Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Proposal”. Be sure to include the name of the company submitting the bid where requested.

**SEAL PROPOSAL**

**DO NOT OPEN**

SEALED RFQ NO.: 23-906-093

RFQ TITLE: Request for Qualifications: Architectural Design Services – Seminole High School Remodel

DUE DATE/TIME: November 21, 2022 @ 4:00 PM ET

SUBMITTED BY: __________________________

(Name of Company)

DELIVER TO: PURCHASING DEPARTMENT
School Board of Pinellas County
301 Fourth Street S.W.
Largo, FL 33770-3536

**Please Note:**

Pinellas County Schools has partnered with Public Purchase, a web-based eProcurement service. Public Purchase provides government agencies and their vendors with a comprehensive and easy to use web-based eProcurement system. For our vendors, this eProcurement system provides you with automatic notification and transmittal of bid solicitations to vendors. Please visit [www.publicpurchase.com](http://www.publicpurchase.com) to login and obtain any and all bidding documents

Once you have opened and viewed the bid document from this website you will automatically receive an e-mail notifying you when an addendum has been issued. Any such addendum will be posted on the same website listed above. However, if you obtain our bidding documents from any other source, we cannot guarantee that you will automatically receive subsequent notifications of addendums by email. In order to assure that you are automatically notified, you **must** visit the above website and open and view the bid document. The district will not be responsible if you fail to receive any and all addendums if you obtain the original bid document from another source.
SUBMIT BID TO: PURCHASING DEPARTMENT
School Board of Pinellas County, Florida
301 – Fourth Street S.W.
Largo, Florida 33770-3536

Request for Qualifications (RFQ)
RFQ NO. 23-906-093

RFQ TITLE: Request for Qualifications: Architectural Design Services – Seminole High School Remodel

F.O.B.

DESTINATION
8401 131st St.
Seminole, FL 33776

ISSUE DATE: November 1, 2022

BID DUE DATE AND TIME: November 21, 2022 @ 4:00 PM ET

SUBMITTALS: Certain Submittals are required with this RFQ. See the SUBMITTALS CHECKLIST found later in the RFQ document for details. Submit Seven (7) complete copies of your proposal 1 copy marked as the original, 6 complete copies, and one (1) electronic copy on a USB flash drive. Each proposal should include all information and submittals requested in this bid. Incomplete proposals may be declared non-responsive.

Note to Bidder:
A. A signed proposal submitted to the School Board obligates the bidder to all terms, conditions and specifications stated in this document, unless exceptions are taken and clearly stated in the bidder’s proposal.
B. Proposals received after the date & time specified will not be accepted.

Date Submitted: ______________________

BIDDER MUST FILL IN THE INFORMATION LISTED BELOW AND SIGN WHERE INDICATED FOR BID TO BE CONSIDERED

Company Name: ______________________
FEIN: ______________________
Address: ______________________
Telephone: ( ) - Ext.
City, State: ______________________
Zip: ______________________
FAX: ( ) -

NON COLLUSION: - The bidder, by affixing its signature to this proposal, certifies that its bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Signature of Owner or Authorized Officer/Agent: ______________________
E-mail: ______________________
Typed Name of Above: ______________________
Title: ______________________

(23-906-093)
# REQUEST FOR QUALIFICATIONS

## DESIGN PROFESSIONAL SERVICES

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SECTION I
SELECTION PROCESS

A. INTRODUCTION

This document shall serve to provide interested parties with specific information as to the procedures for selection of Professional Design Services where the method of compensation is a Negotiated Fee for THE SCHOOL DISTRICT OF PINELLAS COUNTY, FLORIDA. Pursuant to the Florida Consultant’s Competitive Negotiation Act, Section 287.055 F.S., The School Board of PINELLAS County, Florida (hereinafter referred to as the “Board”), will consider the contracting of a Professional Design Service for architectural design services.

PROJECT:
Business entities interested in providing Professional Design Services to the Board are hereby notified that a sealed Qualifications Statement for providing the required services must be received by 4:00 pm, local time, on November 21, 2022, in the Purchasing Department, The Pinellas County School Board (PCSB), 301 4th Street SW Largo, FL 33770.

This general information application packet shall serve to provide interested parties as to the procedures for selection of Professional Design Services for the Board.

B. GENERAL INSTRUCTIONS

The response shall be clearly identified as:


The response shall be submitted in a sealed envelope addressed to:

Pinellas County School Board
Purchasing Department, 3rd Floor
301 Fourth St. SW
Largo, FL 33770

Proposers shall submit one (1) original marked as the original, six (6) complete copies and one (1) electronic copy on a USB flash drive, on or before the deadline listed above.

Applicants that do not comply with the Board’s Procedures or deadlines established will not be considered. After the Professional Service Selection Committee has reviewed and scored the submittals and made a recommendation for award, surplus submittal books will be available to be picked up by the respondent from the Facilities Department located at the Walter Pownall Service Center, 11111 S. Belcher Road, Largo, FL.

Excess submittal books may be picked up between the hours of 8 a.m. and 3:30 p.m. M-F, (M-R during summer months) and will be held for 15 days after a Notice of Intent to Award has been published.

The Board is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.

The contents of the proposal of the successful Applicant will become part of the contractual obligations. All information submitted by Applicants is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event an Applicant is found to have committed perjury, such Applicant shall be ineligible for...
The scope for this project includes: internships, a focus on soft skills, and industry certifications. Performing & Visual Arts Academy, Engineering Academy, iHawk Academy, and Sports Career Institute. AVID expertise. SHS houses the Center for Educational Leadership (CEL), an educational and leadership

Proposal must be typed or printed. All corrections made by the Applicant prior to the opening must be initialed and dated by the Applicant.

Any questions concerning this Request for Qualifications shall be directed in writing via e-mail to Joe Benjamin, Director of Purchasing at benjamins@cpsb.org. All responses of a material nature will be posted as an addendum to the Request for Qualifications.

All firms are hereby placed on notice that the Board, school-based staff, District level staff and members of the Professional Selection Committee shall not be lobbied either individually or collectively about this project. Firms and their agents are hereby placed on notice that they are not to contact members of the Board or staff members for such purposes as holding meetings of introduction, dinners, etc. in the attempt to influence the outcome of the selection process, if they intend to, or have submitted a proposal or Letter of Interest for this project. Such communication may result in an automatic disqualification for selection in the pending solicitation and any subsequent District solicitations for a period of six (6) months, no matter the outcome of the solicitation or any protest and/or appeal.

C. PROJECT DESCRIPTION


The project at Seminole High School (SHS) includes new construction, renovation, and remodeling of the existing SHS campus. SHS is dedicated to academic excellence in conjunction with artistic and technical career skills expertise. SHS houses the Center for Educational Leadership (CEL), an educational and leadership-focused academy with USF and SPC partnerships, as well as other career academies including e-commerce Academy, 4-A Performing & Visual Arts Academy, Engineering Academy, iHawk Academy, and Sports Career Institute. AVID and AP Capstone Diplomas ensure students engage in authentic scientific methodical research and rigorous coursework. SHS prepares students for postsecondary and workforce success through advanced-level classes, real-world internships, a focus on soft skills, and industry certifications.

This project should be an example of how an aging campus can be remodeled to have a collegelike atmosphere. The project goal is to create a dynamic, state-of-the-art educational environment that fosters collaborative creativity, innovation and sustainability with an updated look and feel.

The scope for this project includes:

- Roofing throughout campus using a 20-year liquid applied roof product
- Chiller replacement (3 chillers, 2 cooling towers, and 3 pumps)
- HVAC - replace all ceiling mounted unit ventilators with vertical fan coil units, identify any old HVAC equipment that has reached its useful life and replace.
- Campus electrical distribution throughout
- Refresh in classrooms- paint, ceiling tile, lighting, roller window shades, also ensure safety tinting film to be placed on all exterior windows
- Cafeteria - demo, new construction and remodel of 7000 ft2
Demolish the west dining space and cafeteria leaving the east dining space to be remodeled/renovated into the new Art Classrooms.

- Creation of an entrance to give the campus more of a high school feel
- Front Office, Administration Building, and Guidance Suite - complete remodel, change of layout may be needed depending on the design of the new front entrance. All new ceilings, floors, lights and paint throughout.
- Exterior- repaint and reface - ensure entire campus has a unified paint scheme
- Refresh of Media Center - new ceilings, lights, flooring, paint
- Remodel/ relocation of Arts Classroom - to be placed into the remodeled east dining room.
- Refresh of hallways- ceiling tiles, paint, lighting, flooring

The Board intends to award a contract to the company that it deems most qualified and responsive to this request.

The estimated construction Budget is: $ 57,000,000.00

Timelines for Design Documents shall be as follows:

Phase 1: Schematic Design: 45 days

Phase 2: Preliminary Design Documents & Specifications: 60 days

Phase 3: Construction Documents & Specifications: 90 days

All facilities are owned by the District. All work shall comply with FL State Statutes, State Requirements for Educational Facilities (SREF), District requirements and State Codes.

D. SELECTION PROCESS MILESTONES (ANTICIPATED DATES/TIMES)

- November 1, 2022 Request for Qualifications notice e-mailed to prospective bidders & RFQ documents posted on the Public Purchase Web Site.
- November 4, Nov. 11, and Nov. 18, 2022 Legal Advertisements- Business Observer
- November 15, 2022 Last Day to request information
- November 21, 2022 Proposals due in Purchasing @ 4 p.m. E.T. Public bid opening to follow immediately thereafter in Room A318, Purchasing Department, School Administration Building, 301 4th Street S.W., Largo, Florida.
  
  NOTE: The Largo Administration Building is a secured Inform the officer at the front desk that you have a bid to be delivered to the Purchasing Department. The officer will call Purchasing and someone from the department will come to the front desk to date and time stamp your bid and provide a receipt. This process may take several minutes, so please allow sufficient time when hand delivering a bid submittal.
- November 21 – December 14, 2022 Committee Members evaluate and score responses from
contractor(s).

- December 15, 2022: *Professional Service Selection Committee meeting to score and rank responses. Meeting 8:30 AM @ . in the Royal Palm Room, Walter Pownall Service Center, 11111 S. Belcher Road, Largo, FL*
- December 22, 2022: Shortlisted Firms site visit/walkthrough 1:00 pm – 2:30 pm.
- January 20, 2023: *Interviews and final ranking of responses."

**All Evaluation Meetings are open to the public, presentations and interviews are closed.**

**E. MANDATORY SUBMITTAL REQUIREMENT**

All responses to the RFQ, with the exception of sample items which typically are generated in larger format, shall be submitted in an 8-1/2" x 11", edge-bound format. Covers may be slightly larger. Sections shall be tabbed to correspond to the headings listed in the RFQ Contents shall be in conformance with requested criteria utilizing the applicant firm’s phrasing to complete the requested listing. The booklet shall be numbered with the maximum number of pages being 80.

**F. SELECTION PROCESS FOR PROPOSALS AND METHOD OF EVALUATION:**

The Professional Service Selection Committee will review all proposals received by the specified due date and time and score the proposals independently in accordance with the criteria listed in this Request for Qualifications on the Proposal Evaluation Form and pursuant to F.S. 287.055. After each member of the Professional Service Selection Committee has submitted their scores, they will be totaled and the firms with the highest scores, no fewer than three (3), will be selected to participate in the oral interviews/presentations.

All proposals will be evaluated using a weighted point system applied to a list of both objective and subjective criteria. The criteria and their associated point value are listed herein. Written proposals are worth a maximum 100 points.

Oral interview/presentation scores are worth 100 points. Each committee member score will be multiplied by 3, that number will be added to the written score for a total score. Those total scores will be added together to determine a grand total. The highest scoring firm will be the highest ranked firm and recommended for award.

**G. PUBLIC RECORD LAW**

Public Records: Section 119.0701, Florida Statutes, requires that the Contractor comply with Florida’s public records laws with respect to services performed on behalf of the School Board. Specifically, the statute requires that the Contractor:

a. Keep and maintain public records required by the School Board to perform the service.

b. Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the Contractor does not transfer the records to the School Board.

d. Upon completion of the Agreement, transfer, at no cost, to the School Board all public records in the possession of the Contractor or keep and maintain public records required by the School Board to perform the
service. If the Contractor transfers all public records to the School Board upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e. A request to inspect or copy public records relating to this Agreement must be made directly to the School Board. If the School Board does not possess the requested records, the public agency shall immediately notify the Contractor of the request, and the Contractor must provide the records to the School Board or allow the records to be inspected or copied within a reasonable time.

f. The failure of the Contractor to comply with these provisions, if applicable, shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board and may also result in penalties under Section 119.10, Florida Statutes.

g. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ANGELA BROWN, SUPERVISOR OF RECORDS MANAGEMENT AT 727-793-2701 X 2393, 2929 COUNTY ROAD 193, CLEARWATER, FL 33759, brownangel@pcsb.org.**

H. **BACKGROUND SCREENING**

As required by The Jessica Lunsford Act [s.21 of Ch.2005-28, L.O.F.], if anyone representing a vendor under contract with the school district **will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds**, such personnel are required to be screened at Level 2, to include fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. [s. 1012.465, Florida Statutes]

The requirements of this law must be met in order for the School Board to contract with your company. To make an appointment to be screened by Pinellas County Schools, go to: [http://fieldprintflorida.com/](http://fieldprintflorida.com/)

The code for a full submission (fingerprinting and new badge) is FPPCSVendors.
The code for a badge replacement only is FPPCSBadge.

If Contractor/Vendor is awarded all or a portion of this bid, Contractor/Vendor hereby acknowledges and agrees to abide by the Florida Jessica Lunsford Act (1012.465, F.S.) and obtain, at its own cost, Level 2 clearance of all employees, agents, and subcontractors who (1) have access to school grounds when students are present, (2) have direct contact with students, on or off school grounds, or (3) have access to or control of school funds.

I. **FILLABLE BID FORMS**

For your convenience, some of the forms which must be completed and submitted along with your bid proposal will be posted on the Purchasing Website under the RFQ Construction Management tab: [http://www.pcsb.org/Page/744](http://www.pcsb.org/Page/744)
Please use these forms to avoid the need to hand write information. If sufficient room has not been provided on the form to enable you to enter a complete response, please include a supplemental attachment if necessary. Please note that this file may not include all the forms that should be submitted with your bid proposal so please check the Submittals Checklist near the end of this document for a complete list of requested and required submittals.

J. GENERAL TERMS AND CONDITIONS

The Pinellas County School District (District) “General Terms and Conditions” School Board Adopted 12/08/09 Revised 3/20/12, 7/24/12 can be found at the following link: https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/General%20Terms%20and%20Conditions.pdf

By submitting a qualification package, Proposer agrees to abide by all District Terms and Conditions.
SECTION II
RESPONSE TO REQUEST FOR QUALIFICATION STATEMENT FORMAT

DELIVERABLES

To facilitate analysis of its qualifications package, the firm shall prepare its qualifications package in accordance with the instructions outlined in this section. This qualifications package shall not be more that 80 pages “including” the Experience Questionnaire and excluding” tabs “only. (Please number pages). The Experience Questionnaire and all forms, reports, or statements in this RFQ shall be typed or printed (see FILLABLE BID FORMS, page 14).

RFQ packages received after the designated deadline will be returned to the applicant firm, unopened. If the firms’ qualifications package deviates from these instructions, such qualifications package may, in the District’s sole discretion, be rejected.

The District is not responsible for any cost incurred by the applicant firms, prior to the issuance of an executed contract.

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TAB 1: MINIMUM REQUIREMENTS (NON-SCORED)
(All items in Tab 1 shall be included in the response, if not included, the review will be terminated and your proposal will be deemed non-responsive)

1. **PCS FORM 3-852-A-RFQ**

   Complete and sign PCS Form 3-852-A-RFQ (page 1 of this document).

2. **LETTER OF INTRODUCTION (NON-SCORED)**

   Letter shall include a brief summary of firm’s history and commitment to project. Letter shall be limited to one page.

3. **PROFESSIONAL LICENSES, CURRENT**

   b. Certificate of Corporation from firm and consultants.

   Copies of current State of Florida professional registration license renewals for the applicant excluding sole proprietorships and all key professional personnel Licenses to be used on the project. An applicant shall be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The committee may verify the current status with the appropriate state board.

4. **CERTIFIED MINORITY FIRM:**


5. **INSURANCE**

   1. Commercial General Liability
      a. Each Occurrence 1,000,000

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The School Board Of Pinellas County Prohibits Discrimination In All Purchasing And Contracting

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b. General Aggregate 2,000,000
2. Automobile Liability 300,000
3. Umbrella Liability 1,000,000
4. Professional Liability 2,000,000
5. Workers Compensation and Employees Liability 500,000

If coverage amounts do not meet the District’s requirement upon submittal of the RFO, a letter from your Insurance Company stating that they will issue insurance in the type and amount required to cover your firm (if your firm is awarded the contract) constitutes acceptable proof of ability.

Special Provisions: The School Board of PINELLAS County shall be listed as an additional insured on the certificate of coverage for both the comprehensive general liability and the business auto liability policies. Said certificates of coverage shall be forwarded to Linda Balcombe, Purchasing Department, immediately upon contract approval and before the contracted project begins.

Current valid insurance policies meeting the requirements herein identified shall be maintained for the duration of the named project. Renewal certificates shall be sent to the School Board 30 days prior to any expiration date. There shall also be a 30-day notification to the School Board in the event of cancellation or modification of any stipulated insurance coverage.

The firm agrees to maintain professional liability insurance coverage with an insurance company licensed to do business in the State of Florida with limits of Coverage no less than $1,000,000.00 for a period of no less than the final completion date set upon award of this Contract. There shall be no charge to the Owner for such professional liability insurance coverage.

**TAB 2: FINANCIAL RESPONSIBILITY (0-5 POINTS)**

Provide information indicating financial capability of the firm to provide the resources required, including: Audited financial statements for the most recent two (2) years, including income statement, balance sheet, statements of cash flows and notes to financial statements. **If audited financial statements are unavailable, provide similar unaudited statements.**

**PROVIDE ONE (1) COPY IN A SEPARATE SEALED ENVELOPE – TITLED “FINANCIAL STATEMENT”**.

**TAB 3: REFERENCE QUESTIONNAIRE (0-4 POINTS)**

Using the “Reference Questionnaire” on page 20 of this document, provide a minimum of four (4) references. Those references must be **sent directly to Joe Benjamin**, at **benjaminst@pcsbo.org** prior to the **Request for Qualifications due date and time**. References received after the due date and time will not be considered.

**TAB 4: LOCATION (0-3 POINTS)**

a. Pinellas County – 3 points
b. Pasco, Hillsborough, and Manatee Counties (2 points)
c. State of Florida – 1 point
d. Outside state of Florida – 0 points

**TAB 5: QUALIFICATIONS OF ANTICIPATED STAFF (0-25 POINTS)**

(Points shall be averaged for all personnel listed)
1. Explain in detail your rationale for selecting your team, including your consultants, for this project. Describe your team's experience with similar scope to the proposed project.
2. Provide a professional resume for each member of your team, including your consultants.

**TAB 6: APPROACH OF THE FIRM (0-20 POINTS)**

Based on the projects you are submitting for review in tab seven (7), explain why you are the most qualified firm for this project. Explain how the knowledge you gained in these projects will contribute to the success of the proposed project.

**TAB 7: EXPERIENCE OF THE FIRM (0-20 POINTS)**

Provide a detailed project page for a minimum of five (5) projects and a maximum of ten (10) projects which highlight your firm's ability to successfully deliver the proposed project. Projects shall not be more than 10 years old. (Utilize the interactive form “Example Projects Which Best Illustrate Proposed Team’s Qualifications for this Contract”. This form can be found on the Purchasing Website under the RFQ Professional Services link). If submitting less than 5 projects, please provide justification as to why your firm is qualified for the project. NOTE: Special care should be made to highlight projects your firm has completed with a similar scope and cost as the proposed project. (20 points).

**TAB 8: PCSB FACILITIES, DESIGN AND CONSTRUCTION EVALUATION (0-20 POINTS)**

Points for this Tab will be scaled from average evaluations held by the Facilities Design and Construction Department divided by 5. New firms with no evaluation on file will receive a base line score of 12. For reference, form is posted on the PSCB Purchasing website under RFQ Professional Services tab. (20 Points).

**TAB 9: EQUITABLE DISTRIBUTION OF WORK (0-3 POINTS)**

In an effort to consider the equitable distribution of work, the committee chairperson shall evaluate data showing dollar amounts of projects awarded and/or contracted by Pinellas County Schools to the submitting firms. The dollar amount of the projects awarded will reflect the estimated construction budget listed on the Request for Qualifications (RFQ) and/or the Invitation to Bid (ITB) for projects awarded in the last three (3) fiscal years (July 1-June 30). This includes continuing contracts awarded and/or contracted.

The points will be distributed as follows:

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 to 10,000,000</td>
<td>3 points</td>
</tr>
<tr>
<td>10,000,001 to 20,000,000</td>
<td>2 points</td>
</tr>
<tr>
<td>20,000,001 to 30,000,000</td>
<td>1 point</td>
</tr>
<tr>
<td>30,000,001 and over</td>
<td>0 points</td>
</tr>
</tbody>
</table>

**NOTE: TABS 8 AND 9 ARE PROVIDED FOR INFORMATION ONLY, NO SUBMITTAL BY RESPONDENT IS NECESSARY.**
SECTION III
INTERVIEW/PRESENTATION FORMAT

Section III is for the Interview/Presentation Process. All scoring for this section is subjective and scored separately by the Committee Members based on their individual judgment of your presentation. The firms conducting the interview should cover all the topics indicated below, this is not the time to market your firm. It is important to follow the steps in order to ensure you cover all of the topics to receive the maximum score. Note: These interview questions are subject to change prior to shortlist invitations are sent out.

1. **Communication and Proposed Project Staff (0-5 points)**

Briefly address the following:

- Discuss the communication efforts your team uses and how you can assist the principal in sharing project updates with the school community.
- Provide a leave behind which confirms your proposed team is the same team in your submittal. Verbally explain any changes to your proposed team which have occurred since your submittal.

2. **Knowledge of the Site, Local Conditions and Educational Needs (0-25 points)**

- Demonstrate knowledge of the project site, facility's existing conditions as it pertains to the project and code compliance. In addition, demonstrate how your design meets the specific educational needs of the school.

3. **Construction Budget/Value Engineering (0-15 points)**

In consideration of today's construction climate, what recommendations would you suggest regarding materials and construction methods to keep the project on time and on budget?

4. **Master Plan and Building Design (0-55 points)**

Describe your plan, in detail, for executing the new construction, renovation and remodel at Seminole High School:

1. Master Plan of the new construction, renovation and remodel, to include:
   a) Administration Suite
   b) Cafeteria
   c) Media Center
   d) Art Classrooms
   e) Creation of campus front entrance
2. Identify options for mechanical, electrical and roofing upgrades
3. Proposed a phasing plan to minimize campus disruptions
REFERENCE QUESTIONNAIRE

Vendor Instructions
Provide a minimum of four (4) completed Reference Questionnaires from completed projects, two (2) from previous owners, and two (2) from the school districts other than Pinellas County Schools and. **COMPLETED** responses shall be **sent to Joe Benjamin** via email at benjaminst@pcsb.org.

Applicant Firm’s Name: _____________________________________________

Referenced Organization/Firm Name: ________________________________

Referenced Contact Person: _______________________________________

Telephone: _______________________________________________________

Email Address: ___________________________________________________

Project # __________________ RFQ# ________________________________

Rate the firm with respect to its ability to fulfill your expectations relating to each category below.

Please use the following scoring guidelines:

<table>
<thead>
<tr>
<th>(1) Did not meet expectations</th>
<th>(2) Met expectations</th>
<th>(3) Exceeded expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Question</td>
<td>Score</td>
</tr>
<tr>
<td>Design</td>
<td>Delivered phased design documents as scheduled</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Coordination between consultants</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Understanding and compliance of building codes</td>
<td>☐ ☐ ☐</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Design met economical and functional requirements</td>
<td>☐ ☐ ☐</td>
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<tr>
<td>4</td>
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</table>

Quality of Work

1 Rate the design for omissions and the need for supplementary instructions | ☐ ☐ ☐ |
2 Was the project designed within budget | ☐ ☐ ☐ |
3 Was the project completed on time | ☐ ☐ ☐ |
4 Overall quality of work | ☐ ☐ ☐ |

Synopsis

Would you hire this firm again? Yes ☐ No ☐

Additional comments (required if you would NOT hire this firm again.)

Additional Comments: _____________________________________________

________________________________________
(Signature)
To help ensure that you include all the submittals necessary to complete a thorough evaluation of your proposal, we ask that you use this checklist to make sure you have enclosed all Required submittals before sealing and submitting your proposal.

The list below comprises the Required Submittals, and they must be submitted at the time you submit your proposal or it will be declared non-responsive. Submit seven (7) complete copies (1 original marked as original & 6 copies) and one electronic copy of your proposal on a flash drive.

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<tr>
<th>Verified by Firm</th>
<th>Verified by Evaluator</th>
<th>Description of Required Submittal</th>
<th>Page No.</th>
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<td>Completed and signed Form 3-852-A-RFQ</td>
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<td>TAB 1: Minimum Requirements</td>
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<td>TAB 2: Financial Responsibility, submit one copy only</td>
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<td>TAB 3: Reference Questionnaire</td>
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<td>TAB 5: Qualifications of Anticipated Staff</td>
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<td>TAB 6: Approach of the Firm</td>
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<td>TAB 7: Experience of the Firm</td>
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<td>Completed and signed Drug Free Workplace Certification Form (optional)</td>
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<td>Completed and signed Certification Regarding Debarment Form AD-1048</td>
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DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

____________________________
Authorized Signature
CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

***** BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE SIDE *****

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attached an explanation to this proposal.

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<th>Organization Name</th>
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<th>Name(s) and Title(s) of Authorized Representative(s)</th>
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Form AD-1048 (1/92)
INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decided the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Form AD-1048 (1/92)
Executive Order 12549--Debarment and Suspension


By the authority vested in me as President by the Constitution and laws of the United States of America, and in order to curb fraud, waste, and abuse in Federal programs, increase agency accountability, and ensure consistency among agency regulations concerning debarment and suspension of participants in Federal programs, it is hereby ordered that:

Section 1. (a) To the extent permitted by law and subject to the limitations in Section 1(c), Executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and nonfinancial assistance and benefits. Debarment or suspension of a participant in a program by one agency shall have government-wide effect.

(b) Activities covered by this Order include but are not limited to: grants, cooperative agreements, contracts of assistance, loans, and loan guarantees.

(c) This Order does not cover procurement programs and activities, direct Federal statutory entitlements or mandatory awards, direct awards to foreign governments or public international organizations, benefits to an individual as a personal entitlement, or Federal employment.

Sec. 2. To the extent permitted by law, Executive departments and agencies shall:

(a) Follow government-wide criteria and government-wide minimum due process procedures when they act to debar or suspend participants in affected programs.

(b) Send to the agency designated pursuant to Section 5 identifying information concerning debarred and suspended participants in affected programs, participants who have agreed to exclusion from participation, and participants declared ineligible under applicable law, including Executive Orders. This information shall be included in the list to be maintained pursuant to Section 5.

(c) Not allow a party to participate in any affected program if any Executive department or agency has debarred, suspended, or otherwise excluded (to the extent specified in the exclusion agreement) that party from participation in an affected program. An agency may grant an exception permitting a debarred, suspended, or excluded party to participate in a particular transaction upon a written determination by the agency head or authorized designee stating the reason(s) for deviating from this Presidential policy. However, I intend that exceptions to this policy should be granted only infrequently.

Sec. 3. Executive departments and agencies shall issue regulations governing their implementation of this Order that shall be consistent with the guidelines issued under Section 6. Proposed regulations shall be submitted to the Office of Management and Budget for review within four months of the date of the guidelines issued under Section 6. The Director of the Office of Management and Budget may return for reconsideration proposed regulations that the Director believes are inconsistent with the guidelines.

Sec. 4. There is hereby constituted the Interagency Committee on Debarment and Suspension, which shall monitor implementation of this Order. The Committee shall consist of representatives of agencies designated by the Director of the Office of Management and Budget.

Sec. 5. The Director of the Office of Management and Budget shall designate a Federal agency to perform the following functions: maintain a current list of all individuals and organizations excluded from program participation under this Order, periodically distribute the list to Federal agencies, and study the feasibility of automating the list; coordinate with the lead agency responsible for government-wide debarment and suspension of contractors; chair the Interagency Committee established by Section 4; and report periodically to the Director on implementation of this Order, with the first report due within two years of the date of the Order.

Sec. 6. The Director of the Office of Management and Budget is authorized to issue guidelines to Executive departments and agencies that govern which programs and activities are covered by this Order, prescribe government-wide criteria and government-wide minimum due process procedures, and set forth other related details for the effective administration of the guidelines.

Sec. 7. The Director of the Office of Management and Budget shall report to the President within three years of the date of this Order on Federal agency compliance with the Order, including the number of exceptions made under Section 2(c), and shall make recommendations as are appropriate further to curb fraud, waste, and abuse.
The contractor shall obtain, within ten (10) working days of the award by the School Board, all of the insurance coverage’s required in the project specifications. Certificates of Insurance shall be filed with and approved by the School Board before the contractor or any subcontractor is allowed to commence work on the project.

The School Board of Pinellas County shall be listed both as an “Additional Insured” and “Certificate Holder” on all insurance policies obtained by the contractor as the result of being awarded a contract; unless expressly prohibited by the insurance company. A written explanation of that insurance company's position will be attached to the Certificate of Insurance filed with the School Board of Pinellas County's Risk Management Department. Any requirement by the contractor's insurance company that an additional premium shall be required for the issuance of a Certificate of Insurance with the School Board of Pinellas County as an "Additional Insured" shall not excuse any failure to obtain the required insurance certificate. The School Board of Pinellas County requires a 10 notice of cancellation and a 30 notice for non-renewal.

The name of the insurance company(ies) listed on the Certificate of Insurance on file in the Risk Management Department shall be the same as it appears in Best’s Financial Strength Rating. The insurance company named on the Certificate of Insurance shall have a rating of “A-V” or better as stated in Best’s Financial Strength Rating.

1. **GENERAL LIABILITY INSURANCE**

The contractor shall provide the ISO Commercial General Liability Policy. The Owner shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the responsibility solely of the contractor or subcontractor providing such insurance.

The Commercial General Liability Policy (CGL) is a method of automatically providing a broad range of common coverage extensions to the CGL policy that firms often need and overlook. By having a CGL policy, it will reduce the overall cost of providing those other coverage’s at a future date and allows for a wide distribution of those packaged coverage’s.

The CGL policy shall provide coverage of at least the following items:

a) **General Aggregate:**

   i) **Premises Operation** which will include XCU coverage except when work does not include foundation, structural work, pressure fired vessels or materials or construction techniques which could explode.

   ii) **Independent Contractor's Protective** which provides coverage for injury to others arising out of the independent contractors work. General Contractors may opt to provide this coverage in lieu of naming the School Board of Pinellas County as “Additional Insured”.

   iii) **Broad Contractual Liability** which is liability assumed by the insured under any contract agreement. This includes any oral or written contract or agreement relating to the conduct of the named insured’s business. If excluded, exception for liability is assumed in an insured contract.

b) **Products and Completed Operations**

c) **Personal & Advertising Injury Liability**

The contractor shall obtain insurance which shall at least meet the following minimum limits:
For projects/contracts under $500,000.00:

- $1,000,000.00 per occurrence, $2,000,000.00 general aggregate.

For projects/contracts $500,000.00 and over:

- $5,000,000.00 per occurrence, $5,000,000.00 general aggregate.

2. **AUTOMOTIVE LIABILITY INSURANCE**

The contractor shall obtain Business Coverage Automobile Insurance which shall protect the contractor from claims for damage for personal injury, bodily injury including accidental death, as well as claims for property damages which may arise from operations under this contract whether such operations are by himself or by anyone directly or indirectly employed by him. Coverage shall include owned, non-owned, hired and rented vehicles.

The contractor shall obtain insurance which shall at least meet the following minimum limits:

- $300,000.00 Combined Single Limit
- $100,000.00 Bodily Injury (per person), $300,000.00 Bodily Injury (per accident)
- $100,000.00 Property Damage

3. **WORKERS’ COMPENSATION INSURANCE**

The contractor shall take out and maintain during the life of this Contract, Workers’ Compensation Insurance for all of his employees connected with the work of this Project and, in case any work is sublet, the contractor shall require the subcontractors similarly to provide Workers' Compensation Insurance as required by FS 440 for all the latter’s employees unless such employees are covered by the protection of the contractor. The following limits shall be obtained:

The contractor shall obtain insurance which shall at least meet the following minimum limits:

- State Worker’s Compensation: Statutory
- Employer’s Liability:
  - $100,000.00 Each Accident
  - $500,000.00 Disease, Policy Limit
  - $100,000.00 Disease, Each Employee
A bidder who wishes to file a protest pertaining to a bid must file such notice in accordance with procedures prescribed by 120.57(3) enumerated below. For bids solicited by the purchasing department, the notice must be filed with the director of purchasing. For bids solicited by the facilities department, the notice must be filed with the director of facilities.

1. Any person who is adversely affected by the district decision or intended decision shall file with the director of purchasing or director of facilities a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of the district decision or intended decision and shall file a formal written protest within 10 days after filing the notice of protest. With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications or intended project plans and specifications in an invitation to bid or request for proposals, and the formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and legal holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

2. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to FS 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Pinellas County School District in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than $500 nor more than $5,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestor, the protest security shall be returned. If the protestor prevails, he or she shall recover from the district all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

3. Upon receipt of the formal written protest and protest bond which has been timely filed, the district shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final district action, unless the Superintendent sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

4. a) The district shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of a formal written protest.
   b) If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to 120.57(2) FS and applicable district rules before a person whose qualifications have been prescribed by rules of the district.
   c) If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, the district shall refer the protest to the Division of Administrative Hearings for proceedings under 120.57(1) FS.

5. Upon receipt of a formal written protest referred pursuant to this subsection, the director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the division and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the district within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

6. In a competitive-procurement protest, no submissions made after the bid or proposal opening amending or supplementing the bid or proposal shall be considered. Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed district action. In a competitive-procurement protest, other than a rejection of all bids, the administrative law judge shall conduct a de novo proceeding to determine whether the district's proposed action is contrary to the district's governing statutes, the district's rules or policies, or the bid or proposal specifications. The standard of proof for such proceedings shall be whether the proposed district action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended district action to reject all bids, the standard of review by an administrative law judge shall be whether the district's intended action is illegal, arbitrary, dishonest, or fraudulent.