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.

### SEALED PROPOSAL
- **DO NOT OPEN**

**SEALED RFQ NO.:** RFQ 24-906-063  
**RFQ TITLE:** Request for Qualifications: New Construction, Renovations and Remodel - Pinellas Technical College - St. Petersburg

**DUE DATE/TIME:** October 31, 2023 @ 4:00 p.m. ET  
**SUBMITTED BY:** ______________________________________ (Name of Company)

**DELIVER TO:** PURCHASING DEPARTMENT  
School Board of Pinellas County  
301 Fourth Street S.W.

**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

### RFQ TITLE:
Request for Qualifications: New Construction, Renovations and Remodel - Pinellas Technical College - St. Petersburg

### RFQ NO.:
24-906-063

### F.O.B.:
Pinellas Technical College - St. Petersburg

### DESTINATION:
901 34th St S  
St. Petersburg, FL 33711

### BUYER:
Joe Benjamin, NIGP-CPP, CPPB  
(727) 588-6143

### ISSUE DATE:
October 5, 2023

### BID DUE DATE AND TIME:
October 31, 2023 @ 4 p.m. E.T.

### BID OPENING ROOM:
A318

### 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 (1 original & 6 copies) and one (1) electronic copy of your proposal. Each proposal should include all information and submittals requested in this bid. Incomplete proposals may be declared non-responsive.

### USE OF FEDERAL FUNDS:
If the District intends to utilize Federal funds to make purchases from this bid, one or more of the paragraphs listed below from the General Bid Terms & Conditions will be checked. Paragraphs not checked below will not apply to this bid.
- [ ] Paragraph 54
- [ ] Paragraph 55
- [ ] Paragraph 56
- [ ] Paragraph 57
- [ ] Paragraph 58
- [ ] Paragraph 59
- [ ] Paragraph 60

### 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.

### Delivery days after receipt of order: N/A  
Date Submitted:  
Payment Terms N/A

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

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>FEIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone: ( ) - Ext.</td>
</tr>
<tr>
<td>City, State:</td>
<td>Zip:</td>
</tr>
<tr>
<td></td>
<td>FAX: ( ) -</td>
</tr>
</tbody>
</table>

**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**

Typed Name of Above: E-mail: Title:

PCS Form 3-852-A-RFQ (Rev. 5/1/13) Review Date 5/14

24-906-063
REQUEST FOR QUALIFICATIONS

DESIGN PROFESSIONAL SERVICES

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Section III       Pages
    Interview/Presentation Format        19

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    Reference Questionnaire Form         20
SECTION I
SELECTION PROCESS

A. 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:

By submitting a proposal, Proposer agrees to abide by all District Terms and Conditions.

B. 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:

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 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.

C. GENERAL INSTRUCTIONS

The response shall be clearly identified as:

RFQ – 24-906-063

Request for Qualifications – New Construction, Renovations and Remodel - Pinellas Technical College - St. Petersburg

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

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

One (1) original, six (6) copies and one (1) electronic copy on a flash drive. Responses must be furnished on or before the stipulated deadline listed above, no later than 4:00 p.m., local time, to be considered.

Any questions concerning the Request for Qualifications shall be directed in writing via e-mail to the
Purchasing Department at benjaminst@pcsb.org. All responses of a material nature will be posted as an addendum to the Request for Qualifications.

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 8:00 a.m. and 3:30 p.m. M-F, 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 consideration for future projects. The minimum qualifying information outlined in Sections I and II shall be submitted by an Applicant as a prerequisite for consideration by the Committee and the Board. In order to facilitate selection by the Committee, Applicants are required to respond and index their submittals with the same paragraph notations as in Section II, Qualification Statement Format. The questionnaire is included with the RFQ.

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

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.

D. PROFESSIONAL DESIGN SERVICE DUTIES

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

Lead Discipline for this project: Architectural

Other disciplines needed for this project: Civil, Structural, Mechanical, Electrical, Paint and Coating Consultant, Acoustical Consultant, and Fire Protection Consultant.

E. PROJECT DESCRIPTION

Project Name: New Construction, Renovations and Remodel - Pinellas Technical College -St. Petersburg

Property located at: Pinellas Technical College -St. Petersburg
Estimated Construction Budget: $8,500,000.00

Scope of Work: Create a Master Plan for a multi-year phased project for a whole campus renewal to include interior renovations, modernization of instructional and student spaces, and exterior enhancements for functionality an appearance.

Timelines for Design Documents shall be as follows:

**Phase 1: Master Plan Design Including Final Renderings: 90 Days**

**Phase 2: Schematic Design: 45 days**

**Phase 3: Preliminary Design Documents & Specifications: 75 days**

**Phase 4: Construction Documents & Specifications: 60 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.

**F. SELECTION PROCESS MILESTONES (ANTICIPATED DATES/TIMES)**

- **October 5, 2023** Request for Qualifications RFQ documents posted on the Public Purchase Web Site.

- **October 6, 13, 20, 2023** Legal Advertisements- Business Observer

- **October 23, 2023.** Last Day to request information

- **October 31, 2023** 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 building. 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 1-15, 2023** Committee Members evaluate and score responses from contractor(s).

- **November 17, 2023** Professional Service Selection Committee meeting to score and rank responses. Meeting @ 9:00 a.m.

- **November 27, 2023** Mandatory PAE Walkthrough – 9:00 a.m. – 11:00 a.m.
• January 12, 2024

Interviews and final ranking of responses.

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

**G. 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.

**H. 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. The criteria and their associated point values are listed herein.

Written proposals are worth a maximum of 100 points, 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 oral interviews/presentations.

The scores for all firms selected to participate in the oral interviews/presentations shall be reset to zero (0) prior to the oral interview/presentation.

Oral interview/presentation scores are worth 100 points. Each Committee member shall judge the oral interview/presentation and score independently. Scores from the committee members will be aggregated and the highest scoring firm will be recommended for award.

**I. 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, HOLLY MANNING, SUPERVISOR OF RECORDS MANAGEMENT AT 727-793-2701 X 2021, 2929 COUNTY ROAD 193, CLEARWATER, FL 33759, manningh@pcsb.org.

J. 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/

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.

K. 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 Professional Services tab: 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.
SECTION II
RESPONSE TO REQUEST FOR QUALIFICATION STATEMENT FORMAT

Sections shall be numbered and tabbed to correspond with the headings listed in bold and underlined type. The response to this request for qualifications must be presented in the following order and format.

TABLE OF CONTENTS

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)

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
   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 RFQ, 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)**

Provide a list of a minimum of four (4) references in this section. Those references must complete the enclosed “Reference Questionnaire” and have them sent directly to Joe Benjamin, at benjaminst@pcsb.org prior to the Request for Qualifications due date and time. References received after the due date and time will not be considered.

References previously submitted will be valid for a period of 6 months. Please list those references you wish the committee to consider for this submittal. It is the firm’s responsibility to make sure they have valid references on file.

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinellas County</td>
<td>3</td>
</tr>
<tr>
<td>Pasco, Hillsborough, and Manatee Counties</td>
<td>2</td>
</tr>
<tr>
<td>State of Florida</td>
<td>1</td>
</tr>
<tr>
<td>Outside state of Florida</td>
<td>0</td>
</tr>
</tbody>
</table>

**TAB 5: EXPERIENCE OF THE FIRM (0-75 POINTS)**

Provide a detailed description of five (5) projects which highlight your firms’ ability to successfully deliver the proposed project. Each description shall include, at a minimum, the information bulleted below:

1. Project Name, Owner, and Construction Manager
2. Project Location
3. Date of occupancy or expected date of occupancy
4. Project Scope – describe the scope and goals of the project in a narrative, not solely as bullet points
5. Describe how the submitted project is similar to the proposed project
6. List of team members and consultants who contributed to the submitted project and their role
   a. Describe the role that these team members will have on this project
   b. Challenges – describe challenges the team faced on the submitted project. Describe how those challenges might be relevant to the advertised project, how they were overcome or applied during the submitted project, and how your team members contributed to solutions.
7. Submit an owner evaluation from the highlighted project
8. Provide relevant project images from the highlighted project
9. Summarize how the highlighted project demonstrates your abilities to successfully complete the advertised project

**TAB 6: PCSB FACILITIES, DESIGN AND CONSTRUCTION EVALUATION (0-10 POINTS)**

Points for this Tab will be scaled from evaluations conducted by the Facilities Design and Construction Department. New firms with no evaluation on file will receive a base line score of six (6) points. For reference, the evaluation form used by staff is posted on the PSCB Purchasing website under RFQ Professional Services tab.

**TAB 7: EQUITABLE DISTRIBUTION OF WORK (0-3 POINTS)**

In an effort to promote the equitable distribution of work among firms, points shall be awarded to firms based upon the dollar amount of projects awarded to the submitting firm for the past three (3) fiscal years. 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 to the submitting firm. This figure shall include continuing contracts awarded and/or contracted.

The points will be distributed as follows:

<table>
<thead>
<tr>
<th>Dollar Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $10,000,000</td>
<td>3 points</td>
</tr>
<tr>
<td>$10,000,001 - $20,000,000</td>
<td>2 points</td>
</tr>
<tr>
<td>$20,000,001 - $30,000,000</td>
<td>1 point</td>
</tr>
<tr>
<td>$30,000,001 and above</td>
<td>0 points</td>
</tr>
</tbody>
</table>

**NOTE: TABS 6 AND 7 ARE PROVIDED FOR INFORMATION ONLY, NO SUBMITTAL BY RESPONDENT IS NECESSARY.**
SECTION III
PRESENTATION TOPICS FOR

All scoring for this section is subjective and scored separately by the Committee Members based on their individual judgment of your presentation. Firms should cover all the topics indicated below and concentrate their efforts on these topics, this is not the time to market your firm. Presenting firms shall adhere to the format as arranged below. Please note: These interview questions are subject to change, firms invited to present shall receive any and all updates to these questions when invitations to present are extended.

1. INTRODUCTION AND PREVIEW (UNSCORED)

Present a preview of your design and explain how it fulfills the goals of the project.

2. KNOWLEDGE OF THE SITE, EDUCATIONAL AND OPERATIONAL NEEDS (0-25 POINTS)

Demonstrate knowledge of the project site and the facility's existing conditions as they pertain to the project. In addition, demonstrate how your design meets specific educational and operational needs of the school.

3. SCOPE ANALYSIS (0-25 POINTS)

Based on your analysis of the scope and existing conditions, what alternate design recommendations would you suggest that would achieve the project goals within the stated budget.

4. MASTER PLAN AND BUILDING DESIGN (0-50 POINTS)

Propose a master plan including the core scope of work and associated tier packages identifying the path forward to complete the tiered scope packages as allocated by the budget.
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:

(1) Did not meet expectations  (2) Met expectations  (3) Exceeded expectations

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design</strong></td>
<td></td>
<td>1 2 3</td>
</tr>
<tr>
<td>1</td>
<td>Delivered phased design documents as scheduled</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Coordination between consultants</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Understanding and compliance of building codes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Design met economical and functional requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Bidding Process</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Was the design firm prepared and knowledgeable for the pre-bid meeting</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Response time for request for information and substitution request</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Evaluation of the bids</td>
<td></td>
</tr>
<tr>
<td><strong>Contract Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timely processing of requests for information</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Quality of inspection reports and pay application approvals</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Representation of the design team at owner meetings</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ability to communicate, negotiate and resolve disputes</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Project Closeout</td>
<td></td>
</tr>
<tr>
<td><strong>Quality of Work</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Rate the design for omissions and the need for supplementary instructions</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Was the project designed within budget</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Was the project completed on time</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Overall quality of work</td>
<td></td>
</tr>
<tr>
<td><strong>Synopsis</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Would you hire this firm again?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional comments (required if you would NOT hire this firm again.)</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: ____________________________

____________________________________________

(Signature)

For PCSB Use Only: Total Score __________

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

(23-906-063) Page 20 of 28
# SUBMITTALS CHECKLIST

Name of Firm: 

Signature of Evaluator: 

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 & 6 copies) and one electronic copy of your proposal.

<table>
<thead>
<tr>
<th>Verified by Firm</th>
<th>Verified by Evaluator</th>
<th>Description of Required Submittal</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Completed and signed Form 3-852-A-RFQ</td>
<td>1</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 7: Equitable Distribution of Work</td>
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Items listed as **Requested** should be submitted at the time you submit your bid to facilitate the bid evaluation process, but will **not** be cause for declaring your bid non-responsive.

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<th>Verified by Firm</th>
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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.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

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.
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. Final regulations shall be published within twelve months of the date of 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.

I. 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:
INSURANCE SPECIFICATIONS FOR CONTRACTORS
(present this information to your insurance agent)

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

(insurance.dot) mar 1/1/1/1 (Rev 04/11)
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 §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 protester 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 protester, the protest security shall be returned. If the protester 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.