The School Board of Polk County, Florida

Selection Process for Architectural & Engineering Services
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SECTION 1. PROJECT DESCRIPTION

1.1. The School Board of Polk County, Florida (PCSB) is interested in entering into a contract with qualified Design Professional (DP) firms to provide architectural/engineering services for work of a specified nature as outlined in the contract required by the District; the form of said contract can be found on the School Board website. The specified services shall consist of providing Architectural/Engineering Services in the scope of services as listed on the Public Announcement which is located on our website. The Design Professional (DP) is responsible for the successful, timely, and economical completion of the construction project.

1.2. The Contract shall be awarded in accordance with the requirements of section 287.055, Florida Statute.

1.3. Architect/Engineers shall provide all types and manner of services related to professional design, as required and directed by the District.

SECTION 2. POLICY - COMPETITIVE SELECTION PROCESS

2.1. Any firm or individual desiring to provide professional 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.

2.2. 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 a minimum of four voting members:

   a. Associate Superintendent, Operations,

   b. A minimum of two (2) representatives from Facilities,

   c. A representative from the Office of Diversity Management,

   d. Principal or Administrator of the school or division at which the project is located may be included as appropriate.

   (Note: School Board Member, whose district the school or building is located in, shall be invited to attend as a non-voting member.)
2.3. 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.

2.4. The Selection Committee shall identify and conduct interviews with no fewer than three of the total firms that were deemed to be the most highly qualified to perform the required services. 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."

2.5. The Associate Superintendent, Operations will chair the Selection Committee(s). The committee(s) will be convened as required to evaluate submitted materials, conduct interviews, hear presentations, and consult staff and rank applicants.

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

2.7. Unless otherwise deemed to be in the best interest of the Polk County School Board, the following guidelines will be used in determining the number of firms to be interviewed. These guidelines reflect not only single projects, but shall also be used when multiple projects of a similar scope are advertised and proceed as a single selection process:

   I Project - Three (3) firms selected for interviews.

   2 Projects - Four (4) firms selected for interviews.

   3 Projects - Five (5) firms selected for interviews.

2.8. When multiple projects proceed as a single selection process, the proposed award shall be based on the highest ranking firm being recommended for the project with the highest construction budget, the second highest ranking firm being recommended for the project with the second highest construction budget, and the third highest ranked firm being recommended for the project with the third highest construction budget. In the event the construction budgets are equal, the award shall be determined by the District.
SECTION 3. REQUIREMENTS OF DESIGN PROFESSIONAL (DP)

3.1. Firms must meet the following requirements:

3.1.1. Requirements of the Request for Qualifications (RFQ).

3.1.2. DP’s must be experienced in providing architectural/engineering services for K-12 public school programs.

3.1.3. DP’s must be authorized to do business in the State of Florida and must possess professional service registrations, and construction licenses in accordance with applicable statutes, regulations, and rules.

3.1.4. DP’s must be knowledgeable of the requirements of Florida Statutes.

3.1.5. Statements of Qualifications must be submitted to the School District on or before the time and date and at the place indicated in the RFQ.

3.1.6. Statements of Qualifications should be mechanically bound and should be limited to not more than 35 (8.5 inch x 11 inch) pages printed on one side, including covers and dividers, and excluding financial information. Oversized pages will be counted as two pages. Arial (11) should be used for the font and size. Submissions in excess of 35 pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be evaluation criteria.

3.1.7. Refer to "Public Announcement" for number of copies of the Statement of Qualifications that must be submitted.

3.1.8. 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.

3.1.9. The selected Architect/Engineers and their sub consultants will be required to meet the insurance requirements of the School District.

3.1.10. 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.

3.1.11. Costs of participating in this selection process, including presentations to the Selection Committee or School Board, are solely those of the DP; PCSB will assume no responsibility for any costs.

3.1.12. PCSB reserves the right to waive informalities and terminate the selection process.

3.1.13. Firms that apply shall be familiar with the most current applicable laws, rules and regulations including FS 6A-2 and 287.055, Consultants Competitive Negotiation Act, FS Chapter 1013 and State Requirements For Educational Facilities (SREF) and the Florida Building Code.

3.1.14. The Associate Superintendent, Operations 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.

SECTION 4. STATEMENT OF QUALIFICATIONS

4.1. Required Information and Format:

4.1.1. The "Statement of Qualifications" must provide the required information in the following order and format. The "Statement of Qualifications" shall be tabbed and in the order listed below. All compliance information required per Section 4.1.4 shall be submitted in a separate envelope, and shall not be bound in the Statement of Qualifications Booklet. (Only one original of the compliance information is required to be submitted.)

a. Table of Contents

b. Introduction

c. Related Experience -Prime Architect

d. Proposed Project Staff & Function
e. Related Experience – Sub-consultants

f. Current Workload

g. M/WBE Participation

h. Compliance Information (One only, in separate envelope)

4.1.2. Table of Contents

4.1.3. Introduction

Letter of introduction and interest signed manually in blue ink 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. Include the following contact information: Contact Person, Address, Phone Number, Facsimile Number and Email Address for the Contact Person.

Each applicant is to 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.

The signing of the letter of introduction by an officer or partner certifies that all information contained in the submittal and presented during the interview is to the best of their knowledge and ability true and accurate. Falsification or misrepresentation of any information shall result in the elimination of the submittal and disqualification from the process.

4.1.4. Compliance Information

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:

a. The Design Professional 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.

b. Provide a copy of certification for proper incorporation from the Florida Secretary of State.

c. State if Company is a corporation, joint venture or partnership.
d. Provide copy of current Florida Professional Registration Certificate for each registered professional and the firm.

e. State number of years in business.

f. State the location, address and telephone number of Design Professional's office.

4.1.5. Design Professional's and their consultants shall comply with Florida Statues 287.133 and provide a sworn statement regarding Public Entity Crimes as part of their submission.

4.1.6. Design Professional’s and their consultants shall submit qualification statements (SF 254 and SF 255 Forms).

4.1.7. The Design Professional and their consultants must provide proof of Professional Liability Insurance.

4.1.8. Submitting firms with fifteen (15) or more employees shall provide the company's Equal Employment Opportunity Plan.

SECTION 5. INITIAL SCREENING CRITERIA (SHORT LISTING)

5.1. **Individual Review:** CSC members shall use Proposal Initial Screening (short Listing) 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.

5.2. **Related Experience – Prime Architect/Engineer (30%):** Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. This may include evaluating the firm's performance on previous projects.

5.2.1. List projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this project. (List no more than 10 projects and do not list projects which were not completed by your firm or completed more than ten years ago). Include the following for each project. NOTE: FIRM MUST DEMONSTRATE EXPERIENCE BY SHOWING THE SUCCESSFUL COMPLETION WITHIN THE PAST TEN (10) YEARS OF AT LEAST TWO (2) PROJECTS OF SIMILAR SIZE. THESE PROJECTS SHALL BE THE FIRST PROJECTS LISTED WITHIN THE TEN (10) PROJECTS THAT MAY BE INCLUDED.
a. Name, location of the project and type of facility constructed.

b. The nature of the firm's responsibility on the project.

c. Project Owner’s representative name, address, telephone and facsimile number.

d. Date project was completed or anticipated completion date.

e. Size of project (construction gross square feet).

f. Cost of project (construction cost).

g. Work for which firm's staff was responsible.

h. Present status of the project.

i. Firm's key professionals involved on the project and who of that staff would be assigned on the project covered by this RFQ.

5.3. **Proposed Project Staff and Functions - Prime Architectural Staff (20%)**: The quality, experience and quantity of staff and their functions will be evaluated by the committee. The committee will evaluate the firm's capabilities to provide service based on the caliber of individuals assigned to this project.

5.3.1. The firm shall name the actual staff to be assigned to this project, describe their ability and experience and indicate the function of each within their organization and their proposed role on this project. It is the intent that the proposed staff shall be assigned to this project unless otherwise specifically approved in writing by authorized PCSB Personnel. The DP's proposed staff shall be present at the time of oral presentation.

5.3.2. Give brief resumes of key persons to be assigned to the project including, but not limited to, following:

a. Name and title.

b. Job assignment for the projects.

c. How many years with this firm.

d. How many years with other firms.

e. Experience including types of projects, size of projects (dollar value and square footage of projects), and specific project involvement.
f. How many years of direct experience on K-12 projects.

g. What experience do they have that is directly related to this project.

h. Education.

i. Active registrations, license and certifications (if any).

j. The above described information MUST be provided for EACH key person assigned to the project.

5.4. Related Experience – Sub-consultants (35%): Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. This may include evaluating the firm's performance previous projects.

5.4.1. List projects which best illustrate the experience of the sub-consultant which utilized the current staff which is being assigned to this project. List no more than ten (10) projects and do not list projects completed more than six years ago. Include the following for each project:

a. Name, location of the project and type of facility constructed.

b. The nature of the firm’s responsibility on the project.

c. Project Owner’s representative name, address, telephone and facsimile number.

d. Date project was completed or anticipated completion date.

e. Size of project (construction gross square feet).

f. Cost of project (construction cost).

g. Work for which firm’s staff was responsible.

h. Present status of the project.

i. Firm’s project manager and other key professionals involved on the project and who of that staff would be assigned on the project covered by this RFQ.

5.4.2. Of the ten (10) sub-consultant projects, seven (7) shall be from the Mechanical Engineer, and three (3) shall be from the Electrical Engineer.
5.5. **Current Workload Capacity (5%)**: As part of the evaluation criteria, the committee will review the firm's and sub-consultant's current workload provided in the submittal.

5.5.1. Firms shall provide a list of outstanding projects, client names, and status of completion, dollars committed on open projects, and overall workload with other Owners.

5.5.2. Describe how this project will fit in with current workload, both in terms of the Prime and sub-consultants.

5.6. **Minority/Women Business Participation (10%)**: The committee will evaluate whether a firm is a certified minority/women owned business (M/WBE).

5.6.1. Indicate if a firm is a minority/women owned business and provide a copy of appropriate certification from the State of Florida, National Minority Supplier Development Council, etc.

5.6.2. Name firm's minority/women owned sub-consultants and provide copy of appropriate State of Florida certification. Include description of proposed services and planned percentage of fee for this project.

5.6.3. Using Exhibit C, list M/WBE Participation.

5.7. **Local Recognition (5 pts)**: Local recognition is 5 points of the total score. For local recognition grading scale, refer to Exhibit A. 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 includes, but are not limited to, human resource services, accounts receivable, accounts payable, calculation and distribution of payroll. The office must be staffed and fully operational. Failure to follow these requirements when listing a firm’s location shall result in disqualification.

<table>
<thead>
<tr>
<th>LOCAL RECOGNITION SCORING</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime established in Polk County for more than 10 years</td>
<td>5</td>
</tr>
<tr>
<td>Prime established in Polk County for more than 1 year but less than 10 years</td>
<td>4</td>
</tr>
<tr>
<td>Prime established in adjoining county for more than 1 year</td>
<td>2</td>
</tr>
<tr>
<td>Prime established in State of Florida for more than 1 year</td>
<td>1</td>
</tr>
<tr>
<td>Prime established outside of the State of Florida for more than 1 year</td>
<td>0</td>
</tr>
</tbody>
</table>

5.8. **PCSB Volume of Work (5 pts)**: Data showing dollar amounts of contracts awarded by PCSB to Prime in the last two years (from the date submittals are due). For the purposes of this selection, the date awarded shall be the date the contract was signed by the Chair.
of PCSB. The chart below will be used to assign up to a maximum of 5 points based on the amount of contracts awarded by PCSB:

<table>
<thead>
<tr>
<th>DOLLAR (FEES) AWARDED BY PCSB</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $150,000</td>
<td>5</td>
</tr>
<tr>
<td>$150,001 - $350,000</td>
<td>4</td>
</tr>
<tr>
<td>$350,001 - $550,000</td>
<td>3</td>
</tr>
<tr>
<td>$550,001 - $750,000</td>
<td>2</td>
</tr>
<tr>
<td>Greater than $750,001</td>
<td>0</td>
</tr>
</tbody>
</table>

5.9. **Group Review:** At a scheduled and publicly noticed meeting, CSC 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 CSC member shall review his or her evaluations, make any appropriate changes and submit his or her Proposal Evaluation Form to the CSC Chairman or the CSC Chairman's designee.

5.9.1. The CSC Chairman or the CSC Chairman's designee shall combine the evaluation scores submitted by all CSC members and shall develop a short list recommendation of no less than three (3) firms based on the total evaluation scores received.

5.9.2. The CSC Chairman or CSC Chairman's designee shall forward the CSC's short list recommendation to the Superintendent. The Superintendent, in his or her sole discretion, can either accept or reject the short list recommendation. If the Superintendent accepts the recommendation, the selection process proceeds as noted below. If the 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 CSC Chairman to recommence the selection process at whatever stage the Superintendent deems appropriate (including the Individual Review stage as noted in section 5.1 above or Group Review stage as noted in section 5.2 above); pursuing the project by any other alternative method permitted under Florida Law; or abandoning the project all together. If the Superintendent elects to pursue the project by alternative method or abandon the project, PCSB shall provide public notice of this decision by posting in the Facilities Department and on the PCSB website.

5.9.3. Once the CSC's short list recommendation has been accepted by the Superintendent, the CSC Chairman or the CSC 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.

5.9.4. The short-listed firms shall then be invited for interviews before the CSC, which will be scheduled at the CSC’s convenience.

SECTION 6. INTERVIEWS AND PRESENTATION (RANKING)

6.1. At the scheduled interview, each short-listed firm shall provide additional information about its firm and operations as may be required by PCSB. This additional information shall include:

6.1.1. References (5%): The DP must demonstrate a positive relationship with prior clients on similar projects.

a. The DP shall provide names and contact information (phone number, fax number and email address) from previous Owners for three (3) projects that have been completed within the last five (5) years. It is the DP’s responsibility to make sure the contact information is correct and current. Failure of PCSB to reach a provided reference will result in a score of zero for that reference. The DP shall submit the above information at least seven (7) days prior to the presentation.

b. PCSB staff will provide input on a firm's past work performance, responsiveness, change orders; ability to work with staff; timely completion of design and other pertinent information.

6.1.2. Project Team (40%): The firm shall express the general and specific project related experience and capability of in-house staff and sub-consultants and their functions as it relates to this project.

a. Organization Chart: Develop an organization chart as it relates to the project indicating key personnel and their relationship. It shall be understood that it is the intent of the district to insist that those key personnel indicated as the project team in this RFQ response actually execute this Project.

b. If a joint venture, or prime sub-consultant arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will insure orderly communications, distribution of information, effective coordination of activities and accountability.
c. Demonstrate the experience of each proposed team member and note the level of experience on K-12 projects.

d. Demonstrate the experience of each proposed team member and note the level of experience with projects similar to this project. Pay particular importance to the proposed lead architect and lead engineer for each sub-consultant.

e. Clearly demonstrate the role of each team member on this project.

6.1.3. Overall Approach/Methodology and Knowledge (35%):

a. The firm shall demonstrate their understanding of this project, how their experience relates to this project, what the key issues are to making this a successful project, and how they will manage those key issues.

b. The firm shall demonstrate their understanding of different types of building envelopes, mechanical systems and structural systems.

6.1.4. Schedule Adherence (10%):

a. Design Professional thoroughly describes and provides detailed examples of meeting client schedules and how they can deliver final design documents working on a project that requires a compressed design schedule.

b. Describe potential items which may impact the schedule and describe how these will be managed.

6.1.5. M/WBE Participation (10%):

a. Scoring from Section 5.6 will be carried over to the Interview Phase.

6.1.6. Local Recognition (5 pts):

a. Local recognition is 5 points of the total score. For local recognition grading scale, refer to Exhibit 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 includes, but are not limited to, human resource services, accounts receivable, accounts payable, calculation and distribution of payroll. The office must be staffed and fully operational. Failure to follow these requirements when listing a firm’s location shall result in disqualification.
6.1.7. **PCSB Projects Awarded (5 pts):**

- PCSB projects awarded is 5 points of the total score.
- Projects awarded reflect the number of PCSB contracts awarded as Prime within two (2) years of the date the initial submittals were due. For the purposes of this selection, the date awarded shall be the date the contract was signed by the Chair of PCSB.

<table>
<thead>
<tr>
<th>PROJECTS AWARDED BY PCSB</th>
<th>POINT VALUE</th>
</tr>
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<tbody>
<tr>
<td>0 Projects</td>
<td>5</td>
</tr>
<tr>
<td>1 Projects</td>
<td>4</td>
</tr>
<tr>
<td>2 Projects</td>
<td>3</td>
</tr>
<tr>
<td>3 Projects</td>
<td>2</td>
</tr>
<tr>
<td>4 or More Projects</td>
<td>0</td>
</tr>
</tbody>
</table>

- For the purpose of this selection, the total of all contracts awarded to a firm as a PCSB Continuing Contract Design Professional shall be counted as 1 Project.

6.2. **Interview:** The CSC shall convene to separately interview the short-listed firms. As part of its interview, and at the CSC Chairman's discretion, each firm shall make a short oral presentation. CSC members shall use the Interview & Presentation Selection Evaluation Form (see Exhibit B) to document their review and evaluation of each presentation, within their respective areas of experience and knowledge.

6.2.1. After the CSC has interviewed all the short-listed firms, it shall discuss the interviews and review each presentation. At the end of this discussion, CSC members shall review their Presentation Evaluation Form, make any appropriate changes, and then submit the Presentation Evaluation Forms to the CSC Chairman or the CSC Chairman's designee.

6.2.2. The CSC Chairman or the CSC Chairman's designee shall combine the evaluation scores submitted by all CSC members in their respective areas
of experience and knowledge, and determine the CSC's 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 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.

6.2.3. The Superintendent, in his or her sole discretion, shall either accept reject the results of the ranking recommendation. If the 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 CSC Chairman to recommence the selection and ranking process at whatever stage the Superintendent deems appropriate (including the Individual Review stage as noted in section 5.1 above, the Group Review stage as noted in section 5.2 above, or the Interview Process as noted in Section 6.1 above; pursuing the project by any other alternative method permitted under Florida law; or abandoning the project all together. If the Superintendent elects to pursue the project through an alternative method or abandon the project all together, PCSB shall provide public notice of that decision.

6.2.4. Once the ranking recommendation results are accepted by the Associate Superintendent, Operations, shall request the Superintendent's approval of the CSC's ranking and authorization to begin fee negotiations for the subject project.

6.2.5. The Superintendent may reject all recommendations, accept the CSC'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 PCSB shall issue a new RFP or RFQ for the project. If the Superintendent elects to convene a second interview, then the PCSB 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 Presentation Evaluation Form for the RFP or RFQ. The original rankings of the CSC's recommendations shall not be binding on the New Panel and it may issue the ranking completely independent from that made by the CSC. 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 of the CSC’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's review and approval.

SECTION 7. SELECTION PROCESS

7.1. A Consultant or Contractor Selection Committee (CSC) shall be established by the Superintendent. The members of the CSC shall include the following:

7.1.1. Associate Superintendent, Operations,

7.1.2. A minimum of two (2) representatives from Facilities,

7.1.3. Principal or Administrator of the school or division at which the project is located may be included as appropriate,

7.1.4. A representative from the Office of Diversity Management,

7.1.5. School Board Member whose district the school is located in, if available (non-voting member),

7.1.6. Such other staff person(s) as deemed appropriate by the Superintendent in order to ensure that the CSC includes persons with experience and knowledge in the contractual services being sought, for the purpose of evaluating and those elements of the responses that relate to the person(s) area of experience and knowledge.

7.2. The Associate Superintendent, Operations will convene meetings of the CSC and serve as Chairman of the CSC (CSC Chairman).

7.3. Other, non-voting advisory members of the CSC may be appointed by the Superintendent. These non-voting members may be present at CSC meetings, and at the discretion of the CSC Chairman provide comments and ask questions.

SECTION 8. SCHEDULE

8.1. Pre-submittal conference attendance is mandatory. It is the firm’s responsibility to become fully informed as to the nature and extent of services required. The pre-submittal conference (time, date and location) will be posted on the School Board's website. The RFQ will be reviewed and questions will be addressed.
8.2. Statements of Qualifications are to be submitted to the School Board of Polk County, Construction Services Department and directed to Gregory P. Rivers, P.E., Associate Superintendent, Operations, 1909 South Floral Avenue, Bartow, Florida 33830.

8.3. The Selection Committee will convene at a place and time convenient to CSC members to review and score all submittals. Based on evaluations of Statements of Qualification, a minimum of three firms may be interviewed, time and place to be determined.

8.4. All changes will be posted to the Construction Services website as it becomes available for all phases of a project.

SECTION 9. GENERAL INSTRUCTIONS

9.1. Submit in accordance with the requirements contained in the Request for Qualifications (RFQ). Submittals are to be clearly marked with RFQ number and the firm's name, contact person and address on the outside of the package.

9.2. Furnish the appropriate number of copies as instructed in the RFQ.

9.3. The response shall contain manual/original signature of an authorized representative of the responding firm.

9.4. Responses received after the receipt time noted in the RFQ will be returned to the proposer.

9.5. Firms responding to the RFQ shall be available for the presentations and interviews with the PCSB Selection Committee.

9.6. The contents of the proposal of a successful firm may become part of its contractual obligations.

9.7. Proposals shall respond to each item noted in sections 4 and 5 in the order noted. Identify responses with the same paragraph notation as contained in this RFQ.

9.8. Proposals shall be typed. All corrections made by the proposer prior to the opening shall be initialed and dated by the proposer. No changes or corrections will be allowed after proposals have been opened.

9.9. Any questions concerning the RFQ should be directed in writing to Construction 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 Gregory P. Rivers, P.E., Associate Superintendent, Operations. Fax number (863) 519-8255. Only the interpretation or correction so given by the Associate Superintendent, Operations,
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, clarifications and supplemental instructions for the RFQ will be posted on the School Board's website.

9.9.1. Selection Committee members, School Board members and School Board personnel (except the Associate Superintendent, Operations) 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. Failure to comply with this requirement will be grounds for disqualification.

9.9.2. 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.

9.9.3. 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 Associate Superintendent, Operations.

9.9.4. Questions may be addressed to the Associate Superintendent, Operations, during the **NO-CONTACT PERIOD**.

9.10. Failure to meet any of these requirements will disqualify your firm from consideration.

**SECTION 10. TERMS AND CONDITIONS**

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

10.2. 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 to any firm that any specific amount of services will be requested or required of firm pursuant to this RFQ.

10.3. Proposals which do not comply with these instructions or that do not include the requested data shall not be considered.

10.4. The successful firm shall not discriminate against any person in accordance with Federal, State or local law.
10.5. 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.

10.6. 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.

10.7. As provided for in Section 287.135 Florida Statutes, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to F.S. Section 215.473, is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of $1 million or more.

10.8. 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 Carol Wynn-Green who may be contacted at The School Board of Polk County, Florida Human Resources Services, 1915 S. Floral Ave., P.O. Box 391, Bartow, Florida 33831”. (PCSB Policy 6GX53-5.017)

10.9. 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 the Associate Superintendent, Operations. 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. Reference School Board Policy CGx53-5.008 Purchasing Requirements.

10.10. 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.

10.11. By submitting a response to this RFQ, submitters acknowledge and agree that they have reviewed the standard form contract and have no objection to it. Further, if selected by PCSB, submitters acknowledge and agree that they will execute the standard form contract subject to PCSB's right to make revisions and modifications hereto prior to execution, where PCSB has determined, in its sole discretion that such revisions or modifications are in PCSB's best interest.

10.12. 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.
### Local Recognition Scoring

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<th>POINTS</th>
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<tr>
<td>1</td>
<td>Prime established in State of Florida for more than 1 year</td>
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<tr>
<td>0</td>
<td>Prime established outside of the State of Florida for more than 1 year</td>
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**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 off all entries will provide a ranking of all Applicants.

<table>
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<tr>
<th>ITEM</th>
<th>APPLICANTS</th>
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Selection Committee Member

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Project Number

| Project Name |

INITIAL SCREENING (SHORT LISTING)

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SCALE: Rate each applicant on a scale from 1 (lowest) to 10 (highest)

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**EXHIBIT C – MINORITY/WOMEN BUSINESS QUESTIONNAIRE**

### Are you a certified M/WBE?

<table>
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<th>Yes</th>
<th>No</th>
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Office Location (City & County)

Length of time at above location

### Are you proposing to utilize any Certified M/WBE sub-consultants for this project?

<table>
<thead>
<tr>
<th>M/WBE sub-consultant name</th>
<th>M/WBE sub-consultant office location (City &amp; County)</th>
<th>M/WBE sub-consultant length of time at above location</th>
<th>M/WBE sub-consultant fee (% of total fee)</th>
<th>%</th>
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<td>%</td>
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Signature

Date