

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES FOR
SOUTH SANTA ROSA PROJECT - PHASE I**

RFQ#: 01-2008/2009

DUE DATE: January 29, 2009 @ 2:00 p.m. CST

**Pensacola Junior College
1000 College Blvd
Pensacola, Florida 32504**

RFQ 1 – 2008/09

South Santa Rosa Center - Phase I

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I. Legal Notice

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Request for Qualifications for A/E 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 and Engineering Services for major new construction of Phase One of the South Santa Rosa Center. Services shall include master planning and Leadership in Energy and Environmental Design (LEED) AP shall be required.

The RFQ Specifications will be available beginning on January 8, 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.

Sealed proposals will be accepted until 2:00 p.m. CST on January 29, 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 1 – 2008/2009 and an original plus five (5) copies that include a letter of interest, LEED AP designations and GSA Standard U.S. Government Architects and Engineers Questionnaire (Standard Form 330).

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.

Publication: Pensacola News Journal, January 8, 15, and 22, 2009

II. General Information

A. Summary Description of Project

The State of Florida Legislature has appropriated approximately 8.3 million dollars to construct phase one of the South Santa Rosa Center. Phase One shall include site development and construction of approximately 45,000 GSF of new educational facilities. The 100 acre site is located on the corner of U.S. Highway 98 and Nantahala Beach Road, north of the Woodlawn Beach Middle School. The new facilities shall be Leadership in Energy and Environmental Design (LEED) certified. The facility will be a joint use facility with the Santa Rosa School Board.

B. Scope of Work

Architect/Engineer Basic Services

- Master planning
- Schematic design
- Design development
- Construction documents
- Bidding and construction administration
- Interior design
- Voice and data system design
- Landscape architecture

Architect/Engineer Additional Services

- Topography survey
- Geotechnical survey
- Permitting for storm water, wetlands and environmental
- Coordinating with FDOT, FDEP, or any other agency as needed to acquire permits
- DRI, if required

C. Architect/Engineer Services during Construction

1. 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
2. Assist the Owner with value engineering throughout the project.

3. Review and approve certifications for payments as provided in the construction contract.
4. Review and approve contractors' shop drawings with a copy of each to the Owner at same time as contractor.
5. Obtain inspections by certified personnel as required by permitting agencies.
6. 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.
7. Review and deliver "as-built" documents via hard copy and electronic media.
8. 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.
9. Complete inspection pertaining to one-year guarantee by contractor.

D. 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.

E. Tentative Schedule

- Advertise - **1/8/09, 1/15/09 and 1/22/09**
- Submittals due in Purchasing - **1/29/09**
- Public Evaluation Committee for Short-listing submittals - **2/9/09**
- Public Evaluation Committee for Finalist's presentations to Facilities committee to be scheduled the week of **3/2/09**
- Contract approval or empower facilities chair to approve contract - **3/17/09**
Board Meeting

F. Evaluation Criteria Narrative

I. College Committee

A. LEED Accreditation

Florida Statutes require 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.

B. Previous PJC Projects

Florida Statutes require 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

C. 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.

D. 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.

E. 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.

F. 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.

G. Accessibility to District

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

II. District Board of Trustees Facilities Committee

A. 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.

B. 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.

C. Preparation and Understanding of Project

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

ARCHITECT/ENGINEER EVALUATION

Project: South Santa Rosa Center Phase One

Estimated Construction Cost: \$8,300,000

RATING SCALE:

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

ADMINISTRATIVE COMMITTEE RATINGS	FACILITIES COMMITTEE INTERVIEW 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 INTERVIEWED	SCORE	FACILITIES COMMITTEE	SCORE

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PREVIOUS PROJECTS

WORK SHEET

PROJECT: _____

CONSULTANT'S NAME: _____

YEAR	TOTAL FEES	MULTIPLIER	PORTION OF FEES TO BE CONSIDERED
CURRENT		1.0	
SECOND		0.8	
THIRD		0.6	
FOURTH		0.4	
FIFTH		0.2	
TOTAL FEES TO BE CONSIDERED			

COMMENTS:

Note: The years are calculated beginning with the month of the RFQ. The fees are calculated on the original contract or purchase order amount and any additional fees for expanded scope of work.

III. General Conditions and Instructions

A. Submittal

- Sealed proposals will be accepted until 2:00 p.m. CST on January 29, 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 1 – 2008/2009 and an original plus five (5) copies that include a letter of interest, LEED AP designations and GSA Standard U.S. Government Architects and Engineers Questionnaire (Standard Form 330).

Responses received after the referenced time and date will not be considered for the RFQ. Responses via facsimile, email or any other media will not be accepted.

- 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.
- 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. 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.

B. 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.

C. 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 in the Purchasing Office, Bldg 7, Room 737 and on the College website at <http://www.pjc.edu/visitors/vendors/currSolicit.asp>

D. 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 Lake City Community 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.

E. 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. They will be using the forms on pages 8 and 9. 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.

F. Public Meetings

The RFP opening activity and all SOQ evaluation meetings are open to the public. Any person requiring special accommodations for these meetings should immediately notify the Director of Purchasing at (850) 484-1794.

G. 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.

H. Negotiations

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.

In the event that PJC can not successfully negotiate a contract with the first Respondent selected, PJC may terminate the negotiation process and undertake negotiations with the second highest ranked Respondent. If the second negotiation is unsuccessful, PJC may terminate negotiation and move to the third ranked and so forth. If PJC is unable to successfully negotiate a contract with any of the Respondents interviewed, the selection process shall be terminated. PJC may re-evaluate the scope of services required under this solicitation and begin the RFQ selection process over or may cancel this solicitation.

Under no circumstances shall PJC undertake negotiations with any of the Respondents not selected for the oral presentation and interview phase of this solicitation.

I. 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.

J. 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.