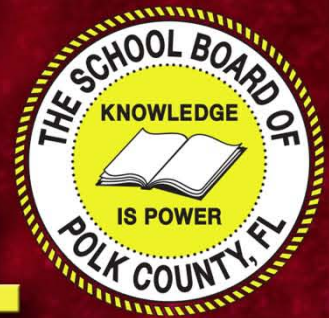


SELECTION PROCESS FOR

**PROFESSIONAL
ARCHITECTURAL
& ENGINEERING SERVICES**



FOR CONTINUING CONTRACTS

Dr. Sherrie B. Nickell, Ed.D.
Superintendent of Schools

Kay Fields
Board Chair

Fred Murphy
Assistant Superintendent

Richard A. Alderman
Director of Architectural Services

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PART 1 – ACQUISITION OF PROFESSIONAL SERVICES

1.01 POLICY

- A. The acquisition of professional architectural, engineering or landscape architectural services shall be procured in accordance with Florida Statue 287.055 “Consultant’s Competitive Negotiations Act” (CCNA) with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

- B. **Gifts and Gratuities.** No School Board employee may accept any gifts or other gratuities, the value of which exceeds Fifty Dollars (\$50.00), excluding instructional materials, from any party or a representative of any party doing business with the School Board. Giving or granting such gifts and/or gratuities to School Board employees shall be reason to deny future opportunities for work as an architect, engineer and/or consultant.

1.02 SUMMARY OF PROFESSIONAL SERVICES PROCEDURES

- A. The Facilities and Operations Division shall be responsible for the administrative and managerial duties regarding the acquisition of professional architectural, engineering or landscape architectural services.

PART 2 – PUBLIC ANNOUNCEMENT

2.01 POLICY

- A. The District shall publicly announce, by publication in local newspapers of general circulation, each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the agency to exceed \$300,000, or when the fee for professional services exceeds \$25,000. The public notice must include a general description of the project and must indicate how interested consultants may apply for consideration.

- B. This selection is for a Continuing Contract to provide Professional Architectural & Engineering Services with an estimated construction cost not to exceed \$2,000,000.00. It is the intent of PCSB to select more than one firm. Work shall be assigned to the selected firms utilizing a rotational methodology. The Architects/Engineers shall be ranked in ascending order based on the scores assigned during the selection process. The Architect/Engineer with the highest total score will be ranked as number one and will be offered the next open project. If the Architect/Engineer refuses the offered project, the Architect/Engineer will be placed at the bottom of the continuing contract consultants list and the next Architect/Engineer will be offered the project. Upon successful negotiation of the Architect’s/Engineer’s contract and fee, it will be recommended to the Board for approval.

The assignment of work will be contingent upon acceptable fee negotiation. The School Board reserves the right to amend this methodology for assignment of work if it determines that such decision would be in its best interest. Such changes may include, but not limited to, emergency situations, performance issues, workload concerns and increased/decreased work volume.

- C. The term of this contract shall be for one year with the option of a single one-year renewal at the sole discretion of PCSB.
- D. Projects awarded under this contract may include, but not limited to, new buildings, additions, renovations, remodeling, major repairs and systems replacements, sitework improvements and utility upgrades.
- E. Questions: Any questions concerning the RFQ should be directed in writing to Architectural Services, Polk County Public Schools. All requests for information shall be submitted no later than seven (7) days prior to the RFQ receipt date in writing to Richard Alderman, Architectural Services, Fax number 863-534-7882. Only the interpretation or correction so given by the Architectural Services Director, in writing, shall be binding and prospective firms are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ and the selection process. All such interpretations and supplemental instructions will be in the form of written Addenda to the RFQ.
 - 1. Selection committee members, School Board members, the school, school principal and school board personnel (except the Director of Architectural Services) are not to be contacted prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of PCSB, failure to comply with this requirement will be grounds for disqualification.
 - 2. Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date Polk County School Board makes its determination to approve or reject the final recommendations.
 - 3. All short-listed firms in preparation for oral presentation will be provided the opportunity to visit the location and meet the Principal or designee with the coordination of the Director of Architectural Services.

2.02 TERMS AND CONDITIONS

- A. PCSB reserves the right to accept or reject any or all proposals in the best interest of PCSB. The School Board of Polk County, Florida reserves the right to waive any formalities in this selection process.

- B. It is mutually understood and agreed that the nature, amount and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto firms that any specific amount of services will be requested or required of firm pursuant to this RFQ.
- C. Proposals which do not comply with these instructions or that do not include the requested data shall not be considered.
- D. The successful firm shall not discriminate against any person in accordance with Federal, State or local law.
- E. Time is of the essence. It is the sole responsibility of the submitting firm to ensure proposals are received at the proper place on or before the time and date required and in the format stated. Failure to meet this requirement will result in returning the RFQ. No consideration will be given to it.
- F. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid/proposal on a contract to provide any goods or services to a public entity; may not submit a bid/proposal on a contract with a public entity for construction or repair of a public building or public work; may not submit bid/proposal on leases of real property to 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 Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- G. EQUAL EMPLOYMENT OPPORTUNITY: The School Board of Polk County, Florida does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law. PCSB Equal Opportunity employee responsible for Equity & Compliance is Patricia Hunter who may be contacted at The School Board of Polk County, Florida, Human Resource Services, 1915 South Floral Avenue, P.O. Box 391, Bartow, Florida 33831. School Board Policy 6Gx53-5.017.
- H. Any person who is adversely affected by the terms, conditions or specifications set forth in this Request for Qualifications shall file a notice of intent to protest, in writing within 72 hours after the solicitation document (RFQ) is posted, excluding Saturdays, Sundays and legal holidays. A formal written protest shall be filed no later than 10 days after the notice of intent to protest is filed. The formal written protest must be accompanied by a bid protest bond in the amount of \$1,000.00 cash or certified check. The notice of intent to protest and formal written protest shall be filed with Person's name, position and address. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a protest or failure to post the bond or other security within the time frames or in the manner described above shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

- I. By making a submission, it is understood and agreed that the submitting entity consents to PCSB contacting any parties referenced in the entities response including, but not limited to, all project owners and references herein.
- J. The most current version of PCSB's standard Architect's Contract for Architectural Services can be found on the Polk County School Board's website. See Paragraph 2.03A. By submitting a response to this RFQ, submitters acknowledge and agree that they have reviewed this standard contract and have no objections to it. Furthermore, if selected by the PCSB, submitters acknowledge and agree that they will execute this standard contract subject to PCSB's right to make revisions and modifications prior to execution, where PCSB has determined, in its sole discretion that such revisions or modifications are in PCSB's best interest.

2.03 SUMMARY OF PUBLIC ANNOUNCEMENT PROCEDURES

- A. All legal advertisements for professional services are to run in a local newspaper for two consecutive weeks and shall be posted on The School Board of Polk County's website www.polk-fl.net/community/doingbusinesswithus/facilitiesprojects under Public Announcements.
- B. The advertisement will include a general description of each project's scope and budget, along with instructions on how additional information may be obtained. The additional information will include a detailed description of the scope of work, the proposed project schedule, the submission requirements for consideration and the specific criteria on which submissions will be evaluated.

PART 3 – COMPETITIVE SELECTION PROCESS

3.01 POLICY

- A. Any firm or individual desiring to provide professional architectural, engineering or landscape architectural services to the District must first be certified by the District as qualified. The District must find the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record and experience of the firm or individual.
- B. The District shall establish a Professional Services Selection Committee (Selection Committee). This Selection Committee shall be charged with the evaluation and ranking of prospective providers of professional services. The Selection Committee shall have five voting members:
 - 1. Assistant Superintendent, Facilities and Operations
 - 2. Director of Architectural Services
 - 3. Director of Construction Services

4. Senior Coordinator Architectural Design (Staff Architect)
 5. Manager of Supplier Diversity
- C. The District shall develop and maintain a process for the evaluation of statements of qualification. The Selection Committee shall consider such factors as the ability of professional personnel; whether the firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current and projected workloads of the firms; and the volume of work previously awarded to each firm by the District and other such factors which may be pertinent to the project.
- D. The Selection Committee shall identify and conduct interviews with the firms deemed to be the most highly qualified to perform the required services. Refer to Part 3, Section 3.01, Paragraph E. The Polk County School Board (The Board) shall send each firm which applied for consideration a letter, return receipt requested, notifying it of the short listed finalist firms. **The notification will include the following statement: “Failure to file a protest within the time prescribed in s.120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”**
- E. The top 25% of qualified firms shall be short listed and invited for interviews before the selection committee. Interviews shall be conducted with no fewer than six (6) firms deemed as most qualified for each project advertised.
- F. At the conclusion of the interview/presentation meeting, the Selection Committee shall select the six (6) top ranked firms to the continuing contracts list. Refer to Part 2, Section 2.01, Paragraph B for the process of awarding projects.

3.02 GROUP REVIEW/SHORT LISTING

- A. At a scheduled and publicly noticed meeting, Selection Committee members shall meet and discuss the RFQ proposals. The goal of this review is to allow each member the opportunity to fully discuss the proposals and to bring forth any information known to him or her regarding reasons why a particular proposal should or should not be considered. At the conclusion of this meeting, each Selection Committee member shall review his or her evaluations, make any appropriate changes and submit his or her Selection Evaluation Form (see Exhibit “A”) to the Committee Chairman or the Committee Chairman’s designee.
- B. The Committee Chairman or the Committee Chairman’s designee shall combine the evaluation scores submitted by all Selection Committee members and shall develop a short-list recommendation of firms based on the total evaluation scores received. The number of firms placed on the short-list shall be determined by Part 3, Section 3.01, Paragraph E above.

- C. The Committee Chairman or the Committee Chairman’s designee shall forward the Selection Committee’s short-list recommendation to the Assistant Superintendent of Facilities and Operations (“the Assistant Superintendent”). The Assistant Superintendent, in his or her sole discretion, can either accept the short-list recommendation and forward it on to the Superintendent or reject the short-list recommendation. If the Assistant Superintendent accepts the recommendation, the selection process shall proceed. If the Assistant Superintendent rejects the short-list recommendation, he or she, in his or her sole discretion, can proceed in any of the following methods: directing the Committee Chairman to recommence the selection process at whatever phase the Assistant Superintendent deems appropriate (including the Initial Screening Criteria stage as described in Section 4.03 or the Presentations and Interviews phase as described in Section 4.04); pursuing the project by any other alternative method permitted under Florida Law; or abandoning the project all together. If the Assistant Superintendent elects to pursue the project by alternative method or abandon the project, The Board shall provide public notice of this decision by posting in the facilities department and on The Board web site.
- D. Once the Selection Committees short-list recommendation has been accepted by the Assistant Superintendent, the Committee Chairman or the Committee Chairman’s designee will notify all submitting firms of whether or not they appear on the short-list and shall provide public notice of the short-listed firms.
- E. The short-listed firms shall then be invited for interviews before the Selection Committee, which will be scheduled at the Selection Committee’s convenience.

3.03 INTERVIEW/PRESENTATION

- A. The Selection Committee shall convene to separately interview the short-listed firms. A part of its interview and at the Committee Chairman’s discretion, each firm shall make a short oral presentation. Selection Committee members shall use the Selection Evaluation Form (see Exhibit “B”) to document their review and evaluation of each presentation, within their respective areas of experience and knowledge.
- B. After the Selection Committee has interviewed all the short-listed firms, it shall discuss the interviews and review each presentation. At the end of this discussion, Selection Committee members shall review their Selection Evaluation Form, make any appropriate changes and then submit the Selection Evaluation Forms to the Committee Chairman or the Committee Chairman’s designee.
- C. The Committee Chairman or the Committee Chairman’s designee shall combine the evaluation scores submitted by all Selection Committee members in their respective areas of experience and knowledge and determine the Selection Committee ranking of the short-listed firms based upon the total scores assigned to each firm. If the ranking results in a tied score prior to submission to the Assistant Superintendent for approval, the total averaged score on the Selection Evaluation Form (Exhibit “A”) of the short-listing phase

shall be used for each of the tied firms in order to break the tie. Any subsequent ties, if any, the Assistant Superintendent shall make the tie-breaking vote.

- D. The Assistant Superintendent, in his or her sole discretion, shall either accept the results of the Selection Committee's ranking recommendation and forward it on to the Superintendent or reject the results of the ranking recommendation. If the Assistant Superintendent rejects the results of the ranking recommendation, he or she in his or her sole discretion, shall proceed with any of the following methods: directing the Committee's Chairman to recommence the selection and ranking process at whatever phase the Assistant Superintendent deems appropriate (including the Initial Screening Criteria phase as described in Section 4.03 or the Presentations and Interviews phase as described in Section 4.04); pursuing the project by any other alternative method permitted under Florida law; or abandoning the project all together. If the Assistant Superintendent elects to pursue the project through an alternative method or abandon the project all together, The Board shall provide public notice of that decision.
- E. Once the ranking recommendation results are accepted by the Assistant Superintendent, he or she shall request the Superintendent's approval of the Selection Committee's ranking.
- F. The Superintendent may reject all recommendations, accept the Selection Committee's recommendation or convene a second interview with the short-listed firms. If all recommendations are rejected by the Superintendent, either the subject project shall be terminated or The Board shall issue a new RFP or RFQ for the project. If the Superintendent elects to convene a second interview, then The Board interview panel shall consist of the Superintendent and such other individuals as the Superintendent deems appropriate ("New Panel"). The short-listed firms shall provide such additional information in such time and format as may be requested by the New Panel. The New Panel shall interview and rank the short-listed firms using the Selection Evaluation Form for the RFP or RFQ. The original rankings of the Selection Committee's recommendations shall not be binding on the New Panel and it may issue the ranking completely independent from that made by the Selection Committee. The Superintendent shall either accept the ranking of the New Panel and forward such rankings to the School Board for approval or the Superintendent may reject such final rankings. If rejected, the Superintendent shall either terminate the subject project or require a new RFP or RFQ be issued for the project, which decision shall be publicly noticed. Upon the Superintendent's approval for the Selection Committee's recommendation or the New Panel's alternate recommendation, notice of the ranking of short-listed firms shall be publicly noticed and a School Board resolution shall be prepared and put on an agenda for the School Board review and approval.

3.04 SUMMARY OF COMPETITIVE SELECTION PROCESS PROCEDURES

- A. The Director of Architectural Services will chair the Selection Committee. The committee will be convened as required to evaluate submitted materials, conduct interviews, hear presentations, consult staff and rank applicants.

- B. The Selection Committee shall report a consensus evaluation for each applicant, including a relative ranking for each weighted criteria.

PART 4 – EVALUATION PROCESS

4.01 STATEMENT OF QUALIFICATIONS

Firms must meet the following requirements:

- A. Requirement of the Request for Qualifications (RFQ).
- B. Architects/Engineers must be experienced in providing architectural/engineering services for K-12 public school programs.
- C. Architects/Engineers must be authorized to do business in the State of Florida and must possess professional service registrations and licenses in accordance with applicable statutes, regulations and rules.
- D. Architects/Engineers must be knowledgeable of the requirements of Florida Statutes.
- E. The Statements of Qualifications must be submitted to the School District on or before the time and date at the place indicated in the RFQ.
- F. The Statement of Qualifications must be submitted in quantity as identified in the Public Announcement.
- G. The Statements of Qualifications which have not been received by the School District on or before the scheduled time as set forth in the RFQ will not be considered.
- H. The selected Architects/Engineers and their sub consultants will be required to meet the insurance requirements of the School District.
- I. The assigned negotiation team shall negotiate a contract with the top ranked firm. If a contract cannot be negotiated with the top ranked firm, negotiations with the top ranked firm will be formally terminated and the negotiation team shall negotiate with the second and third ranked firms respectively. Should the negotiation team be unable to negotiate a satisfactory contract with any of the selected firms, the District shall select additional firms in order of their competence and qualifications and negotiations will continue in accordance with this section until an agreement is reached. At the school district's sole option, the negotiation cut-off date may be extended.
- J. Costs of participating in this selection process, including presentations to the Selection Committee or School Board, are solely those of the Architect/Engineer; The Board will assume no responsibility for any costs.
- K. The Board reserves the right to waive informalities and terminate the selection process.

- L. Firms that apply shall be familiar with the most current applicable laws, rules and regulations including FS 6A-2 and 287.005, Consultants Competitive Negotiation Act, FS Chapter 1013, the State Requirements for Educational Facilities (SREF) and the Florida Building Code.

4.02 STATEMENT OF QUALIFICATIONS FORMAT

- A. Statements of Qualifications should be mechanically bound and should be limited to no more than 35 (8.5 x 11 inch) pages printed on one side. Oversized pages will be counted as two pages. Submissions in excess of 35 will not be disqualified; however, clarity, conciseness and brevity of this document will be evaluation criteria as part of “Quality of Submittal” under the “Initial Screening” Section, Exhibit “A”.

- B. The “Statement of Qualifications” must provide the required information in the following format. Refer to Paragraph 4.03 for additional information required for each section of the “Statement of Qualifications”. The “Statement of Qualifications” shall be tabbed and in the order listed below.

- Table of Contents
- Introduction
- Compliance Information
- Recent Work Awarded by the PCSB
- Current Workload & Capacity
- General Educational Facilities Experience
- Project Specific Related Experience
- M/WBE Implementation History

1. Table of Contents.

- a) Table of Contents shall list and be organized to match the tabbing of the “Statement of Qualifications”.

2. Introduction.

- a) The Facilities and Operations Division shall require each applicant identify the type and scope of services being offered and the type and scope of assignments being sought. Documentation of qualifications shall be required. Firms will only be considered for assignments consistent with certified capabilities.

- b) Letter of introduction and interest signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the project listed. Provide business address, e-mail address, phone number, fax number and name of contact person.
- c) Architect/Engineer will provide names and contact information for 3 projects that have been completed within the last 7 years. List the year project was completed. **A Polk County School Board reference may not be used.** It is the Architect's/Engineer's responsibility to make sure the contact information is correct and current; failure to reach a listed reference will result in a score of zero from that reference.

3. Compliance Information.

- a) Evaluated by the Director of Architectural Services.
- b) This is a compliance section and carries no evaluation points. **Firms must meet minimum criteria as specified to receive further consideration.** Submittals shall include the following:
 - (1) The Architect/Engineer must be properly registered, licensed and certified at the time of submission and be properly certified by the State of Florida Secretary of State to do business in Florida.
 - (a) Provide a copy of certification for proper incorporation from the Florida Secretary of State.
 - (b) State if Company is a corporation, joint venture or partnership.
 - (c) Provide copy of current Florida Professional Registration Certificate for the Architect/Engineer or Architectural/Engineering firm.
 - (d) State number of years in business.
 - (e) State the location, address and telephone number of Architects/Engineers office.
 - b) Architects/Engineers and/or their consultants shall comply with Florida Statutes 287.133 and provide a sworn statement regarding Public Entity Crimes as part of their submission.
 - c) Architects/Engineers and/or their consultants shall submit qualification statements (SF 254 and SF 255 Form).

- d) The Architect/Engineer and/or their consultants must provide proof of Professional Liability Insurance.
- e) Submitting firms with fifteen (15) or more employees shall provide the company's Equal Employment Opportunity Plan.

4.03 INITIAL SELECTION SCREENING EVALUATION (SHORT-LISTING)

A. Selection Committee members shall use Selection Evaluation Form (Exhibit "A") for the RFQ to document their review and evaluation of each proposal in accordance with the criteria listed below, within their respective areas of experience and knowledge.

1. QUALITY OF SUBMITTAL (10%)

- a) Clarity, conciseness and compliance with requirements in the request for qualification.
- b) Architect/Engineer provides all information and it is presented in a format that is very organized and it is very easy to extract information.

2. RECENT WORK AWARDED BY THE PCSB – LAST 2 YEARS (15%)

- a) To be scored by the Director of Architectural Services.
- b) Volume of recent work in dollars awarded the applicant by the District. Compare amount of work for the District by the applicant in relation to other applicants to promote equitable distribution. The score shall be inverse to the volume of business done with the District.

(1) The 2 years shall be the date the Polk County School Board Chair executes the Architect's/Engineer's contract.

<u>Dollars (In Fees) Awarded by PCSB</u>	<u>Point Value</u>
\$0 to \$100,000	5
\$100,001 to \$300,000	3
\$300,001 to \$500,000	1
Greater than \$500,000	0

3. CURRENT WORKLOAD & CAPACITY (15%)

- a) An evaluation of the applicant's capacity to undertake additional work, in light of its current workload.

- b) Architect/Engineer should describe in detail how this project will fit in with their current workload.
4. PROJECT DESIGN TEAM (20%)
- a) Architect/Engineer thoroughly demonstrates experience and capability of staff to perform on this project. Organizational chart thoroughly demonstrates role of each person on this project. If a joint venture or partnership is proposed, Architect/Engineer thoroughly and clearly demonstrates role of party.
5. K-12 EDUCATIONAL FACILITIES EXPERIENCE (25%)
- a) Applicant's prior performance on public K-12 educational facilities projects within the last 10 years, including ability to meet project schedule and budget. Consideration will be given to more recent projects and projects of similar size and complexity in establishing the applicant's record of successfully completing projects of similar scope and complexity.
6. M/WBE IMPLEMENTATION HISTORY (15%)
- a) Whether the applicant is a certified minority business enterprise.
 - b) Contract with one or more minority consultants.
 - c) Whether the applicant has demonstrated a commitment to increasing the successful participation of certified minority and women owned businesses through mentoring programs.
7. LOCAL RECOGNITION (5 POINTS)
- a) To be scored by the Director of Architectural Services.
 - b) For a firm to claim local recognition, it must conduct all business associated with the services rendered out of its office located in Polk County. These services include, but are not limited to, human resource services, purchasing, bidding, accounts receivable. Accounts payable, calculation and distribution of payroll. The office must be staffed and fully operational. Failure to follow the requirements when listing a firm's location shall result in disqualification.
 - c) Local recognition is worth a total of 5 points added to the weighted subtotal score. For local recognition grading scale, refer to left hand side of Selection Evaluation Form – Exhibit "A" and Exhibit "B".

4.04 INTERVIEW/PRESENTATION EVALUATION

- A. A site visit will be scheduled prior to presentations.
- B. At the scheduled interview, each short-listed firm shall provide additional information about its firm and operations that would be valuable to the Selection Committee in their efforts.
- C. Oral presentations and interviews by short-listed firms are required on most projects. The final ranking of the short-listed firms will be based solely on the ratings from these presentations. A copy of the evaluation form used by each Selection Committee member is attached. See Exhibit “B”.
- D. FS 287.055 (4)(a) states that the agency procuring professional services “...*may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project and ability to furnish the required services.*” The Selection Committee requests that each presenter clearly address these criteria during the course of their presentation. The following is offered for your consideration:
 - 1. Qualifications – Emphasize your firm’s strengths. Stress those services that you do particularly well, and that distinguishes your firm. Explain how your strengths could benefit these project(s).
 - 2. Approach to the project – Tell how your firm approaches similar projects. Do not propose specific solutions to these project(s). How does your firm manage the issues of scope, schedule, etc? Also provide any additional information relevant to your approach to the project(s).
 - 3. Ability – Demonstrate that your firm has the resources to accomplish this work. Be specific in regard to experience and skills of your staff and consultants.
- E. Interviews and presentations shall be evaluated based on the following weighted criteria.

6. REFERENCES (10%)

- a) To be verified by the Director of Architectural Services.
- b) Architect/Engineer will provide names and contact information for 3 projects that have been completed within the last 7 years. It is the Architect's/Engineer’s responsibility to make sure the contact information is correct and current; failure to reach a listed reference will result in a score of zero from that reference.
- c) Do not use the Polk County School Board as a reference and do not use the Director of Architectural Services, any school board staff or school board members as the contact person.

7. SCHEDULE ADHERENCE (15%)
 - a) Architect/Engineer thoroughly describes and provides detailed examples of meeting client schedules and how the Architect/Engineer managed the project to meet those schedules.
8. OVERALL APPROACH/METHODOLOGY & KNOWLEDGE (20%)
 - a) Architect/Engineer demonstrates a very thorough understanding of project, thoroughly describes approach and methods, has high level of knowledge of working on K-12 school projects, and demonstrates knowledge of building systems, materials and Architectural techniques.
9. PROJECT DESIGN TEAM (15%)
 - b) Architect/Engineer thoroughly demonstrates experience and capability of staff to perform on this project. Organizational chart thoroughly demonstrates role of each person on this project. If a joint venture or partnership is proposed, Architect/Engineer thoroughly and clearly demonstrates role of party.
10. K-12 EDUCATIONAL FACILITIES EXPERIENCE (25%)
 - a) Applicant's prior performance on public K-12 educational facilities projects within the last 10 years, including ability to meet project schedule and budget. Consideration will be given to more recent projects and projects of similar size and complexity in establishing the applicant's record of successfully completing projects of similar scope and complexity.
11. M/WBE IMPLEMENTATION HISTORY (15%)
 - a) Points will be given if Architect/Engineer is a certified M/WBE, consultant(s) proposing to use is/are certified M/WBE and if the Architect/Firm participates in mentoring programs.
 - b) Certifications must be included to be considered.
7. LOCAL RECOGNITION (5 POINTS)
 - a) Polk County firm with 10 or more years experience.
 - b) Refer to Paragraph 4.03, A, 7, b for requirements.
 - c) To be scored by the Director of Architectural Services.

- F. Presentation format **shall be** boards on easels. Content displayed on the boards should demonstrate the Architects/Engineers full understanding and grasp of the project.
- G. Remember, the presentations are more about your team and less about these particular projects. The focus of your presentation should be your team's strengths and capabilities "*in light of*" the challenges posed by these projects.
- H. The time allotted for presentations will be determined based on the number of projects and the scope of work. Additional time will be given for setup. Presenters are requested to reserve a reasonable amount of time for questions from the committee.

PART 5 – COMPETITIVE NEGOTIATION

5.01 POLICY

- A. With the approval of the Superintendent or designee, negotiations between the District and the firm ranked number one shall be conducted. If negotiations are successful, a contract shall be submitted to the School Board for its consideration. If negotiations are unsuccessful, the District shall terminate negotiations with the higher ranked firm and commence negotiations with the next highest ranked firm. If negotiations are terminated with a firm and commenced with the next highest firm, under no circumstances shall the District negotiate with the original firm without first re-advertising for proposals.

5.02 SUMMARY OF COMPETITIVE NEGOTIATION PROCEDURES

- A. The Director of Architectural Services shall be charged with establishing a mutually acceptable compensation package for the requested services. The firm ranked highest by the Selection Committee will enter into negotiations for fair and equitable compensation based on the standard Architect's Contract and the scope of work for the advertised project. Additional supportive information, i.e., staffing projections, direct costs, reimbursable expenses, etc. may be required. The agreed upon compensation for basic professional services shall be presented to the School Board with a recommendation for approval.

PART 6 – STANDARDIZED AGREEMENTS

6.01 POLICY

- A. The District shall develop and maintain standard contractual documents for use in the procurement of all professional services. All such documents and any subsequent material revisions thereto, shall be submitted to the School Board Attorney for review and approval.

END OF RFQ.

POLK COUNTY PUBLIC SCHOOLS

**PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES
FOR CONTINUING CONTRACT PROJECTS**

**SELECTION EVALUATION FORM - EXHIBIT "A"
(SHORT LISTING)**

Selection Committee Member Signature: _____

Name/Title _____

Project Name: _____

Project # _____

LOCAL RECOGNITION GRADING: Polk County firm with 10 or more years experience 5 pts. Polk County firm with more than 1 year & less than 10 4 pts. Adjoining County firm with more than 1 year experience 2 pts. State of Florida firm with more than 1 year experience 1 pt. Out of State Firm with more than 1 year experience 0 pts. SCALE: Rate each applicant on a scale from 1 (lowest) to 10 (highest). Using the ratings noted above, Selection Committee shall provide a numerical Evaluation of the Qualifying elements. Tabulation of all entries will provide a ranking of all Applicants.			COMPLIANCE					INITIAL SCREENING (SHORT LISTING)							
			LICENSES/CERTIFICATIONS/REGISTRATIONS	PUBLIC ENTITY CRIME STATEMENT	FORMS SF 254 & SF 255	PROFESSIONAL LIABILITY INSURANCE	EQUAL EMPLOYMENT OPPORTUNITY PLAN	QUALITY OF SUBMITTAL	RECENT WORK AWARDED BY PCSB (LAST 2 YEARS)	CURRENT WORKLOAD AND CAPACITY	PROJECT DESIGN TEAM	K-12 EDUCATIONAL FACILITIES EXPERIENCE	M/WBE IMPLEMENTATION HISTORY	SUBTOTAL INITIAL SCREENING	LOCAL RECOGNITION POINTS
ITEM	APPLICANTS	Assigned Weight					10%	15%	15%	20%	25%	15%	100%	5 Pts.	
		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7		Rating					0	0	0	0	0	0		0	
		Weighted Score					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

POLK COUNTY PUBLIC SCHOOLS

**PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES
FOR CONTINUING CONTRACT PROJECTS
SELECTION EVALUATION FORM - EXHIBIT "B"
(INTERVIEWS/PRESENTATIONS)**

Selection Committee Member Signature: _____

Name/Title _____

Project Name: _____

Project # _____

LOCAL RECOGNITION GRADING: Polk County firm with 10 or more years experience 5 pts. Polk County firm with more than 1 year & less than 10 4 pts. Adjoining County firm with more than 1 year experience 2 pts. State of Florida firm with more than 1 year experience 1 pt. Out of State Firm with more than 1 year experience 0 pts. SCALE: Rate each applicant on a scale from 1 (lowest) to 10 (highest). Using the ratings noted above, Selection Committee shall provide a numerical Evaluation of the Qualifying elements. Tabulation of all entries will provide a ranking of all Applicants.			INTERVIEW AND PRESENTATION (RANKING)								
			REFERECES	SCHEDULE ADHERENCE	OVERALL APPROACH/METHODOLOGY AND KNOWLEDGE	PROJECT DESIGN TEAM	K-12 EDUCATIONAL FACILITIES EXPERIENCE	M/WBE IMPLEMENTATION HISTORY	SUBTOTAL INTERVIEW & PRESENTATION	LOCAL RECOGNITION POINTS	TOTAL INTERVIEW & PRESENTATION
ITEM	APPLICANTS	Assigned Weight	10%	15%	20%	15%	25%	15%	100%	5 Pts.	
		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6		Rating	0	0	0	0	0	0		0	
		Weighted Score	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0