

## RFQ 2 – 2009/10

### Warrington Campus Exterior Improvements

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**Request for Qualifications for Architectural Services for Pensacola Junior College**

In compliance with Chapter 287.055, F.S., the District Board of Trustees of Pensacola Junior College, Florida, solicits sealed, hand-delivered proposals for Professional Architectural Services for Exterior Building Renovations on the Warrington Campus. Services shall include architectural design and construction administration for exterior upgrades to all major buildings on the Pensacola Junior College Warrington Campus.

The complete Notice of the Request for Qualifications, which includes submittal requirements and evaluation criteria will be available beginning on November 10, 2009 and may be obtained by download at <http://www.pjc.edu/visitors/vendors/currSolicit.asp> or by calling (850) 484-1779 or by email at [acjones@pjc.edu](mailto:acjones@pjc.edu).

Statement of qualifications, consisting of one original and five copies will be accepted until 2:00 p.m. CST on December 3, 2009 at the office of Ms. Angie C. Jones, Director of Purchasing and Auxiliary Services, Pensacola Junior College Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Submissions must be clearly marked with name of firm and RFQ 2 – 2009/2010.

All questions regarding this RFQ shall be directed to Ms. Angie C. Jones. Contact with anyone else may result in the rejection and/or disqualification.

Official notice of final section results will be by electronic posting at referenced site. Failure to file a protest within the time prescribed in Section 120.57(3), F.S. shall constitute a waiver of proceedings under Chapter 120, F.S.

Pensacola Junior College reserves the right to waive any informality in selection process when such waiver is in the best interest of the Owner and to reject any or all Statement of Qualifications.

## **II. General Information**

### **Scope of Work**

- Architectural services for exterior upgrades to all major buildings on the Pensacola Junior College Warrington Campus. Work will include exterior wall EIFS repair and over coating, reworking of wall and column bases, waterproof coating at overhead walkways, recaulking of exterior windows, reworking of parapet wall flashing systems and construction of a new campus sign.

### **Architect/Engineer Basic Services**

- Schematic design
- Design development
- Construction documents
- Bidding and construction administration

### **Architect/Engineer Services During Construction**

- During construction, the firm will make periodic visits to the site to assist in the interpretation of the construction documents. Monthly, the firm will review the Contractor's Certificate for Payment
- Assist the Owner with value engineering throughout the project.
- Make weekly inspections of the project site with a College Official and take any necessary actions to assure compliance with design specifications.
- Review and approve certifications for payments as provided in the construction contract.
- Review and approve contractors' shop drawings with a copy of each to the Owner at same time as contractor.
- Participate in a pre-final and final inspection and prepare a list of defects and omissions with subsequent inspections as required to verify completion of said defects and omissions.
- Review and deliver "as-built" documents via hard copy and electronic media.
- At the completion of the construction, the firm will review the completed work to insure all requirements of the construction contract and the State Department of Education has been met. Sign final certification of completion, including certification of consulting or other documents as required by SREF.
- Complete inspection pertaining to one-year guarantee by contractor.

### **Professional Liability Insurance**

- The firm selected by the District Board of Trustees, Pensacola Junior College shall carry and maintain Professional Liability Insurance in limits not less than one-million dollars (\$1,000,000) per occurrence, covering errors, omissions or negligent acts with a per occurrence deductible not to exceed fifty-thousand dollars (\$50,000). Such coverage shall be maintained for a period of three (3) years after the date of final payment to the Architect or Engineer.

## **Submittal**

- Sealed proposals will be accepted until 2:00 p.m. CST on December 3, 2009 at the office of Ms. Angie C. Jones, Director of Purchasing and Auxiliary Services, Pensacola Junior College Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. RFQs must be marked with name of firm and RFQ 2 – 2009/2010 and an original plus five (5) copies that include a letter of interest and GSA Standard U.S. Government Architects and Engineers Questionnaire (Standard Form 330).

## **Tentative Schedule**

- Advertise – Nov. 10, 2009 through Nov. 24, 2009
- Submittals due in purchasing – December 2, 2009
- Public Evaluation Committee for Short-listing submittals – December 16, 2009
- Public Evaluation Committee for Finalist's presentations to Interview committee to be scheduled the week of January 11, 2010.
- Contract approval or empower facilities chair to approve contract – January 19, 2010 Board Meeting.

## Architect/Engineer Evaluation Form

### Narrative Description

#### I. College Committee

##### 1. LEED ACCREDITATION (not required for this project)

Florida Statutes requires that all buildings be designed to meet LEED certification and LEED certification requires that at least one member of the design team have LEED accreditation. LEED accreditation shall be required.

##### 2. PREVIOUS PJC PROJECTS

Florida Statutes requires that consideration should be given to the volume of work previously awarded to the firm by the agency with the objective of providing an equitable distribution of contracts among qualified firms. In an effort to reach a quantitative measurement of fees paid the past five years, the following scale is used in conjunction with the attached work sheet.

0 - \$200,001 and above

1 - \$150,001 - \$200,000

2 - \$100,001 - \$150,000

3 - \$50,001 - \$100,000

4 - \$0 - \$50,000

##### 3. ABILITY TO MEET PROJECT SCHEDULE

This rating is based primarily on the firm's past performance with the College in meeting project schedules. When no past performance record with the College is available, use an average rating (2) or client references.

##### 4. ABILITY OF CONSULTANTS

The consultants involved in the project will be evaluated according to their past performance with the College and the qualifications presented and reviewed.

##### 5. PAST PERFORMANCE

This rating is based primarily on the firm's past performance with the College in providing design and construction administration services. When no past performance record with the College is available, use an average rating (2) or client references.

##### 6. EXPERIENCE

The rating related to the quality and quantity of experience for overall and similar project designs and experience in educational facilities may be ascertained from the form SF 330 submitted by the firm.

## 7. ACCESSIBILITY TO DISTRICT

The rating on firm location related to the proximity of applicant according to the requirements of the project.

## II. Interview Committee

### 1. OVERALL EVALUATION OF QUALIFICATIONS

This rating will be derived from the (a) ratings obtained by the Administrative Committee's study of data, (b) the SF 330, and (c) information elicited during the interview.

### 2. PHILOSOPHY, APPROACH AND METHOD

Considering the concept of the building or projects as desired by the College and Board, a rating can be made of the Architect/Engineer's approach and method as presented during the interview.

### 3. PREPARATION AND UNDERSTANDING OF PROJECT

This rating should be an evaluation of the amount or degree of prior study made by the Architect/Engineer related to the site, potential problems, and solutions for the construction project.

**ARCHITECT/ENGINEER EVALUATION**

Project: Warrington Campus Exterior Improvements

Estimated Construction Cost: \$1,262,000

**RATING SCALE:**

- 0 – USATISFACTORY
- 1 – BELOW AVERAGE
- 2 – AVERAGE
- 3 – ABOVE AVERAGE
- 4 – OUTSTANDING

ADMINISTRATIVE COMMITTEE RATINGS	INTERVIEW COMMITTEE RATINGS
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ADMINISTRATIVE COMMITTEE	LEED's Accreditation Required (X)	Previous PJC Projects	Ability to Meet Project Schedule	Ability of Consultants	Past Performance	Experience (similar project design)	Firm Location	TOTAL	Overall Evaluation of Qualifications	Approach and Method (philosophy)	Understanding of the project (preparation)	TOTAL
NAME OF FIRM												

FIRMS TO BE INTERVEIWED	SCORE	INTERVIEW COMMITTEE	SCORE

## II. General Conditions and Instructions

### General Instructions

- Submit responses to this RFQ in a sealed envelope in accordance with instructions contained in this Request For Qualifications (RFQ). Responses are to be clearly marked with the RFQ number and the firm's name and address on the outside of the sealed envelope.
- Responses to this RFQ shall be typed or printed. All corrections made by the submitter prior to the opening shall be initialed and dated by the submitter. No changes or corrections will be allowed after submittals have been opened.
- Furnish the number of copies as instructed in this RFQ. One original and four copies of the Statement of Qualifications must be submitted.
- The response shall contain manual signature of an authorized representative of the responding firm.
- Firms responding to the RFQ shall be available if requested by the College for presentations to and/or interviews with the College's Selection Committee.
- Any questions concerning the RFQ shall be directed in writing to Angie C. Jones, Director of Purchasing and Auxiliary Services. All requests for information shall be submitted no later than seven (7) days prior to the RFQ receipt date. Only the interpretation or correction so given by the Director of Purchasing, 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.
- A NO-CONTACT PERIOD shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date the Pensacola Junior College Board of Trustees makes its determination to approve or reject the Selection Committee's recommendation. Except for business not related to this RFQ, members of the selection committee, the Board of Trustees and the College staff (except the Purchasing Director) are not to be contacted during this NO-CONTACT Period. **Failure to comply with this requirement will be grounds for disqualification from further participation in the RFQ process. Disqualification shall be determined by the College's Director of Purchasing.**
- Failure to meet any of these requirements may disqualify your firm from consideration.

### RIGHT TO WAIVE TECHNICAL IRREGULARITIES AND TO REJECT ALL BIDS

- There is no obligation on the part of the College to make an award as a result of this RFQ. The College reserves the right to waive any technicalities or irregularities in this RFQ and to reject all responses thereto.

### NOTICE OF INTENT TO AWARD

- Within 24 hours after the conclusion of successful negotiations with the highest ranked Respondent the Director of Purchasing will post a Notice of Intent to award the contract. This Notice of Intent will be posted on the College website at: <http://www.pjc.edu/visitors/vendors/currSolicit.asp>



## Protest of Intended Award

Any Respondent who wishes to file a protest pertaining to an Intent to Award must file such notice in accordance with procedures prescribed by Section 120.57(3) Florida Statutes (F.S.). All protests must be filed with the College's Director of Purchasing. A protest is officially filed when it is received in the Director's office.

Any person who is adversely affected by the district decision or intended decision shall file with the Director of Purchasing a notice of protest in writing within 72 hours after the posting of the intent to award or after receipt of the notice of the College's decision or intended decision and shall file a formal written protest within 10 days after filing the notice of protest. With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications or intended project plans and specifications in an invitation to bid or request for proposals, and the formal written protest shall be filed within 10 days after the date the notice of protest is filed. **Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.** The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and legal holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to FS 120.57(3)(b). shall post at the time of filing the formal written protest, a bond payable to Pensacola Junior College in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$1,000.00 nor more than \$5,000.00, which bond shall be conditioned upon payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceedings. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency would be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the College all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

Disposition of the protest shall follow 120.57 F.S. In the event that the protest cannot be resolved as specified in 120.57(3)(d)1, the standard of proof for any further proceedings shall be whether the proposed College action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any solicitation protest proceeding contesting an intended College action to reject all bids, the standard of review by any administrative law judge shall be whether the College's intended action is illegal, arbitrary, dishonest, or fraudulent.

## **Selection Results**

- The evaluation committee shall consist of at least three (3) college employees representing various departments. The selection process shall be accomplished in two steps, including an RFQ submittal and interviews.  
All applicants will be notified of the results of the selection process. Non-finalists will be informed of the Evaluation Committee's decision by public posting on the College's website at <http://www.pjc.edu/visitors/vendors/currSolicit.asp>. Finalists (short-listed firms) will be informed of their public interview date and time. They will be provided with additional information at that time.
- The Board reserves the right to reject any portion or all qualification submittals, to re-solicit or not, to waive minor irregularities as deemed in the best interest of the college.
- PJC is not responsible for any costs incurred by the applicant before issuance of the executed contract.

## **Minority Participation**

- PJC encourages the participation of women and minority-owned business enterprises. While this will not be evaluated as part of the scoring criteria, the successful Architect/Engineer will be required to identify any particular W/MBE status of any subcontractor that will be used in the project. PJC is required to report W/MBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on a quarterly basis. This list also includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although certified by other agencies.

## **Negotiation**

- PJC staff, upon authorization by the District Board of Trustees, will negotiate terms and conditions of the contract with the top ranked firm as the College deems in its best interest for submittal to the District Board of Trustees for approval.

## **Debarred or Suspended Contractors**

- In accordance with Section 287.133(2)(a), Florida Statutes, any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Respondent 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.

### **Contact With College Personnel Prohibited**

- Any attempt by any prospective Respondent to contact any member of the College District Board of Trustees, Officers, employee or agent of the College other than the College's Director of Purchasing and Auxiliary Services, Angie Jones, regarding this RFQ is strictly prohibited and will be grounds for rejection of the Respondents RFQ/Response Package.

### **Public Records**

All responses, communications of any nature as well as response evaluation meetings are to be considered public information and subject to Chapter 119, Florida Statutes. Respondents are not to submit any information in the response package which may be considered by the Respondent to be of a proprietary or confidential nature.