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**Request for Qualifications  
#24-JB-024  
FOR  
PROFESSIONAL SERVICES - CONTINUING CONTRACTS**

**RFQ 24-JB-024 Posted  
Friday, November 1, 2024**

**Qualifications Due  
Before 2:30 pm  
on December 3, 2024**

All submittals are due electronically through the District’s OpenGov Procurement portal: [https://procurement.opengov.com/portal/pcsb](%20https://procurement.opengov.com/portal/pcsb)

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# 1. Scope of Work

## 1.1. Statement of Work

This document shall serve to provide interested parties with specific information as to the procedures for selection of Professional Design Services where the method of compensation is a Negotiated Fee for THE SCHOOL DISTRICT OF PINELLAS COUNTY, FLORIDA. Pursuant to the Florida Consultant's Competitive Negotiation Act, Section 287.055 F.S., The School Board of PINELLAS County, Florida (hereinafter referred to as the “Board”), will consider the contracting for providing various Professional Services under a Continuing Contract where the estimated construction cost does not exceed $4 million dollars per Section 287.055 (1)(g) F.S.

## 1.2. Deliverables

Provide professional services and design services for various projects throughout Pinellas County Schools District on a requested basis for an estimated construction cost of less than $7.5 million.

All facilities are owned by the District.  All work shall comply with FL State Statutes, State Requirements for Educational Facilities (SREF), District requirements and State Codes.

## 1.3. Purchasing Contact

Any questions regarding this bid should be posted in the Questions & Answers section in the District e-Procurement Portal, OpenGov at <https://procurement.opengov.com/portal/PCSB>.

The procurement contact for this solicitation is Joe Benjamin and can be reached at benjaminst@pcsb.org.

# 2. Special Conditions

## 2.1. General Terms and Conditions

The Pinellas County School District (District) “General Terms and Conditions” School Board Adopted 12/08/09 Revised 3/20/12, 7/24/12 can be found at the following link:  
<https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/General%20Terms%20and%20Conditions.pdf>

By submitting a proposal, Proposer agrees to abide by all District Terms and Conditions.

## 2.2. Award

The Board intends to award a contract/s to the firms that it deems most qualified and responsive to this request.

## 2.3. Contract Period

The Contract Period shall commence on January 2, 2025, and end on January 1, 2027.

## 2.4. Renewal Option

By mutual consent of the School Board of Pinellas County, Florida, and the successful Proposer(s), this contract may be renewed for **2 optional (1) one-year renewal periods**.

## 2.5. Supplemental Unilateral Renewal Periods

The District, through its Director of Purchasing, has the option and reserves the right to unilaterally extend the original contract term or any renewal term for up to three (3) additional thirty (30) day periods, at the same terms and conditions. Notice of the District’s intent to renew shall be provided by the District in writing to the Contractor Supplier prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

## 2.6. Proposal Content & Submittal

Each proposal shall include all information and submittals required or requested in this Request for Qualifications.

Incomplete proposals may be declared non-responsive.

## 2.7. Acceptance of Vendor Responses

The purchasing department reserves the right to accept proposals from multiple vendors, and to accept or reject portions of a proposal based upon the information requested. Suppliers may be excluded from further consideration for failure to fully comply with the requirements of this RFQ solely at the purchasing department’s discretion.

## 2.8. Prohibition Against Coercion for Labor and Services Affidavit

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Pinellas County School Board is a governmental entity for purposes of this statute. An affidavit is attached hereto. The affidavit shall be filled out, fully executed and returned as part of your bid/proposal response or the response shall be deemed non-responsive.

## 2.9. Background Screening

As required by The Jessica Lunsford Act [s.21 of Ch.2005-28, L.O.F.], if anyone representing a vendor under contract with the school district **will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds**, such personnel are required to be screened at Level 2, to include fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. [s. 1012.465, Florida Statutes]

The requirements of this law must be met in order for the School Board to contract with your company. To make an appointment to be screened by Pinellas County Schools, go to:<http://fieldprintflorida.com>

The code for a full submission is FPPCSVendors. The code for a replacement badge is FPPCSBadge.

If Contractor/Vendor is awarded all or a portion of this bid, Contractor/Vendor hereby acknowledges and agrees to abide by the Florida Jessica Lunsford Act (1012.465, F.S.) and obtain, at its own cost, Level 2 clearance of all employees, agents, and subcontractors who (1) have access to school grounds when students are present, (2) have direct contact with students, on or off school grounds, or (3) have access to or control of school funds.

## 2.10. Method of Evaluation

The Professional Service Selection Committee will review all proposals received by the specified due date and time and score the proposals independently in accordance with the criteria listed in this Request for Qualifications on the Proposal Evaluation Form and pursuant to F.S. 287.055.  The criteria and their associated point values are listed herein.

Written proposals are worth a maximum of 100 points. After the evaluation of proposals is completed, the Committee will meet and score the Proposals as a group, chaired by the Buyer of record. The Committee’s scores will be combined and averaged as a total for each criterion, out to two decimal points. The final total score for all criteria will be rounded to a whole number, >5 is rounded to the next whole number, <5 is rounded down to the next whole number.

## 2.11. Shortlisting

The Evaluation Committee at its sole discretion may create a short-list of the highest scored proposals based on the preliminary evaluation against the evaluation criteria. Only those shortlisted Proposers would be invited to participate in interviews and/or presentations, demonstrations or product testing. Upon conclusion of any interviews and/or presentations, demonstrations or product testing, the Evaluation Committee will finalize the scoring against the evaluation criteria established by the Committee and included in shortlist invitations.

## 2.12. Interviews/Demonstrations

If requested, Proposers may be required to participate in on-site interviews and conduct demonstrations to the District’s Evaluation Committee, to clarify the proposal submitted and present the Proposer’s proposed solution. Additionally, the Proposer’s key personnel may be required to be in attendance during this process.

Proposers should be prepared to discuss and substantiate any of the areas of the proposal submitted, as well as its qualifications to furnish the specified products and services. The interviews and demonstrations will be scored by the Evaluation Committee.

Notwithstanding the possibility of a request for an on-site interview and demonstrations, Proposers shall not rely on the possibility of such a request and shall submit a complete and comprehensive written response to this solicitation. Any costs incurred for the interviews and the oral demonstrations are the responsibility of the Proposer.

The District reserves the following rights to:

* Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposers prior to selection; and make investigations of the qualifications of Proposers as it deems appropriate, including, but not limited to, a background investigation conducted by the appropriate law enforcement agency.
* Request that Proposer(s) modify its proposal to more fully meet the needs of the District or to furnish additional information as the District may reasonably require.
* Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.
* Negotiate any modifications to a proposal that it deems acceptable, waive minor irregularities in the procedures, and reject any and all proposals.
* Process the selection of the successful Proposer without further discussion.
* Waive any irregularity in any proposal, or reject any and all proposals, should it be deemed in its best interest to do so. The District shall be the sole judge of Proposers’ qualifications and reserves the right to verify all information submitted by the Proposers. The proposal selected will be that proposal which is judged to be the most beneficial to the District.
* Request that Proposers submit their annual financial statements for the last three fiscal years, including company financial statement summaries, certified by a Certified Public Accountant. If the organization has been in business for a period of less than three years, Proposers may be required to submit a detailed business plan in addition to any pertinent information that would allow the District to evaluate the sufficiency of financial resources and the ability of the business to successfully perform the services enumerated in the contract. Unless otherwise stated, such requests would be made after the submission of the proposals and prior to award of a contract.

## 2.13. Insurance

Insurance is required of all vendors who are awarded a contract from this RFP. See the attached *Insurance Specifications for Contractors* included with this Request for Proposals.

## 2.14. Non-Exclusive Agreement

This RFP does NOT establish an exclusive arrangement between the district and vendor. The district reserves, but is not limited to, the following rights:

* The unrestricted right to use others to perform work, provide services or deliver the same or similar products as described herein when it is to the economic benefit of the district.
* The unrestricted right to separately bid any work, products or services as described herein when it is to the economic benefit of the district.

## 2.15. Key Events & Dates

|  |  |
| --- | --- |
| RFQ Post Date: | November 1, 2024 |
| Question Submission Deadline: | November 19, 2024, 2:30pm |
| Proposal Submission Deadline: | December 3, 2024, 2:30pm |
| Distribution of Proposals to Committee Members: | December 4, 2024 |
| Evaluation of Proposals: | December 4, 2024 - Jan. 7, 2025 |
| Selection Committee Meeting: | January 8, 2025, 12:00am |
| Estimated Date of Notice of Intent to Award : | Jan. 10, 2025 |
| Estimated Date of Approval by School Board: | January 21, 2025 |

If the time allotted to evaluate proposals and make the selection of contractors as stated above proves to be insufficient, the posting of the Notice of Intent to Award and the Board approval date could both slip two weeks or more. Continue to monitor our [OpenGov Procurement portal](https://procurement.opengov.com/portal/pcsb) or contact the purchasing department for more specific information as to when the notice will be posted.

## 2.16. Contact of District Personnel

During any solicitation period, including any protest and/or appeal, no contact with District officials or employees, other than with the individuals specifically identified in the solicitation, the Director of Purchasing or the Legal Department is permitted from any Bidder. Such communication may result in an automatic disqualification for selection in the pending solicitation and any subsequent District solicitations for a period of six (6) months, no matter the outcome of the solicitation or any protest and/or appeal.

Any questions concerning the Request for Qualifications shall be directed in writing via e-mail to the Purchasing Department at [benjaminst@pcsb.org](mailto:benjaminst@pcsb.org).  All responses of a material nature will be posted as an addendum to the Request for Qualifications.

## 2.17. Additional Questions/Clarifications

Additional questions or clarifications regarding this solicitation shall be directed through the project page on the District's OpenGov Procurement portal before **2:30 pm on Tuesday, November 19, 2024**.

## 2.18. Business Hours & Days of Operation

*Regular School Year*Days of operation are **Monday thru Friday** (excluding holidays) 8 a.m. to 4:30 p.m.  
Warehouse receiving 6:30 a.m. to 2 p.m.

*Summer*  
From approximately the 1st week of June thru the 1st week of August all schools are closed, with the exception of those that may be in summer session. Beginning the 2nd week of August, schools are once again in session. For more specific information call (727) 588-6143 to confirm if a school can accept deliveries.

|  |  |  |
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| Days of operation are **Monday thru Thursday** as follows: | | |
|  | **Administrative Facilities and Schools:** | 7:30 a.m. to 5:30 p.m. |
|  | **Walter Pownall Service Center:** | 6:30 a.m. to 5 p.m. (receiving 6:30 a.m. to 4:30 p.m.) |

## 2.19. Holiday Break

Each year, schools and administrative offices are closed for Thanksgiving, winter and spring break periods. Shipments cannot be accepted during these periods. These dates will vary each year depending upon our negotiated personnel calendar and when the Holidays actually fall.

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|  | |  |  | | --- | --- | | **Thanksgiving 2024:** | Schools: November 25 thru November 29, 2024 | |  | Administrative Offices: November 27 thru November 29, 2024 | | **Winter Break 2024/2025:** | December 23, 2024, thru January 3, 2025 | |  |  | | **Spring Break 2025:** | Schools: March 17 thru March 21, 2025 | |  | Administrative Offices: November 27 thru November 29, 2024 | |  |
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## 2.20. Proposal Opening Procedures

The names of all firms who have submitted a timely bid, shall be made public immediately following the bid due date and time expiring. Interested parties can view this information at OpenGov.com under the advertised bid title. Any recordings and/or bid proposals shall be exempt from public records requests until such time as the notice of an intended decision is published or until 30 days after opening the bids, proposals, or final replies, whichever occurs earlier.

If the District rejects all bids, proposals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, any recordings, bid proposals or records submitted, remain exempt from public records requests until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation, until the District withdraws the reissued competitive solicitation, or 12 months after the publication of the initial notice rejecting all bids, proposals, or replies. Section 119.071(1)(b), F.S.; and Section 286.0113, F.S.

Please be aware that any meeting at which (1) there is negotiation with a Supplier, (2) a Supplier makes an oral presentation, or (3) a Supplier answers questions, pursuant to a competitive solicitation, are closed to competitors and other members of the public. Team meetings at which negotiation strategies are discussed are likewise closed. Such meetings shall be recorded.

**PLEASE NOTE:** Information initially publicized is based upon what has been provided by each proposer and serve to formalize that a public opening of bids or proposals occurred on the date identified. The information publicized is subject to change once the Purchasing Department and District division have reviewed the bids for accuracy. Publicized documents do not convey a notice of intended action. All bids or proposals received are subject to comprehensive review to determine responsiveness and responsibility.

## 2.21. Public Entity Crimes

As stated in paragraph 12 of the General Terms and Conditions, **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST**, please complete, sign and notarize the “SWORN STATEMENT UNDER SECTION 287.133(3)(A),FLORIDA STATUTES, PUBLIC ENTITY CRIMES” form provided with this Request for Proposals.

This form MUST be included in your response in order for your proposal to be responsive.

## 2.22. Public Record Law

Public Records: Section 119.0701, Florida Statutes, requires that the Contractor comply with Florida’s public records laws with respect to services performed on behalf of the School Board. Specifically, the statute requires that the Contractor:

1. Keep and maintain public records required by the School Board to perform the service.
2. Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the Contractor does not transfer the records to the School Board.
4. Upon completion of the Agreement, transfer, at no cost, to the School Board all public records in the possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.
5. A request to inspect or copy public records relating to this Agreement must be made directly to the School Board. If the School Board does not possess the requested records, the public agency shall immediately notify the Contractor of the request, and the Contractor must provide the records to the School Board or allow the records to be inspected or copied within a reasonable time.
6. The failure of the Contractor to comply with these provisions, if applicable, shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board and may also result in penalties under Section 119.10, Florida Statutes.
7. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ANGELA BROWN, SUPERVISOR OF RECORDS MANAGEMENT AT 727-793-2701 X 2393, 2929 COUNTY ROAD 193, CLEARWATER, FL 33759,** **brownangel@pcsb.org.**

## 2.23. Integrity of Propsal Documents

Proposers shall use the original Proposal Forms and areas within OpenGov Procurement to provide the requested and required information. Proposers may provide additional attachments to the Proposal in the designated area with the Proposal section of OpenGov Procurement if sufficient space is not available on the original form for the proposer to enter a complete response. Any modifications or alterations to the original proposal documents by the proposer, whether intentional or otherwise, will constitute grounds for rejection of a proposal. Any such modifications or alterations that a proposer wishes to propose must be clearly stated in the proposal.

## 2.24. Exceptions to General Terms and Conditions

Proposers taking any exceptions to the General Terms and Conditions, linked in this document, will be reviewed by staff prior to evaluation of proposals. Exceptions to the General Terms and Conditions may be cause for rejection of your proposal.

## 2.25. Proposal Forms

For your convenience, the forms which are required to be completed and submitted along with and as part of your proposal will be provided along with this Request for Proposals on the District's OpenGov Procurement portal. If sufficient room has not been provided on a given form to enable you to enter a complete response, please include a supplemental attachment or replicate pages in the form as necessary. All required sections of the Proposal must be completed or the portal will not allow submittal of a given proposal.

## 2.26. Award Termination

When deemed to be in the best interest of the District, the District may cancel any award resulting from this specification by the following means:

* 10-day written notice with cause per item 52 of the District’s General Terms and Conditions; or
* 90-day written notice without cause.

## 2.27. Addenda

Bidders are required to register for an account via the District e-Procurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking “Follow” on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at https://procurement.opengov.com/portal/PCSB. Interpretations of the bid, clarification of bid specifications and requirements or changes to the bid which have a material effect will be documented and communicated to bidders only by written addenda. Verbal responses to bidders’ questions do not constitute an official response unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. Failure to acknowledge addenda containing material changes may constitute cause for rejection of your bid proposal. Telegraph, facsimile or e-mail acknowledgements of addenda will not be accepted.

# 3. Evaluation of Proposals

Prior to the Committee's review and scoring of any Proposal, all Proposals will be reviewed on a pass/fail basis. Only Proposals meeting the following criteria will be evaluated and scored. Responsiveness to the RFQ (i.e., Proposal's conformance in all material respects to the requirements stated in the RFP including all required fully executed documents). Proposal documents are fully executed and submitted by submittal deadline for proposals.

After evaluation of proposals is completed, the Committee will meet and score the Proposals as a group, chaired by the Buyer of record. The Committee's scores will be combined and averaged as a total for each criterion, out to two decimal points. Final score is rounded to the nearest whole number.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Evaluation Criteria** | **Scoring Method** | **Weight (Points)** |
| 1. | **TAB 1A - LETTER OF INTRODUCTION (NON-SCORED)**  Letter shall include a brief summary of firm’s history and commitment to project.  Letter shall be limited to one page. | N/A | N/A |
| 2. | **TAB 1B - PROFESSIONAL LICENSES, CURRENT**   1. Current Professional licenses from firm **and consultants.** 2. Certificate of Corporation from firm **and consultants**.   Copies of current State of Florida professional registration license renewals **for the applicant** excluding sole proprietorships and **all key professional personnel Licenses** to be used on the project. An applicant shall be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The committee may verify the current status with the appropriate state board. | N/A | N/A |
| 3. | **TAB 1C - CERTIFIED MINORITY FIRM**  If applicable, provide Certified Minority information for your firm **and consultants**.  Provide certifying agency if applicable.  Provide classification:  1) African American 2) Hispanic American 3) Asian American 4) Women Owned 5) Native American 6) Service Disable Veteran. | N/A | N/A |
| 4. | **TAB 2 - FINANCIAL RESPONSIBILITY (0-5 POINTS)**  Provide information indicating financial capability of the firm to provide the resources required, including:  Audited financial statements for the most recent two (2) years, including income statement, balance sheet, statements of cash flows and notes to financial statements.  If audited financial statements are unavailable, provide similar unaudited statements.  **Provide one (1) copy in a separate sealed envelope – titled “Financial Statement”.** | Points Based | 5 *(4.9% of Total)* |
| 5. | **TAB 3 - REFERENCE QUESTIONNAIRE (0-4 POINTS)**  Provide a **list** of a minimum of four (4) references in this section.  Those references must complete the enclosed “Reference Questionnaire” **and have them sent directly to Joe Benjamin**, at [benjaminst@pcsb.org](mailto:benjaminst@pcsb.org) prior to the Request for Qualifications due date and time.  References received after the due date and time will not be considered.  **References previously submitted will be valid for a period of 6 months.**  Please list those references you wish the committee to consider for this submittal.  It is the firm’s responsibility to make sure they have valid references on file.  Firms may submit references for this project to improve their score in this section. | Points Based | 4 *(3.9% of Total)* |
| 6. | **TAB 4 - FIRM'S LOCATION (0-3 POINTS)**   |  |  | | --- | --- | | Pinellas County | 3 points | | Pasco, Hillsborough, and Manatee Counties | 2 points | | State of Florida | 1 point | | Outside state of Florida | 0 points | | Points Based | 3 *(2.9% of Total)* |
| 7. | **TAB 5 - QUALIFICATIONS OF ANTICIPATED STAFF (0-20 POINTS)**  Provide professional resumes for each team member in each discipline. You may submit one comprehensive resume for each team member if you are applying for more than one discipline. Highlight each team member’s educational experience as the leader. | Points Based | 20 *(19.4% of Total)* |
| 8. | **TAB 6 - APPROACH OF FIRM (0-30 POINTS)**   1. Explain how your firm would respond to an award of a project that requires immediate attention. 2. Identify key issues for effectively managing continuing contract of various complexities. 3. If during your scope verification visit, you discover that the current scope does not align with the original project scope. What steps would you take to report these discrepancies to the owner. | Points Based | 30 *(29.1% of Total)* |
| 9. | **TAB 7 - EXPERIENCE OF THE FIRM (0-25 POINTS)**  Provide a detailed page with five (5) projects, per discipline, that highlight your firm’s ability to successfully deliver projects within the continuing contracts threshold. Utilize the interactive form **“Example Projects Which Best Illustrate Proposed Team’s Qualifications for this Contract”.** This form can be found on the Purchasing Website under the RFQ Professional Services link below.  [**https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/Example%20Projects\_Interactive%20v5%20latest.pdf**](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/Example%20Projects_Interactive%20v5%20latest.pdf) | Points Based | 25 *(24.3% of Total)* |
| 10. | **TAB 8 - PCSB FACILITIES, DESIGN AND CONSTRUCTION EVALUATION (0-10 POINTS)**  Points for this Tab will be scaled from evaluations conducted by the Facilities Design and Construction Department.  New firms with no evaluation on file will receive a base line score of six (6) points.  For reference, the evaluation form used by staff is posted on the PSCB Purchasing website under RFQ Professional Services tab. | Points Based | 10 *(9.7% of Total)* |
| 11. | **TAB 9 - EQUITABLE DISTRIBUTION OF WORK (0-3 POINTS)**  In an effort to promote the equitable distribution of work among firms, points shall be awarded to firms based upon the dollar amount of projects awarded to the submitting firm for the past three (3) fiscal years.  The dollar amount of the projects awarded will reflect the estimated construction budgetlisted on the Request for Qualifications (RFQ) and/or the Invitation to Bid (ITB) for projects awarded to the submitting firm. This figure shall include continuing contracts awarded and/or contracted.  The points will be distributed as follows:   |  |  | | --- | --- | | $0 - $10,000,000 | 3 points | | $10,000,001 - $20,000,000 | 2 points | | $20,000,001 - $30,000,000 | 1 point | | $30,000,001 and above | 0 points | | Points Based | 3 *(2.9% of Total)* |

# 4. Proposal

## 1. Minimum Requirements (Non-Scored)

### 1.1. Letter of Introduction\*

Letter shall include a brief summary of firm’s history and commitment to project.  Letter shall be limited to one page.

\*Response required

### 1.2. Discipline Checklist\*

Please download the below documents, complete, and upload.

* [Discipline\_Check\_List.pdf](https://government-project.s3.us-west-2.amazonaws.com/127805/7953143c-7399-48af-bf8c-3292c74e3ad9_Discipline_Check_List.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4KMV7CDWX%2F20241101%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20241101T191441Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEDIaCXVzLXdlc3QtMiJGMEQCIFSHWX7MGjztYnaj2q25tVbLH4gCg302Ssn7GtoKzdJoAiAxRx9GJBrFx69leRwNvrs7hBQ61rT1fZKtN3wI0J6FbyqMBQir%2F%2F%2F%2F%2F%2F%2F%2F%2F%2F8BEAIaDDg5MjM2NDY4NzY3MiIMVoch0WDqHP0B56yvKuAEzqfpmPkN0h%2B%2BriUwElUaibZr8cUkRkAMji5u05%2BghZlE9MdKw9mhaTlWwS9J0S5T%2F%2FvYUmKNzOu4mkHsjf5ng0PNOaN62%2Bi%2BQfetamXjAmeD0f6%2B2IBJmwwb9KeXB5%2F2oVPe7aE1uzB6576p9zJ%2FfogFcOyuH7o5rKS%2FmF2f6oksdS3Lz79MBnSpOXLIDHbwy%2FKyWPlk4aS%2FTy%2BUd%2BHqADAAMokO%2ByPxlC7O3JCRbj9vTyzs%2FE%2FTbi5E%2BblKYn2PWpRWQg1lBLKqyHKYTSo0AeqQDr2H7H56SgW%2Bf0pmYRxgLyb3Qq5qelsv4mCvzoOmwtY9U58BMI1ec%2FnvEi0Nyk6tMQu1WwlB5sX8BSONdeQ1zNfkGOFzl9xwhQAdB1hH7bR1UImQE7pfDX5dwIaTOX5sPkJaXFI5oyX2FUWw0OePz4p8cQRaY24IOxS2xtBGyOowacTpBBoiFPTXUW5pcKvfRvayjvxIORAYqquTMzWk2k4vqTZ7jV2r1ivXs2fMPZsjgx6GEq9FIL564JYeopSbmoIw9%2F%2FQyA96TZ31fu%2F1NV7Slvhn5cLioGkZuftGniVSs3LpA4jkCMzMRjRsiFDVDRs99C%2F8Q%2FTIXhBXjmqsUfSu7tiox2BZJwaJQG59PUHNGCD3pmuWRZPfoJv2EOv%2FhOvslPA8cGQV7sYWacXaxj60s%2FFbEDRf1GPZULjfmZaqaqIST%2FGhGiA%2BUwfQpgpHlmocS6sVSCQJk8FJxYlKMywetzqPfheX5IsL45O3CVg8Xmi6TNTqYlBCz6QpU%2F%2FSLpdtMgNnf9zxcD84Y48worOUuQY6nAFselcL%2Fg3nwyjsEjbPkjcfE%2BEBtzwnXB2yu%2F24NvhA4lsLMNfg6XqOGYt%2B5PH6ETmKQVDcdyKOGAmxV8mZjJPZufc%2BvawH3T%2B1z23kRLkRGs0zZzmEcW7mGFpd09Y7XBLgmqv47aSlR0ZeOvUJFrCPjtZ52WVtd6t6ho9L6ldEd%2FrXOLs1%2F0WkHReS2PFtqJWzdq4D4kVgtzSVTRM%3D&X-Amz-Signature=cd83e5ed6663b724f93889835ffc6208118da9533ba6c1d7e5c2b31ea37e3c1e&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22Discipline_Check_List.pdf%22&x-id=GetObject)

\*Response required

### 1.3. Current Professional Licenses\*

1. Current Professional licenses from firm **and consultants.**
2. Certificate of Corporation from firm **and consultants**.

Copies of current State of Florida professional registration license renewals **for the applicant** excluding sole proprietorships and **all key professional personnel Licenses** to be used on the project. An applicant shall be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The committee may verify the current status with the appropriate state board.

\*Response required

### 1.4. Certified Minority Firm

If applicable, provide Certified Minority information for your firm **and consultants**.  Provide certifying agency if applicable.  Provide classification:  1) African American 2) Hispanic American 3) Asian American 4) Women Owned 5) Native American 6) Service Disable Veteran.

### 1.5. Certificate of Insurance\*

Please upload your proof of insurance here, including evidence of workers compensation coverage.

\*Response required

## 2. Proposal Information

### 2.1. Financial Responsibility\*

Provide information indicating financial capability of the firm to provide the resources required, including:  Audited financial statements for the most recent two (2) years, including income statement, balance sheet, statements of cash flows and notes to financial statements.  If audited financial statements are unavailable, provide similar unaudited statements.

**Provide one (1) copy in a separate sealed envelope – titled “Financial Statement”.**

\*Response required

### 2.2. Subcontractor Information\*

Please list all subcontractors that you are planning on utilizing on this Project. For each individual or company listed please provide:

* Name of Subcontractor
* Work to be Performed or Goods to be Provided
* Contact Information for Named Person or Company (email and contact phone number)

\*Response required

## 3. Forms

### 3.1. Reference Questionnaire\*

Please download the below documents, complete, and upload.

* [Reference\_Questionnaire.pdf](https://government-project.s3.us-west-2.amazonaws.com/127805/b30495f6-e7be-476f-b5a5-c4628abcbb01_Reference_Questionnaire.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4KMV7CDWX%2F20241101%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20241101T191441Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEDIaCXVzLXdlc3QtMiJGMEQCIFSHWX7MGjztYnaj2q25tVbLH4gCg302Ssn7GtoKzdJoAiAxRx9GJBrFx69leRwNvrs7hBQ61rT1fZKtN3wI0J6FbyqMBQir%2F%2F%2F%2F%2F%2F%2F%2F%2F%2F8BEAIaDDg5MjM2NDY4NzY3MiIMVoch0WDqHP0B56yvKuAEzqfpmPkN0h%2B%2BriUwElUaibZr8cUkRkAMji5u05%2BghZlE9MdKw9mhaTlWwS9J0S5T%2F%2FvYUmKNzOu4mkHsjf5ng0PNOaN62%2Bi%2BQfetamXjAmeD0f6%2B2IBJmwwb9KeXB5%2F2oVPe7aE1uzB6576p9zJ%2FfogFcOyuH7o5rKS%2FmF2f6oksdS3Lz79MBnSpOXLIDHbwy%2FKyWPlk4aS%2FTy%2BUd%2BHqADAAMokO%2ByPxlC7O3JCRbj9vTyzs%2FE%2FTbi5E%2BblKYn2PWpRWQg1lBLKqyHKYTSo0AeqQDr2H7H56SgW%2Bf0pmYRxgLyb3Qq5qelsv4mCvzoOmwtY9U58BMI1ec%2FnvEi0Nyk6tMQu1WwlB5sX8BSONdeQ1zNfkGOFzl9xwhQAdB1hH7bR1UImQE7pfDX5dwIaTOX5sPkJaXFI5oyX2FUWw0OePz4p8cQRaY24IOxS2xtBGyOowacTpBBoiFPTXUW5pcKvfRvayjvxIORAYqquTMzWk2k4vqTZ7jV2r1ivXs2fMPZsjgx6GEq9FIL564JYeopSbmoIw9%2F%2FQyA96TZ31fu%2F1NV7Slvhn5cLioGkZuftGniVSs3LpA4jkCMzMRjRsiFDVDRs99C%2F8Q%2FTIXhBXjmqsUfSu7tiox2BZJwaJQG59PUHNGCD3pmuWRZPfoJv2EOv%2FhOvslPA8cGQV7sYWacXaxj60s%2FFbEDRf1GPZULjfmZaqaqIST%2FGhGiA%2BUwfQpgpHlmocS6sVSCQJk8FJxYlKMywetzqPfheX5IsL45O3CVg8Xmi6TNTqYlBCz6QpU%2F%2FSLpdtMgNnf9zxcD84Y48worOUuQY6nAFselcL%2Fg3nwyjsEjbPkjcfE%2BEBtzwnXB2yu%2F24NvhA4lsLMNfg6XqOGYt%2B5PH6ETmKQVDcdyKOGAmxV8mZjJPZufc%2BvawH3T%2B1z23kRLkRGs0zZzmEcW7mGFpd09Y7XBLgmqv47aSlR0ZeOvUJFrCPjtZ52WVtd6t6ho9L6ldEd%2FrXOLs1%2F0WkHReS2PFtqJWzdq4D4kVgtzSVTRM%3D&X-Amz-Signature=afb814a8841259dbd3fe09bac136a80a650b5ba81c3bdf429eaef888095950a5&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22Reference_Questionnaire.pdf%22&x-id=GetObject)

\*Response required

### 3.2. Prohibition Against Coercion for Labor and Services Affidavit\*

Please download the below documents, complete, and upload.

* [Human\_Trafficking\_Affidavit...](https://government-project.s3.us-west-2.amazonaws.com/96833/1b0c2b33-671a-4cf6-ad7f-e313a658b023_Human_Trafficking_Affidavit_for_Contractors.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4KMV7CDWX%2F20241101%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20241101T191441Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEDIaCXVzLXdlc3QtMiJGMEQCIFSHWX7MGjztYnaj2q25tVbLH4gCg302Ssn7GtoKzdJoAiAxRx9GJBrFx69leRwNvrs7hBQ61rT1fZKtN3wI0J6FbyqMBQir%2F%2F%2F%2F%2F%2F%2F%2F%2F%2F8BEAIaDDg5MjM2NDY4NzY3MiIMVoch0WDqHP0B56yvKuAEzqfpmPkN0h%2B%2BriUwElUaibZr8cUkRkAMji5u05%2BghZlE9MdKw9mhaTlWwS9J0S5T%2F%2FvYUmKNzOu4mkHsjf5ng0PNOaN62%2Bi%2BQfetamXjAmeD0f6%2B2IBJmwwb9KeXB5%2F2oVPe7aE1uzB6576p9zJ%2FfogFcOyuH7o5rKS%2FmF2f6oksdS3Lz79MBnSpOXLIDHbwy%2FKyWPlk4aS%2FTy%2BUd%2BHqADAAMokO%2ByPxlC7O3JCRbj9vTyzs%2FE%2FTbi5E%2BblKYn2PWpRWQg1lBLKqyHKYTSo0AeqQDr2H7H56SgW%2Bf0pmYRxgLyb3Qq5qelsv4mCvzoOmwtY9U58BMI1ec%2FnvEi0Nyk6tMQu1WwlB5sX8BSONdeQ1zNfkGOFzl9xwhQAdB1hH7bR1UImQE7pfDX5dwIaTOX5sPkJaXFI5oyX2FUWw0OePz4p8cQRaY24IOxS2xtBGyOowacTpBBoiFPTXUW5pcKvfRvayjvxIORAYqquTMzWk2k4vqTZ7jV2r1ivXs2fMPZsjgx6GEq9FIL564JYeopSbmoIw9%2F%2FQyA96TZ31fu%2F1NV7Slvhn5cLioGkZuftGniVSs3LpA4jkCMzMRjRsiFDVDRs99C%2F8Q%2FTIXhBXjmqsUfSu7tiox2BZJwaJQG59PUHNGCD3pmuWRZPfoJv2EOv%2FhOvslPA8cGQV7sYWacXaxj60s%2FFbEDRf1GPZULjfmZaqaqIST%2FGhGiA%2BUwfQpgpHlmocS6sVSCQJk8FJxYlKMywetzqPfheX5IsL45O3CVg8Xmi6TNTqYlBCz6QpU%2F%2FSLpdtMgNnf9zxcD84Y48worOUuQY6nAFselcL%2Fg3nwyjsEjbPkjcfE%2BEBtzwnXB2yu%2F24NvhA4lsLMNfg6XqOGYt%2B5PH6ETmKQVDcdyKOGAmxV8mZjJPZufc%2BvawH3T%2B1z23kRLkRGs0zZzmEcW7mGFpd09Y7XBLgmqv47aSlR0ZeOvUJFrCPjtZ52WVtd6t6ho9L6ldEd%2FrXOLs1%2F0WkHReS2PFtqJWzdq4D4kVgtzSVTRM%3D&X-Amz-Signature=651f2e736ecdadf3e6283d68e5c84cdfc6193eb2291526ef0fd423ef93965c23&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22Human_Trafficking_Affidavit_for_Contractors.pdf%22&x-id=GetObject)

\*Response required

### 3.3. Sworn Statement Under Section 287.133(3)A\*

Please download the below documents, complete, and upload.

* [Sworn\_Statement\_Under\_Flori...](https://government-project.s3.us-west-2.amazonaws.com/96833/7b608d06-e62f-4396-9a35-5d7eeae0bed7_Sworn_Statement_Under_Florida_Statutes.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4KMV7CDWX%2F20241101%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20241101T191441Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEDIaCXVzLXdlc3QtMiJGMEQCIFSHWX7MGjztYnaj2q25tVbLH4gCg302Ssn7GtoKzdJoAiAxRx9GJBrFx69leRwNvrs7hBQ61rT1fZKtN3wI0J6FbyqMBQir%2F%2F%2F%2F%2F%2F%2F%2F%2F%2F8BEAIaDDg5MjM2NDY4NzY3MiIMVoch0WDqHP0B56yvKuAEzqfpmPkN0h%2B%2BriUwElUaibZr8cUkRkAMji5u05%2BghZlE9MdKw9mhaTlWwS9J0S5T%2F%2FvYUmKNzOu4mkHsjf5ng0PNOaN62%2Bi%2BQfetamXjAmeD0f6%2B2IBJmwwb9KeXB5%2F2oVPe7aE1uzB6576p9zJ%2FfogFcOyuH7o5rKS%2FmF2f6oksdS3Lz79MBnSpOXLIDHbwy%2FKyWPlk4aS%2FTy%2BUd%2BHqADAAMokO%2ByPxlC7O3JCRbj9vTyzs%2FE%2FTbi5E%2BblKYn2PWpRWQg1lBLKqyHKYTSo0AeqQDr2H7H56SgW%2Bf0pmYRxgLyb3Qq5qelsv4mCvzoOmwtY9U58BMI1ec%2FnvEi0Nyk6tMQu1WwlB5sX8BSONdeQ1zNfkGOFzl9xwhQAdB1hH7bR1UImQE7pfDX5dwIaTOX5sPkJaXFI5oyX2FUWw0OePz4p8cQRaY24IOxS2xtBGyOowacTpBBoiFPTXUW5pcKvfRvayjvxIORAYqquTMzWk2k4vqTZ7jV2r1ivXs2fMPZsjgx6GEq9FIL564JYeopSbmoIw9%2F%2FQyA96TZ31fu%2F1NV7Slvhn5cLioGkZuftGniVSs3LpA4jkCMzMRjRsiFDVDRs99C%2F8Q%2FTIXhBXjmqsUfSu7tiox2BZJwaJQG59PUHNGCD3pmuWRZPfoJv2EOv%2FhOvslPA8cGQV7sYWacXaxj60s%2FFbEDRf1GPZULjfmZaqaqIST%2FGhGiA%2BUwfQpgpHlmocS6sVSCQJk8FJxYlKMywetzqPfheX5IsL45O3CVg8Xmi6TNTqYlBCz6QpU%2F%2FSLpdtMgNnf9zxcD84Y48worOUuQY6nAFselcL%2Fg3nwyjsEjbPkjcfE%2BEBtzwnXB2yu%2F24NvhA4lsLMNfg6XqOGYt%2B5PH6ETmKQVDcdyKOGAmxV8mZjJPZufc%2BvawH3T%2B1z23kRLkRGs0zZzmEcW7mGFpd09Y7XBLgmqv47aSlR0ZeOvUJFrCPjtZ52WVtd6t6ho9L6ldEd%2FrXOLs1%2F0WkHReS2PFtqJWzdq4D4kVgtzSVTRM%3D&X-Amz-Signature=89a3c34c07f53cb61d40ec518df7342aad1abac630a631798fb45414a8862787&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22Sworn_Statement_Under_Florida_Statutes.pdf%22&x-id=GetObject)

\*Response required

### 3.4. Drug Free Workplace Certification\*

Please download the below documents, complete, and upload.

* [Drug\_Free\_Workplace\_Certifi...](https://government-project.s3.us-west-2.amazonaws.com/96833/9d330804-50bd-496c-b055-2fc228ad6f0e_Drug_Free_Workplace_Certification_Form.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4KMV7CDWX%2F20241101%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20241101T191441Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEDIaCXVzLXdlc3QtMiJGMEQCIFSHWX7MGjztYnaj2q25tVbLH4gCg302Ssn7GtoKzdJoAiAxRx9GJBrFx69leRwNvrs7hBQ61rT1fZKtN3wI0J6FbyqMBQir%2F%2F%2F%2F%2F%2F%2F%2F%2F%2F8BEAIaDDg5MjM2NDY4NzY3MiIMVoch0WDqHP0B56yvKuAEzqfpmPkN0h%2B%2BriUwElUaibZr8cUkRkAMji5u05%2BghZlE9MdKw9mhaTlWwS9J0S5T%2F%2FvYUmKNzOu4mkHsjf5ng0PNOaN62%2Bi%2BQfetamXjAmeD0f6%2B2IBJmwwb9KeXB5%2F2oVPe7aE1uzB6576p9zJ%2FfogFcOyuH7o5rKS%2FmF2f6oksdS3Lz79MBnSpOXLIDHbwy%2FKyWPlk4aS%2FTy%2BUd%2BHqADAAMokO%2ByPxlC7O3JCRbj9vTyzs%2FE%2FTbi5E%2BblKYn2PWpRWQg1lBLKqyHKYTSo0AeqQDr2H7H56SgW%2Bf0pmYRxgLyb3Qq5qelsv4mCvzoOmwtY9U58BMI1ec%2FnvEi0Nyk6tMQu1WwlB5sX8BSONdeQ1zNfkGOFzl9xwhQAdB1hH7bR1UImQE7pfDX5dwIaTOX5sPkJaXFI5oyX2FUWw0OePz4p8cQRaY24IOxS2xtBGyOowacTpBBoiFPTXUW5pcKvfRvayjvxIORAYqquTMzWk2k4vqTZ7jV2r1ivXs2fMPZsjgx6GEq9FIL564JYeopSbmoIw9%2F%2FQyA96TZ31fu%2F1NV7Slvhn5cLioGkZuftGniVSs3LpA4jkCMzMRjRsiFDVDRs99C%2F8Q%2FTIXhBXjmqsUfSu7tiox2BZJwaJQG59PUHNGCD3pmuWRZPfoJv2EOv%2FhOvslPA8cGQV7sYWacXaxj60s%2FFbEDRf1GPZULjfmZaqaqIST%2FGhGiA%2BUwfQpgpHlmocS6sVSCQJk8FJxYlKMywetzqPfheX5IsL45O3CVg8Xmi6TNTqYlBCz6QpU%2F%2FSLpdtMgNnf9zxcD84Y48worOUuQY6nAFselcL%2Fg3nwyjsEjbPkjcfE%2BEBtzwnXB2yu%2F24NvhA4lsLMNfg6XqOGYt%2B5PH6ETmKQVDcdyKOGAmxV8mZjJPZufc%2BvawH3T%2B1z23kRLkRGs0zZzmEcW7mGFpd09Y7XBLgmqv47aSlR0ZeOvUJFrCPjtZ52WVtd6t6ho9L6ldEd%2FrXOLs1%2F0WkHReS2PFtqJWzdq4D4kVgtzSVTRM%3D&X-Amz-Signature=8d96a165ddf0d2b5ad0687c651a318a26dfd2e3dab21deb793bb0cec7c776f54&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22Drug_Free_Workplace_Certification_Form.pdf%22&x-id=GetObject)

\*Response required

### 3.5. Debarment Form AD-1048\*

Please download the below documents, complete, and upload.

* [Debarment\_Form\_AD-1048.pdf](https://government-project.s3.us-west-2.amazonaws.com/96833/3cb3277c-205d-404f-9b9c-e8b08a07009f_Debarment_Form_AD-1048.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4KMV7CDWX%2F20241101%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20241101T191441Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjEDIaCXVzLXdlc3QtMiJGMEQCIFSHWX7MGjztYnaj2q25tVbLH4gCg302Ssn7GtoKzdJoAiAxRx9GJBrFx69leRwNvrs7hBQ61rT1fZKtN3wI0J6FbyqMBQir%2F%2F%2F%2F%2F%2F%2F%2F%2F%2F8BEAIaDDg5MjM2NDY4NzY3MiIMVoch0WDqHP0B56yvKuAEzqfpmPkN0h%2B%2BriUwElUaibZr8cUkRkAMji5u05%2BghZlE9MdKw9mhaTlWwS9J0S5T%2F%2FvYUmKNzOu4mkHsjf5ng0PNOaN62%2Bi%2BQfetamXjAmeD0f6%2B2IBJmwwb9KeXB5%2F2oVPe7aE1uzB6576p9zJ%2FfogFcOyuH7o5rKS%2FmF2f6oksdS3Lz79MBnSpOXLIDHbwy%2FKyWPlk4aS%2FTy%2BUd%2BHqADAAMokO%2ByPxlC7O3JCRbj9vTyzs%2FE%2FTbi5E%2BblKYn2PWpRWQg1lBLKqyHKYTSo0AeqQDr2H7H56SgW%2Bf0pmYRxgLyb3Qq5qelsv4mCvzoOmwtY9U58BMI1ec%2FnvEi0Nyk6tMQu1WwlB5sX8BSONdeQ1zNfkGOFzl9xwhQAdB1hH7bR1UImQE7pfDX5dwIaTOX5sPkJaXFI5oyX2FUWw0OePz4p8cQRaY24IOxS2xtBGyOowacTpBBoiFPTXUW5pcKvfRvayjvxIORAYqquTMzWk2k4vqTZ7jV2r1ivXs2fMPZsjgx6GEq9FIL564JYeopSbmoIw9%2F%2FQyA96TZ31fu%2F1NV7Slvhn5cLioGkZuftGniVSs3LpA4jkCMzMRjRsiFDVDRs99C%2F8Q%2FTIXhBXjmqsUfSu7tiox2BZJwaJQG59PUHNGCD3pmuWRZPfoJv2EOv%2FhOvslPA8cGQV7sYWacXaxj60s%2FFbEDRf1GPZULjfmZaqaqIST%2FGhGiA%2BUwfQpgpHlmocS6sVSCQJk8FJxYlKMywetzqPfheX5IsL45O3CVg8Xmi6TNTqYlBCz6QpU%2F%2FSLpdtMgNnf9zxcD84Y48worOUuQY6nAFselcL%2Fg3nwyjsEjbPkjcfE%2BEBtzwnXB2yu%2F24NvhA4lsLMNfg6XqOGYt%2B5PH6ETmKQVDcdyKOGAmxV8mZjJPZufc%2BvawH3T%2B1z23kRLkRGs0zZzmEcW7mGFpd09Y7XBLgmqv47aSlR0ZeOvUJFrCPjtZ52WVtd6t6ho9L6ldEd%2FrXOLs1%2F0WkHReS2PFtqJWzdq4D4kVgtzSVTRM%3D&X-Amz-Signature=174d8904d171453783c86043e961de848eee87608aea31887f795a49cf6d1d50&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22Debarment_Form_AD-1048.pdf%22&x-id=GetObject)

\*Response required

## 4. Final Submittal Information

### 4.1. Location of Firm's Home Office\*

|  |  |
| --- | --- |
| Pinellas County | 3 points |
| Pasco, Hillsborough, and Manatee Counties | 2 points |
| State of Florida | 1 point |
| Outside state of Florida | 0 points |

\*Response required

### 4.2. Non-Collusion Statement\*

The Proposer, by submitting a proposal here, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Please confirm

\*Response required

### 4.3. Additional Information (if needed)

For any additional information requested or required by any of your previously provided answers please upload that additional documentation here.

### 4.4. Submittal Confirmation\*

Proposer hereby certifies that all information provided within this submittal is accurate to the best of their knowledge and acknowledges that they have provided proof of their authority to submit a proposal on behalf of the stated Company name committing them to the information contained within said submittal.

A proposal submitted here obligates the Proposal to all terms, conditions and specifications stated in this Request for Proposals, unless exceptions are taken and clearly stated in the Proposer’s submitted documents.

Proposers somehow received after the stated submittal deadline will not be accepted.

Please confirm

\*Response required

## 5. Qualifications of Anticipated Staff

Provide professional resumes for each team member in each discipline. You may submit one comprehensive resume for each team member if you are applying for more than one discipline. Highlight each team member’s educational experience as the leader.

### 5.1. Qualifications of Anticipated Staff\*

Provide professional resumes for each team member in each discipline. You may submit one comprehensive resume for each team member if you are applying for more than one discipline. Highlight each team member’s educational experience as the leader.

\*Response required

## 6. Approach of Firm

### 6.1. Approach of Firm\*

1. Explain how your firm would respond to an award of a project that requires immediate attention.
2. Identify key issues for effectively managing continuing contract of various complexities.
3. If during your scope verification visit, you discover that the current scope does not align with the original project scope. What steps would you take to report these discrepancies to the owner.

\*Response required

## 7. Experience of Firm

### 7.1. Experience of Firm\*

Provide a detailed page with five (5) projects, per discipline, that highlight your firm’s ability to successfully deliver projects within the continuing contracts threshold. Utilize the interactive form **“Example Projects Which Best Illustrate Proposed Team’s Qualifications for this Contract”.** This form can be found on the Purchasing Website under the RFQ Professional Services link below.

[**https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/Example%20Projects\_Interactive%20v5%20latest.pdf**](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/187/Example%20Projects_Interactive%20v5%20latest.pdf)

\*Response required