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**Professional Engineering,  
Surveying and Environmental  
Continuing Contract Services**

**Request for Qualifications  
RFQ #2021-02**



**Facilities & Operations  
St. Johns County School District  
3740 International Golf Pkwy, Ste. 200  
St. Augustine, FL 32092  
Phone (904)547-8150  
FAX (904)547-8155**

**[www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)**

**January 2021**

**PROFESSIONAL ENGINEERING,  
SURVEYING AND ENVIRONMENTAL  
CONTINUING CONTRACT SERVICES**

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## **I. GENERAL INFORMATION:**

### **1.1 INTRODUCTION:**

- A. The selection of any RESPONDENT (as defined herein), in connection with the design of various projects assigned, will be accomplished in accordance with Section 287.055, Florida Statutes, pursuant to the process as outlined below.
- B. St. Johns County School District (SJCSD, SJCSB, St. Johns County School Board, or the DISTRICT) is issuing this Request for Qualifications (RFQ 2021-02 or RFQ) to interested firms for the purpose of selecting Architectural firm(s) to provide continuing services. The response to the RFQ shall be submitted in a **SEALED ENVELOPE**.
- C. The DISTRICT seeks CONSULTANT(s) (as defined herein) that have exceptional experience providing the same or similar services to school districts, municipalities, and governmental entities and desires to enter into a multi-year contract with the DISTRICT for such services.
- D. St. Johns County School District intends to select no fewer than two (2) or no more than six (6) Consultants to provide these services. Should St. Johns County School District receive fewer than three responses to the Request for Qualifications, the Director for Facilities & Construction, in his sole and absolute discretion, will determine if a readvertisement is necessary.

### **1.2 DEFINITIONS:**

- A. **DISTRICT**: "DISTRICT" or "SJCSD" Means 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" means the elected body of governing officials for the entity.
- B. **CONSULTANT**: Means all references to any selected RESPONDENT, if any.
- C. **RESPONDENT**: Means any individual, sole proprietorship, firm, corporation or other legal entity that submits an offer for services (as the basis for award of contract) in response to an RFQ. At times in context, RESPONDENT may mean the intended CONSULTANT.

### **1.3 CONTRACT TERM:**

The agreement will be for an initial term of one (1) year, and at the DISTRICT's sole and absolute discretion, it may renew for four (4) additional one (1) year periods. The total term of the agreement (including all renewals) shall not exceed five (5) years.

### **1.4 EQUAL OPPORTUNITY COMPLIANCE:**

Each RESPONDENT affirms by submitting its responses it is an equal opportunity and affirmative action employer that shall comply with all applicable Federal, State and local laws and regulations.

### **1.5 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.

**1.6 PUBLIC RECORDS LAW:**

Pursuant to Chapter 119, Florida Statutes, responses to 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 any RESPONDENT in response to this RFQ shall be open for inspection by any person and in accordance with Chapter 119, unless otherwise exempt under Florida law.

It shall be the sole responsibility of the awarded CONSULTANT to comply with all requirements of Section 119.0701 regarding public records (whether documents, notes, letters, emails, or other records) received or generated in relationship to any contract awarded by the DISTRICT.

**1.7 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(2), for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

The RESPONDENT certifies by submission of a response, that neither it, nor its principals, officers, or members, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. When requested, any CONSULTANT will execute and deliver to the DISTRICT the appropriate federal debarment certification form within three (3) business days.

**1.8 REQUESTS FOR CLARIFICATION**

No correction or clarification of any ambiguity, inconsistency, or error in this RFQ will be made to any RESPONDENT orally. Any request for such interpretation or correction shall be made by email addressed to the Facilities & Operations Department c/o Dennis Ramharry, Facilities Specialist, at [dennis.ramharry@stjohns.k12.fl.us](mailto:dennis.ramharry@stjohns.k12.fl.us) prior to the deadline specified herein for submitting questions. All such interpretations and supplemental instructions will be in the form of written addenda to this RFQ. Only the interpretation or correction so given by the Director for Facilities & Construction, in writing, shall be binding and prospective any RESPONDENT is advised that no other source is authorized to give information concerning, or to explain or interpret this RFQ.

**1.9 DISPUTE:**

Any dispute concerning this RFQ, or the contract resulting from this RFQ, if any, shall be decided by the Office of Facilities & Operations and that decision is final.

**1.10 LOBBYING:**

Lobbying is not permitted with any DISTRICT personnel or School Board members in connection with any RFQ or competitive solicitation. All oral or written inquiries must be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel on the award of this contract. Any RESPONDENT or any individuals that lobby on behalf of any RESPONDENT will result in rejection/disqualification of said response.

**1.11 LEGAL AWARENESS AND COMPLIANCE:**

- A. It shall be the responsibility of the CONSULTANT to be knowledgeable of, and adhere to, the requirements of any and all 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 CONSULTANT shall in no way be a cause for relief from any contractual responsibilities.

- B. Each RESPONDENT affirms by submitting its responses to this RFQ that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, without limitation: 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 its own expense, any RESPONDENT shall comply and be responsible for the costs associated with the Jessica Lunsford Act, which became effective on September 1, 2005. The Act mandates 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 1012.467. Contractual personnel shall include, without limitation, any vendor, individual or entity under contract with the DISTRICT. (Additional information is available at [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)) By submittal of a bid or response, each and every RESPONDENT acknowledges, affirms, and accepts this responsibility (including but not limited to all associated costs of fingerprinting, background checks, and maintenance fees). In addition, the SJCSB requires a more stringent background check than Section 1012.467. Therefore, all contractor employees must be processed through SJCSB per School Board Rule 7.142.

## **II. INSTRUCTIONS TO RESPONDENTS: RFQ 2021-02 INSTRUCTIONS REQUEST FOR QUALIFICATIONS AND EVALUATION PROCEDURES**

### **2.1 GENERAL INSTRUCTIONS**

All responses to the RFQ must be **received no later than 2:00 p.m. on February 8, 2021 or as modified by any SJCSB issued Addenda**. If a response is transmitted by US Mail or other delivery medium, the RESPONDENT shall be responsible for its timely delivery to **SJCSB, Office of Facilities & Operations, 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 and absolute discretion of the DISTRICT, whose decision shall be final.

All questions and requests for clarification from any RESPONDENT shall be submitted in documented format to the Facilities & Operations Facilities Specialist no later than Tuesday, February 2, 2021. Such requests may be mailed to the address as shown above or e-mailed to Dennis Ramharry, Facilities Specialist, at [dennis.ramharry@stjohns.k12.fl.us](mailto:dennis.ramharry@stjohns.k12.fl.us). Questions submitted subsequent to the deadline as shown above will not be addressed.

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

- A. One manually-signed original and five (5) photocopies of the complete RFQ response must be sealed in a single envelope and clearly marked, "**RESPONSE TO REQUEST FOR QUALIFICATIONS: RFQ 2021-03 – PROFESSIONAL ENGINEERING, SURVEYING AND ENVIRONMENTAL CONTINUING CONTRACT SERVICES**" on the outside of the package.

Original must contain manual signature of an authorized representative of the RESPONDENT.

Once received, 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.

- B. The DISTRICT must receive any response no later than the time and date stated in the advertisement or the extended date as established by any subsequently-issued amendment in order to be considered.
- C. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the RESPONDENT.

- D. SJCSO is not liable for any costs incurred by any RESPONDENT in preparation of its response to any RFQ.
- E. Contents of the response of any successful RESPONDENT will become part of the contractual obligations.
- F. Responses should respond to each item noted in 2.2 A in the order noted. Identify responses with the same paragraph notation as this RFQ.
- G. Responses must be typed or printed. All corrections made by the RESPONDENT prior to the opening must be initialed and dated by the RESPONDENT. No changes or corrections shall be allowed after responses are opened.
- H. 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 section 287.055.
- I. Each RESPONDENT will be notified and announcement of any selected RESPONDENT will be posted in the lobby of the Office of Facilities & Operations, 3740 International Golf Pkwy, Ste. 200, St. Augustine, FL 32092, during regular business hours.

**2.2 REQUIRED SUBMITTALS AND SCORING USED TO COMPARE AND EVALUATE FIRMS**

The applicant's response will be in the format and order as outlined below. The Selection Committee will objectively evaluate the firm's abilities in accordance with the criteria listed:

**A. REQUIRED DOCUMENTS**

All of the forms listed below must be completed and returned with the response.

**1. Submission Checklist (Appendix A)**

**2. Letter of Interest**

**3. Standard Form 330**

Each RESPONDENT must provide Standard Form 330.

**4. Certificate of Insurance**

A copy of Professional Liability Insurance, or a binder which clearly indicates that a policy will be issued upon request, must be submitted with the response to this RFQ. The policy shall be issued on a project-specific basis and kept in force as required by any contract, and in the limits established therein.

**5. Certification Regarding Debarment (Appendix B)**

**6. Public Entity Crime Form (Appendix C)**

**7. Drug Free Workplace Certification (Appendix D)**

**8. E-Verify Form (Appendix E)**

**B. RFQ SCORING (100 POINTS TOTAL)**

**1. Letter of Interest (15 points):**

Letter of interest detailing the RESPONDENT's qualifications to meet the referenced selection criteria, including years in business.

**2. Location Rating (15 points):**

The location in miles of the proposed primary operating office that will have direct responsibility for this project to the Office of Facilities & Operations, 3740 International Golf Parkway, Suite 200, St. Augustine, FL 32092. If outside of St. Johns County, describe any factors to be considered for mitigating distance relationships. Location Rating Table (**Appendix F**) will be used to evaluate scoring.

3. **Related Experience (30 points):**

Past experience, including examples of renovations, refurbishment, repairs and new construction projects completed by the RESPONDENT. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity.

a. References: Provide recommendations of previous owners received within the last 3 years.

4. **Local and School Related Project Experience (25 points):**

5. **Sustainable Design and Construction Practices (10 points)**

Experience utilizing sustainable design and construction practices for educational facilities and Green Building Certification.

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

SJCSD encourages each RESPONDENT 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 RESPONDENT is a Certified M/WBE by a Certified M/WBE approver, approved by the State of Florida, each RESPONDENT shall indicate its certification number in its response and a copy of the Certificate is to be provided in the licensing and certificate section of the response package

### **III. SELECTION PROCESS**

- The Selection Committee will consist of four to five personnel within various SJCSD administrative departments.
- The Selection Committee will review all responses received on time, and score in accordance with the RFQ guidelines and criteria.
- The Selection Committee will consider and approve the ranking order of each RESPONDENT.
- The DISTRICT will then determine the final number of firms, if any, to be selected based on the maximum points assigned to each RESPONDENT.

**APPENDIX A**

**RFQ Submission Checklist**

**RFQ #2021-02**

**Professional Engineering, Surveying and Environmental Continuing Contract Services**

**TO: Director for Facilities & Construction  
St. Johns County School District  
3740 International Golf Parkway, Suite 200  
St. Augustine, FL 32092**

**FROM:**  
Respondent \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This Response is for the following services (check one of the following):

- \_\_\_ Comprehensive Services
- \_\_\_ Civil/Site Engineering Services
- \_\_\_ Surveying Services
- \_\_\_ Mechanical/Electrical Engineering Services
- \_\_\_ Commissioning Services (HVAC Systems)
- \_\_\_ Environmental Services

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Checklist & Submission Items

- \_\_\_ Firm's resume of services, experience and other information
- \_\_\_ Letter of Interest
- \_\_\_ Standard Form 330
- \_\_\_ Certificate of Insurance
- \_\_\_ Certification Regarding Debarment Form
- \_\_\_ Public Entity Crime Form
- \_\_\_ Drug Free Workplace Certification
- \_\_\_ E-Verify Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## APPENDIX B

### 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

**APPENDIX C**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO 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 individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (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, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. 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 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 of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who 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.

\_\_\_\_\_ 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.**

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_

(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

## APPENDIX D

### **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)



## APPENDIX E

### St. Johns County School District E-Verify Requirements

- A. Pursuant to Section 448.095, Florida Statutes, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision.
- B. Subcontractors
1. Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
  2. Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as stated in Section 448.095, Florida Statutes.
  3. Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services.
- D. It is the responsibility of the vendor/contractor to insure compliance with E-verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (<http://www.uscis.gov/e-verify>) and follow the instructions. The employer must retain the I-9 Forms for inspection. By affixing your signature below you hereby affirm that you will comply with E-Verify requirements.

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_

**APPENDIX F**  
**LOCATION RATING TABLE**

**Office of Facilities & Operations**  
**3740 International Golf Parkway, Suite 200**  
**St. Augustine, FL 32092**

**MAXIMUM OF 10 POINTS ALLOWED FOR THIS EVALUATION CRITERIA**

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

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

<b>ST.JOHNS COUNTY</b>	<b>15</b>
<b>SURROUNDING COUNTY</b>	<b>12</b>
<b>ELSEWHERE IN FLORIDA</b>	<b>5</b>
<b>OUTSIDE FLORIDA</b>	<b>1</b>



## ST. JOHNS COUNTY SCHOOL DISTRICT

### Facilities & Operations

3740 International Golf Parkway, Suite 200  
St. Augustine, Florida 32092  
Telephone (904) 547-8150 FAX (904) 547-8155

*Dennis Ramharry  
Facilities Specialist*

January 12, 2021

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to RFQ #2021-02 Professional Engineering, Surveying and Environmental Continuing Contract Services.

The following is a list of questions that were asked along with the responses:

**QUESTION:** Can you tell me if just the mechanical, electrical and plumbing/alarm/HVAC Engineering services can be applied for at this time or do we have to provide environmental as well?

**ANSWER:** You should submit for the service(s) that you are qualified and desire to perform.

**QUESTION:** We are a W/MBE firm and looking for teaming opportunities on this RFQ. How can we get a list of the current incumbents? In addition, what type of typical services this RFQ is looking for?

**ANSWER:** A list of current incumbents will be provided upon request. The services that are being sought are listed in the RFQ package that can be downloaded from [www.demandstar.com](http://www.demandstar.com)

**QUESTION:** In this case, does “environmental” include both wetlands and “site” environmental (contamination assessments, etc.)? That said, we will no doubt submit for site environmental. Should we add a wetlands sub or simply propose for the site environmental?

**ANSWER:** Each respondent should represent their company and its experience in the way they feel best demonstrates their ability to do work for the District.

**QUESTION:** Would you mind telling us re: RFQ #2021-02 whether you are looking for one company that covers all services

( Civil Engineering, Surveying, Mechanical Engineering, Commissioning services, and Environmental services) or are you open to have contracts with a few individual companies that specialize in one or two of the above services?

**ANSWER:** We are requesting qualifications from firms that provide any or all of the services listed in the RFQ.

**QUESTION:** Regarding the above-referenced RFQ, could you please further define the scope for the category of “Comprehensive Services”?

**ANSWER:** “Comprehensive Services” would include all of the services listed in the RFQ.

QUESTION: Our firm is interested in submitting a response to RFQ #2021-02 and I want to clarify the following:

1. On page 2, 1.1, B, it states that "...the purpose of selecting Architectural firm(s) to provide continuing services." I assume that this was intended to state professional services firms since this is for engineering, surveying and environmental services, and RFQ #20221-01 was issued specifically for Architectural services.
2. Would the SJCS D prefer that each respondent only represent themselves in the response package for the specific discipline (such as engineering) and exclude any potential teaming partners for the other service areas?
3. Does the SJCS D intend to select each consultant to solely provide services for each discipline area or can a team, which includes all disciplines (supported from other firms for survey & environmental) be proposed?

ANSWER: 1. This should have stated "... the purpose of selecting firm(s) to provide continuing services."

2. We request that each respondent only represent their firm.
3. We request that each respondent only represent their firm.

QUESTION: We have a couple of questions regarding the Professional Engineering, Surveying and Environmental Continuing Contract Services RFQ (#2021-02).

1. Appendix F – Location Rating Table: At the top of the form it states: "Maximum of 10 points allowed for this evaluation criteria", however below that it shows "15 pts max" for "Primary Office Location" and it appears that firms in St. Johns County will receive 15 points. Please clarify.
2. Can you define which counties are considered "Surrounding County"? Does that mean counties that border (touch) St. Johns County or can other counties, such as Volusia County be considered a Surrounding County? Please advise.

ANSWER: This evaluation criteria has a maximum of 15 points allowed. Please see attached Revised Appendix F, *Location Rating Table*. "Surrounding County" would be a county that borders (touches) St. Johns County.

QUESTION: Is it the intent to provide responses to questions at one time after the deadline for questions on 02/02/21 or would the SJCS D be willing to provide answers earlier, since the RFQ response submittals are due 02/08/21, four business days later?

ANSWER: All questions received to date are answered in this addendum. Any additional questions received from this date and prior to the deadline will be answered in a final addendum.

The following items are corrections to the RFQ:

- Page 4, 2.1 A should state "... RFQ 2021-02"

Thank you for your continued participation in the solicitation process.

Sincerely,



Dennis Ramharry  
Facilities Specialist



**REVISED APPENDIX F  
LOCATION RATING TABLE**

**Office of Facilities & Operations  
3740 International Golf Parkway, Suite 200  
St. Augustine, FL 32092**

**MAXIMUM OF 15 POINTS ALLOWED FOR THIS EVALUATION CRITERIA**

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

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

<b>ST. JOHNS COUNTY</b>	<b>15</b>
<b>SURROUNDING COUNTY</b>	<b>12</b>
<b>ELSEWHERE IN FLORIDA</b>	<b>5</b>
<b>OUTSIDE FLORIDA</b>	<b>1</b>



## ST. JOHNS COUNTY SCHOOL DISTRICT

### Facilities & Operations

3740 International Golf Parkway, Suite 200  
St. Augustine, Florida 32092  
Telephone (904) 547-8150 FAX (904) 547-8155

*Dennis Ramharry  
Facilities Specialist*

February 3, 2021

#### TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #2** to RFQ #2021-02 Professional Engineering, Surveying and Environmental Continuing Contract Services.

The following is a list of questions that were asked along with the responses:

**QUESTION:** For RFQ #2021-02 Professional Engineering, Surveying and Environmental Continuing Contract Services do we need to submit a separate proposal Mechanical/Electrical/Plumbing/Alarm/HVAC Engineering Services and Commissioning Services (HVAC Systems) categories or can submit for both in the same proposal?

**ANSWER:** Each respondent should represent their company and its experience in the way they feel best demonstrates their ability to do work for the District.

**QUESTION:** I would however like some clarification as to the contents and order of the proposal. Does the Standard Form 330 count for the Related Experience section or can we add additional projects there as well? And between Section A. Required Documents and Section B. RFQ Scoring, what order would you like the contents?

**ANSWER:** Use Standard Form 330 and add additional informational as appropriate to best represent your firm. The order of Section B. RFQ Scoring is preferred but not required.

**QUESTION:** DRMP would like to submit the following question for RFQ #2021-02 St. Johns County School District Professional Engineering, Surveying and Environmental Continuing Contract Services.

1. On page 6, Section 3, Subsection A of the RFQ, it is stated References: Provide recommendations of previous owners received within the last 3 years. Is this a request for letters of reference? If so, how many letters of references are required?

**ANSWER:** It is up to you as to how many letters of reference you include.

**QUESTION:** We have a few questions:

1. Are there any page limits on any section?
2. Is a full SF330 requested (Part I Sections A-H and Part II)?
3. Is the SF330 meant to cover the related experience sections or is additional narrative on our experience encouraged?

ANSWER: 1. No, there are no page limits.

2. Yes, the full Standard Form 330 is requested.

3. Use Standard Form 330 and add additional informational as appropriate to best represent your firm.

QUESTION: In light of COVID 19 and many firms working from home, would it be possible to waive the “manually signed original” in favor of a digital signature and/also it is very difficult to have access to a notary to sign the public entity form as well. Can any provisions be made for this?

ANSWER: We require manually signed original signatures on all documents.

The following items are corrections/clarifications to this RFQ:

- Revised Appendix A has Addenda 1 and 2 listed for your acknowledgement; please see attached Revised Appendix A, *RFQ Submission Checklist*
- Appendix E - E-Verify Requirements for Subconsultants: Vendors responding to the RFQ are not required to include affidavits of subconsultants with their submittal. However, any vendor awarded a contract resulting from this RFQ must meet all requirements of Florida Statute 448.095

Thank you for your continued participation in the solicitation process.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Ramharry". The signature is written in a cursive style.

Dennis Ramharry  
Facilities Specialist

**APPENDIX A**

**RFQ Submission Checklist**

**RFQ #2021-02**

**Professional Engineering, Surveying and Environmental Continuing Contract Services**

**TO: Director for Facilities & Construction  
St. Johns County School District  
3740 International Golf Parkway, Suite 200  
St. Augustine, FL 32092**

**FROM:**  
Respondent \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This Response is for the following services (check one of the following):

- \_\_\_ Comprehensive Services
- \_\_\_ Civil/Site Engineering Services
- \_\_\_ Surveying Services
- \_\_\_ Mechanical/Electrical Engineering Services
- \_\_\_ Commissioning Services (HVAC Systems)
- \_\_\_ Environmental Services

Please initial to acknowledge receipt of the following:      \_\_\_\_\_      \_\_\_\_\_  
Addendum 1      Addendum 2

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Checklist & Submission Items

- \_\_\_ Firm's resume of services, experience and other information
- \_\_\_ Letter of Interest
- \_\_\_ Standard Form 330
- \_\_\_ Certificate of Insurance
- \_\_\_ Certification Regarding Debarment Form
- \_\_\_ Public Entity Crime Form
- \_\_\_ Drug Free Workplace Certification
- \_\_\_ E-Verify Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date