respects for and in good faith, without collusion or fraud.

Dated at _____ this _____ day of _____, 20_____.

Respondent _____

By _____
Signature

Printed or Typed Name

Title _____

Complete Business Address
of Respondent

State of Incorporation

Complete Address of Principal Office

Name, Address and Telephone Number of Person to Contact Regarding this Response. Include Both Mail and Street Addresses:

Telephone (____) _____

Fax (____) _____

E-Mail _____

**SWORN STATEMENT UNDER SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____
who, being by me first duly sworn, made the following statement:

1. The business address of _____

[name of bidder or contractor] is _____

2. My relationship to _____

[name of bidder or contractor] is _____

[relationship such as sole proprietor, partner, president, vice president].

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

[Draw a line through paragraph 6 if paragraph 7 below applies.]

7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is

_____. A copy of the order of the Division of Administrative Hearings is attached to this statement.

[Draw a line through paragraph 7 if paragraph 6 above applies.]

Signed by: _____

Printed Name: _____

Sworn to and subscribed before me in the state and county first mentioned

above on the ____ day of _____, 20__.

Notary Public

(Affix Seal)

My Commission Expires

Type or Printed Name

DISPUTES DISCLOSURE

Answer the following questions by placing an "X" in the appropriate "YES" or "NO" box. If you answer "YES", please explain in the space provided, or via attachment.

Has your Firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES NO

Has your Firm, or any member of your Firm, been declared in default, terminated or removed from a contract or job related to the services your Firm provides in the regular course of business within the last five (5) years?

YES NO

Has your Firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your Firm provides in the regular course of business?

YES NO

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this project:

Firm

Date

Authorized Signature

Officer Title

Printed or Typed Name

EXCEPTIONS

The undersigned Respondent, having read and examined the requirements of the Statement of Qualifications Documents for the designated services does hereby propose to furnish all submittals required for OUC to evaluate the Statement of Qualifications of the Respondent's Team to provide the services set forth in the Statement of Qualifications Documents.

The undersigned hereby declares that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the Statement of Qualifications Documents. The undersigned further declares that the Response will be submitted in strict accordance with such requirements, and understands that any exceptions to the requirements of the Statement of Qualifications Documents may render the Respondent's Response non-responsive.

No exceptions will be allowed after the SOQ is submitted.

EXCEPTIONS FORM

Please check one:

- None

- Exceptions: _____

(If more space is needed, please indicate exceptions here and attach additional pages as needed)

ADDENDA

The undersigned Respondent acknowledges receipt of the following Addenda, which have been considered in preparing this Response/SOQ.

Number _____ Dated _____

Number _____ Dated _____

Number _____ Dated _____

Number _____ Dated _____

ATTACHMENTS

ATTACHMENT A

Background Information

Provide the following background information for your Firm. Use additional pages if necessary:

1. Legal Name of Firm:
 Name of Parent Company:
 Complete Business Address:
 State of Incorporation:
 Name, Address, Telephone Number, and E-mail Address of Contact Personnel:
2. Length of time Firm has been in business:
- 2a. Length of time Firm has done business in Florida:
3. Dun & Bradstreet Number:
4. Is Firm a Women Owned or Minority Owned Enterprise business? Yes or No
 If yes, please provide certification documentation:
5. Annual dollar volume (Millions) for the last five (5) years for **Solar PV System projects**:
6. Dollar volume of business conducted with OUC in the last five (5) years:
7. Please indicate Firm's ability to furnish performance and payment bond for work. Yes or No:
 Bonding Capacity Remaining:
8. Indicate Firm's Workman's Compensation Experience Modification Rating for the last 3 years.
 OSHA Incidence Rate for the last 3 years
 OSHA Frequency Rate for the last 3 years
 (Number of Lost Time Cases x 200,000/Total Man-hours)
 OSHA Severity Rate for the last 3 years
 (Number of Lost Work Days x 200,000/Total Man-hours)
9. Does Firm conduct pre-employment screening? Indicate yes or no for the following:

Drug Screening Tests:	YES () NO ()
Workers' Compensation History Review:	YES () NO ()
Driver's License Verification:	YES () NO ()
Pre-employment Physical Exam:	YES () NO ()
Criminal History Review:	YES () NO ()

ATTACHMENT B

Project References

The Respondent shall provide verifiable evidence of completed projects as requested below. The projects referenced should be equal or similar in scope to the request for Statement of Qualifications. **List at least five commercial-scale PV projects which shall have been successfully completed within the past 3 years including at least one system greater than 100 KW . (Projects whose references cannot be verified will not be considered:**

- Contact Name, Email and Phone Number
- Project Photos displaying modules, inverters and BOS installed
- Project Location (City and State)
- Project Start and Completion Date
- Project Rated Capacity in Kilowatts DC
- Total Project Value in US Dollars
- Type of Equipment Installed
- Type of Mounting (roof, ground, pole)
- Project Footprint (square feet or acres)
- Last 12 months of Performance Data (KWH monthly values)
- Average Actual Annual Output/Predicted Annual Output Since Project Inception
- Narrative description of the project (300 word maximum)
- Describe Contracting Method (Turn-key installation, PPA, etc)
- Dollar Percentage of work performed by subcontractors:
- Dollar Percentage of work performed by WMBEs:
- Scheduled Completion Date versus Actual Completion Date (Describe any Variance)
- For any portion of the project which was not self performed by the Firm, please list the other major partners involved in the work and describe their scope:
- List key management personnel including engineering, construction, startup & commissioning, and contract negotiations
- Can the Firm arrange a tour of the referenced facility?