



**PINELLAS  
COUNTY  
SCHOOLS**

**Request for Qualifications  
#25-JB-053  
FOR  
PINELLAS PARK HIGH SCHOOL REMODEL  
AND RENOVATION DESIGN SERVICES**

**RFQ 25-JB-053 Posted  
Thursday, April 24, 2025**

**Qualifications Due  
Before 3:00 pm  
on June 4, 2025**

All submittals are due electronically through the District's OpenGov Procurement portal:  
<https://procurement.opengov.com/portal/pcsb>



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## Attachments:

A - Protest Procedures

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# 1. SCOPE OF WORK

## 1.1. STATEMENT OF WORK

This project is to provide professional architectural, engineering service for the remodeling and renovation of Pinellas Park High School as described herein. Required disciplines include, Civil, Structural, Mechanical, Electrical, Paint & Coating Consultant and, Fire Protection Consultant.

## 1.2. DELIVERABLES

The scope for this project includes:

- Front Entry Remodel
- New lobby, reception (similar to Sandy Lane, Pinellas Central, San Jose). Change of layout may be needed depending on design of the new front entrance.
- Creation of an entrance to give the campus more of a collegiate feel as well as improve parking and traffic flow
- All new ceilings, floors, lights and paint (interior/exterior) throughout, Flooring and Paint to be from life cycle
- Roofing throughout campus (life cycle)
- Remove student lockers in the mall area
- Remodel group restrooms adjacent to the Auditorium (male/female)
- Remove FRP panels and excessive electrical outlets at the group restrooms adjacent to the Auditorium
- Remove large acoustical operable partitions from the auditorium
- Remove wallpaper from walls in the auditorium
- Sprinkle the auditorium and classroom wings
- Remove clerestory film in the mall area
- Refresh classrooms with paint, ceiling tile, lighting, flooring, roller window shades, safety tinting film to be placed on all classroom doors, replace doors and hardware
- New signage throughout facility (rooms signage, fish, evac maps, wayfinding)
- Replace any interactive projectors with district standard interactive 75" tv's
- Exterior: repaint stucco and tuckpoint brick
- Refresh of Media Center: new ceilings, lights, flooring, paint
- Refresh of hallways with ceiling tiles, paint, lighting and flooring (selective removal of lockers)
- Replace all built in casework in kind

- Gymnasium: new lighting, new acoustical panels, new wall pads, refinish the gym bleachers and bleacher walkways
- Music Building: new ceilings, lights, flooring, paint, new acoustical panels
- Add security cameras where needed to ensure campus has complete coverage (district will provide locations of inadequacies)
- Renovate restrooms throughout the entire facility
- Replace kitchen hood

### **1.3. PURCHASING CONTACT**

Any questions regarding this bid should be posted in the Questions & Answers section in the District e-Procurement Portal, OpenGov at <https://procurement.opengov.com/portal/PCSB>.

The procurement contact for this solicitation is Joe Benjamin and can be reached at [benjaminst@pcsb.org](mailto:benjaminst@pcsb.org).

### **1.4. PRESENTATION TOPICS FOR SHORTLISTED FIRMS**

Pursuant to the Florida Consultant's Competitive Negotiation Act, Section 287.055 F.S., The School Board of PINELLAS County, Florida will shortlist a minimum of three responding firms, scoring the highest.

Below are topics for presentations for the above-mentioned project, for firms who are shortlisted from the initial evaluation phase. All scoring for this section is subjective and scored separately by the Committee Members based on their individual judgment of your presentation. The firms conducting the presentations should cover all the topics below, this is not the time to market your firm. It is important to follow the steps in order to ensure you cover all of the topics to receive the maximum score. **Topics listed are subject to change and these or any revised versions will be included in the shortlist notification.**

#### **A. Communication and Proposed Project Staff: (0-5 points)**

Briefly address the following.

- Describe how your team will market this project to the community as a whole and how you will assist the principal in sharing the project with the school community.
- Explain any changes to your proposed team which have occurred since your submittal.

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

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

#### **C. Scope Analysis (0-15 points)**

Based on the proposed scope and existing conditions, what options do you recommend to optimize the project budget while achieving the desired goals.

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

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

- A. Master Plan of the new construction, renovation and remodel, to include the core scope of work and optional reduced scope packages.
  - 1. Administration Suite New Construction and Renovations
  - 2. Classroom Renovations
  - 3. Media Center Renovations
  - 4. Creation of campus New Front Entrance

Propose a plan that ensures completion of the core scope of work while providing a path forward to complete additional scope packages at a future time.

**1.5. EVALUATION OF PROPOSALS**

The next section entitled 2. Evaluation of Proposals is a description of how proposals will be evaluated and the scoring values for each criterion. The section that follows that, 3. Proposal, is where required forms can be downloaded, executed and then uploaded to your response. All links to forms have been checked and verified.

NOTE: TABS 6 AND 7 ARE PROVIDED FOR INFORMATION ONLY, NO SUBMITTAL BY RESPONDENT IS NECESSARY.

## 2. SPECIAL CONDITIONS

### **2.1. GENERAL TERMS AND CONDITIONS**

The Pinellas County School District (District) “General Terms and Conditions” School Board Adopted 12/08/09 Revised 3/20/12, 7/24/12 can be found at the following link:

<https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/General%20Terms%20and%20Conditions%2011%2015%2024.pdf>

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

### **2.2. AWARD**

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

### **2.3. CONTRACT PERIOD**

The Contract Period shall commence on Upon Execution of a negotiated agreement and Board approval., and end on Upon completion and approval of final project closeout..

### **2.4. SUPPLEMENTAL UNILATERAL RENEWAL PERIODS**

The District, through its Director of Purchasing, has the option and reserves the right to unilaterally extend the original contract term or any renewal term for up to three (3) additional thirty (30) day periods, at the same terms and conditions. Notice of the District’s intent to renew shall be provided by the District in writing to the Contractor Supplier prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

### **2.5. PROPOSAL CONTENT & SUBMITTAL**

Each proposal shall include all information and submittals required or requested in this Request for Qualifications.

Incomplete proposals may be declared non-responsive.

### **2.6. ACCEPTANCE OF VENDOR RESPONSES**

The purchasing department reserves the right to accept proposals from multiple vendors, and to accept or reject portions of a proposal based upon the information requested. Suppliers may be excluded from further consideration for failure to fully comply with the requirements of this RFQ solely at the purchasing department’s discretion.

### **2.7. PROHIBITION AGAINST COERCION FOR LABOR AND SERVICES AFFIDAVIT**

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Pinellas County School Board is a governmental entity for purposes of this statute. An affidavit is attached hereto. The affidavit shall be filled out, fully executed and returned as part of your bid/proposal response or the response shall be deemed non-responsive.

### **2.8. 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 is FPPCSVendors. The code for a replacement badge 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.

### **2.9. 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 the evaluation of proposals is completed, the Committee will meet and score the Proposals as a group, chaired by the Buyer of record. The Committee's scores will be combined and averaged as a total for each criterion, out to two decimal points. The final total score for all criteria will be rounded to a whole number, >5 is rounded to the next whole number, <5 is rounded down to the next whole number.

### **2.10. SHORTLISTING**

The Evaluation Committee at its sole discretion may create a short-list of the highest scored proposals based on the preliminary evaluation against the evaluation criteria. Only those shortlisted Proposers would be invited to participate in interviews and/or presentations, demonstrations or product testing. Upon conclusion of any interviews and/or presentations, demonstrations or product testing, the Evaluation Committee will finalize the scoring against the evaluation criteria established by the Committee and included in shortlist invitations.

### **2.11. INTERVIEWS/DEMONSTRATIONS**

If requested, Proposers may be required to participate in on-site interviews and conduct demonstrations to the District's Evaluation Committee, to clarify the proposal submitted and present the Proposer's proposed solution. Additionally, the Proposer's key personnel may be required to be in attendance during this process.

Proposers should be prepared to discuss and substantiate any of the areas of the proposal submitted, as well as its qualifications to furnish the specified products and services. The interviews and demonstrations will be scored by the Evaluation Committee.

Notwithstanding the possibility of a request for an on-site interview and demonstrations, Proposers shall not rely on the possibility of such a request and shall submit a complete and comprehensive written response to this solicitation. Any costs incurred for the interviews and the oral demonstrations are the responsibility of the Proposer.

The District reserves the following rights to:

- Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposers prior to selection; and make investigations of the qualifications of Proposers as it deems appropriate, including, but not limited to, a background investigation conducted by the appropriate law enforcement agency.
- Request that Proposer(s) modify its proposal to more fully meet the needs of the District or to furnish additional information as the District may reasonably require.
- Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.
- Negotiate any modifications to a proposal that it deems acceptable, waive minor irregularities in the procedures, and reject any and all proposals.
- Process the selection of the successful Proposer without further discussion.
- Waive any irregularity in any proposal, or reject any and all proposals, should it be deemed in its best interest to do so. The District shall be the sole judge of Proposers' qualifications and reserves the right to verify all information submitted by the Proposers. The proposal selected will be that proposal which is judged to be the most beneficial to the District.
- Request that Proposers submit their annual financial statements for the last three fiscal years, including company financial statement summaries, certified by a Certified Public Accountant. If the organization has been in business for a period of less than three years, Proposers may be required to submit a detailed business plan in addition to any pertinent information that would allow the District to evaluate the sufficiency of financial resources and the ability of the business to successfully perform the services enumerated in the contract. Unless otherwise stated, such requests would be made after the submission of the proposals and prior to award of a contract.

**2.12. INSURANCE**

Insurance is required of all vendors who are awarded a contract from this RFP. See the attached *Insurance Specifications for Contractors* included with this Request for Proposals.

**2.13. NON-EXCLUSIVE AGREEMENT**

This RFP does NOT establish an exclusive arrangement between the district and vendor. The district reserves, but is not limited to, the following rights:

- The unrestricted right to use others to perform work, provide services or deliver the same or similar products as described herein when it is to the economic benefit of the district.
- The unrestricted right to separately bid any work, products or services as described herein when it is to the economic benefit of the district.

**2.14. KEY EVENTS & DATES**

RFQ Post Date:	April 24, 2025
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Question Submission Deadline:	May 22, 2025, 1:00pm
Proposal Submission Deadline:	June 4, 2025, 3:00pm
Distribution of Proposals to Committee Members:	June 5, 2025
Evaluation of Proposals:	6/5/2025 - 6/18/2025
Selection Committee Meeting:	June 19, 2025, 1:00pm
Estimated Date of Notice of Intent to Award :	6/21/2025
Estimated Date of Approval by School Board:	September 9, 2025

If the time allotted to evaluate proposals and make the selection of contractors as stated above proves to be insufficient, the posting of the Notice of Intent to Award and the Board approval date could both slip two weeks or more. Continue to monitor our [OpenGov Procurement portal](#) or contact the purchasing department for more specific information as to when the notice will be posted.

**2.15. CONTACT OF DISTRICT PERSONNEL**

During any solicitation period, including any protest and/or appeal, no contact with District officials or employees, other than with the individuals specifically identified in the solicitation, the Director of Purchasing or the Legal Department is permitted from any Bidder. Such communication may result in an automatic disqualification for selection in the pending solicitation and any subsequent District solicitations for a period of six (6) months, no matter the outcome of the solicitation or any protest and/or appeal.

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

**2.16. ADDITIONAL QUESTIONS/CLARIFICATIONS**

Additional questions or clarifications regarding this solicitation shall be directed through the project page on the District's OpenGov Procurement portal before **1:00 pm on Thursday, May 22, 2025**.

**2.17. BUSINESS HOURS & DAYS OF OPERATION**

Regular School Year

Days of operation are Monday thru Friday (excluding holidays) 8 a.m. to 4:30 p.m.

Warehouse receiving 6:30 a.m. to 2 p.m.

Summer

From approximately the 1st week of June thru the 1st week of August all schools are closed, with the exception of those that may be in summer session. Beginning the 2nd week of August, schools are once again in session. For more specific information call (727) 588-6143 to confirm if a school can accept deliveries.

Days of operation are **Monday thru Thursday** as follows:

**Administrative Facilities and Schools:** 7:30 a.m. to 5:30 p.m.

**Walter Pownall Service Center:** 6:30 a.m. to 5 p.m. (receiving 6:30 a.m. to 4:30 p.m.)

### **2.18. HOLIDAY BREAKS**

Each year, schools and administrative offices are closed for Thanksgiving, winter and spring break periods. Shipments cannot be accepted during these periods. These dates as outlined on the Pinellas County Schools website will vary each year depending upon our negotiated personnel calendar and when the holidays actually fall. Be sure to check the site for specific dates here:

<https://www.pcsb.org/staffcalendar>.

### **2.19. PROPOSAL OPENING PROCEDURES**

The names of all firms who have submitted a timely bid, shall be made public immediately following the bid due date and time expiring. Interested parties can view this information at OpenGov.com under the advertised bid title. Any recordings and/or bid proposals shall be exempt from public records requests until such time as the notice of an intended decision is published or until 30 days after opening the bids, proposals, or final replies, whichever occurs earlier.

If the District rejects all bids, proposals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, any recordings, bid proposals or records submitted, remain exempt from public records requests until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation, until the District withdraws the reissued competitive solicitation, or 12 months after the publication of the initial notice rejecting all bids, proposals, or replies. Section 119.071(1)(b), F.S.; and Section 286.0113, F.S.

Please be aware that any meeting at which (1) there is negotiation with a Supplier, (2) a Supplier makes an oral presentation, or (3) a Supplier answers questions, pursuant to a competitive solicitation, are closed to competitors and other members of the public. Team meetings at which negotiation strategies are discussed are likewise closed. Such meetings shall be recorded.

**PLEASE NOTE:** Information initially publicized is based upon what has been provided by each proposer and serve to formalize that a public opening of bids or proposals occurred on the date identified. The information publicized is subject to change once the Purchasing Department and District division have reviewed the bids for accuracy. Publicized documents do not convey a notice of intended action. All bids or proposals received are subject to comprehensive review to determine responsiveness and responsibility.

### **2.20. PUBLIC ENTITY CRIMES**

As stated in paragraph 12 of the General Terms and Conditions, **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST**, please complete, sign and notarize the “SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, PUBLIC ENTITY CRIMES” form provided with this Request for Proposals.

This form **MUST** be included in your response in order for your proposal to be responsive.

### **2.21. PUBLIC RECORD LAW**

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

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

- B. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the Contractor does not transfer the records to the School Board.
- D. Upon completion of the Agreement, transfer, at no cost, to the School Board all public records in the possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- E. A request to inspect or copy public records relating to this Agreement must be made directly to the School Board. If the School Board does not possess the requested records, the public agency shall immediately notify the Contractor of the request, and the Contractor must provide the records to the School Board or allow the records to be inspected or copied within a reasonable time.
- F. The failure of the Contractor to comply with these provisions, if applicable, shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board and may also result in penalties under Section 119.10, Florida Statutes.
- G. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ANGELA BROWN, SUPERVISOR OF RECORDS MANAGEMENT AT 727-793-2701 X 2393, 2929 COUNTY ROAD 193, CLEARWATER, FL 33759, brownangel@pcsb.org.**

#### **2.22. INTEGRITY OF PROPSAL DOCUMENTS**

Proposers shall use the original Proposal Forms and areas within OpenGov Procurement to provide the requested and required information. Proposers may provide additional attachments to the Proposal in the designated area with the Proposal section of OpenGov Procurement if sufficient space is not available on the original form for the proposer to enter a complete response. Any modifications or alterations to the original proposal documents by the proposer, whether intentional or otherwise, will constitute grounds for rejection of a proposal. Any such modifications or alterations that a proposer wishes to propose must be clearly stated in the proposal.

### **2.23. EXCEPTIONS TO GENERAL TERMS AND CONDITIONS**

Proposers taking any exceptions to the General Terms and Conditions, linked in this document, will be reviewed by staff prior to evaluation of proposals. Exceptions to the General Terms and Conditions may be cause for rejection of your proposal.

### **2.24. PROPOSAL FORMS**

For your convenience, the forms which are required to be completed and submitted along with and as part of your proposal will be provided along with this Request for Proposals on the District's OpenGov Procurement portal. If sufficient room has not been provided on a given form to enable you to enter a complete response, please include a supplemental attachment or replicate pages in the form as necessary. All required sections of the Proposal must be completed or the portal will not allow submittal of a given proposal.

### **2.25. AWARD TERMINATION**

When deemed to be in the best interest of the District, the District may cancel any award resulting from this specification by the following means:

- 10-day written notice with cause per item 52 of the District's General Terms and Conditions; or
- 90-day written notice without cause.

### **2.26. ADDENDA**

Bidders are required to register for an account via the District e-Procurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/PCSB>. Interpretations of the bid, clarification of bid specifications and requirements or changes to the bid which have a material effect will be documented and communicated to bidders only by written addenda. Verbal responses to bidders' questions do not constitute an official response unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. Failure to acknowledge addenda containing material changes may constitute cause for rejection of your bid proposal. Telegraph, facsimile or e-mail acknowledgements of addenda will not be accepted.

### 3. EVALUATION OF PROPOSALS

Prior to the Committee's review and scoring of any Proposal, all Proposals will be reviewed on a pass/fail basis. Only Proposals meeting the following criteria will be evaluated and scored. Responsiveness to the RFQ (i.e., Proposal's conformance in all material respects to the requirements stated in the RFP including all required fully executed documents). Proposal documents are fully executed and submitted by submittal deadline for proposals.

After evaluation of proposals is completed, the Committee will meet and score the Proposals as a group, chaired by the Buyer of record. The Committee's scores will be combined and averaged as a total for each criterion, out to two decimal points. Final score is rounded to the nearest whole number.

No	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>TAB 1A - LETTER OF INTRODUCTION (NON-SCORED)</b></p> <p>Letter shall include a brief summary of firm's history and commitment to project. Letter shall be limited to one page.</p>	Pass / Fail	1 <i>(1% of Total)</i>
2.	<p><b>TAB 1B - PROFESSIONAL LICENSES, CURRENT</b></p> <p style="margin-left: 40px;">A. Current Professional licenses from firm <b>and consultants.</b></p> <p style="margin-left: 40px;">B. Certificate of Corporation from firm <b>and consultants.</b></p> <p>Copies of current State of Florida professional registration license renewals <b>for the applicant</b> excluding sole proprietorships and <b>all key professional personnel Licenses</b> 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.</p>	Pass / Fail	1 <i>(1% of Total)</i>
3.	<p><b>TAB 1C - CERTIFIED MINORITY FIRM</b></p> <p>If applicable, provide Certified Minority information for your firm <b>and consultants.</b> Provide certifying agency if applicable. Provide classification: 1) African American 2) Hispanic American 3) Asian American 4) Women Owned 5) Native American 6) Service Disable Veteran.</p>	Pass / Fail	1 <i>(1% of Total)</i>
4.	<p><b>TAB 2 - FINANCIAL RESPONSIBILITY (0-5 POINTS)</b></p> <p>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.</p> <p>If audited financial statements are unavailable, provide similar unaudited statements.</p> <p><b>Only one financial officer is given access right in OpenGov to review these records and score accordingly. Firms failing to provide records requested above shall be found non-responsive.</b></p>	Points Based	5 <i>(4.9% of Total)</i>

5.	<p><b>TAB 3 - REFERENCE QUESTIONNAIRE (0-4 POINTS)</b></p> <p>Provide a <b>list</b> of a minimum of four (4) references in this section. Those references must complete the enclosed "Reference Questionnaire" <b>and have them sent directly to Joe Benjamin</b>, at <a href="mailto:benjaminst@pcsb.org">benjaminst@pcsb.org</a> prior to the Request for Qualifications due date and time. References received after the due date and time will not be considered.</p> <p><b>References previously submitted will be valid for a period of 6 months.</b> 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. Firms may submit references for this project to improve their score in this section.</p>	Points Based	4 (3.9% of Total)								
6.	<p><b>TAB 4 - FIRM'S LOCATION (0-3 POINTS)</b></p> <table border="1" data-bbox="342 495 1268 625"> <tr> <td>Pinellas County</td> <td>3 points</td> </tr> <tr> <td>Pasco, Hillsborough, and Manatee Counties</td> <td>2 points</td> </tr> <tr> <td>State of Florida</td> <td>1 point</td> </tr> <tr> <td>Outside state of Florida</td> <td>0 points</td> </tr> </table>	Pinellas County	3 points	Pasco, Hillsborough, and Manatee Counties	2 points	State of Florida	1 point	Outside state of Florida	0 points	Points Based	3 (2.9% of Total)
Pinellas County	3 points										
Pasco, Hillsborough, and Manatee Counties	2 points										
State of Florida	1 point										
Outside state of Florida	0 points										
7.	<p><b>TAB 5 - Experience of the Firm (0-75 POINTS)</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Project Name, Owner, and Construction Manager.</li> <li>2. Project Location.</li> <li>3. Date of occupancy or expected date of occupancy</li> <li>4. Project Scope – describe the scope and goals of the project in a narrative, not solely as bullet points.</li> <li>5. Describe how the submitted project is similar to the proposed project.</li> <li>6. List of team members and consultants who contributed to the submitted project and their role. <ol style="list-style-type: none"> <li>a. Describe the role that these team members will have on this project</li> <li>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.</li> </ol> </li> <li>7. Submit an owner evaluation from the highlighted project.</li> <li>8. Provide relevant project images from the highlighted project.</li> <li>9. Summarize how the highlighted project demonstrates your abilities to successfully complete the advertised project.</li> </ol>	Points Based	75 (72.8 % of Total)								
8.	<p><b>TAB 6 - PCSB FACILITIES, DESIGN AND CONSTRUCTION EVALUATION (0-10 POINTS)</b></p> <p>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 PCSB Purchasing website under RFQ Professional Services tab.</p>	Points Based	10 (9.7% of Total)								

9.	<p><b>TAB 7 - EQUITABLE DISTRIBUTION OF WORK (0-3 POINTS)</b></p> <p>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.</p> <p>The points will be distributed as follows:</p> <table border="1" data-bbox="250 365 1073 606"> <tr> <td data-bbox="250 365 761 426">\$0 - \$10,000,000</td> <td data-bbox="761 365 1073 426">3 points</td> </tr> <tr> <td data-bbox="250 426 761 487">\$10,000,001 - \$20,000,000</td> <td data-bbox="761 426 1073 487">2 points</td> </tr> <tr> <td data-bbox="250 487 761 548">\$20,000,001 - \$30,000,000</td> <td data-bbox="761 487 1073 548">1 point</td> </tr> <tr> <td data-bbox="250 548 761 606">\$30,000,001 and above</td> <td data-bbox="761 548 1073 606">0 points</td> </tr> </table>	\$0 - \$10,000,000	3 points	\$10,000,001 - \$20,000,000	2 points	\$20,000,001 - \$30,000,000	1 point	\$30,000,001 and above	0 points	Points Based	3 (2.9% of Total)
\$0 - \$10,000,000	3 points										
\$10,000,001 - \$20,000,000	2 points										
\$20,000,001 - \$30,000,000	1 point										
\$30,000,001 and above	0 points										

## 4. PROPOSAL

### 1. MINIMUM REQUIREMENTS (NON-SCORED)

#### 1.1. LETTER OF INTRODUCTION\*

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

\*Response required

#### 1.2. CURRENT PROFESSIONAL LICENSES\*

- A. Current Professional licenses from firm **and consultants**.
- 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.

\*Response required

#### 1.3. CERTIFIED MINORITY FIRM

If applicable, provide Certified Minority information for your firm **and consultants**. Provide certifying agency if applicable. Provide classification: 1) African American 2) Hispanic American 3) Asian American 4) Women Owned 5) Native American 6) Service Disable Veteran.

#### 1.4. CERTIFICATE OF INSURANCE\*

Please upload your proof of insurance here, including evidence of workers compensation coverage.

\*Response required

### 2. PROPOSAL INFORMATION

#### 2.1. FINANCIAL RESPONSIBILITY\*

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.

\*Response required

#### 2.2. SUBCONTRACTOR INFORMATION\*

Please list all subcontractors that you are planning on utilizing on this Project. For each individual or company listed please provide:

- Name of Subcontractor
- Work to be Performed or Goods to be Provided
- Contact Information for Named Person or Company (email and contact phone number)

\*Response required

### **3. FORMS**

#### **3.1. REFERENCE QUESTIONNAIRE\***

Please download the below documents, complete, and upload.

- [Reference Questionnaire.pdf](#)

\*Response required

#### **3.2. PROHIBITION AGAINST COERCION FOR LABOR AND SERVICES AFFIDAVIT\***

Please download the below documents, complete, and upload.

- [Human Trafficking Affidavit...](#)

\*Response required

#### **3.3. SWORN STATEMENT UNDER SECTION 287.133(3)A\***

Please download the below documents, complete, and upload.

- [Sworn Statement Under Flori...](#)

\*Response required

#### **3.4. DRUG FREE WORKPLACE CERTIFICATION\***

Please download the below documents, complete, and upload.

- [Drug Free Workplace Certifi...](#)

\*Response required

#### **3.5. DEBARMENT FORM AD-1048\***

Please download the below documents, complete, and upload.

- [Debarment Form AD-1048.pdf](#)

\*Response required

### **4. LOCATION OF FIRM'S HOME OFFICE**

#### **4.1. LOCATION OF FIRM'S HOME OFFICE\***

Pinellas County	3 points
Pasco, Hillsborough, and Manatee Counties	2 points
State of Florida	1 point
Outside state of Florida	0 points

\*Response required

## **5. EXPERIENCE OF THE FIRM**

### **5.1. EXPERIENCE OF THE FIRM\***

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

\*Response required

### **5.2. ADDITIONAL INFORMATION (IF NEEDED)**

For any additional information requested or required by any of your previously provided answers please upload that additional documentation here.

### **5.3. NON-COLLUSION STATEMENT\***

The Proposer, by submitting a proposal here, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Please confirm

\*Response required

### **5.4. SUBMITTAL CONFIRMATION\***

Proposer hereby certifies that all information provided within this submittal is accurate to the best of their knowledge and acknowledges that they have provided proof of their authority to submit a proposal on behalf of the stated Company name committing them to the information contained within said submittal.

A proposal submitted here obligates the Proposal to all terms, conditions and specifications stated in this Request for Proposals, unless exceptions are taken and clearly stated in the Proposer's submitted documents.

Proposers somehow received after the stated submittal deadline will not be accepted.

Please confirm

\*Response required