

**FACILITIES AND CONSTRUCTION
LEON COUNTY SCHOOL BOARD**

**REQUEST FOR QUALIFICATIONS
RFQ 420-2018**



**Engineer Consulting Services for
Aquilina Howell Building
Fire Alarm Replacement Project**

School Board Members

Georgia "Joy" M. Bowen, Board Chairperson
Alva Swafford Striplin, Board Vice Chair
Maggie B. Lewis-Butler, Board Member
DeeDee Rasmussen, Board Member
Rosanne Wood, Board Member

Rocky Hanna,
Superintendent of Schools
www.leonschools.net

-----September 27, 2017-----

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Part I – Notice and Protest

Pursuant to Section 287.055, Florida Statutes, and the Chapter 6A-2.0010, F.A.C. the Leon County School Board, is seeking Engineer Consulting Services for Aquilina Howell Building Fire Alarm Replacement Project.

Engineer respondents who are interested in providing Engineer Consulting to the Leon County School Board are hereby notified and shall submit six (6) bound Qualification Statements no later than 4:00 pm. Local time on Wednesday, October 18, 2017 to the reception desk of the Leon County School Board, Facilities and Construction, 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303, 850-617-5900. Label shall read:

RFQ 420-2018 Engineer Consulting Services for Aquilina Howell Building Fire Alarm Replacement Project, Attn: Danny Allbritton, Director of Construction.

All responses must be submitted in a sealed package and shall be clearly marked on the outside with the solicitation number, date, and time of solicitation opening. The Leon County School Board, Facilities and Construction Office is not responsible for the premature opening or a delay in the delivery of any solicitation package which is not properly marked. It is the respondent’s responsibility to assure its response is submitted at the place and time indicated in this solicitation. Any response which is not properly marked and delivered to the specified address, which results in its inadvertent premature opening or delayed receipt by the Facilities and Construction Office, may result in its rejection.

CAUTION: Qualification Statements received at the designated office after the exact time specified for receipt will not be opened, evaluated or considered for agreement award

Instructions for completion and submission of the Qualifications Statement may be obtained on our website at <http://www.leonschools.net/Page/4233> or request assistance from Leon County School Board, Facilities and Construction, 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303, 850- 617-5900. Qualification Statements submitted via facsimile or electronic mail will **not** be considered.

The following dates and activities tentatively identify the project milestones:

RFQ Advertisement:	September 27, October 4 and 11, 2017
Submittal Deadline:	October 18, 2017 4:00 PM Local Time
Short List Committee:	October 19 – October 24, 2017
Short List Contacted:	October 24, 2017
Interview Committee Date:	October 30 – November 3, 2017
Recommendation to Superintendent:	Shall be placed publicly on Leon County School Board Docs.
Tentative Recommendation Board Award:	Tuesday, November 21, 2017
Notification to Engineers:	After Board approval.

The Leon County School Board reserves the right to waive any informality in the selection process and to reject any or all qualification statements when such a waiver or rejection is in the best interest of the School Board of Leon County.

The Leon County School Board is an equal opportunity agency.

Publish Dates: September 27, October 4 and 11, 2017

All public advertisements for projects are published in the Tallahassee Democrat.

Protests

Any Respondent who desires to file a protest must file a written notice of protest and formal written protest with the Director of Purchasing, Leon County School Board, 3397 West Tharpe Street, Tallahassee, Florida 32303, within the time prescribed in Section 120.57(3), Florida Statutes, and Chapter 28-110, Florida Administrative Code.

Protesting Bid Specifications: Any person desiring to protest the conditions/specifications in this RFQ or any Addenda thereto, shall file a written notice of protest within 72 hours after receipt of the RFQ or Addendum and shall file a formal written protest within ten days after the date the written notice of protest was filed. Saturdays, Sundays and legal holidays or days during which the School Board administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday, or day during which the School Board administration is closed. **Failure to file a written notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6326.**

Protests to Agreement Award: The School Board shall provide notice of a decision or intended decision concerning a solicitation, Agreement award, or exceptional purchase by electronic posting which can be accessed at the Purchasing Department's website <http://www.boarddocs.com/fla/leon/Board.nsf/Public>. Any person desiring to protest the intended decision shall file a written notice of protest, within 72 hours after the official posting in the Purchasing Department office of the Notice of Intent to Award concerning this RFQ, and shall file a formal written protest within ten days after filing the notice of protest. Saturdays, Sundays, legal holidays and days during which the School Board administration is closed shall be excluded in the computation of the 72-hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or day during which the School Board administration is closed. Section 120.57(3) (b), Florida Statutes, states that "the formal written protest shall state with particularity the facts and law upon which the protest is based." Any person who files an action protesting an intended award shall post with the Purchasing Department, at the time of filing the formal written protest, a bond payable to the Leon County School Board consistent with F.A.C. Rule 28-110.005(1), and School Board Policy 6326. The bond shall be conditioned upon the payment of all costs which may be adjudged against protester in an Administrative hearing in which the action is brought and any subsequent appellate court proceeding. **Failure to file a written notice of protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6326.**

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Part II – Scope of Services

Project Scope

The Leon County School Board is seeking Engineer Consulting Services to work with the Department of Facilities, Planning and Construction on the project described below. The respondent selected shall be responsible for the successful, timely and economical completion of the project.

The engineer consulting services shall include, but not be limited to the following:

1. Provide Plans, Specifications and Construction Administration. For more detailed information, please refer to the attached draft Attachment A, “Agreement between Owner and Engineer” (Draft Agreement attached hereto and made a part hereof as Attachment A).

The purpose of this Request for Qualifications (RFQ) is to select the most qualified respondent to provide the requested services.

Leon County School Board will issue building permits, certificate of occupancy, and provide building code inspection.

Project Description

Aquilina Howell Building
3955 West Pensacola Street
Tallahassee, Florida 32304

Fire Alarm Replacement Project

Total Estimated Construction Budget \$120,000.00

Number of Awards

The Leon County School Board anticipates the issuance of one (1) Agreement as a result of this solicitation.

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Part III –Qualifications Statement Procedures

1. This Part shall serve to provide interested respondents with specific information as to the Procedures for the Selection of Engineer Respondents where the method of compensation is a Negotiated Fee depending upon the scope of services. Pursuant to Florida Statutes, Chapter 1013, Florida Statute Section 287.055, Florida Consultant’s Competitive Negotiation Act (CCNA), and Florida Administrative Code (FAC), Rule 6A-2.0010, Leon County Schools will consider the contracting of the most qualified respondent to provide engineer consulting services as outlined in the Scope of Services.
2. The respondent shall submit copies of professional licenses from the appropriate State of Florida board governing the services to show that the respondent is an engineer respondent registered in the State of Florida. Corporations must be registered in the State of Florida by the Department of the State, Division of Corporations, at the time of submittal.
3. Interested respondents shall submit six (6) bound qualification statements in the format provided in Section V. Qualification Statements shall be received at the Facilities and Construction, 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303 as indicated in Part I- Notice. Submittals received after 4:00 p.m. and those received via facsimile or electronic mail will **not** be considered.
4. All questions concerning the request for qualifications or procedures to be followed should be directed by E-mail to rfq.construction@leonschools.net. All interested respondents are hereby cautioned **not** to contact any member of the selection committee, employee of the Leon County School Board, or Leon County School Board member regarding this solicitation.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays and state holidays, any employee or officer of the Leon County School Board concerning any aspect of this solicitation, except in writing to the E-mail rfq.construction@leonschools.net. Violation of this provision may be grounds for rejecting a response.

5. The selection process will consist of the following:

Qualifications reviewed and Short List established
Interviews Conducted
Award Recommendation
Board Approval
6. The Qualification Statements received in response to this RFQ will be evaluated and ranked by the Short List Committee using the Checklist and Scoring Summary provided in Part VI.
7. Based on the rankings of the Short List Committee, the District shall identify no fewer than five (5) respondents to make public presentations to an Interview Committee, which is scheduled in Part I – Notice.
8. The Interview Committees will evaluate the respondents based on criteria set forth in Part VII.
9. The Interview Committee will submit its recommendation to the Superintendent who shall take it to the Leon County School Board for review and approval.
10. Once the Leon County School Board has approved the final rankings, the Leon County School Board, or its designee shall engage the highest ranked respondent in negotiations for purposes of negotiating an Agreement. In so doing, the Leon County School Board or its designee, shall determine and negotiate compensation that is fair,

competitive, and reasonable for the services to be supplied. Agreement negotiation shall be conducted in accordance with Florida Statute 287.055(5).

11. Solicitation Acknowledgement Form: The Solicitation Acknowledgement Form, (original copy provided in solicitation package as Attachment B) shall be completed as instructed. If a respondent fails to submit a completed Acknowledgement Form with their response, the LCSB reserves the right to contact the vendor by telephone for submission of this document via fax with follow up via mail. This right shall be exercised when the response has met all other requirements of the solicitation. (Acknowledgement Form attached hereto and made a part hereof as Attachment B)

In the event that respondents submit a bid as a joint venture, each member of the joint venture must complete and sign a separate Acknowledgement Form.

12. Prohibition against Contingent Fees: The Respondent warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this agreement and that it has not been paid or agreed to pay any person, company, corporation, individual, or respondent, other than a bona fide employee working solely for the Respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the Breach or violation of this provision, the Leon County School Board shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration. (Prohibition Against Contingent Fees form attached hereto and made a part hereof as Attachment C)
13. The costs incurred by interested respondent s in submitting its qualification package are considered an operational cost of the respondent and shall not be passed or borne by the Leon County School Board under any circumstances. Leon County School Board accepts no responsibility for any expenses incurred by those respondent s offering their services to the Leon County School Board in the preparation of a response to either this Request for Qualifications or subsequent requests.
14. To demonstrate capability for performance of the required services, interested respondent s must reply with copies of qualifications, past experience, and samples of brochures, material, etc., which support previous efforts of a similar nature. Information must also be furnished indicating the identification of the Engineer Consultant's team.
15. The Leon County School Board reserves the right to waive any informality in the selection process and to reject any or all responses.
16. Notwithstanding anything contained herein, the Leon County School Board may reject any proposals which, in the Leon County School Board sole opinion, contain inaccurate information.
17. All Respondents are reminded of screening requirements the legislature enacted in Florida Statute, 1012.467, referred to as the "Jessica Lunsford Act" (Sworn Statement attached hereto and made a part of as Attachment D).

Level 2 Screening Requirements:

The following provisions, which implement the requirements of School Board Policy 8475, Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 are included as additional terms and conditions of the contract:

Finger Printing and Background Check:

The respondent agrees to comply with all requirements of School Board Policy 8475 and Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 by certifying that all employees who are permitted access on school grounds when students are present have completed the mandatory background screenings as required by the referenced policy and statutes and shall provide the School Board with proof of compliance. These certifications will be provided to the Leon County School Board, Safety & Security Department in advance of the respondent providing any/all services as required herein. The respondent will bear the cost of acquiring the background screening required and any/all fees imposed by the Florida Department of Law Enforcement and or the School Board to maintain the fingerprints provided with respect to respondent and its employees. Respondent agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Respondent's failure to comply with the requirements of these cited policies and statutes. The respondent will follow procedures for obtaining employees background screening as established by the Leon County School Board, Safety & Security Department.

Where: Leon County School Board –Safety & Security Department

2757 W. Pensacola St.
Tallahassee, Florida 32304

When: Monday-Friday
8:00 a.m. – 5:00 p.m.

Point of Contact: Donald Kimbler 850-487-7293

LCSB Policy 8475 is subject to review and change. As a provision of this contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated in this contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.

Reciprocity of Florida School I.D. Badges: If respondent has a Level II clearance registered with another Florida School Board, they may be able to obtain a Leon County School Board vendor i.d. badge. Respondent should check with the Safety & Security Department Fingerprint Services office to verify clearance and obtain a vendor i.d. badge.

Contact with Students: No employees or independent respondents, material men, suppliers or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School Board. Respondent shall be responsible for insuring compliance by all employees, independent respondents and sub-respondents or other persons involved in any manner with projects resulting from this proposal.

18. The Leon County School Board reserves the right to award a contract to the next most qualified respondent, if an acceptable agreement cannot be negotiated with a higher ranked respondent.
19. Conflict of Interest: The respondent covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under the contract resulting from this solicitation. (Attached hereto and made a part hereof as Attachment E).
20. Debarment, Suspension, Ineligibility and Voluntary Exclusion: The Respondent agrees and certifies 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; and, that the Respondent shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. The Respondent shall include the language of this section in all subcontracts or lower tier agreements executed to support the Respondent's work under this Solicitation. (Debarment, Suspension, Ineligibility and Voluntary Exclusion Form attached hereto and made a part hereof as Attachment F)

21. **Public Entity Crimes:** A Respondent, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid response on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a respondent, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
22. **Public Records Law:** Pursuant to Florida Statutes Chapter 119.071(1), proposals received as a result of this RFQ will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all proposal documents or other materials submitted by all Proposers in response to this RFQ will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Respondent asserts any portion of its proposal is exempt or confidential from disclosure under Florida's public records, the burden shall be on the Proposer to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the School Board prior to the School Board's release of such information into the public domain.
23. **Local Purchasing Preference:** The local preference policy set forth in Leon County School Board policy 6450 Local Purchasing Preference policy shall not apply to purchases or contracts for professional services procurement of which is subject to the Consultants Competitive Negotiation Act as defined in F.S. 287.055 or subject to any competitive consultant selection policy or procedure adopted or utilized by the Board.
24. **Small Business Development Program:** The local preference set forth in Leon County School Board policy 6325 Small Business Development Program shall apply as follows: In the case of requests for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, Leon County Small Business Enterprise (LSBE) shall be assigned an additional five percent (5%) of the total evaluation points, provided the LSBE is certified and located within the local market area at least six (6) months prior to the date upon which a request for sealed bids or proposals is issued.
25. **Governing Law and Venue:** All legal proceedings brought in connection with this agreement shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee Division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants or conditions of this contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.
26. **Post Project evaluations** shall be conducted in accordance with School Board Policy 6321 Construction of Educational Facilities, item General requirements for Construction Projects, section G. Post Project Evaluation <http://www.neola.com/leon-fl/>

Part IV – Qualification Statement Guidelines

1. To facilitate analysis of its qualifications package, the Respondent shall prepare its qualifications package in accordance with the instructions outlined in this Request. If the Respondent's qualifications package deviates from these instructions, such qualifications package may, in the Leon County School Board sole discretion, be rejected.
2. The Leon County School Board emphasizes that the Respondent concentrate on accuracy, completeness, and clarity of content.
3. To the greatest extent possible, each section shall be written on a standalone basis so that its contents may be evaluated with a minimum of cross referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.
4. The response to this request for qualifications must be presented as indicated in the "Qualifications Statement Format" in Part V and shall not exceed **60 pages** (including any tables, organization, project team charts and/or pictures). Submittal items in Section 7 will not be counted in the **60-page limit**.
5. Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.
6. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; and not for pages of text.
7. All sections of the qualifications package should be bound, with section tabs, which shall permit the qualifications package to lie flat when opened. Staples shall not be used.

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Part V - Qualification Statement Format

The following format is intended to provide the Selection Committee with a uniform and consistent format for reviewing and evaluating the qualifications of each interested respondent. Interested respondents must respond to each item and complete the applicable information, provide copies of requested licenses, certificates, checklists, and other requested documentation within each section as indicated below.

The Selection Committee shall meet to review the Qualification Statements for compliance with the requirements and provide an objective evaluation of all interested respondents. The Committee's evaluation of interested respondents shall be on the basis of the specific Project needs and the professional services offered by interested respondents as stated in the Qualification Statement submitted. The Qualification Statements are reviewed based upon a point system, one hundred (100) points being the total, in accordance with the criteria listed below.

After the respondents have been evaluated based on their written applications, as determined by each committee member on the criteria listed below, the points will then be added collectively. The respondents will be ranked by totaling the scores given to each respondent by all members of the Selection Committee.

At a minimum the five (5) respondents with the highest scores who will be more closely considered through a presentation of their approach to perform these particular projects. Refer to Part VI – Short List Interviews and Presentation for interview guidelines and scoring criteria.

Provide the requested information in the format outlined below;

Cover Sheet

(non-scored)

A. Provide a cover sheet indicating the following;

1. Respondent Name
2. Request for qualifications number: RFQ 420-2018
3. Project title: Engineer Consulting Services for Aquilina Howell Building Fire Alarm Replacement Project
4. Submittal date and time as indicated in Part II – Scope of Services

Section 1 - Introduction

A. Letter of Introduction

(10 Points)

Provide a brief profile of the responding respondent addressed in a letter to the Director of Construction, not to exceed 1 single-sided page, including the following information;

1. a brief history of the company and location,
2. corporate structure,
3. ownership interest,
4. length of company's existence
5. project team location,
6. distance project team is from LCS Project Site and the Division of Facilities & Construction Office.

B. Table of Contents

Provide a Table of Contents indicating each required section and formatted in the order provided.

C. Introductory Narrative

Provide a brief introductory narrative highlighting the overall qualifications contained in the total qualification package, maximum one single sided page.

Section 2 - Experience and Past Performance

A. Related project experience

(15 Points)

List three (3) projects your respondent has provided/is providing Engineer Consulting Services similar in scope to the proposed RFQ 420-2018 Engineer Consulting Services for Aquilina Howell Building Fire Alarm Replacement Project. In no case shall fewer than three (3) projects be submitted. In determining which projects are more related, consider: related size and complexity; how many members of the proposed team worked on the listed project; and how recently the project was completed. List the projects in priority order, with the most related project listed first. For each of the listed projects, provide the following information:

1. Name and location of the project.
2. Project Owner's representative name, address and phone number.
3. The name, address and telephone number of the project engineer.
4. Size of project - gross area of construction, number of facilities, etc.
5. Owners Construction Budget.
6. Negotiated Fee.
7. Final construction value and cost per square foot.
8. Indicate the number of change orders on the project and include the following detail;
 - a. Change order increase/decrease amount
 - b. Reason for change order (owner driven / error or omission, or other)
9. Contracted substantial and final completion dates.
10. Actual substantial completion and final completion dates. (if the project is not complete, indicate the percent complete and whether or not it is on schedule)
11. Project type - Fire Alarm Replacement Project.
12. Work those respondents staff was responsible for.
13. Present project status - percentage of completion.
14. Listing of Project Manager and other key professionals and personnel assigned to this project.

Section 3 – Project Team

Describe the proposed organizational structure for this project, indicating key personnel and their relationship to this project and other team members.

A. Office Staff

(10 Points)

Describe the general and specific project related capability of the office staff and indicate the adequate depth and abilities of the organization which the Respondent can draw upon as needed. This will include management, technical, and support staff. Give brief resumes of key persons to be assigned to the project including the following information.

1. Name and title
2. Current job assignment for other projects
3. Percentage of time to be assigned to this project
4. How many years with this respondent
5. Experience
 - a. Types of projects
 - b. Size of projects (dollar value square footage of project)
 - c. What were the specific project involvements?
 - d. Education
 - e. Active registration
 - f. Other experience and qualifications that are relevant to this project

B. Project Staff**(10 Points)**

Describe the ability and experience of staff with specific attention to project related experience. Give brief resumes of key persons to be assigned to the project including the following information.

1. Name and title
2. Current job assignment for other projects
3. Percentage of time to be assigned to this project
4. How many years with this respondent
5. Experience
 - a. Types of projects
 - b. Size of projects (dollar value and gross building area of project)
 - c. What were the specific project involvements?
 - d. Education
 - e. Active registration
 - f. Other experience and qualifications that are relevant to this project

C. Technical Services Capability**(10 Points)**

1. Describe the capabilities of your staff to provide the technical services required for:
 - a. Option analysis/value engineering
 - b. Design review and construction analysis
 - c. Budget estimating
 - d. Life cycle cost analysis
 - e. Construction Administration
 - f. Quality Control (Design and Construction)
 - g. Cost control
 - h. Change Order negotiation
 - i. Claims management
 - j. Project close-out
 - k. Transition planning

D. Organizational Chart**(10 Points)**

1. Develop a chart of individual staff members to be assigned responsibilities. Show the organizational chart as it relates to the project indicating key personnel and their relationship. It should be understood that it is the intent of the Leon County School Board to insist that those indicated as the project team in the RFQ response actually executes the project.

Section 4 – Project Approach and Scheduling Methodology**A. Project Approach****(15 points)**

Explain your respondent's approach to task management to include, but not be limited to quality assurance, cost control, and reporting to the Owner's Representative and/or Project Management Team.

1. Respondent shall present a plan setting forth the approach for carrying-out services to include: information management systems, document control, records management, project status reporting and project administrative services.
2. Respondent shall describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
3. Detail your Respondent's ability to adhere to scope and schedule in effort to ensure the success of the Project.
4. Respondent shall describe how they will adhere to owner guidance.

B. Scheduling for Delivery of Schematics, Design Documents, and Construction Documents (15 points)

1. Initial Schedule for Performance of the Engineer’s services (include approximate commencement date and appropriate substantial completion date);
2. Schematic Design phase
 - a. Preliminary Project Evaluation and Analysis;
 - b. Schematic Design Phase
3. Design Development
4. Construction Document Phase
5. Construction Phase.

C. Small Business Participation (5 points)

Describe how the respondent will solicit and utilize small business participation in consultants. Set forth the amount of participation for past projects.

Section 5 – Draft Contract, Miscellaneous Information and Addenda (non-scored)

All exceptions to the attached Leon County School draft “Agreement Between Owner and Engineer” must be included in this section. If exceptions to the contract are not included in the submittal, it will be the Leon County School Board understanding that your Respondent will accept the contract as presented in this Request For Qualifications. Any and all addenda shall be acknowledged in this section.

Section 6 – Qualifications Statement Checklist (non-scored)

Complete and include a copy of the Qualifications Statement Checklist from Part VI of this package.

Section 7 – Attachments (non-scored)

Complete and include the following: Attachments B, C, D, E and F signature documents to be submitted with the Qualifications Statement.

- | | | |
|--------------|---|---|
| Attachment A | – | Draft Copy – “Agreement Between Owner and Engineer” |
| Attachment B | – | Acknowledgement Form |
| Attachment C | – | Prohibition Against Contingency Fees Form |
| Attachment D | – | Sworn Statement –Jessica Lundsford Act Form |
| Attachment E | – | Conflict of Interest Disclosure Form |
| Attachment F | – | Debarment Question and Answer And Debarment Form |

Section 8 – Executive Summary (non-scored)

Part VI– Checklist and Scoring Summary

Cover Sheet		(non-scored)
Section 1	Introduction	10 Points
	Letter of Introduction	
	Table of Contents	
	Introductory Narrative	
Section 2	Experience and Past Performance	15 Points
	Related project experience	
Section 3	Project Team	10 Points
	Office Staff	10 Points
	Onsite Site Staff	10 Points
	Technical Services Capability	10 Points
	Organizational Chart	10 Points
Section 4	Project Approach and Scheduling Methodology	
	Project Approach	15 Points
	Scheduling for Delivery of Schematics, Design Documents and Construction Documents	15 Points
	Small Business Participation	5 Points
Section 5	Draft Contract, Miscellaneous Information and Addenda	(non-scored)
Section 6	Qualifications Statement Checklist	(non-scored)
Section 7	Attachments	(non-scored)
	Attachment A – Draft Copy – “Agreement Between Owner and Engineer”	
	Attachment B – Acknowledgement Form	
	Attachment C – Prohibition Against Contingency Fees Form	
	Attachment D – Sworn Statement – Jessica Lundsford Act Form	
	Attachment E – Conflict of Interest Disclosure Form	
	Attachment F – Debarment Question and Answer and Debarment Form	
Section 8	Executive Summary	(non-scored)
Total		100 points

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Part VII – Interview and Presentation Guidelines

Based on the rankings of the Short List Committee, the District shall identify no fewer than five (5) ranked respondents to make public presentations to an Interview Committee. The respondents will be more closely more closely considered through a presentation of their approach to perform these particular projects. Time will be allowed for questions and answers after the presentation. It is expected that the person(s) who will be assigned to the project, and any other persons deemed necessary by the respondent, will attend. The selected respondents will be expected to address the following as established by Florida Statute 287.055(4)(b) and will be scored by the committee with a maximum point total of one hundred (100 points) for the presentation and interview:

1. **Ability of Professional Personnel** (30 points)
The interested respondent shall name the actual staff to be assigned to this project, describe their ability and experience and portray the function of each within their organization and their proposed role on this project. The staff should be present at the interview.

2. **Certified Minority /Small Business Participation** (5 points)
Show how minority and/or small business participation was achieved on previous projects and how it will be incorporated on this project.

3. **Past Performance in Implementing Cost Control/Value Engineering** (25 points)
The respondent should demonstrate their past knowledge and experience, and how that experience may be applied to this project using strategic cost controls and value engineering practices.

4. **Willingness to Meet Time and Budget Requirements** (20 points)
The respondent shall demonstrate verbally and/or graphically their plan :
 - Staying within the specified budget
 - Meeting the required timelines
 - Incorporating owner design input
 - The respondents approach to Construction Administration

5. **Location** (5 points)
Office Location to the site

6. **Recent, Current and Projected Workloads of Respondent** (10 points)

7. **Volume of Work Previously Awarded by Leon County School Board** (5 points)
(Equitable distribution of contracts)

- TOTAL** (100 points)

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Part VIII - Attachments

The following pages include the applicable Attachments for the Qualification Statement.

Attachment A – Draft Copy – “Agreement Between Owner and Engineer”

Attachment B – Acknowledgement Form

Attachment C - Prohibition Against Contingency Fees

Attachment D – Sworn Statement –Jessica Lundsford Act

Attachment E – Conflict Of Interest Disclosure Form

Attachment F – Debarment Question and Answer and Debarment Form

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ATTACHMENT A

DRAFT COPY – “AGREEMENT BETWEEN OWNER AND ENGINEER”

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ATTACHMENT B

Acknowledgement Form

		LEON COUNTY SCHOOL BOARD REQUEST FOR STATEMENTS OF QUALIFICATION PROFESSIONAL SERVICES	
Request for Qualifications title:		Request for Qualifications No:	
Engineer Consulting Services for Aquilina Howell Building Fire Alarm Replacement Project		RFQ # 420-2018	
Submittal Deadline: @ 4:00 p.m. on Wednesday, October 18, 2017			
Legal Name of Respondent as registered with the Department of State, Division of Corporations (including any DBA):			
Respondent Mailing Address:			
City – State – Zip:			
Phone Number:			
Fax Number:			
Email Address:			
Federal Employer’s Identification Number (FEID) No.:			
Type Of Business Entity (Corporation, LLC, Partnership, etc.):			
Respondent Contacts: Please provide the name, title, address, telephone number and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings as may be appropriate regarding the Request for Qualifications schedule.			
Primary Contact:		Secondary Contact:	
Name, Title:		Name, Title:	
Address:		Address:	
Phone Number:		Phone Number:	
Fax Number:		Fax Number:	
Email Address:			

Form shall be submitted with the respondents Qualification Statement

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ATTACHMENT C

PROHIBITION AGAINST CONTINGENT FEES

In accordance with Florida Statute 287.055(6)(a), the following statement duly signed and notarized, must be included in each proposal:

The respondent, _____, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or respondent, other than a bona fide employee working solely for the respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20__ by _____, who is personally known to me or who has produced _____ as identification.

(seal)

NOTARY PUBLIC-STATE OF _____

Notary Signature: _____

Type or Print name: _____

Commission No: _____

Commission Expires _____

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ATTACHMENT D



SWORN STATEMENT – NEW CONTRACTS SWORN STATEMENT PURSUANT TO SECTION 1012.465, FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

- 1. This sworn statement is submitted to The Leon County School Board, (hereinafter "Board" or "School Board") by _____ (Print individual's name and title) for _____ (Print name of entity submitting sworn statement) whose business address _____ is _____ and its Federal Employer Identification Number (FEIN) is _____ If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.
2. I, _____ (Print individual's name and title) am duly authorized to make this sworn statement on behalf of: _____ (Print name of entity submitting sworn statement)
3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (hereinafter "The Act" or "Act") was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.
4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or "contractual personnel" by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines "contractual personnel" to include any vendor, individual, or entity under contract with the Board.
5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.
6. I understand that as _____ (eg. a charter bus company)

(Type of entity)

all contractual personnel, as defined in section 1012.465, Florida Statutes, must meet Level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with the School Board.

- 7. I understand that "level 2 screening requirements" as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.
- 8. I understand that the School Board has implemented Board Policy 2.021 to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04, Florida Statutes. I understand that my company must comply with these local procedures as they are developed or amended from time to time.
- 9. I understand that any costs and fees associated with the required background screening will be borne by my company.
- 10. I understand that any personnel of the respondent found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), **shall not be permitted** to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.
- 11. I understand that the failure of any of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board.
- 12. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE LEON COUNTY SCHOOL BOARD, ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, AND 435.04, FLORIDA STATUTES.

(Signature)



Sworn to and subscribed before me this _____ day of _____ 20_____

_____ is personally known to me OR produced identification

by showing _____
(Type of Identification)

Notary Public – State of _____ My commission expires on: _____

Signature of Notary Public

(Printed, typed or stamped commissioned name of Notary Public)

ATTACHMENT E

CONFLICT OF INTEREST DISCLOSURE FORM

1. **I HEREBY CERTIFY** that _____ am the
(Print Name)

_____ and the duly authorized representative of the Respondent
(Title)

_____,
(Firm Name)

whose address is _____, and that I possess the legal authority to make this affidavit on behalf of myself and the Respondent for which I am acting; and,

- 2. Except as listed below, no employee, officer, or agent of the Respondent have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project;
- 3. This proposal is made without understanding, agreement, or connection with any corporation, Respondent, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Respondent Name: _____

Date: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20 ____, by

_____ who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC – STATE OF _____

(seal)

Notary Signature: _____

Type or Print Name: _____

Commission No: _____

Commission Expires: _____

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ATTACHMENT F

FREQUENTLY ASKED QUESTIONS ABOUT DEBARMENT

What is “Debarment, Suspension, Ineligibility, and Voluntary Exclusion”?

These terms refer to the status of a person that cannot contract with or receive grants from a federal agency.

In order to be debarred, suspended, ineligible, or voluntarily excluded, you must:

- Have had a contract or grant with a federal agency, and
- Have gone through some process where the federal agency notified or attempted to notify you that you could not contract with the federal agency
- Generally, this process occurs where you, the respondent, are not qualified or are not adequately performing under a contract, or have violated a regulation or law pertaining to the contract.

Why am I required to sign this certification?

You are requesting a contract with Leon County School Board. Federal law (Executive Order 12549) requires Leon County School Board to ensure that persons or companies that contract with Leon County School Board are not prohibited from having federal contracts.

What is Executive Order 12549?

Executive Order 12549 refers to Federal Executive Order Number 12549. The executive order was signed by the President of the United States and directed federal agencies to ensure that federal agencies, and any state or other agency receiving federal funds were not contracting or awarding grants to persons, organizations, or companies who have been excluded from participating in federal contracts or grants.

What does the word “proposal” mean when referred to in this certification?

Proposal means a solicited or unsolicited bid, application, request, invitation to consider or similar communication from you to Leon County School Board.

What or who is “lower tier participant”?

Lower tier participant means a person or organization that submits a proposal, enters into contracts with, or receives a grant from Leon County School Board, OR any subcontractor of a contract with Leon County School Board. If you hire subcontractors, you should require them to sign a certification and keep it with your subcontract.

What is a covered transaction when referred to in this certification?

Covered Transaction means a contract, oral or written agreement, grant, or any other arrangement where you contract with or received money from Leon County School Board. Covered Transaction does not include mandatory entitlements and individual benefits.

NAME		DOING BUSINESS AS (DBA)	
STREET ADDRESS		CITY, STATE, ZIP CODE	FEDERAL EMPLOYER ID NUMBER
This certification is submitted as part of a request to contract. The applicable Procurement or Solicitation Number, if any, is _____			
Instructions For Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- -Lower Tier Covered Transactions			
READ CAREFULLY BEFORE SIGNING THE CERTIFICATION. Federal regulations require respondents and respondents to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.			
<ol style="list-style-type: none"> 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. 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 had 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 and voluntarily excluded as used in this clause, have the meaning 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 proposal that, should the proposed covered transaction be entered into, I shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, 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 proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- -Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 7. A participant in a covered transition may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the LIST of Parties Excluded from Federal Procurement and Nonprocurement Programs. 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 proposed for debarment under 48 CFR part 9, subpart 9.4, 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. 			

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion- - Lower Tier Covered Transactions**

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 attach an explanation to this proposal.

RESPONDENT OR RESPONDENT SIGNATURE	DATE
PRINT NAME AND TITLE	

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