
**Selection of
Construction Management Firm
Negotiated Fee – Guaranteed Maximum Price
Nease High School Expansion & Renovations
RFQ #2015-30**



**Facilities & New Construction
St. Johns County School District
3740 International Golf Pkwy, Ste. 200
St. Augustine, FL 32092
Phone (904)547-8150
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www.stjohns.k12.fl.us**

July 2015

SELECTION OF THE CONSTRUCTION MANAGEMENT FIRM

NEGOTIATED FEE - GUARANTEED MAXIMUM PRICE

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I. GENERAL INFORMATION:

1.0 INTRODUCTION:

- A. The selection of the Construction Management Firm, in connection with the construction of a project, will be accomplished in accordance with §255.103 and §1013.45, *Florida Statutes*, pursuant to the process provided by § 287.055, *Florida Statutes* and as outlined below.
- B. St. Johns County School District (SJCS D, St. Johns County School Board, or the DISTRICT) is issuing this Request for Qualifications to interested firms for the purpose of selecting Construction Management firm(s) to provide construction management services. The resulting contract will be with an individual company (the CONTRACTOR) for the provision of Construction Management Services for the DISTRICT. The selection process is further described in Section III of this document.
- C. The DISTRICT seeks firm(s) that have experience providing the same or similar services to school districts, municipalities and governmental entities and desires to enter into a contract with the DISTRICT for such services.
- D. Should St. Johns County School District receive fewer than three proposals in answer of the Request for Qualifications, the Executive Director for Facilities & New Construction will determine if a re-advertisement is necessary.
- E. The selected RESPONDENT(s) will be required to execute a standard form contract as adopted by the DISTRICT for use with this contract for services.
- F. Notice of Direct Purchase - Sales Tax Exempt

The Owner is exempt from sales tax on the purchase of construction material. The Owner has elected to exercise this right and therefore directly purchase various construction material, supplies and equipment that may be a part of this Contract. Such direct purchase shall be without any additional cost to Owner. The Owner shall, via Purchase Order (PO), purchase material, and the Contractor shall assist the Owner in the preparation of the Purchase Order. The Owner will purchase the material from Vendors selected by the Contractor for the price originally negotiated by the Contractor. All documents are to be submitted with all applicable taxes included.

G. SCOPE OF PROJECT

- 1. This project is intended to provide Construction Management services to St. Johns County School District, referred to as SJCS D or "Owner," for the Project as outlined in the RFQ solicitation notice, which includes Project Description, Project Construction Budget, Building space requirements as described in the Educational Specifications, Plant Survey, or written program, if applicable.
- 2. Improvements to meet ADA and/or OEFCAR physically handicapped accessibility standards shall be included for all newly constructed spaces and those areas being remodeled.
- 3. All buildings will be designed to be asbestos-free. Statements will be required from the Design Professional and Construction Manager to this effect.
- 4. The Construction Manager will concur with the project scope, including the Educational Specifications, if applicable, developed and approved by SJCS D. Any modification of the project scope or Educational Specifications shall have the concurrence of SJCS D's Office of Facilities & New Construction.

1.1 DEFINITIONS:

- A. DISTRICT: When used in this document, the words "DISTRICT" or "SJCS D" will be intended to denote the geographic area or the organization's administrative staff, dependent upon the context in which they

are used. The words "School Board," "SJCSB," or "St. Johns County School Board" will be intended to denote the elected body of governing officials for the entity.

- B. **CONTRACTOR**: Represents all references to the awardee.
- C. **RESPONDENT**: Any individual, sole proprietorship, firm, corporation or other entity who submits an offer for materials and/or services (as the basis for award of contract) in response to a RFQ. At times in context, RESPONDENT may mean the intended CONTRACTOR.
- D. **SUBCONTRACTOR**: An entity with a contractual relationship to a CONTRACTOR who the CONTRACTOR proposes to use to perform a portion of its obligations.

1.2 CONTRACT DOCUMENTS; PRIORITY OF DOCUMENTS; CONSTRUCTION OF DOCUMENTS:

- A. St. Johns County School District, Office of Facilities & New Construction (FNC), reserves the right to accept or reject any proposal in the best interest of SJCSB.
- B. SJCSB reserves the right to award the contract to the next most-qualified firm if the successful firm does not execute the standard form of agreement, begin the contracted services within 15 days, or if an acceptable fee cannot be negotiated.
- C. A contract shall be released, after award, for any work to be performed as a result of this process. The RFQ, qualification proposal, addenda, attachments, exhibits, Contract form and GMP, approved change orders, and any subsequent performance bonds, and corresponding purchase order(s) shall constitute the contract documents between the parties.
- D. In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
 - 1. The Agreement resulting from the award of this RFQ; then
 - 2. Addenda released for this RFQ, with the latest Addendum taking precedence; then
 - 3. the RFQ Documents; then
 - 4. Awardee's Proposal.

In case of any other doubt or difference of opinion, the decision of SJCSB shall be put in writing and shall be final and binding on both parties.

1.3 EQUAL OPPORTUNITY COMPLIANCE:

RESPONDENTS affirm by submitting their responses they are equal opportunity and affirmative action employers and shall comply with all applicable Federal, State and local laws and regulations.

1.4 GRATUITIES AND KICKBACKS:

Any employee or any official of the DISTRICT, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the DISTRICT, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law. Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee or official of the DISTRICT, elective or appointive, in his efforts to proposal for, offer for sale, or to seek in the open market to make sales to the DISTRICT, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law.

1.5 PUBLIC RECORDS LAW:

Pursuant to Florida Statutes Chapter 119, responses received as a result of this RFQ shall not become public record until ten (10) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all documents or other materials submitted by all RESPONDENTS in response to this offering shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes, unless otherwise exempt under Florida law.

It shall be the sole responsibility of the awarded CONTRACTOR to comply with all requirements of Chapter 119 regarding public records (whether documents, notes, letters, emails, or other records) received or generated in relationship to the contract awarded by the DISTRICT.

1.6 PUBLIC ENTITY CRIMES:

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 bid/proposal on a contract to provide any goods or services to a public entity, may not submit a bid/proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/proposals on leases of real property to a public entity, may not be awarded or perform work as a CONTRACTOR, supplier, SUBCONTRACTOR, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

1.7 DISPUTE:

- A. Any actual or prospective bidder, proposer or CONTRACTOR who is aggrieved in connection with the solicitation or award of a contract may file a protest and shall deliver its written notice of protest to the Deputy Superintendent for Operations immediately, but no later than two (2) working days after final evaluations of the RFQ and recommendation of award, or as set forth in paragraph 1.7 I. infra, which will initiate the 48-hour notice requirement. The written protest with documentation shall be delivered to the Hearing Officer no later than 2 p.m. on the 4th calendar day immediately following the receipt of notice of intent to award recommendation. If that day is a School Board non-workday, the protest shall be delivered no later than 9 a.m. the next St. Johns County School District (SJCSB) work day. Protests shall be presented with specificity, and every issue shall be fully documented.
- B. The legal basis for any relief sought must be clearly identified and explained in the written notice of protest.
- C. The Hearing Officer shall call a meeting and hear all protests and receive all evidence within a reasonable time. This does not preclude the Hearing Officer from calling a special meeting or granting a continuance under extraordinary circumstances.
- D. All bidders or offerors shall receive notice of any protest hearing and a copy of the protest document. Attachments shall be available upon request.
- E. The Florida Rules of Civil Procedure may be relaxed at the sole discretion of the Hearing Officer presiding at any protest hearing.
- F. The Hearing Officer shall issue his/her decision within two (2) working days of the completion of the protest hearing.
- G. The Hearing Officer's decision shall result in a final order which may include findings and conclusions. The decision of the Hearing Officer shall be final.
- H. The SJCSB does not encourage the use of faxes to accomplish delivery of the notice of protest and the protest itself. Any bidder or offeror utilizing delivery by fax shall assume the risk associated with incomplete delivery or nonreceipt.
- I. Any protest specification objection shall be generally treated as set forth in paragraph 1.7 A. *supra*. The operative date for the notice requirement shall be the date the specifications were obtained by the prospective bidder or offeror but no later than 10 days prior to the date of bid opening or proposal due date.

1.8 **INSTRUCTIONS TO RESPONDENTS:**

All responses to the RFQ must be **received by the date and time listed in the public announcement or as modified by any SJCSO issued Addenda.** If a response is transmitted by US Mail or other delivery medium, the RESPONDENT shall be responsible for its timely delivery to **SJCSO Office of Facilities & New Construction, 3740 International Golf Pkwy, Ste. 200, St. Augustine, FL 32092.**

Responses not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the DISTRICT.

All questions and requests for clarification from potential RESPONDENTS shall be submitted in documented format to the FNC Facilities Specialist. Such requests may be mailed to the address as shown above or e-mailed to Stan Reddish, Facilities Specialist, at stan.reddish@stjohns.k12.fl.us

Additions, deletions or modifications to information contained in the RFQ as a result of questions received will be presented to all potential RESPONDENTS by means of a written addendum, if necessary.

No verbal or written information that is obtained other than by information in this document or by addendum to this RFQ will be binding on the DISTRICT.

1.9 **EX PARTE COMMUNICATIONS:**

Ex parte communication, whether verbal or written, by any potential RESPONDENT or representative of any potential RESPONDENT to this RFQ with DISTRICT personnel involved with or related to the RFQ, other than as designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the RESPONDENTS' proposal.

Ex parte communication, whether verbal or written, by any potential RESPONDENT or representative of any potential RESPONDENT to this RFQ with Board members is also prohibited and will result in the disqualification of the RESPONDENT.

Notwithstanding the foregoing, communications are permissible by this Section when such communications with a prospective RESPONDENT are necessary for, and solely related to, the ordinary course of business concerning the DISTRICT'S existing contract(s) for the materials or services addressed in this RFQ (but in no event shall any existing vendor intending to submit a bid initiate communications to any member(s) of the St. Johns County School Board; it being understood such communication initiated by a vendor under these circumstances would not be in the ordinary course of business.)

1.10 **SUBMITTALS/PRE-QUALIFICATION:**

- A. Each RESPONDENT shall submit sufficient information to allow an assessment of its capacity, resources, experience, planning capability and financial status to successfully manage and operate a construction management services program. The determination of whether or not a RESPONDENT is qualified to participate in the next phase of solicitation will be based upon this information. Categorical qualification assessments will be performed in accordance with Section II of this selection manual. Failure to submit the required information in any area below shall render the RESPONDENT non-responsive and the RESPONDENT will be deemed disqualified for further consideration.
- B. RESPONDENTS who fail to obtain an acceptable determination for each and every criteria should be deemed unqualified.
- C. In order to be awarded a Construction Management contract, the RESPONDENT must be pre-qualified by the St. Johns County School District prior to award of the contract. For more information on pre-qualification contact Stan Reddish, Facilities Specialist, St. Johns County School District (904)547-8160.

1.11 LEGAL AWARENESS AND COMPLIANCE:

- A. It shall be the responsibility of the CONTRACTOR to be knowledgeable of and adhere to the requirements of any Federal, State, County and local laws and ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the CONTRACTOR shall in no way be a cause for relief from responsibility.
- B. Respondents affirm by submitting their proposals that they are equal opportunity and affirmative action employers and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60 and any additions or amendments thereto.
- C. JESSICA LUNSFORD ACT: At their own expense, firms shall comply and be responsible for the costs associated with the Jessica Lunsford Act, which became effective on September 1, 2005. The Act states that contractual personnel who are permitted access to school grounds when students are present or who have direct contact with students must meet Level 2 requirements as described in Section 1012.31 F.S. Contractual personnel shall include any vendor, individual or entity under contract with the DISTRICT. (Additional information is available at www.stjohns.k12.fl.us) By submittal of a bid or proposal, each firm acknowledges and accepts this responsibility (including but not limited to all associated costs of fingerprinting, background checks, and maintenance fees).

1.12 PERMITS AND LICENSES:

The CONTRACTOR shall be responsible for obtaining any necessary permits and licenses and shall comply with laws, rules, and regulations whether State or Federal and with all local codes and ordinances without additional cost to the DISTRICT.

1.13 RECORDS AND REPORTS:

Audit:

The DISTRICT shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to the Contract(s) (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of CONTRACTOR, including, but not limited to those kept by CONTRACTOR, its employees, agents, assigns, successors and SUBCONTRACTORS. CONTRACTOR shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to SJCSO, through its employees, agents, representatives, CONTRACTORS or other designees, during normal business hours at CONTRACTOR's office or place of business in St. Augustine, Florida. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in St. Augustine, Florida, which is convenient for the DISTRICT. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the DISTRICT may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied. If the DISTRICT engages an independent, third party auditor, and the third party auditor makes material findings equaling 3% or more of the aggregate annual contract value, then the CONTRACTOR shall pay all costs and expenses associated with the audit.

1.14 INSURANCE REQUIREMENTS:

Proof of insurance shall be continuously furnished by the awarded CONTRACTOR to the DISTRICT by Certificate of Insurance. **St. Johns County School District shall be named as an additional insured for claims arising under the contract on the certificate for all required insurance. All insurance must be issued by a company or companies approved by the District.**

II. INSTRUCTIONS TO PROPOSERS: RFQ INSTRUCTIONS REQUEST FOR QUALIFICATIONS AND EVALUATION PROCEDURES

1.0 GENERAL INSTRUCTIONS

- A. The response shall be submitted in a sealed envelope addressed to:

Office of Facilities & New Construction
St. Johns County School District
3740 International Golf Pkwy, Ste. 200
St. Augustine, FL 32092
- B. One manually signed original and four (4) photocopies of the complete RFQ response must be provided in a single envelope and clearly marked, "**Sealed Submission for RFQ 2015-30, Construction Management Firm – Nease High School Expansion and Renovations**" on the outside of the package. Once accepted, all original responses and any copies of responses become the sole property of the DISTRICT and may be retained by the DISTRICT or disposed of in any manner the DISTRICT deems appropriate.
- C. The RFQ response must contain a manual signature of an authorized representative of the responding firm.
- D. Any questions concerning the request for qualifications should be directed to Stan Reddish, Facilities Specialist, at (904)547-8160.
- E. Your response must arrive to the District address no later than the time and date stated in the advertisement or the extended date as established by any subsequent issued amendment in order to be considered.
- F. Responses received after the scheduled receipt time will be marked "TOO LATE" and will be returned unopened to the respondent.
- G. SJCSO is not liable for any costs incurred by the proposers prior to the issuance of an executed contract.
- H. Contents of the proposal of the successful firm(s) will become part of the contractual obligations.
- I. Proposals should respond to each item noted in the order noted. Identify responses with the same paragraph notation as this RFQ.
- J. Proposals must be typed or printed. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes or corrections may be allowed after proposals are opened.
- K. Applications that do not comply with these instructions or those that do not include the requested data will not be considered. Selections will be made in accordance with §287.055, §255.103, §1013.45 *Florida Statutes*.
- L. The selected firm will be notified and the announcement of selected firm will be posted in the lobby of the Office of Facilities & New Construction, 3740 International Golf Pkwy, Ste. 200, St. Augustine, FL 32092, during regular business hours.

2.0 REQUIRED SUBMITTALS AND SCORING USED TO COMPARE AND EVALUATE FIRMS

The applicant's response will be in the format as outlined below. The Selection Committee will objectively evaluate the firm's abilities in accordance with the scoring matrix provided in **Appendix A**:

2.1 INITIAL SCREENING SHORTLIST - RFQ SCORING (100 POINTS TOTAL)

- A. Letter of Introduction and Interest detailing the firm's qualifications to meet the referenced selection criteria, including years in business. **(5 Points)**
- B. Location Rating **(5 points)**:
The location of the proposed primary operating office that will have direct responsibility for this project. If outside of St. Johns County, you may describe any factors to be considered for mitigating distance relationships to accomplish work. Location Rating Table **(Appendix B)** will be used to evaluate scoring.
- C. Business Structure (Corporation, Joint Venture, Partnership):
Registration to operate as a corporation in the State of Florida by the Department of State, Division of Corporations. Current State General Contractor License Certification or Registration, as required under *Florida Statutes*. Statement whether proposer is a joint venture or prime/subcontractor arrangement of two firms, and if so, indicate how the work will be distributed between the partners. Firms must be properly registered to practice their profession in the State of Florida at the time of application.
- D. Financial Requirements **(5 points)**:
Scoring will be based upon information provided by the Proposer in the following documents:
 - 1. Completed Experience Questionnaire and Contractor's Financial Statement **(Appendix C)**. The firm's financial capability is to be expressed in the financial statement, and should indicate the resources and the necessary working capital to assure financial stability through to the completion of the project.
 - 2. Audited or reviewed financial statements from the last three (3) years and a letter from the firm's bonding agent. The financial capability should also include the bonding capacity of the firm. The letter from the bonding agent must indicate the firm's aggregate and individual bonding capacities and the A.M. Best Rating of the Surety Company. The Surety Company shall have a minimum rating of "A-" in the latest issue of A. M. Best's Key Rating Guide. The firm will be required to bond on GMP for multiple projects as assigned.
 - 3. Describe and explain any litigation, major disputes, contract defaults, and liens in the past ten years.
- E. Safety program and safety record **(5 points)**.
- F. References **(5 points)**:
The recommendations of previous owners and architect/engineering firms and any recent (within past 5 years) awards or special recognition. At least five (5) references required.
- G. Past Performance- Related Building Experience **(25 points)**:
Past experience, including examples of renovations, refurbishment, repairs and new construction projects completed by the firm. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity.
 - 1. List the projects that best illustrate the experience of the firm and current staff that are being assigned to this project. (List no more than 10 projects, and do not list projects completed more than 10 years ago.)
 - a. Name and location of the project
 - b. The nature of the firm's responsibility on this project
 - c. Project owner's representative name, address and phone number
 - d. Project user agency's representative's name, address, and phone number

- e. Date project was completed or is anticipated to be completed. Provide comparison of original schedule completion to actual completion date.
 - f. Size of project (gross sq ft of construction)
 - g. Cost of project (construction cost)- provide comparison of original contract amount with final contract amount
 - h. Work for which the staff is responsible
 - i. Present status of this project
 - j. Project Manager and other key professionals involved with projects, and who of that staff that would be assigned to this contract.
- H. **Scheduling and Cost Control and Information System (10 points):**
 The firm's scheduling system and cost-control system should be described. Methods for assuring sub-contractors adherence to schedule should be highlighted. A comparison of the firm's project profile should indicate their ability to hold to original schedules and budgets. The firms should describe any representative current projects and the projected, versus the actual, schedule of each. Describe the functions and capability of your computer-based project management and information system.
1. Do you use or provide computer-generated schedules for the management of construction?
 2. To what level of detail should a construction schedule be defined? How do you schedule the processing of shop drawings?
 3. How do you coordinate development of schedule information from subcontractors?
 4. What is your experience in handling crew loading and coordinated construction scheduling?
 5. What is your experience in cost loading of schedules?
 6. Attach a sample schedule which best illustrates your overall scheduling capabilities.
- I. **Staffing (30 points)**
1. **Total Staff and Firm's Experience Profile:** Identify the relative size of the firm, including management, technical, and support staff.
 - a. Develop a chart of individual staff members to be assigned responsibilities and appropriate number of days to be provided for each staff member.
 - b. If a joint venture or prime/subcontractor arrangement of two firms, indicate how the work will be distributed between the partners.
 - c. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
 2. **Office Staff and On-Site Staff:** Show the organization chart as it relates to the project indicating key personnel and their relationship. It should be understood that it is the intent of St. Johns County School District to insist that those indicated as the project team in this RFQ response actually execute the project.
 3. **Office Staff including Technical Staff:** This parameter expresses the general and specific project-related capability of the in-house staff and indicates the adequate depth and abilities of the organization that it can draw upon, as needed. This includes management, technical, and support staff. Specifically identify technical staff proposed to be associated with the implementation of this contract - project managers, engineers, supervisors, estimators, etc.
 - a. Describe the capabilities of your technical staff to provide the technical services required for:
 - 1) Options Analysis
 - 2) Design Review
 - 3) Budget Estimating
 - 4) Value Engineering
 - 5) Life Cycle Cost Analysis
 - 6) Construction Scheduling

- 7) Quality Control (Design & Construction)
- 8) Constructability Analysis
- 9) Cost Control
- 10) Change Order Negotiation
- 11) Claims Management
- 12) Project Closeout
- 13) Transition Planning
- 14) Security Systems

b. Give a brief resume of other key office staff persons to be assigned to the project, including but not limited to:

- 1) Name and title
- 2) Job assignment for other projects
- 3) Percentage of time to be assigned full time to this project
- 4) State number of years with this firm
- 5) State number of years with other firms
- 6) Experience
 - a) Types of projects
 - b) Size of projects (dollar value & SF of project)
 - c) What were the specific project involvements?
- 7) Education
- 8) Active registration
- 9) Other experience and qualifications relevant to this project
- 10) Note which projects were fast-tracked

4. On-Site Staff :

Similarly, the ability and experience of the field staff will be evaluated with specific attention to project related experience. Give brief resume of the on-site staff to be assigned to the project, including but not limited to:

- a. Name and title
- b. Job assignment for other projects
- c. Percentage of time to be assigned full time to this project
- d. Number of years with this firm
- e. Number of years with other firms
- f. Experience
- g. Types of projects
- h. Size of projects (dollar value and SF of project)
- i. Specific project involvement
- j. Education
- k. Active registration (P.E., G.C., etc.)
- l. Other experience and qualifications relevant to this project
- m. Note which projects were fast-tracked.

J. Knowledge of the Site and Local Conditions **(5 points)**: The firms should demonstrate their knowledge of the site, local codes and ordinances, local subcontractors and suppliers as an indication of their ability to deliver quality workmanship in an effective and timely manner.

K. Minority Business Enterprise (M/WBE) Participation **(5 points)**:

SJCSD encourages each Proposer to make every reasonable effort to include M/WBE participation on any contract award under this RFQ. An M/WBE is defined by SJCSD as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned and controlled by a minority or women.

- If the Proposer is a Certified M/WBE by a Certified M/WBE approver, approved by the State of Florida, the Proposer shall indicate its certification number in its Proposal and a copy of the Certificate is to be provided in the licensing and certificate section of the proposal package

2.2 INTERVIEWS (100 POINTS TOTAL)

The Selection Committee shall determine the preliminary ratings of the firms under consideration based on the above factors in Initial Screening- Shortlist. After the firms have been evaluated based on their written applications, no fewer than three (3) firms with the highest scores will be more closely considered through a presentation of their approach to perform this particular project. Time will be allowed for questions and answers after the presentation. The selected firms will be expected to address the following:

- A. Proposed Project Staff and Functions (**25 points**): The firms should name the actual staff to be assigned to this project, describe their ability and experience and portray the function of each within their organization and their proposed role on this project. The staff should be present at the interview.
- B. Overall Approach and Methodology (**25 points**): The firms should demonstrate verbally and/or graphically their plan for performing this project, documenting the services to be provided and showing the interrelationship of all parties.
- C. Cost Control/Value Engineering (**25 points**): As part of their services, the firms should indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendations of materials to create an optimum value in meeting the design requirements.
- D. Scheduling this Project (**25 points**): As a part of the project approach, the applicants should propose a scheduling methodology for effectively managing and executing the work in optimum time. The firm should indicate their procedure for scheduling and for compliance controls on how they would manage this project. The firms should describe any representative current projects and the projected, versus the actual, schedule of each.

III. SELECTION PROCESS

- 1. The Selection Committee will consist of four to five personnel within various SJCSO administrative departments.
- 2. Selection Process
 - a. The Selection Committee will review all proposals received on time and will determine no less than three (3) firms with the highest score using the selection criteria established for the RFQ shortlist portion of the selection process.
 - b. The Selection Committee will consider and approve the ranking order of the firms and may establish a "cut-off" point limit in which to only further evaluate proposals that meet or exceed the number of the "cut-off" point under the Interview selection process.
 - c. The final selection will be made based upon cumulative points assigned under the separate RFQ Shortlist Selection and Interview process. A maximum total of 200 points possible may be assigned for each proposal received and evaluated: 100 points maximum for the RFQ shortlist selection process and 100 maximum points for the final interview selection process. Upon completion of the interview process, the points for the RFQ shortlist and interview selection processes will then be added and all proposers will be ranked upon the cumulative total points assigned (maximum 200 point total.)
 - d. The District will then determine the firm to be selected based on the maximum points assigned to each proposer. The Selection Committee will provide the recommendation to the St. Johns County School Board for consideration for approval. Approval for selection is final only upon formal vote by the School Board. A Notice of Intent will be posted on the DemandStar website.

- e. Notification and Advertisement of Selection Results: Upon receiving final approval by the Board, an announcement of the selection results will be posted in the lobby of the Office of Facilities & New Construction, 3740 International Golf Pkwy, Ste. 200, St. Augustine, FL 32092, on the DemandStar website, www.demandstar.com, and on the SJCS D Purchasing Department website, www.stjohns.k12.fl.us/purchasing/awarded/.

APPENDIX A

Construction Manager Selection Matrix

PROJECT NO: RFQ 2015-30

Project Name: Nease High School Expansion & Renovations

Date: 7/27/15

Construction Budget: \$12,000,000

	Date of Intial Screening:														Date of interview:								
	PROFILE						RFQ SCORING EVALUATION								INTERVIEW								
	CORPORATION / JOINT VENTURE	FINANCIAL STATEMENT	YEARS IN BUSINESS	TOTAL STAFF	TOTAL TECHNICAL STAFF	LOCATION-MILES FROM PROJECT SITE	INTRO/LETTER OF INTENT/OVERALL PRESENTATION	LOCATION RATING	FINANCIAL CAPABILITY	SAFETY PROGRAM AND RECORD	REFERENCES	RELATED BUILDING EXPERIENCE	SCHEDULING /COST CONTROL & INFO SYSTEMS	STAFFING	KNOWLEDGE OF SITE / LOCAL CONDITIONS	MWBE PARTICIPATION	RFQ POINTS TOTAL (100 PTS MAX)	PROPOSED PROJECT STAFF AND FUNCTIONS	OVERALL APPROACH AND METHODOLOGY	COST CONTROL / VALUE ENGINEERING	SCHEDULING THIS PROJECT	INTERVIEW TOTAL (60 PTS MAX)	GRAND TOTAL
Applicants:	DATA						5	5	5	5	5	25	10	30	5	5	100	25	25	25	25	100	200
CM FIRM 1																	0						0
CM FIRM 2																	0						0
CM FIRM 3																	0						0
CM FIRM 4																	0						0
CM FIRM 5																	0						0
CM FIRM 6																	0						0
CM FIRM 7																	0						0
CM FIRM 8																	0						0
CM FIRM 9																	0						0

APPENDIX B
LOCATION RATING TABLE

**Office of Facilities & New Construction
3740 International Golf Parkway, Suite 200
St. Augustine, Florida 32092**

MAXIMUM OF 5 POINTS ALLOWED FOR THIS EVALUATION CRITERIA

Location of primary office where majority of work is to be performed

**(Primary Office Location)
(5 pts Max)**

ST. JOHNS COUNTY	5
SURROUNDING COUNTY	3
ELSEWHERE IN FLORIDA	2
OUTSIDE FLORIDA	1

APPENDIX C

EXPERIENCE QUESTIONNAIRE AND CONTRACTOR'S FINANCIAL STATEMENT

OWNER'S INSTRUCTIONS

The information listed in the Experience Questionnaire and Contractor's Financial Statement Forms is required to be filed with soliciting agencies prior to award of any contract. In order to expedite the processing of contracts, please complete the enclosed forms in accordance with these instructions.

The bidder is required to complete all the attached forms. If the bid is a Joint Venture, then each Corporation, Partnership or Individual that is a party to the Joint Venture must complete, individually, each form. All references to "Fiscal Year" in this questionnaire will mean the fiscal year of the bidder filing this form. *If additional space is required, please attach supplementary pages.*

Heading: Project Title - Indicate title of project as shown in the specifications.

Location - Project location as shown in the specifications.

Sections 1&2: Trades or Trades Being Bid - Insert in box(es) on Page 1 the code number(s) listed below which represent the trade(s) for which you are qualified to bid:

<u>Trade</u>	<u>Code Number</u>
Building Construction	1
Electrical	2
Elevator	3
Food Service	4
Heating, Ventilating & Air Conditioning	5
Laboratory Equipment	6
Landscaping	7
Plumbing	8
Power Plants (Boilers, Equipment & Piping)	9
Refrigeration	10
Roofing	11
Sanitary (Sewage Treatment Plants, Pumping Stations, etc.)	12
Other _____	13

Sections 3-52: Complete in accordance with form.

Section 53: Under "C," list previous business name or names and the number of years you have done business under these names within the past 10 years.

Section 54: From your present payroll, indicate the number of individuals in each category in the "Current" column. Estimate the maximum and minimum number of employees over the previous 3 fiscal years in each category.

Sections 55-61: Complete in accordance with form.

Section 62:

- 1) In Column "C," insert "S" if a subcontractor or "P" if a prime contractor. The balance of section to be completed in accordance with form.
- 2) Billings for 3 fiscal years - Insert year and amount.
- 3) Work-in-progress at the end of the past 3 fiscal years - same as above.

EXPERIENCE QUESTIONNAIRE AND CONTRACTOR'S FINANCIAL STATEMENT

Project Title _____

Location _____

Insert code number of trade or trades for which you are qualified to bid on the basis of previous experience in accordance with attached detailed instructions, each in its respective box below:

1.

2.

3. Is your organization currently prequalified with any governmental agency? _____ If so, please list.

4. Have you, in the previous five years, been denied a contract award on which you submitted the low bid in competitive bidding, or been refused prequalification?

If so, please list and describe _____

5. Submitted by _____

Address _____

Date _____

6. (Check below)

A Corporation ()

A Co-Partnership ()

An Individual ()

A Joint Venture ()

The Contractor acknowledges that this Experience Questionnaire and Financial Statement is made for the express purpose of inducing the Owner to whom it is submitted to award a contract to the Contractor. Further, the Contractor acknowledges that the agency may, at its discretion, by means that the Owner may choose, determine the truth and accuracy of all statements made by the contractor herein.

FINANCIAL STATEMENT

As of _____ Date

If audited or reviewed Financial Statement have been provided, do not complete Lines 7-50 and indicate attachment.

ASSETS

7. CASH* \$ _____

ACCOUNTS RECEIVABLE

- 8. From Government Contracts Completed _____
- 9. From Non-Government Contracts Completed _____
- 10. Claims included in 8 and 9 not yet approved or in litigation \$ _____
- 11. From Government Contracts in Process _____
- 12. From Non-Government Contracts in Process _____
- 13. Claims included in 11 and 12 not yet approved or in litigation _____
- 14. Retainage included in 11 and 12 _____
- 15. Other** (list) _____

NOTES RECEIVABLE

- 16. Due within 90 days** _____
- 17. Due after 90 days** _____

INVESTMENTS

- 18. Listed Securities - Present Market Value _____
- 19. Unlisted Securities - Present Value _____

BID DEPOSITS

- 20. Recoverable within 90 days _____
- 21. Recoverable after 90 days _____

ACCRUED INTEREST

- 22. Receivable on Notes _____
- 23. Receivable on Investments _____
- 24. Other (list) _____

25. REAL ESTATE (BOOK VALUE OR MARKET, WHICHEVER IS LESS) _____

26. INVENTORIES (NOT INCLUDED IN RECEIVABLE BILLING AND AT PRESENT VALUE) _____

27. EQUIPMENT--NET BOOK VALUE
(SUPPLY LIST BY COST, DEPRECIATION, NET BOOK VALUE) _____

OTHER ASSETS

- 28. Contract Costs in excess of Billings \$ _____
- 29. Cash Surrender Value of Life Insurance _____
- 30. Receivables from Officers and Employees _____
- 31. Other (list) _____

FINANCIAL STATEMENT

(Continued)

32. TOTAL ASSETS \$ _____

*Do not include deposits for bids or other Guarantees

**Do not include receivables from officers and employees

ACCOUNTS PAYABLE

33. Due within 1 year _____

34. Due after 1 year _____

NOTES PAYABLE

35. Due within 1 year _____

36. Due after 1 year _____

37. Officers and Employees _____

38. TAXES PAYABLE _____

39. ACCRUED AND ACTUAL PAYROLL PAYABLE _____

40. MORTGAGES PAYABLE _____

OTHER LIABILITIES

41. Federal Income Tax Provision _____

42. Deferred Income _____

43. Other (list) _____

NET WORTH

44. (If individual proprietorship or partnership) _____

CAPITAL STOCK

45. Common Issued and Outstanding _____

46. Preferred Issued and Outstanding _____

47. Treasury Stock \$ _____

CAPITAL SURPLUS

48. Earned Surplus Prior Years _____

49. Earned Surplus Current Year _____

50. TOTAL LIABILITIES AND NET WORTH \$ _____

NOTE: IF ADDITIONAL SPACE IS REQUIRED, PLEASE NOTE AND ATTACH SCHEDULE TO STATEMENT

51. Dated this _____ day of _____, 20____

Name of Organization

By: _____

Title: _____

EXPERIENCE QUESTIONNAIRE

52. If a Corporation, answer this:

Date of incorporation_____

In what State_____

Name of Officers_____

President_____

Vice President_____

Vice President_____

Secretary_____

Treasurer_____

If a Partnership or Individual Proprietorship, answer this:

Date of organization_____

If a partnership, state whether partnership is general, limited association _____

Name and address of Partners_____

53. a. How many years has your organization been in the construction business? _____

b. How many years under your present business name? _____

c. How many years under previous business name? (List other names) _____

SUBSIDIARY OR AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

NAME AND ADDRESS OF SUBSIDIARY OR AFFILIATED COMPANIES

EXPLAIN IN DETAIL THE PRINCIPAL'S INTEREST IN THIS COMPANY AND NATURE OF BUSINESS

EXPERIENCE QUESTIONNAIRE

(Continued)

NUMBER OF FULL-TIME PERSONNEL WITHIN YOUR ORGANIZATION

	Current	Maximum	Minimum
54. a. Clerical Personnel	_____	_____	_____
b. Engineers & Architects	_____	_____	_____
c. Supervisors, Foremen, or Superintendents	_____	_____	_____
d. Skilled Employees including Technicians	_____	_____	_____
e. Unskilled Employees	_____	_____	_____
f. Estimators	_____	_____	_____
g. Total number of Full-Time Personnel	_____	_____	_____

55. WHAT IS THE CONSTRUCTION EXPERIENCE OF THE PRINCIPALS AND SUPERVISORY PERSONNEL OF YOUR ORGANIZATION? (Asterisk any personnel likely to be assigned to project being bid.)

PRINCIPAL'S NAME	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

56. SUPERVISORY PERSONNEL	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

57. Within the previous 3 fiscal years has your organization or predecessor organizations ever failed to complete a project? If so, state name of organization and reason thereof. _____

58. Within the previous 3 fiscal years has your organization been involved in litigation? _____. If so, please list and explain nature and current status.

EXPERIENCE QUESTIONNAIRE

(Continued)

59. a. List all non-SJCSD contracts completed by your organization in the previous 3 fiscal years. (If more than 10, list the 10 most recently completed.)

Name of Owner	Name, Location & Description of Project	Type of Work	Name of Design Architect and/or Design Engineer	Original Contract Price	Completion Dates:		
				Final Contract Price	Original	Revised	Actual

EXPERIENCE QUESTIONNAIRE
(Continued)

b. List all SJCSO contracts (only) completed by your organization in the previous 3 fiscal years.

Name of Owner	Name, Location & Description of Project	Type of Work	Name of Design Architect and/or Design Engineer	Original Contract Price	Completion Dates:		
				Final Contract Price	Original	Revised	Actual

With reference to all contracts completed by your organization in the previous fiscal years, as listed on previous page, answer the following questions:

60. Explain differences in original contract price and in completion dates, if any.

61. Were there any liquidated damages, penalties, liens, defaults or cancellations imposed or filed against your organization?
If so, list the name and location of the project, as shown in Column A; explain.

EXPERIENCE QUESTIONNAIRE

(Continued)

STATUS OF UNCOMPLETED CONTRACTS

As of _____

(DATE)

62. Give full information about all of your present contracts. In Column C insert "S" if a subcontractor or "P" if a prime contractor, whether in progress or awarded but not yet begun; and regardless of with whom contracted.

A Project Description Location & Owner	B Design Architect And/Or Design Engineer	C Total Amount of Your Contract Or Subcontract	D Amount In Column C Sublet To Others	E Uncompleted Amount of Contract
Total				

COMPLETE THE FOLLOWING:

Net Total Billings for Previous 3 Fiscal years:

20____ \$ _____

20____ \$ _____

20____ \$ _____

Average Backlog for Previous 3 Fiscal Years:
(Estimated total value of uncompleted work on
outstanding contract)

20____ \$ _____

20____ \$ _____

20____ \$ _____

End of Appendix C

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
 - (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
 - (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant	PR/Award Number and/or Project Name
Printed Name	Title of Authorized Representative
Signature	Date

DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) 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 nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) 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.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

(Vendor's Signature)



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street

St. Augustine, Florida 32084

Telephone (904) 547-7700 FAX (904) 547-7705

*Patrick Snodgrass, CPSM
Director of Purchasing*

*School Board Administration Center
Historic St. Augustine*

August 27, 2015

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to RFQ #2015-30 Construction Management Firm for Nease High School Expansion and Renovations.

Due to an event that took place on August 27, 2015, around lunchtime both Mill Creek Elementary School and the O'Connell Center were ordered to go on lockdown. Therefore, the deadline date and time has been changed to Monday, August 31, 2015 at 2:00 pm.

Thank you for your continued participation in the bid process.

Sincerely,

Patrick Snodgrass
Director of Purchasing