

**ADDENDUM #3**  
**Request for Qualifications**  
**Architectural Services, Continuing Contract – Miscellaneous Projects**  
**RFQ 1-2014/2015**



**Due: November 4, 2014 @ 2:00 PM, Local Time**

**Revision #1**

**RFQ SCHEDULE**

<b>TIME</b>	<b>DAY/DATE</b>	<b>DESCRIPTION</b>
	<b>Advertise RFQ</b>	September 8, 2014
2:00 PM	<b>October 24, 2014</b>	Questions regarding RFQ due
2:00 PM	<b>November 4, 2014</b>	RFQ due
9:30 AM	<b>November 17, 2014</b>	Meeting to review, rank, and Shortlist Proposals
2:15 PM	<b>December 11, 2014</b>	Interview Shortlist and Final Ranking
5:00 PM	<b>January 20, 2015</b>	Final ranking approved by Board of Trustees and approval to negotiate and execute a contract.

## Revision #2

**Point System:** All proposals will be evaluated on the following point scale.

1. Architectural Team	10 Points
2. Previous Experience	20 Points
3. Services and Quality Control	10 Points
4. References	5 Points
5. Financial Statements	5 Points
<b>Total Written Proposal</b>	<b>50 Points</b>
<b>SHORT LISTED FIRMS ONLY</b>	
1. Architectural Team	10 Points
2. Previous Experience	20 Points
3. Service and Quality Control	10 Points
4. Overall Interview and Project Proposal	10 Points
<b>Total Interviews</b>	<b>50 Points</b>

Selection will be based upon the final score for the interviews.

## Revision #3

### PROPOSAL SUBMITTAL:

#### A. Basic Submittal Information:

1. **Letter of Intent:** This letter will summarize in a brief concise manner, the firm understands the Scope of Work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed one (1) page in length.
2. **Acknowledgement of Addenda:** Include the signed and dated acknowledgement page of the last/final addendum issued by the College, if applicable.
3. **Signature Page**
4. **Qualifications Certification Form**
5. **W9 Form**
6. **Corporate Information:** If firm is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying firm's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Florida.
7. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.
8. **History of Firm:** Indicate in chronological order the firm's history.

9. **Bankruptcy:** Indicate whether your firm has filed for bankruptcy within the previous seven (7) years.

10. **Drug Free Workplace (DFW):** If applicable provide a statement concerning the firm's status as a drug free workplace. Whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

11. **Properly signed Public Entities Crime Statement**

**B. Architectural Firm & Project Team:**

1. **Organizational Chart:** Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability. Indicate which positions are full time and part time.

2. **Principle's Credentials:** List experience of each principle within the firm assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Indicate the number of years with the company and if all experience is while employed by the firm's firm.

3. **Project Personnel:** Designate persons that will be assigned to this project. For each of the project personnel, provide the following information:

1. Name, title and assignment for this project
2. Resume which includes:
  - A. Number of years with this company
  - B. Number of years with other company(s)
  - C. Experience: Names of projects, types of projects, and size of projects specific project involvement.
3. Education/Degrees earned
4. Active registration/certification/licenses
5. Current job description
6. Other experience and qualifications which are relevant to this project
7. Percentage of time assigned to this project

4. **Support Personnel:** Provide details on the qualifications of the individuals who will perform the support work on the project. List experience of each support person on the firm assigned to this project including current job description, resume, college degrees, and professional certificates. Indicate the number of years with this company and if all experience is while employed by the firm's firm.

5. **Sub-Consultants:** Include your major sub-consultants qualifications/information.

6. **Current Projects and Projected Future Workload:** Provide a list of current projects and projected future workload.

**C. Previous Experience:**

This submission should include:

1. **Company Credentials:** Provide a brief statement of qualifications that includes the firm's size, geographic location in relation to the project, and the office that will

support the contract for this project. Detail any information that would give the firm an advantage in completing this project.

2. **LEED/Energy Savings Project:** Provide information on recently completed LEED and/or Energy Savings Projects. Describe the project and how savings or certification was obtained.
3. **Recently Completed Projects:** Provide the following information for recently completed projects that best illustrate the experience of the firm and the current staff assigned this project.
  - A. Project name
  - B. Project location
  - C. Project scope
  - D. Owner
  - E. Owner contact person and title
  - F. Owner telephone
  - G. Email address
  - H. Original and final contract amounts
  - I. Explain differences in contract amounts
  - J. Firm's responsibility
  - K. Type of project
  - L. Completion dates
    1. Original
    2. Revised
    3. Actual
  - M. Explain differences in completion dates
  - N. Principal in charge

#### **D. Services and Quality Control**

List Services firm can perform with in-house staff. Detail how you maintain high quality design and enforce high quality construction which complies with the specifications.

#### **E. References:**

1. Provide four clients you have provided services for in the past four years
  - A. Provide contact information
  - B. Provide scope of work for the project
2. Provide two client and two contractor references for projects currently under construction or completed within the last year.
  - A. Provide contact information

#### **Do not include as a reference:**

- References, which are located in foreign countries.
- Pensacola State College faculty or staff members

#### **F. Insurance:**

1. You must provide a certificate of insurance that confirms workers compensation, general liability and property damage insurance as required by law. Successful proposer(s) must provide the required insurances listing the District Board of Trustees, Pensacola State College, as additional insured. These requirements will be required before contract start.

## **G. Financial Statements**

1. At least one copy of the company's financial statements for the last three (3) years is required. Internally prepared, compiled, reviewed and audited statements are acceptable. Other submittals may state "included in original." The College may require the Firm to submit additional financial information necessary to evaluate the Firm's financial ability to perform a project and to respond to damages in the event of litigation pertaining to errors and/or omissions in providing professional services.

### **Deletion #1**

#### **Evaluation Criteria**

##### **Overall Quality of the Submittal**

Scoring will be based on overall quality of the proposal and compliance with the requirements of the RFQ.

#### **Response to Questions:**

Question: There is no requirement for consultants listed under the Instructions for Preparing Proposals; however, there is a sub-contractors/consultants form provided in the packet. Do you want architect firms to provide proposed consultants for continuing contract work?

Response: Yes

Question: Under the Scope of Work section, first paragraph, can you explain the statement "For study activity each individual student under contract shall not exceed \$200,000."

Response: The fee for the study services shall not exceed \$200,000.

Question: Do you anticipate the continuing contract projects will be design/bid/build or Construction Management or both?

Response: Both

Question: For Section E 'Overall Quality of the Submittal', is there any information to be included behind this tab or is this just a comment?

Response: Category eliminated.

Question: Regarding the financial statements, is it acceptable to provide them in a sealed envelope marked confidential per Florida Statute 119.01(1) so that it does not become part of public record?

Response: Yes

Question: Where in the submittal would you like the 'Disputes Disclosure Form' and 'Sub-contractors and Consultants Form' to be located?

Response: It can be placed the packet with other College issued, required forms

Question: As I was completing the Signature Page for the RFQ's that recently came out for the Lamar Studio, Baars Building and Continuing Contract the Signature Page is messed up under the Minority section and Size Information and makes it a little difficult to complete.

Response: Write the appropriate category if the formatting of the box is not correct.

Question: Can we print our submittal on both sides as long as there are no more than 40 pages total?

Response: Yes

Question: It seems to me that every firm will tell you that they've done a great job on the proposal and that it complies with the requirements. What do you expect to see in this section, or should it be deleted? I can see this as one of the selection criteria for you to judge, but I'm not sure how we can respond about our own submittal.

Response: Category eliminated.

Question: Ms. Boatwright — in completing the REQ. for the Architectural Continuing Services - Question "E. Overall Quality of the submittal: How well is the proposal put together and does the proposal comply with the requirements of the REQ." I am not sure what the requirements for this question are? This sounds like an evaluation criteria. Can you clarify, what you are looking for here?

Response: Category eliminated.

Question: Do you have a list of potential projects for the Minor Projects Contract?

Response: No