

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
CALHOUN COUNTY SCHOOL DISTRICT

November 28, 2018

1. INTRODUCTION

The Calhoun County School District is accepting qualifications to provide architectural services. All responses to this request must be received no later than 9:00 AM, CST on Monday, December 17, 2018. Qualifications received after this date and time shall be returned unopened.

The Calhoun County School District wishes to hire a qualified architectural firm to provide a broad range of Architectural Services including, Surveying & Mapping, Permitting, Design, Pre-Construction Services, Cost Benefit Studies, Information Management, Scope of Work for Construction, Bid Development and Analysis, and overall Project Management related to disaster recovery and hazard mitigation in response to Hurricane Michael, as well as any other perils. The Architectural Services referred to in this Request for Qualifications (RFQ) are expected to be in effect for a term of at least three (3) years. Interested firms that specialize in Architectural Services to the education sector are encouraged to submit proposals. Qualifications must follow the outline in Section 6. Please submit five (5) copies and one (1) electronic copy of the completed qualifications and other requirements of the RFQ by hand delivery, regular mail, express mail or courier to:

CALHOUN COUNTY SCHOOL BOARD
ATTN: ARCHITECTURAL FIRM REVIEW COMMITTEE
HURRICANE MICHAEL RESPONSE
20859 CENTRAL AVENUE EAST, ROOM G20
BLOUNTSTOWN, FL 32424

Fax or e-mail submissions are not acceptable. Requests for Information shall be in writing. No calls or visits please. For further information or clarifications regarding RFQ requirements please contact:

WILLY PITTS
CALHOUN COUNTY SCHOOL DISTRICT
Willy.Pitts@Calhounflschools.org

During the submission process, potential firms are forbidden from directly contacting other District administration or Board Members.

2. SELECTION PROCESS

Step 1: This RFQ is the first step in the selection process. An Architectural Selection Committee will evaluate all responses received in this step.

Step 2: The Committee will recommend one or more Architectural Firms to the Calhoun County School Board.

Step 3: The Calhoun County School Board will vote on approval of the firm(s) for Architectural Services.

Refer to Section 5 for the Proposed Schedule.

3. PROPOSAL REQUIREMENTS

Proposals shall address the following requirements:

- A. Firm Experience and Capabilities - Provide detailed information about company history (name, years in business, location, primary business, management /organizational details, and specific architectural experience in the educational market. Please highlight your experience in performing work such as new projects and additions/renovations. Samples of work that demonstrate experience in both elementary and secondary school environments are required. Firms should also demonstrate expertise in maximizing construction budgets.

Qualified firms should display experience in the design of general instructional spaces. Firms should also display experience in the design of specialty instructional spaces, such as libraries, gymnasiums, multipurpose rooms, science classrooms, pools, athletic fields, and broad-based technology areas.

Provide a client list of comparable clients that you are working with or have worked with within the last five (5) years. With the list, describe the types of projects (including whether they involve new construction of addition/renovations), and the types of architectural, engineering and construction management services that you have provided for each of these clients.

- B. Discuss your ability/experience to work on occupied school campuses in Florida. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- C. Describe your capability to complete projects within defined time frames.
- D. If your proposal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical or structural engineering), please identify them and provide similar information for them as outlined below.
- E. Provide resumes of key staff relevant to the requirements of this RFQ. Include information about project managers and all key staff. Provide work experience, education, affiliations, and awards. Provide short resumes to include, experience, business license numbers, length of time with firm, and previous clients served.

- F. Project Approach - Provide a general description of the methodology that your firm would use in conducting an addition/renovation project from project inception to completion of construction. This should include strategies for collaboration, project budget analysis, cost estimations, timeline/milestone development, change orders, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- G. Project Scheduling and Cost Estimating - Provide a general statement of your approach to project scheduling and cost estimating within the environment of the educational sector.
- H. References - Provide a minimum of three (3) references from previous school clients (client name and current contact information).
- I. Insurance Carrier and applicable coverage (minimum \$1,000,000.00 liability coverage).

4. PROPOSAL EVALUATION

The following criteria, weighted as shown, will be used to select a short-list of firms to participate in subsequent steps of the selection process:

- A. Overall Firm Experience and Capabilities (40%)
- B. Experience in Northwest Florida Area (10%)
- C. Proposed Personnel and Qualifications (20%)
- D. Project Approach (20%)
- E. Project Scheduling and Cost Estimating (5%)
- F. Completeness of Submission (5%)

Each proposal will be evaluated and if necessary a short list created of the top-ranked firms.

5. SCHEDULE

The following is the proposed schedule for the selection of firms to provide architectural services:

(11/28/2018) RFQ Released

(12/17/2018 – 0900AM CST) Proposals due; evaluation of proposals begins.

(12/21/2018) Committee recommends firm(s) for Board Approval.

(01/10/2019) Proposed Board action on firm(s) to provide Architectural Services.

6. Proposal Format and Submission Procedure

A. Proposal Format

Proposals/qualifications should be printed on 8.5" x 11" white paper, with the following format:

1. The cover page should clearly indicate the following information:
 - a. Company Name
 - b. Contact person's name, address, phone and fax number, and email address.
2. The document containing proposal should be organized in the order below:
 - a. Introduction
 - b. Firm Experience & Capabilities (with emphasis on experience in Northwest Florida)
 - c. Key Personnel & Experience
 - d. Project Approach
 - e. Experience with Project Scheduling and Cost Estimating
 - f. References
 - g. Other Information
 - h. Appendices (Company marketing brochures, resumes, project data sheets).

B. Submission Procedure

Refer to Page 1 for the submission procedures.

7. GENERAL CONDITIONS

A. No Obligation to Award

This solicitation (RFQ) does not oblige the Calhoun County School District to award a contract to any respondent. The District may, at its option, revise the selection process as described in Section 2, the schedule of events or anticipated date of award, may request further information from any respondent or may withdraw this RFQ in part or in its entirety.

B. Proposal Participation

Any entity that has received this RFQ directly from the Calhoun County School District or indirectly through a third party is eligible to submit a proposal for the required services.

C. Withdrawal of Proposal

A respondent may withdraw its proposal without prejudice to itself, by submitting a written request for its withdrawal to Willy Pitts at any time during the entire selection process.

D. Rejection of Proposal

The Calhoun County School District may reject any and all proposals. The District will reject the proposal of any party who has been delinquent or unfaithful in any former contract with the District. The right is reserved to reject any or all proposals, and to waive technical defects, as the interests of the District.

E. Confidentiality

Calhoun County School District will respect the confidentiality of the information provided under each proposal. However, proposals are subject to Freedom of Information Requests. Those proposals that do not qualify for Step 2 of the selection process will not be returned.

F. Clarification / Submission of Questions

Requests for clarification and questions must be received in writing by e-mail, not less than five (5) calendar days before the RFQ due date. Calhoun County School District will respond to those questions either directly to the originator of the inquiry or to all potential respondents as deemed appropriate through addendum. In the latter case the response will be emailed to registered respondents.

Direct requests to:

Willy Pitts at Willy.Pitts@Calhounflschools.org

G. If the Board awards to one or more firms a contract to provide architectural services to the Calhoun County School District, the successful firm(s) shall execute an Architect Agreement as mutually agreed between the parties within 30 days from the Board award. Failure by the successful bidder or bidders to execute an Agreement with the Board within the 30-day period shall constitute non-conformance with the RFQ allowing the Board to unilaterally withdraw and terminate such award.

H. Proposers are advised that federal funds may be used for projects. Accordingly, applicable federal laws and regulations will govern further procurement and contract documents

8. DISCRIMINATION – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with 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 award or perform work as a contractor, supplier, sub-contractor or consultant under contract with any public entity, and may not transact business with any public entity.

9. CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP - No District officer or employee, including but not limited to, Board members, administrators, instructional staff members, or support staff members, shall have or hold any employment or contractual relationship with any business entity or any agency which is doing business with an agency of which s/he is an officer or employee, excluding those organization and their officer who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the District. Furthermore no District officer or employee, including but not limited to Board members, administrators, instructional staff members, or support staff members, shall have or hold any employment or contractual relationship that will

create any conflict whatsoever between his/her private interests and the performance of his/her duties or that would impede the full and faithful discharge of his/her duties. It is the intent of the Board that this policy is interpreted consistent with the Florida Commission on Ethics interpretation.

10. PUBLIC ENTITY CRIMES –

10.01 Pursuant to Florida Statutory requirements, potential Respondents are notified:

287.133(2)(a) A 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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

10.02 287.133(2) (b) A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

10.03 287.134(2)(b) A public entity may not accept any bid, proposals, or replies from, award any contract to, or transact any business with any entity or affiliate on the discriminatory vendor list for a period of 36 months following the date that entity or affiliate was placed on the discriminatory vendor list unless that entity or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with an entity at the time of the discrimination resulting in that entity being placed on the discriminatory vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other entity who is under the same, or substantially the same, control as the entity whose name appears on the discriminatory vendor list so long as that entity's name appears on the discriminatory vendor list.

10.04 By submitting a proposal, the Respondent represents and warrants that the submission of its proposal does not violate Section 287.133, Florida Statutes, nor Section 287.134, Florida Statutes.

10.05 In addition to the foregoing, the Respondent represents and warrants that Respondent, Respondent's subcontractors and Respondent's implementer, if any, is not under investigation for violation of such statutes.

10.06 Respondent should read carefully all provisions of 287.133 and 287.134, Florida Statutes.

11. PUBLIC RECORDS LAW (not required for design services) - All response documents and/or other material submitted by the proposer in response to this Request for Response shall be open for inspection by any person and in accord with Chapter 119, Florida Statutes. Effective July 1, 2013 Florida Statute 119.0701 requires School Board agreements for services to include compliance with public record laws. Vendor must keep and maintain public records ordinarily and necessarily kept by the School Board in order to perform the service(s) awarded.

- Vendor must provide the public with access to public records on the same terms and conditions the School Board would provide the records and at a cost that does not exceed the cost provided in the Public Records Act.
- Vendor must insure public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- Vendor must meet all the requirements for retaining public records and transfer at no cost to the School Board, all public records in the possession of the vendor upon termination of the agreement, and destroy any duplicate public records that are exempt or confidential and exempt, from public records disclosure requirements.

12. CANCELLATION / TERMINATION - In the event any of the provisions of this response are violated by the awarded firm(s), the Superintendent or his/her designee, shall give written notice stating the deficiencies and unless the deficiencies are corrected within ten (10) business days, recommendation will be made to the School Board for immediate cancellation. Upon cancellation hereunder, the School Board of Calhoun County, Florida, may pursue any and all legal remedies as provided herein and by law. The School Board of Calhoun County, Florida, reserves the right to terminate any contract resulting from this RFQ at any time and for any reason, upon giving ten (10) business days prior written notice to the vendor. If said contract should be terminated for convenience as provided herein, the School Board shall be relieved of all obligations under said contract. The School Board of Calhoun County shall only be required to pay to the respondent that amount of the contract actually performed to the effective date of termination.

13. AMERICANS WITH DISABILITIES ACT - Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings sponsored by the School Board of Calhoun County, may contract the School District's American Disabilities Act Coordinator at 772-564-3071 (TTY 772-564- 8507) 48 hours in advance.

14. DRUG FREE WORKPLACE - Preference must be given to vendors submitting a certification with their response certifying they have a drug-free workplace in accordance with Section 287.887, Florida Statutes. This requirement affects all public entities of the State and became effective January 1, 1991. Attached is the Drug-free Workplace Certificate form (Attachment A) to be submitted with bid or shall be submitted within five (5) days upon request.

15. BID PROTESTS –

15.01 - Respondents are advised that any and all bid protests must be made in accordance with the requirements of the terms and conditions of this bid, the Administrative Rules of the Florida Department of Education, and Chapter 120, Florida Statutes. Failure to file a bid protest within the time prescribed in Florida Statutes 120.57(3) or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

15.02 - All Respondents acknowledge that the significant damages and losses that will be suffered by the OWNER as a result of the time lost and costs associated with an unsuccessful bid protest will be difficult, if not impossible to prove. Therefore, any and all protests must be accompanied by SECURITY in the amount \$5,000.00, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protesters in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding.