

REQUEST FOR QUALIFICATIONS – A/E Services

1. RFQ ACKNOWLEDGEMENT FORM

February 23, 2011

Submit Qualifications To:

Pensacola State College
Attn: Angie C. Jones, Director, Purchasing and Auxiliary Services
Barfield Administration Building, Bldg 7, Room 737
1000 College Boulevard, Pensacola, Florida 32504-8998
Telephone: (850) 484-1794/ (850) 484-1839(f)
acjones@pensacolastate.edu

PROPOSAL TITLE: A/E Services for Minor Construction Projects

RFQ 07 - 2010/11

QUALIFICATIONS will be received by the Purchasing Director in Room 737 of the Administration Building (Bldg 7), 1000 College Blvd, Pensacola, Florida 32504-8998, on or before **Thursday, March 17, 2011 at 2:00 p.m. CST**, the proposal opening will follow the 2:00 p.m. deadline in Room 736B.

Firm or Entity Name: _____

Address: _____ Telephone #: _____

City, State, Zip: _____ Fax #: _____

Web Address: _____ Federal Tax I.D. #: _____

Certified Minority Business Enterprise Type _____

H-African American, I-Hispanic, J-Asian/Hawaiian, K-Native American, M-Women, N-Non-Minority

Filing a false misrepresentation of MBE/WBE status is considered a felony of the second degree pursuant to Section 287.094, Florida Statutes

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature (manual) _____

Authorized Signature (typed/printed) _____

Email Address _____

Reason for no submittal:

RFQ 7–2010/2011

Architectural & Engineering Services for Minor Construction Projects

Table of Contents

Section	Page
I. RFQ Acknowledgment Form	1
II. Legal Notice	3
III. General Information	
Scope of Work	4
Architect/Engineer Basic Services	4
Architect/Engineer Services during Construction	4
Professional Liability Insurance	4
Submittal	5
Tentative Schedule	5
Evaluation Criteria Narrative	6-7
Evaluation Form	8
IV. General Conditions and Instructions	
General Instructions	9
Right to Waive Technical Irregularities and to Reject All Submittals	9
Notice of intent To Award	9
Protest of Intent to Award	9-10
Selection Results	10
Minority Reporting	10
Negotiations	11
Debarred or Suspended Contractors	11
Contact with College Personnel	11
Public Records	11

II. RFQ 7-2010/2011

Request for Qualifications for Architectural & Engineering Services for Minor Construction Projects for Pensacola State College

In compliance with Chapter 287.055, F.S., the District Board of Trustees of Pensacola State College, Florida, solicits sealed proposals for Professional Architectural Services for Minor Construction Projects.

The complete Notice of the Request for Qualifications, which includes submittal requirements and evaluation criteria will be available beginning on February 23, 2011 and may be obtained by download at <http://www.pensacolastate.edu/visitors/vendors/currSolicit.asp> or by calling (850) 484-1779 or by email at acjones@pensacolastate.edu.

Statement of qualifications, consisting of one original and five copies will be accepted until 2:00 p.m. local time on March 17, 2011 at the office of Ms. Angie C. Jones, Director of Purchasing and Auxiliary Services, Pensacola State 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 7-2010/2011.

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

Publication: Pensacola News Journal, February 23, March 2, and March 9, 2011

III. General Information

Scope of Work

- Architectural/Engineering services Minor Construction Projects shall include repairs, modifications, alterations, and new construction projects whose project amount does not exceed \$2,000,000.
- Additional Architectural/Engineering services may include studies, master planning, plan reviews and other related services.
- The Architectural/Engineering services shall be for a period of three years, with an option for up to three additional one (1) year periods.
- The College may award to more than one firm.

Architect/Engineer Basic Services

- Schematic design
- Design development
- Construction documents
- Bidding
- 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 College 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 ensure 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 warranty by contractor.

Insurance Requirements:

Proof of the following insurance will be furnished by any awardee to the College by Certificate of Insurance within 10 days of notification by Pensacola State College. Such certificate must contain a provision for notification to the College 30 days in advance of any material change in coverage or cancellation. **Pensacola State College MUST be named as an additional insured under the General Liability policy, and as certificate holder.** The insurance information must be submitted on an insurance carrier's Certificate of Insurance.

- General Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- Professional Liability insurance with limits of not less than \$1,000,000 per occurrence.

- Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this RFP, with bodily injury limits of liability of not less than \$1,000,000 per person; and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.
- Worker's Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance.
- Must reference RFP # of this solicitation and must list Pensacola State College as Additional Insured, as follows: "Pensacola State College is additional insured with respect to General Liability (and Excess Liability if issued) in regards to the terms, conditions, and agreements of **RFO #07-2010/2011**, entitled **Architectural and Engineering Services**
- Must list Pensacola State College as Certificate Holder.
- COLLEGE will not accept "Claims-Made" insurance policies.

The insurance policies shall be issued by companies qualified to do business in the State of Florida and grant Pensacola State College thirty days of advanced written notice of a cancellation, expiration or any material change in the specified coverage. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

Prior to the commencement of any work the awardee must provide COLLEGE Purchasing Department with a Certificate of Insurance which is evidence of the above coverage and with COLLEGE named as an additional insured.

- 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. local time on March 17, 2011 at the office of Ms. Angie C. Jones, Director of Purchasing and Auxiliary Services, Pensacola State 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 7 – 2010/2011 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

The following are important pre-scheduled dates regarding this RFP, though all dates are subject to change, if required.

February 23, March 2 and 9, 2011	Advertisements
February 23, 2011	RFQ Release Date
March 17, 2011 NLT 2:00 p.m. CST	Qualifications due (at location specified in Section 1.0)
March 17 - 25, 2011	Committee Individual Evaluations
March 25, 2011 1:00 – 4:00 p.m.	Public Evaluation (Short-Listing) <i>Bldg 7, Room 736 (Administration Bldg)</i>
Week of April 11, 2011	Estimated Interview Presentations (If Necessary)
Week of April 11, 2011	Posting Date of Award Recommendation
April 19, 2011	Tentative Board of Trustees of Approval of Award and/or empower Facilities chair to approve contract.
May 1, 2011	Anticipated Contract Commencement

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 PENSACOLA STATE PROJECTS (5 points)

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.

1 - \$200,001 and above

2 - \$150,001 - \$200,000

3 - \$100,001 - \$150,000

4 - \$ 50,001 - \$100,000

5 - \$ 0 - \$ 50,000

3. ABILITY TO MEET PROJECT SCHEDULE (20 points)

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 a rating of 5 or client references.

4. ABILITY OF CONSULTANTS (30 points)

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 (20 points)

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 a rating of 5 or client references.

6. EXPERIENCE (20 points)

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 (5 points)

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 (60 points)

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 (40 points)

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.

ARCHITECT/ENGINEER EVALUATION

Project: Architectural & Engineering Services for Minor Construction Projects

Estimated Construction Cost: NA

		ADMINISTRATIVE COMMITTEE RATINGS							INTERVIEW COMMITTEE RATINGS			
ADMINISTRATIVE COMMITTEE		LEED's Accreditation Required (X)	Previous Pensacola State Projects 5 points	Ability to Meet Project Schedule and Budget 30 points	Ability of Consultants 20 points	Past Performance 20 points	Experience (similar project design) 20 points	Firm Location 5 points	TOTAL	Overall Evaluation of Qualifications 60 points	Approach and Method (philosophy) 40 points	TOTAL
NAME OF FIRM												

FIRMS TO BE INTERVEIWED	SCORE	INTERVIEW COMMITTEE	SCORE

IV. 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 five 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 State 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.pensacolastate.edu/visitors/proposers/cursolicit.aspx>

Protest of Intended Award

- In accordance with Section 287.042(2) (c), Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3) (b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the estimated contract amount. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the college

prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, official bank check, or money order shall be returned to him or her. If the person protesting the award 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. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

Protest to the Solicitation. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.

Protest to a Solicitation Amendment. Any notice of intent to protest or formal written protest to any amendment issued by the College must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

Protest of a Decision to Award or Notice of Intent to Recommend an Award. Any person who is adversely affected by the College's decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered a notice of intent to protest and a formal written protest must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.

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.pensacolastate.edu/visitors/proposers/cursolicit.aspx> Finalists (no fewer than 3 short-listed firms) will be informed of their public interview date and time, if applicable. 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.
- Pensacola State College is not responsible for any costs incurred by the applicant before issuance of the executed contract.

Minority Participation

- Pensacola State College 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. The College 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

- Pensacola State College staff, upon authorization by the District Board of Trustees, will negotiate terms and conditions of the contract with the top ranked firms as the College deems in its best interest for submittal to the District Board of Trustees for approval. The College may select and approve contracts for more than one firm.

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 C. 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.

Public Entity Crimes

Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$35,000] for a period of 36 months from the date of being placed on the convicted vendor list. Your signature on the proposal price sheet certifies that your firm has not committed any public entity crimes as specified.