



COLLEGE *of*
CENTRAL
FLORIDA

PURCHASING DEPARTMENT

RFQ # 17-8

Request for Qualifications

For

Professional Architectural and Engineering Services
Health Science Technology Education Center

This document shall serve to provide interested parties with specific information as to the procedures for selection of Professional Services in compliance with F.S. 287.055 Consultant's Competitive Negotiation Act.

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Introduction and General Information

The College of Central Florida, a richly diverse comprehensive two-year institution with a history of achievement since 1957, transitioned in 2010 to a four-year state college offering baccalaureate degree. The college is dedicated to serving the expanding educational needs of the residents of Marion, Citrus and Levy Counties by providing four-year baccalaureate degrees and continuing to offer traditional associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of the College of Central Florida is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

The District Board of Trustees of the College of Central Florida, located at 3001 S.W. College Road, Ocala, Florida, in accordance with Florida Statute 287.055 is accepting sealed Request for Qualifications (RFQ) for Professional Architectural and Engineering Services to design a Health Science Technology Education Center, located at the main Ocala Campus, 3001 S.W. College Road, Ocala, Florida 34474. The services shall include, but not be limited to: Architectural and Engineering Design and Educational specifications. Firms shall have a LEED accredited team member. These specific services are further addressed in the Scope of Work.

Questions regarding responses to this Request for Qualifications should be directed in writing and electronically transmitted to the Director of Purchasing at trautmas@cf.edu , no later than 3:30 p.m. Friday, September 8, 2017. The College will respond in writing, to all who inquire and will be posted on the purchasing website.

Requests for Qualifications (RFQ's) are available through the college's purchasing website. Request for Qualifications shall be delivered, via traceable carrier (i.e. UPS; FEDEX; etc.) to the college's Director of Purchasing, Attn: Stewart E. Trautman, Jr., Founders Hall, Room 109, 3001 S.W. College Road, Ocala, Florida, 34474, by 2:00 PM on Friday, September 22, 2017. Firms are required to submit one (1) stamped original hard copy; seven (7) additional hard copies and; one (1) electronic version, on a USB flash drive (to be included in a sealed envelope). After the closing time, firm's Request of Qualifications will be opened for the sole purpose of recording the names of the firms submitting their written Request for Qualifications and to deliver all timely received Request for Qualifications to the Evaluation Committee.

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On **Tuesday, October 10, 2017 at 2:00 p.m.**, a public meeting will be held to review tabulated rankings and determine a shortlist of Architect/Engineering firms. This meeting will be held in the Board Room, Founders Hall at the College's Ocala Main Campus, 3001 S.W. College Road, Ocala, Florida, 34474. On **Wednesday, October 25 @ TBD** a public meeting will be held to interview the shortlisted finalists. This meeting will be held in the Board Room at the college's Ocala Main Campus, 3001 S.W. College Road, Ocala, Florida, 34474. If an additional meeting is required it will take place on Friday, October 27, 2017 with TBD.

Any firm requiring a special accommodation at the public meetings because of a disability or physical impairment should contact Ms. Pamela Halsey in the Purchasing Department (352) 237-2111 ext. 1527 at least three (3) working days prior to any meeting.

If a firm chooses to appeal any decision with respect to any matter considered at the above cited meeting, it will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any Request for Qualifications received after the specified time and date shall not be considered; additionally, any Request for Qualifications submitted orally, mailed, telephonically, E-mailed, faxed, or modified shall not be accepted. All Request for Qualifications must be hand delivered to the specified address by the specified deadline.

The District Board of Trustees of the College of Central Florida reserves the right to waive minor, nonmaterial irregularities in any or all qualifications and accept or reject, in part or in full, any or all qualifications.

Again: Request for Qualifications are to be delivered to the attention of Stewart E. Trautman, Jr., College of Central Florida, Purchasing Department, Founders Hall, Building 1, Room 109, 3001 S.W. College Road, Ocala, Florida 34474, by the specified deadline. The Request for Qualifications number, description, and Firm's name must be on the outside of the hand delivered package and two (2) sealed envelopes. (USB drive and financial information). Financial packet shall be stamped "Confidential".

The Request for Qualifications document is available through the college's purchasing department web site at: <http://www.cf.edu/purchasing>

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SECTION A

PROJECT OVERVIEW

- 1.0 This project includes a new HEALTH AND TECHNOLOGY STEM Building of approx. 71,541 sf facility that will be located on the west section of the Ocala Main Campus as projected in our Master Plan, and will include additional capacity to the west campus chill water plant and additional parking. The facility will be constructed with the latest state of the art health science simulation teaching labs with all the required information technology and audio visual components to support the health science programs. This project request also includes the demolition of 32,429 GSF of buildings that are currently 39 years old and fit the Castaldi Formula for replacement. Buildings 13, 14, 15, 17, will be scheduled to be razed. Buildings 21, 22, 23 will be relocated to another site for use by the Agra Business and Equine Programs.
- 1.1 The Division of Health Sciences at The College of Central Florida (CF) includes the following programs: in Nursing, CF offers LPN to Associate RN degree transition, traditional Associate degree RN and RN to BSN degrees. In Emergency Medical Services (EMS) CF programs include Emergency Medical Technician, Paramedic, and the AS degree in Emergency Medical Services. In Dental Assisting, CF currently offers an Applied Technology Diploma in Dental Assisting, Associate of Science degrees in Dental Assisting Practice Management, Dental Assistant Education, and in Dental Assistant Marketing. Other programs in the Health Science area include the Associate of Science degree in Physical Therapist Assistant, the Associate of Science degree in Radiography (with CTAE), and the Postsecondary Adult Vocational Certificate in Surgical Technology. The college's District Board of Trustees has given approval to develop and implement a new stand- alone Associate of Science degree in Radiography. All of the programs in Health Sciences are limited access programs. Our community has need for more than we can offer given limited resources. This has been further strengthened by the Skills Gap Analysis for the college's workforce region, Region 10, which was conducted by Career Source CLM and the Florida Department of Economic Opportunity. The demand for quality health care for those residents aged 65 plus continues to increase. Additionally, the demographics of those aged 65 years plus within our workforce Region 10 (Citrus, Marion and Levy Counties), is on average more than 10% above the state average. For the state of Florida, those aged 65 plus represent approximately 18% of the population, within Marion County those 65 plus are 27% of the population, for Citrus County, 34% of the population and for Levy County, 22% of the population (U.S. Census Bureau: State and County Quick Facts, 2015). The Division of Health Sciences needs to grow current programs and extend current program offerings, including Diagnostic Medical Sonography, Cardiovascular Technology, Respiratory Care, Dental Hygiene and others. Currently, there are two for-profit educational institutions in

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our tri-county areas. Our limitations are forcing students to find alternate accommodations for their education degrees. In the area of nursing specifically, neither of these institutions offers the quality of education or meets the outcomes of CF program. CF's current NCLEX (nursing licensing exam) pass rates of 94% are far above the competitors offering pass rates of 74% and 65%. This is a disservice to students and our community

- 1.2 Currently, the CF Division of Health Sciences is housed in portions of eight (8) buildings among three (3) campuses and one (1) outreach center. There is also a mobile unit that EMS uses to go to other areas if needed to facilitate community needs. The current buildings on the Ocala campus date back to 1959. They have been renovated to the point that renovation is no longer a wise option.
- 1.3 The Division of Health Sciences needs to be located in one building or minimally in close proximity to better utilize our specialty equipment, communicate efficiently among programs, have administration near all programs, assure consistency among policies and procedures, share classroom instruction common to several disciplines within Health Sciences, and work collaboratively within the division to enhance a psychological sense of community among the medically-related community.

Survey Recommendations

NEW CONSTRUCTION		
CATEGORY	NSF	GSF
Classrooms	6,000	8522
Teaching Labs	14,213	20188
Library		0
Vocational Labs	26,154	37149
Offices	2,000	2841
Auditorium - Exhibits		0
Instructional Media		0
Gymnasium		0
Student Services	2,000	2841
Support Services		0
TOTAL	50,367	71,541

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SECTION B

SCOPE OF WORK

- 1.0 Provide 100% Architectural, Engineering, and Professional Services for the design and construction of educational facilities using the CM at Risk Delivery method. Facility Programming, Civil Engineering, Site Infrastructure Improvements, Site Permitting, Site Lighting, Drainage and Stormwater Management, Life Cycle Cost and DOE Energy Analysis, Architectural Design, MEP Design, Structural Design, LEED or FGB Consultation and Certification, Building Commissioning, Project Representation, Construction Contract Administration, Renderings / Models.

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SPECIAL CONDITIONS

1.0 Definition

- 1.1 The College, CF, or College of Central Florida, refers to the District Board of Trustees of the College of Central Florida, Ocala, FL. The college is a political subdivision of the State of Florida.
- 1.2 Firm refers to an individual, partnership, joint venture, corporation or sole-proprietorship.
- 1.3 Proposer refers to the architect and engineering firm submitting a proposal to the college in response to this request for qualifications. Proposer and Firm will be used interchangeably. Proposer and solicitation may be used interchangeably throughout this document. Proposal may be used throughout this document.

2.0 Taxes

- 2.1 The college does not pay federal, excise, and state sales taxes on college's direct purchases. The applicable tax-exempt numbers are:

Florida Sales Tax: 85-8012739697C-7

Federal Identification Number: 59-1213999

- 2.2 Professional Architectural and Engineering firms submitting qualifications must be certified, licensed and insured to do business in Florida in compliance with Florida Statutes.

3.0 Background

- 3.1 College of Central Florida is a public, degree-granting institution. It invites proposals from qualified, full-service firms providing professional services for architectural design and engineering.

4.0 Selection Process

- 4.1 The successful firm will be selected based on the evaluation criteria described in the applicable sections of this Request for Qualification.

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5.0 Laws, Ordinances, Rules, Regulations, Permits, and Licenses

5.1 The firm shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees of College of Central Florida and the federal and state governments which may be applicable to the Firm's operation at, College of Central Florida and shall, at the sole cost of the Firm, obtain and maintain all permits, licenses and insurance necessary to comply with such requirements and standards.

6.0 Contract

6.1 This Request for Qualification, in its entirety, is to be incorporated by reference and will become part of any contract awarded as a result of this request for qualification. In the event the language in the contract itself should conflict with these specifications, the contract shall prevail.

7.0 Assignment

7.1 Neither this agreement nor any duties or obligations under this agreement or resulting contract(s) shall be assigned by Firm without prior written consent of the college.

8.0 Firm's Expense

8.1 All qualifications submitted in response to this RFQ, conference attendance and visits to College of Central Florida must be at the sole expense of the firm, whether or not any agreement is signed as a result of this Request for Qualification.

9.0 Confidentiality

9.1 The firm is hereby notified that any part of their qualification or any other material marked as confidential, proprietary, or trade secret, is protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

10.0 Request for Qualifications Response Requirements

10.1 To ensure that all Requests for Qualifications submissions are fairly evaluated, scored, and ranked, it is very important that the proposals are

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prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

- 10.2 To be considered, **one (1)** original hard copy; **seven (7)** additional hard copies and; **one (1)** electronic version, on a USB flash drive (included with sealed response), of each Request for Qualifications must be received at the college, directed to the Attention of the Director of Purchasing Stewart E. Trautman, Jr., 3001 S.W. College Road, Ocala, Florida, 34474 no later than **2:00 P.M. on Friday, September 22, 2017** **Request for Qualifications should be mechanically bound and should be limited to not more than 40 (8.5 inch x 11 inch) pages printed on one side, excluding covers, dividers, entire original RFQ and financial information. Oversize pages will be counted as two pages. Submissions in excess of 40 pages will not be disqualified; however, clarity, conciseness, and brevity will be evaluated in completeness and responsiveness. Request for Qualifications that arrive after the closing time and date shall not be considered. Telephone, Facsimile, e-mail or telegraphic Requests for Qualifications shall not be accepted.**

11.0 Firm - Warranty of Ability to Perform

- 11.1 Firm shall warrant that there is no action suit, proceeding, inquiry, or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the firm's knowledge, threatened, which would in any way prohibit, restrain, or enjoin the execution or delivery of the firm's obligations or diminish the firm's obligations or diminish the firm's financial ability to perform the terms of any proposed contract with the college.

12.0 Independent Firm

- 12.1 Nothing herein is intended or shall be construed as in any way creating or establishing the relationship of co-partners between the parties or in any way making the firm the agent or representative of the college for any purposes in any manner whatsoever. Firm is, and shall remain, an independent firm with respect to all services performed.

13.0 Insurance Required

- 13.1 Firm shall obtain, maintain, and pay for insurance in the categories listed

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in the insurance schedule. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule. The insurance shall cover the firm's entire operations under this Agreement and shall be effective throughout the effective period of this agreement. It is not the intent of this schedule to limit the types of insurance otherwise required by any proposed contract or that the firm may desire to obtain.

- ◆ Commercial General and Umbrella Liability Insurance. Insured's shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate, to include minimum coverage as shown below. CGL insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury and liability assumed under an insured contract including the tort liability of another assumed in a business contract.
 - Medical Expenses. (Any one person), No less than \$10,000
 - Valuable Papers and Records. \$25,000

- ◆ Automobile Liability. Insured shall maintain the amount of \$1,000,000 Combined Single Limit. Coverage shall include Non-Owned and Hired Car coverage.

- ◆ Workers' Compensation. Where required by law, Insured shall maintain all statutorily required Workers' Compensation coverage. Coverage shall include Employer's Liability, at minimum limits of \$1,000,000 / \$1,000,000 / \$1,000,000.

- ◆ Professional Liability Insurance. No less than \$2,000,000 when applicable for services provided. If coverage is offered on a claims-made basis, such coverage shall continue for a period of two (2) years after completion of the Project.

- ◆ Certificate of Insurance. Description area of certificate shall describe the event, activity or contract with College of Central Florida and shall include the clause: "Waiver of subrogation applies."

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- ◆ Certificate Holder shall read:

College of Central Florida
c/o District Board of Trustees
3001 S.W. College Road
Ocala, FL 34474
Fax: 352-873-5812

- ◆ Additional Insured. All certificates shall name the College of Central Florida c/o District Board of Trustees as an additional insured, except Workers Compensation coverage and Professional Liability. Certificates of Insurance shall provide thirty (30) days notice of policy cancellation, non-renewal or a reduction in the limit of liability by an endorsement to the policy.
- ◆ Cancellation: All certificates shall provide for thirty (30) days written notice to the college prior to cancellation or material change of any insurance referred to in the certificate.

- 13.2 All insurers shall have a Best's rating (or equivalent) of AVIII or better and be licensed and admitted in Florida. Prior to the commencement of a grant or contract, Insured shall furnish the college with a certificate of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. The firm shall not allow any subcontractor to commence work on its subcontract until the subcontractor has obtained equivalent insurance and provided certificates of insurance showing the coverage to the Firm.
- 13.3 All policies required, except Professional Liability, shall be written as primary policies and not contributing to nor in excess of any coverage the college may choose to maintain. Failure of the college to demand a certificate or other evidence of full compliance with these insurance requirements or failure of the college to identify a deficiency from evidence that is provided shall not be construed as a waiver of Insured's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this grant or contract at the college's option.
- 13.4 By requiring this insurance, the college does not represent that coverage and limits will necessarily be adequate to protect Insured, and such coverage and

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limits shall not be deemed as a limitation on Insured's liability under the terms of the grant or contract.

- 13.5 In the event of any claims, costs, losses or damages against the Board of Trustees of the College of Central Florida, its officers, trustees, employees or agents, alleging that the Board of Trustees, or College of Central Florida or any of its officers, trustees, employees, or agents, whether past, present or future, were negligent, jointly or severally, regarding any act or omission related to this Request for Qualifications, or any contract entered into pursuant to this Request for Qualifications, the firm, in the event the college is not found to be solely negligent at the conclusion of the judicial process, agrees to indemnify and hold harmless the college for all costs and attorney's fees up to and including all trial and appellate levels. In the event the college is found to be partially or contributory negligent at the conclusion of the judicial process, the firm agrees to indemnify and hold harmless the college for all costs and attorney's fees, up to and including all trial and appellate levels, for that percentage of the verdict in which the college is not found to be negligent; that is, the college's percentage of negligence subtracted from one hundred percent. In the event a settlement is reached before a judicial decision is rendered, firm agrees to indemnify and hold harmless the college for its share of the settlement agreement, including costs and attorney's fees up to and including all trial and appellate levels. At the conclusion of any judicial process, the college shall provide to the firm and the firm shall pay the college the appropriate percentage or amount specified within thirty days.

14.0 Qualification Modification

- 14.1 Qualifications submitted prior to the qualification opening date may be modified or withdrawn only by notice to the college. Such notice must be received by the purchasing department at the address provided herein prior to the time designated for opening of the qualification. Firm may change or withdraw the qualification at any time prior to qualification opening; however, no oral modification will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted qualification which are addressed in the same manner as the qualification, and are received by the purchasing department prior to the scheduled qualification opening time will be accepted. The qualification, when opened, will then be corrected in accordance with such written requests, provided that the written request is contained in a sealed envelope which is plainly marked a Modification of Qualification.

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Withdrawn qualifications may be resubmitted up to the time designated for the receipt of qualification provided that they are then fully in conformance with the requirements of the Request for Qualification.

15.0 Open Competition

15.1 The college encourages free and open competition among firms. Whenever possible, specifications, qualification invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the college's needs and the accomplishment of a sound economical operation. The Firm's signature on this qualification guarantees that the Firm, its agents, officers or employees have not bribed or attempted to bribe or influence in any way an officer, employee or agent of the college.

16.0 Public Crimes

16.1 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 qualification on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, firm, 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 ss. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list..

17.0 Prohibition Against Contingent Fees

17.1 Firms are hereby notified that the contract entered into by College of Central Florida for professional services will contain a prohibition against contingent fees as follows: "The architect warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect any fee, commission, percentage, gift, or other consideration contingent upon or resulting from

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the award or making of this agreement.” For the breach or violation of this provision, the college shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

18.0 RFQ Submission Requirement

18.1 There is no obligation on the part of the college to make an award as a result of this RFQ. To be considered, **one (1)** original hard copy; **seven (7)** additional hard copies and; **one (1)** electronic version, on a USB flash drive (to be included with sealed response) of each qualification, must be received at the College’s Purchasing Department, 3001 SW College Road, Founders Hall, Room 109 Ocala, FL 34474, addressed to the attention of Stewart E. Trautman, Jr., Director of Purchasing, no later than **2:00 p.m. on Friday, September 22, 2017**. All responses must be bound in a three (3) ring binder as one document. Qualifications that arrive after the closing time and date shall not be considered. Telephone, facsimile, e-mail or telegraphic qualifications shall not be accepted.

19.0 Design and Fee Schedule

19.1 NOTE: Finalist to provide estimated Design and Fee Schedule. The material submitted in response to the Request for Qualifications becomes the property of the college upon delivery to the Procurement Department and is to be appended to any formal document, which would further define or expand the contractual relationship between the college and the firm. All of the material will be considered as part of this Request for Qualifications.

20.0 Proprietary Material

20.1 All rights to proprietary material must be transferable to the college in the event the vendor goes out of business.

21.0 Ownership of Work Products

21.1 The college will be considered the owner of all work products produced under the contract that results from this RFQ.

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22.0 RFQ Interpretation

22.1 Interpretation of the wording of this document shall be the responsibility of the college and that interpretation shall be final.

23.0 Oral Presentation

23.1 After qualifications have been opened, a limited number of firms submitting qualifications in response to the RFQ may be required, at the request of the college, to make an oral presentation. Such presentations will be provide an opportunity for the firm to clarify the qualification. Firms will not be allowed to change their qualifications and the oral presentations will be recorded. The dates are Wednesday, October 25, 2017 and if needed, Friday, October, 27, 2017. Times to be determined.

24.0 Errors and Omissions

24.1 The firm is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the Firm suspect any error, omission, or discrepancy in the specifications or instructions, the firm shall immediately notify the college's Director of Purchasing, in writing, and the college shall issue written instructions to be followed. The firm is responsible for the contents of its qualification and for satisfying the requirements set forth in the RFQ.

25.0 Firm's Responsibility

25.1 It is understood and the firm hereby agrees that it shall be solely responsible for all services that it proposes, notwithstanding the detail present in the RFQ.

26.0 Qualification Rejection

26.1 The college shall have the right to reject any or all qualifications and in particular to reject a qualification not accompanied by data required by the RFQ or a qualification in any way incomplete or irregular. Conditional qualifications will not be accepted.

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27.0 Performance Inquiry

27.1 As part of the evaluation, the college may make inquiries to determine the ability of the firm to perform the work. The college reserves the right to reject any qualification if the firm fails to satisfy the college with proper qualifications to carry out the obligations of the contract. Please provide a minimum of three (3) current references, preferably from other educational institutions, that shall include the complete name, address, telephone number, and contact person.

28.0 Severability

28.1 If any provisions of the agreement resulting from this RFQ are contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement. In the event any provision of this agreement shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

29.0 Governing Law and Venue

29.1 This contract, and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Firm hereby agree that venue shall be in Marion County, Florida.

30.0 Lobbying

30.1 Firm is prohibited from using funds provided under this RFQ for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

31.0 Americans with Disabilities Act of 1990

31.1 If special accommodations are required in order to attend the Pre-qualification meeting and/or the qualification opening,

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contact Pamela Halsey, Staff Assistant IV (352) 237-2111 ext. 1527.

32.0 Performance Bond

32.1 **NOT APPLICABLE FOR THIS RFQ**

33.0 Protests of Award or Specifications

33.1 To protest the specifications or the terms and conditions contained in this Request for Qualifications (RFQ), a written notice that includes the solicitation #17-8 titled Architectural Engineering Design Services - Prequalification, with a brief description of the basis for the protest must be filed with the Director of Purchasing at 3001 S.W. College Road, Building 1/Room 109, Ocala, Florida 34474 within 72 hours after receipt of this document. For purposes of this section, Saturdays, Sundays and state holidays shall be excluded in the computations of the 72 hour time period. A formal written protest must be filed within 10 calendar days after the date of the notice of protest is filed. The formal written protest must state with particularity all facts and law upon which the protest is based. 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.

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SECTION D

SIGNATURE PAGE

PLEASE PRINT

Company Name			
Company Address	City	State	Zip Code
Telephone Number	Email Address		
Print name of legally authorized person to bind the firm	Title		
Signature of legally authorized person to bind the firm			

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SECTION E

STATEMENT OF NON RESPONSE

If you are not submitting a Request for Qualifications on this service please complete and return this form to: College of Central Florida, 3001 SW College Road, Founders Hall, Room 109, Ocala, FL 34474 Attention: Purchasing Department.

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE _____

DATE _____

I/We have declined to submit a Request for Qualification, No. 17-8, for architectural/engineering services because of the following reasons:

_____ Our work schedule did not allow for sufficient time to respond to submit a qualification

_____ At this time the Firm is too understaffed to reply to this qualification

_____ The firm does not have the SREF experience to be considered for the award of this qualification

_____ Other (specify below)

REMARKS:

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SECTION F

PUBLIC ENTITY CRIMES

Firms responding to this Request for Qualifications shall execute and submit this required form.

THIS FORM **MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC**
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to:

(Print name of the public entity)

By

(Print name of entity submitting sworn statement)

whose business address is

and (if applicable) it's Federal Employer Identification No. (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

- _____
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

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SECTION F

PUBLIC ENTITY CRIMES

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

A. A predecessor or successor of a person convicted of a public entity crime: or

B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**attach a copy of the final order**).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this _____ day of _____ 20____

Personally known _____ OR Produced identification _____
(Type of identification)

Notary Public - State of _____ My commission expires _____

(Printed, typed and/or stamped Commissioned name of Notary Public)
A person or affiliate who has been placed on the convicted Firm 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 submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Firm, Sub-Firm, 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 for a period of thirty-six months from the date of being placed on the convicted Firm list.

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SECTION H

RFQ SCHEDULE

Activity, Location	Date & Time
1 st Legal Advertisement	Friday, August 18, 2017
2 nd Legal Advertisement	Friday, August 25, 2017
3 rd Legal Advertisement	Friday, September 1
Release of Request for Qualifications	Friday, August 18, 2017
Deadline for Questions	Friday, September 8, 2017
Answers to questions posted on the College of Central Florida Purchasing website: http://www.cf.edu/purchasing	Wednesday, November 13, 2017
RFQ Submissions Deadline *	Friday, September 22, 2017 @ 2:00 p.m.
Meet to review and shortlist proposals – Board Room **	Tuesday, October 10, 2017 @ 2:00 p.m.
Posting Shortlist	Wednesday October 11, 2017
Oral Interviews – Board Room**	Wednesday, October 25, 2017 Friday, October 27, 2017
Posting Recommendation for Award	Monday, November 13, 2017
Board of Trustees Meeting Location: College of Central Florida Board Room 3001 SW College Road Ocala, FL 34474	Wednesday, December 6, 2017
Notice to Proceed	Thursday, December 7, 2017
Design Start	Tuesday, January 2, 2018
100% Construction Documents Due	Wednesday, October 31, 2018

*Bldg. 1, Founders Hall, Room 109 – Purchasing Department, College of Central Florida, 3001 SW College Road, Ocala, FL 34474, Attn: Stewart E. Trautman, Jr. Director of Purchasing

** Bldg. 1 Founders Hall, Board Room, College of Central Florida, 3001 SW College Road., Ocala, FL 34474

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SECTION I

EVALUATION CRITERIA

A college evaluation committee will independently review and score each submittal based on the written criteria herein:

Written Evaluation Criteria

1. Experience of Project Personnel
2. Work Plan
3. Experience/Qualifications of Firm
4. Project Administration and Information
5. Litigation and Disputes
6. Availability
7. Volume of Work Previously Awarded
8. Financials

Oral Evaluation Criteria

1. Proposed Staff and Functions for Contract
2. Project Administration and Information
3. Scheduling the Project
4. Work Plan
5. References

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SECTION I
EVALUATION CRITERIA

Evaluation Criteria for Written Proposals	
Criteria	Weight
Experience of Project Personnel <ol style="list-style-type: none"> 1. Organizational chart for personnel assigned to this project 2. List of project staff 3. Principle's credentials 4. Credentials of the project architect's assigned to this project 5. Professional credentials for personnel assigned to this contract 	20%
Work Plan <ol style="list-style-type: none"> 1. Depth of understanding for project(s) \$20,000,000 and larger 2. Application of requirements pertaining to Jessica Lundsford Act to projects 	20%
Experience/Qualifications of Firm <ol style="list-style-type: none"> 1. Company credentials 2. Completed projects of similar scope 3. Sub-Consultants emphasizing similar scope of services 4. LEED and/or FGBC 	15%
Project Administration and Information <ol style="list-style-type: none"> 1. Demonstrate resource availability for all trade and non-trade tasks 2. Website, if applicable 3. Resources to support scheduling, record keeping, cost control and cost estimating 4. Resources to communicate progress 	10%
Litigation and Disputes <ol style="list-style-type: none"> 1. Summary of litigation 2. Pending litigation and potential disputes 3. Liquidated damages and license sanctions 4. Lost or cancelled accounts 5. Contract denial 	10%
Availability <ol style="list-style-type: none"> 1. Ability to respond with timely and cost solutions. Manload tasks and manage resources 2. Geographic Location of Office that will have direct responsibility for this project 	10%
Financial <ol style="list-style-type: none"> 1. One official copy of financial information to include a balance sheet and statement of operations for the last three (3) years – sealed and stamped "Confidential" 2. Submission of estimated design and fee schedule. 	15%
TOTAL	100%

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SECTION I
EVALUATION CRITERIA

Evaluation Criteria for Oral Presentations	
Criteria	Weight
<p>Proposed Staff and Functions for Contract</p> <ol style="list-style-type: none"> 1. Identify the following key positions for this contract: <ul style="list-style-type: none"> ☞ Project Executive ☞ Project Manager ☞ Project Superintendent 2. Describe their individual abilities, experiences and credentials 3. Define their proposed duties, function, and responsibilities on this contract 4. Show and explain the inter-relationship of all parties. Indicate the number of projects A/E team has worked together on 	25%
<p>Project Administration and Information</p> <ol style="list-style-type: none"> 1. System and services available to estimate cost, monitor budget and convey project information to the college's project manager 	20%
<p>Scheduling the Project</p> <ol style="list-style-type: none"> 1. Explain your scheduling methodology for effectively managing and executing multiple work orders under this contract 2. Discuss how you managed projects, with emphasis on an educational occupied building 3. Identify past scheduling challenges with similar projects and how they were remediated 	25%
<p>Work Plan</p> <ol style="list-style-type: none"> 1. Describe your plan for performing this contract. Include managing RFI, change orders, sub-contractors and material management 2. Describe how your firm will deliver quality workmanship in an effective and timely manner 3. Describe the services that will be available to College of Central Florida during the course of the contract 4. Describe your team's safety plan as it relates to this contract 5. Describe application and maintenance of Jessica Lunsford Act requirements for this contract 6. Describe application of safety policies and plan for occupied buildings and campus 	30%
TOTAL	100%

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SECTION J

One (1) complete signed original GSA Standard Form 330 which can be found and downloaded at SF330-16c.pdf.

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SECTION K

IDENTICAL TIE QUALIFICATION FORM

**COLLEGE OF CENTRAL FLORIDA
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

Preference shall be given to businesses with drug-free work place programs. Whenever two or more qualifications which are equal with respect to quality and service are received by the owner for the procurement of services, a qualification statement received from a business that certifies that it has implemented a drug-free work place program shall be given special preference in the award process. Established procedures for processing tie qualifications statements will be followed if none or more than one of the tied vendors have a drug-free work place program. In order to have a drug free work place program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free work place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under a bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state for a violation occurring in the work place no later than five days after such conviction.

Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free work place through implementation of section 287.087 Florida Statutes.

As the person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

Print Name

Signature

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SECTION L

MANDATORY SUBMITTALS

The following items shall be submitted to be deemed responsive:

1. One (1) original hard copy; seven (7) additional hard copies; one (1) electronic version on a USB flash drive (to be included with sealed response)
2. Section D, page 16, filled out completely, signed and notarized
3. Section F, pages 18-20 filled out completely, signed and notarized
4. Section G, page 21 filled out completely
5. Signed copy of RFQ and all addendums
6. Completed and signed GSA Standard form (SF) 330 (which can be downloaded at SF330-16c.pdf.
7. Sealed financial packet – marked “Confidential”