

ADDENDUM NO. 1

**RFQ 442-2018 PROFESSIONAL GEOTECHNICAL AND ENVIRONMENTAL SERVICES
ENGINEERING CONSULTING SERVICES CONTINUING CONTRACT**

SCHOOL BOARD OF LEON COUNTY, FLORIDA

ITEM #1

Revised Submittal Deadline Date/Time:

Thursday, May 24, 2018 at 4:00 p.m. local time

ITEM #2

Section V, **Qualification Statement Format** is hereby deleted in its entirety and replaced with Section V, **Revised Qualification Statement Format**. All references in the solicitation to Section V, **Qualification Statement Format** are hereby revised to refer to Section V, **Revised Qualification Statement Format**.

ITEM #3

Section VI, **Checklist and Summary** is hereby deleted in its entirety and replaced with Section VI, **Revised Checklist and Summary**. All references in the solicitation to Section VI, **Checklist and Summary** are hereby revised to refer to Section VI, **Checklist and Summary**.

ADDENDA ACKNOWLEDGMENT: The undersigned also acknowledges the receipt of the following Addenda:

Addendum No. 1 Dated: May 17, 2018

Vendor Name: _____
Vendor Address: _____
Name Title: _____
Signature: _____

Part V – Revised Qualification Statement Format

The following format is intended to provide Facilities and Construction with a uniform and consistent format for reviewing and evaluating the qualifications of each interested firm. Interested firms 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.

Facilities and Construction shall review the Qualification Statements for compliance with the requirements and provide an objective evaluation of all interested firms.

Facilities and Construction will submit its recommendation of firms for continuing contract to the Superintendent who shall take it to the Leon County School Board for review and approval.

Provide the requested information in the format outlined below;

COVER SHEET

- A.** Provide a cover sheet indicating the following;
 - 1. Firm Name
 - 2. Request for qualifications number: RFQ 442-2018
 - 3. Project title: Professional Geotechnical and Environmental Services Engineering Consulting Services Continuing Contract
 - 4. Submittal Deadline date and time

SECTION 1 - INTRODUCTION

A. Letter of Introduction

Provide a brief profile of the responding firm 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

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

List three (3) **K-12 Educational Facilities** projects your firm has provided/is providing Professional Geotechnical and Environmental Services Engineering Consulting Services. In no case shall fewer than three (3) **K-12 Educational Facilities** projects be submitted. Firms submitting fewer than three (3) **K-12 Educational Facilities** projects will be deemed nonresponsive and rejected. 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. Description of Services provided.
4. Present project status.
5. 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. (Standard Form 330 may be utilized)

A. Office Staff

Describe the 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 personnel including the following information.

1. Name and title
2. How many years with this firm
3. How many years with other firms
4. Experience
 - a. Types of projects
 - b. Education
 - c. Active registration
 - d. Other experience and qualifications that are relevant to this project

B. On Site Staff

Describe the ability and experience of staff. Give brief resumes of key personnel including the following information.

1. Name and title
2. How many years with this firm
3. How many years with other firms
4. Experience
 - a. Types of projects
 - b. Education
 - c. Active registration
 - d. Other experience and qualifications that are relevant.

C. Organizational Chart

1. Develop a chart of individual staff members and their responsibilities. Show the organizational chart as it relates to key personnel.

D. Small Business Participation

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

Section 4 – Draft Contract, Miscellaneous Information and Addenda

All exceptions to the attached Leon County School draft “Agreement Between Owner and Consultant” 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 Firm will accept the contract as presented in this Request For Qualifications. Any and all addenda shall be acknowledged in this section.

Section 5 – Qualifications Statement Checklist

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

Section 6 – Attachments

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

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

- Attachment G – Certification Regarding Scrutinized Companies List

Section 7 – Executive Summary

Section 8 – Small Business Development Program

Local 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. Points for the Small Business Development Program element of the evaluation will be awarded by the Facilities and Construction Office upon review of the Small Business Enterprise approved vendors.

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Part VI– Revised Checklist and Summary

Cover Sheet

Section 1 Introduction

Letter of Introduction
Table of Contents
Introductory Narrative

Section 2 Experience and Past Performance

Related **K-12 Educational Facilities** project experience

Section 3 Project Team

Office Staff
On Site Staff
Organizational Chart
Small Business Participation

Section 4 Draft Contract, Miscellaneous Information and Addenda

Section 5 Qualifications Statement Checklist

Section 6 Attachments

Attachment A – Draft Copy – “Agreement Between Owner and Geotechnical and Environmental Services Engineer”
Attachment B – Acknowledgement Form
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