

Superintendent
Ken Kenworthy



Okeechobee County School Board

863-462-5000

700 S.W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5151

Chairperson
Melisa Jahner
Vice Chairperson
Malissa Morgan
Members
Dr. Christine B. Bishop
Jill Holcomb
Amanda Riedel

Request for Qualifications (RFQ)

RFQ #2022/2023-03

Release Date: December 14, 2022

Continuing Contracts for Professional Architectural Services

Notice is hereby given that the Okeechobee County School Board intends to award Continuing Contracts for Professional Consultant Services to a minimum of two (2) ARCHITECTURAL SERVICES FIRMS. This will include miscellaneous projects district wide as identified in the Five Year Capital Plan, or on an as needed basis, pursuant to The Florida Consultant's Competitive Negotiation Act (CCNA) F.S. 287-055, Florida Statutes Chapter 1013 and Florida Administrative Code Rule 6A-2.0010. The Operations Department will assign projects to the awarded firms on a rotating or best fit selection. The contracts will be awarded for a term of one (1) year from the date of award by the Okeechobee County School Board with a renewal option for two (2) additional one-year periods.

The individual projects assigned under this contract will be limited to those with an estimated project cost that does not exceed \$4 million and for study activity fees that do not exceed \$200,000.

A proposal in response to this RFQ must be submitted to Okeechobee County School Board, Operations Department, at 938 NW 34th Street, Okeechobee, FL 34972, no later than 3:00 p.m. on Friday, January 13, 2023.

RFQ #2022/2023-03 – Continuing Contracts for Architectural Services

The responsibility for submitting a response to this RFQ to Okeechobee County School Board Operations Department, on or before the stipulated time and date will be solely and strictly the responsibility of the Proposer. Okeechobee County School Board will in no way be responsible for delays caused by the United States Postal Service or by any other delivery service or occurrence. Any proposals received after the stipulated time and date will not be accepted, and/or opened and will be returned to the Proposer.

TABLE OF CONTENTS

SECTION 1 – REQUEST FOR QUALIFICATIONS (RFQ)	3
SECTION 2 – SCOPE OF SERVICES	3
SECTION 3 – INSTRUCTIONS TO SUBMITTING FIRMS	3-7
SECTION 4 – EVALUATION CRITERIA	7-9
SECTION 5 - SELECTION PROCESS	9-13

SECTION 1 - REQUEST FOR QUALIFICATIONS (RFQ)

Firms interested in providing ARCHITECTURAL SERVICES to Okeechobee County School Board are hereby notified that a sealed Proposal for providing the requested services in response to this RFQ will be accepted until time and date listed within the schedule in Section 2 and must be received by mail or delivered by hand to the following location. Proposals received after this deadline will not be accepted.

**Okeechobee County School Board
Attn: Jeff Diefendorf
938 NW 34th Street
Okeechobee, FL 34972**

The Proposal is limited to 70 informational pages and shall be presented in a binder format. Six copies, one (1) original marked “original” and five (5) copies of the Proposal, shall be signed by a person(s) legally authorized to bind the firm and submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm. In addition, one (1) flash drive shall accompany the Proposal submittal.

The format of the Proposal shall be in strict conformance to stipulated criteria in Instructions to Submitting Firms (Section 3) and the Evaluation Criteria (Section 4).

SECTION 2 – SCOPE OF SERVICES

The scope of work will vary depending on the needs of Okeechobee County School Board. The successful firms will be awarded a professional services contract, and will involve work at multiple sites for the duration of the contract.

Schedule

The following dates and activities identify proposed project schedule milestones (subject to modification by Okeechobee County School Board):

Advertisement/RFQ	December 14, 21 & 28, 2022
Cutoff for Questions	January 10, 2023
Deadline for Qualification Responses	January 13, 2023 3:00 PM
Short-List Firms	January 17, 2023
Notification of Short-Listed Firms	January 20, 2023
Presentations by Short-listed Firms (If determined necessary.)	January 25 - 27, 2023
Recommendation of Selected Firms	February 1, 2023
Board Approval of Contract	February 14, 2023
Contract Start Date	February 15, 2023

SECTION 3 - INSTRUCTIONS TO SUBMITTING FIRMS

A . Purpose

The intent of this Request for Qualifications (RFQ) is to retain a minimum of two (2) Architectural Services firms to provide construction support to Okeechobee County School Board. The contracts will be awarded for a term of one (1) year from the date of award by the Okeechobee County School Board with a renewal option for two (2) additional one-year periods.

Questions

Any questions, requests for clarifications or interpretations regarding this RFQ during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted in writing to Janet Pineda, Director of Finance, via email to janet.pineda@okee.k12.fl.us or by facsimile to (863) 462-5159 no later than the date and time listed in Section 2. No questions or clarifications will be considered after that date and time. Questions must be typed or printed. Responses will be posted as an addendum and made available on the Operations Department page on the OCSB website (www.okee.k12.fl.us).

B . Required Submittal Format

Proposers interested in being considered for these services shall submit a total of six (6) copies, one (1) hardcopy response marked "Original", five (5) copies and one (1) flash drive containing all original documents of the required response to the Request for Qualifications (RFQ) and shall be signed by a person(s) legally authorized to bind the firm.

To facilitate analysis of its submittal, the firm must prepare its proposal in accordance with the criteria outlined in Section 4. **Proposals shall respond to each of the Criteria in the same order listed and use tabs to identify each section.** The Proposal is **limited to 70 informational pages** and shall be presented in a binder format. Proposals shall be submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm.

Okeechobee County School Board emphasizes that the Proposer concentrate on accuracy, completeness, and clarity of content. The Proposer must use sections and tabs which are clearly identified and also must number and label all parts, pages, figures, and tables in its proposal.

If a firm's proposal deviates from these instructions, such proposal may, in Okeechobee County School Board's sole discretion, be rejected.

C . General Conditions for Submissions

1. Issuance of the RFQ does not constitute a commitment by Okeechobee County School Board to award a contract. Okeechobee County School Board reserves the right to reject any or all submissions received in the response to the RFQ, cancel the RFQ, or waive any technicalities or formalities when and if it is deemed in the best interest of Okeechobee County School Board to do so.
2. The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes (Florida Statute 112.313). Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of Okeechobee County School Board. Further, all Proposers must disclose the name of any officer or employee of Okeechobee County School Board who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches or affiliate companies.
3. 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit 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 s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. (F.S.287.133). By submitting a proposal, the Proposer represents that restrictions related to public entity crimes stated in Section 287.133(2) (a), Florida Statutes, do not apply to either his/her own company, or that of his/her subcontractors or suppliers.
4. Okeechobee County School Board reserves the right to request clarification of information submitted and to request additional information from one or more firms.
5. All Proposals become the property of the Okeechobee County School Board upon receipt and will not be returned to the Proposer.
6. Okeechobee County School Board operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible, but must be disclosed by Okeechobee County School Board upon receipt of a Public Records Request.
7. By making a submission, the Proposer agrees to comply with all applicable federal, state and local statutes and regulations.
8. Okeechobee County School Board accepts no responsibility for any expenses incurred by those Proposers offering their services in the preparation of a response to either this RFQ or subsequent requests. All submitting expenses shall be borne by the offering Proposer exclusively.
9. The successful Proposer shall obtain approval from Okeechobee County School Board prior to reassigning any key staff involved in the performance of this service as shown in the submission.
10. The successful Proposer will also obtain approval from Okeechobee County School Board prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Okeechobee County School Board may, with prior written substantiation, require removal of any employee(s) of the successful Proposer who Okeechobee County School Board reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or who's continued employment on the contract it deems contrary to public interest or not in the best interest of Okeechobee County School Board.
11. News releases pertaining to this procurement or contract shall not be made without prior written approval from Okeechobee County School Board.
12. Okeechobee County School Board reserves the right to proceed to interview without further discussion of submissions received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).

13. As a condition of the award, the successful Proposer shall, at its expense, ensure that all of the Contractor's employees and the employees of Contractor's subcontractors who will be permitted access on School grounds when students are present meet the background screening requirements of Section 1012.465 Florida Statute, (Jessica Lunsford Act). Contractor's failure to comply with this requirement will constitute a material breach of the contract. Information regarding the compliance procedure is available by calling the Human Resources Office of Okeechobee County School Board at (863) 462-5000 extension 222. All costs to comply with this requirement will be borne by the contractor.
14. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Okeechobee County School Board posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of Okeechobee County School Board concerning any aspect of this solicitation, except in writing to the authorized Okeechobee County School Board representative identified in Section 3(b). Violation of this provision may be grounds for rejecting a response.
15. Subsequent to the execution of an Agreement, no reports, information or data given to or prepared by the successful Proposer shall be made available to any individual or organization by the successful Proposer without the prior written approval of Director of Operations.
16. Any contract resulting from this RFQ shall be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida, and venue shall lie in the Okeechobee County Courts. The parties hereby waive any objection to such jurisdiction and venue.
17. Contractor affirmatively states that it is registered with and uses the E-Verify system, as defined in F.S. 448.095, to verify the work authorization status of all newly hired employees
18. Contractor's Duties Regarding Public Records

(A) Compliance with Florida Laws

Contractor must provide public access to all records concerning this Contract according to applicable Florida laws including Chapter 119, Florida Statutes. If Contractor asserts any exemptions to Florida's public records laws, Contractor has the burden of establishing and defending the exemption.

(B) Recordkeeping and Public Access

Under Florida Statutes 119.0701(3)(a), a request to inspect or copy public records relating to a School District contract for services must be made directly to the School District. In addition, Contractor must: (1) keep and maintain public records required by the School District in order to perform the service; (2) upon request from the School District's custodian of public records, provide the School District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law; (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the School District; and (4) transfer, at no cost, to the School District, all public records in possession of the Contractor or keep and maintain public records required by the School district to perform the service. If the Contractor transfers all public records to the School District upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements of retaining the public records. All records stored electronically must be provided to the School District upon request from the School District's custodian of public records, in a format that is compatible with the information technology systems of the School District. At the conclusion of the Contract with the School District, Contractor shall provide to the School District all electronic records associated with this Contract on electronic media (CD-ROM or USB flash drive).

(C) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT TELEPHONE NUMBER 863-462-5000 x 1026, EMAIL ADDRESS kenworthyk@okee.k12.fl.us AND MAILING ADDRESS: 700 S.W. Second Avenue, Okeechobee, FL 34974

D . Architectural Services

Firms submitting a response to this RFQ must be registered in the State of Florida by the Department of the State, Division of Corporations, at the time of finalists' selection by the Selection Team. Joint ventures, if selected, will be expected to sign a form of contract making each venture jointly and severally liable for its actions and its co-venture's actions under this contract, or alternatively to provide a copy of an executed, formal joint-venture agreement that so binds each to the other.

E . Insurance Requirements

Vendors shall furnish a Certificate of Insurance that complies with the insurance requirements listed below. The Certificate of Insurance shall list the deductible to include any self-insured retention (SIR) as well as the type of policy purchased (i.e., claims made or per occurrence) for each of the policies listed below. The following liability coverage limits must not be less than the limits specified. A thirty (30) day advance notice of cancellation is required. The policies must be specifically endorsed to grant Okeechobee County School Board the same notification rights that it provides to the first named insured as respects cancellation and non-renewal. This endorsement must be attached to the certificate of insurance. Okeechobee County School Board by and through its Risk Management Department and, in cooperation with the Purchasing Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract.

1. General Liability

COMMERCIAL GENERAL LIABILITY INSURANCE, INCLUDING CONTRACTUAL LIABILITY, TO COVER THE HOLD HARMLESS AGREEMENT SET FORTH HEREIN, WITH LIMITS OF NOT LESS THAN:

EACH OCCURRENCE	\$1,000,000
PERSONAL/ADVERTISING INJURY	\$1,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE	\$2,000,000
GENERAL AGGREGATE	\$2,000,000
FIRE DAMAGE	\$100,000 ANY 1 FIRE
MEDICAL EXPENSE	\$5,000-\$10,000 ANY 1 PERSON

AN ADDITIONAL INSURED ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE. COVERAGE IS TO BE WRITTEN ON AN OCCURRENCE FORM BASIS. THIS INSURANCE SHALL APPLY AS PRIMARY INSURANCE/NON-CONTRIBUTORY WITH RESPECT TO ANY OTHER INSURANCE OR SELF-INSURANCE PROGRAMS AVAILABLE TO OKEECHOBEE COUNTY SCHOOL BOARD. A PER PROJECT AGGREGATE LIMIT ENDORSEMENT SHOULD BE ATTACHED. DEFENSE COSTS ARE TO BE IN ADDITION TO THE LIMIT OF LIABILITY. A WAIVER OF SUBROGATION IS TO BE PROVIDED IN FAVOR OF OKEECHOBEE COUNTY SCHOOL BOARD. XCU COVERAGE IS TO BE INCLUDED WHEN INDICATED BY THE SCOPE OF SERVICE. COVERAGE SHOULD EXTEND TO INDEPENDENT CONTRACTORS AND FELLOW EMPLOYEES. COVERAGE IS TO INCLUDE A CROSS LIABILITY OR SEVERABILITY OF INTERESTS PROVISION AS PROVIDED UNDER THE STANDARD ISO FORM SEPARATION OF INSUREDS CLAUSE.

2. Automobile Liability

BUSINESS AUTOMOBILE LIABILITY FOR ANY AUTO (ALL OWNED, HIRED, AND NON-OWNED AUTOS) WITH LIMITS OF NOT LESS THAN \$1,000,000 PER ACCIDENT. IN THE EVENT VENDOR DOES NOT OWN ANY AUTOMOBILES, OKEECHOBEE COUNTY SCHOOL BOARD WILL ACCEPT PROOF OF HIRED AND NON-OWNED AUTO LIABILITY ONLY. CERTIFICATE HOLDER MUST BE LISTED AS ADDITIONAL INSURED. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS.

3. Workers' Compensation

WORKERS' COMPENSATION INSURANCE WITH LIMITS EQUAL TO FLORIDA STATUTORY REQUIREMENTS. EMPLOYERS LIABILITY MUST INCLUDE LIMITS OF AT LEAST \$500,000 EACH ACCIDENT, \$500,000 EACH DISEASE/EMPLOYEE, \$500,000 EACH DISEASE/MAXIMUM. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS. SHOULD SCOPE OF WORK PERFORMED BY VENDOR QUALIFY ITS EMPLOYEE FOR BENEFITS UNDER FEDERAL WORKERS' COMPENSATION STATUTE (EXAMPLE, U.S. LONGSHORE & HARBOR WORKERS ACT OR MERCHANT MARINE ACT), PROOF OF APPROPRIATE FEDERAL ACT COVERAGE MUST BE PROVIDED.

WORKERS' COMPENSATION EXEMPTION FORMS WILL NOT BE ACCEPTED FOR THE PROJECT ARCHITECT, ENGINEER, GENERAL CONTRACTOR, OR SOLE PRACTITIONER THAT INTENDS TO SUB-CONTRACT THE WORK TO OTHER INDIVIDUALS OR COMPANIES. THESE ENTITIES OR INDIVIDUALS ARE REQUIRED TO PURCHASE A WORKERS' COMPENSATION INSURANCE POLICY.

If Worker's Compensation Insurance or Form DWC-250 Notice of Election to be Exempt is not provided, vendor must indicate the reason, by signature, from the following:

1) Vendor is an Independent Contractor.

Signature_____

2) Vendor is an employer in the non-construction industry, who employs less than four part-time or full-time employees.

Signature_____

4. Umbrella/Excess Coverage

UMBRELLA/EXCESS LIABILITY INSURANCE THAT PROVIDES COVERAGE FOR ALL UNDERLYING POLICIES WITH LIMITS OF NOT LESS THAN \$1,000,000.

SECTION 4 – EVALUATION CRITERIA

The Selection Committee will evaluate the written proposals to determine who to shortlist and interview based upon Proposal Evaluation Criteria below. Once firms are shortlisted, Okeechobee County School Board has the option to select a minimum of two (2) firms for a continuing service contract and may elect to interview firms to make the final selection.

The following Criteria are intended to provide the Selection Committee with information regarding the qualifications of each proposing Construction Management services firm. The submittal shall be organized, tabbed and shall respond to each of the Criteria in the same order listed below.

Written Proposal Format and Evaluation Criteria

A. Executive Summary

Each conforming response will contain an executive summary of not more than two (2) pages in length. The purpose of the executive summary is to explain the features and benefits of the Proposer's offer(s). The Executive Summary should briefly introduce the Proposer to the Selection Committee; describe the Proposer's approach to solutions sought by the RFQ; describe the major features and benefits of the Proposer's approach; offer insight into risks that may arise from this RFQ or the Proposer's response.

B. Table of Contents

C. Resources/Capabilities/Technical Expertise (30 points)

Present a concise outline of specific Construction Management services your firm is qualified and prepared to provide Okeechobee County School Board. **Please use AIA Form 330 to provide the information. Any additional information not covered within Form 330 may be included in this section to show the Proposer's experience/expertise.**

Identify and discuss any of the services, or method of approach to the services, which Proposer believes to be either unique or outstanding, or which is recognized as giving the Proposer a competitive edge or advantage. Describe and provide examples of how the Proposer resolves conflicts. Submit documentation evidence highlighting specific higher education experience. Comment on manpower/materials allocation commitment and control.

The Proposer shall be a reputable Construction Management firm which can demonstrate they have key personnel with at least five (5) years of similar experience performing projects of comparable size, complexity and cost. Comparable projects would be within the educational construction trade for items such as (but not limited to) addition to a site, major renovation or HVAC system upgrades. Projects can cost anywhere from \$25,000 up to \$4 million.

Qualifications submitted will be reviewed in accordance with Florida Statutes 287.055 and must include sufficient documentation to allow Okeechobee County School Board to certify the Proposer or individual as qualified, pursuant to law and the regulations of the Department of Education, and to render the required services.

Note: Okeechobee County School Board requires that the Proposer's direct project experience be differentiated from individual staff experience. Therefore, if you choose to identify individuals' project experience (gained at other firms), this section should be clearly subdivided as follows:

- *Firm's Project Experience.*
- *Individuals' Project Experience (while employed by other firms).*

D. Key Personnel (10 points)

Provide an organizational chart and the names and resumes of persons who will be assigned to the contract. Provide information in concise form describing the individuals who will be available for the contract and the qualifications and experience relevant to each individual. Resumes should include educational background including certifications, professional affiliations, special qualifications and licenses. Provide specific work experience that details the individual's credentials relative to Professional services. Clearly identify project work performed prior to and during employment with current or represented firm for each individual.

E. Proposed Methodology (10 points)

Describe in detail how Proposer plans to provide construction management services. This section should include the following, at a minimum:

1. Proposer's Procedures. Provide detailed standard procedures for completing work.
2. Coordination and Communication. Provide detailed information on how Proposer will coordinate the completion of service. Provide detailed information on how Proposer will communicate with assigned Okeechobee County School Board personnel prior to, during and after job commencement.
3. Reports – if required. Provide detailed examples of reports and data that will be provided. Examples shall consist of construction estimates and monthly executive reports.
4. Additional services. Describe any additional services that proposer is able to provide with relation to the scope of this RFQ.

F. Schedule/Budget (10 Points)

Describe the Proposer's scheduling system and cost control system. Methods for assuring subcontractor's adherence to schedule shall be highlighted. A comparison of the Proposer's project profile shall indicate the ability to hold to original schedules and budgets. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards.

G. Availability/Proximity (10 points)

Provide business address of the Proposer's office(s) from which any part of the work will be administered. If submitting a joint venture, list the address of both entities and the distance in hours from the site. Describe the Proposer's facilities, equipment and location and how the key staff will service Okeechobee County School Board from those facilities. Explain the status of the current workload, addressing the availability of the lead personnel proposed. Identify the location of any ongoing projects and their expected completion dates.

H. Reporting (10 points)

Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the Okeechobee County School Board Director of Operations, Building Official, and school staff.

I. Safety (10 points)

Indicate what efforts Proposer has made, or intends to make, to comply with the provisions of the Jessica Lunsford Act. Comment on Proposer's safety programs, i.e., workplace, site specific, etc. Describe any safety incidents that occurred during the last 5 years.

J. Financial Strength/Litigation (5 points)

Provide a statement indicating financial capability of the Proposer to provide the resources required. Proof of required insurance must be included in this section (see Section F for insurance requirements). Also provide information on bonding capacity. **Proposer must submit a letter from a surety or bonding company setting forth the bonding capacity of the firm.** Disclose any material changes in the business operations of the Proposer, including without limitation any bankruptcy proceedings, mergers, acquisitions, or spin-offs and any material pending or threatened litigation, which have occurred within the last 5 years. If appropriate, discuss the impact of these changes on the Proposer's financial or managerial ability to perform the services under this RFQ. Provide the name, title, address and phone number of the financial officer of the firm responsible for providing the information in response to this requirement.

Identify all litigation in which Proposer has been party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last 5 years involving a single client for claims in excess of \$50,000. Include a brief legal description of the dispute and its current status. Describe the particular circumstances giving rise to the dispute and the actions which Proposer took to attempt to settle the matter.

Also, describe any projects within the last 5 years where liquidated damages, penalties, liens in excess of \$50,000, defaults, cancellations of contract or termination were imposed, sought to be imposed, threatened or filed against your organization.

K. Volume of Work Previously Awarded (5 Points)

Volume of work previously awarded by Okeechobee County School Board for similar projects in the past 3 years (if any) with the object of effecting an equitable distribution of contracts among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms (this item does not require a statement or submittal by the Proposer).

Written Proposal Total Possible Points = 100 points

Interview Format and Evaluation Criteria

1. Team Members Qualifications, Experience and Approach (50 points)

The Proposer will identify and discuss:

- Key staff and their qualifications.
- How with that staff and their locations the firm will provide services to Okeechobee County School Board.
- The turnover and longevity of the staff assigned to serve Okeechobee County School Board as well as the overall continuity of the personal of the Proposer.

2. Construction Management School Experience and Approach (50 Points)

Each Proposer will present their specific qualifications on schools and their processes to address school needs. Specifically, the Proposers are asked to address the following topics:

- Specific experience in SREF requirements for schools and the dealing with existing facilities and changing codes.
- Modification of existing structures where plans or calculations are not always available.
- The Proposer's approach to design or retrofit of buildings to meet new requirements including lifecycle costs.

Interview Total Possible Points = 100 points

Combined Total Possible Points = 200 points

SECTION 5 – SELECTION PROCESS

The selection process shall be conducted as follows:

A. Short-List

The written Proposals received in response to this RFQ will be evaluated and ranked by a Selection Committee, comprised of not less than five (5) voting members in accordance with the process and evaluation criteria contained in Section 4 and utilizing the

attached Ranking Sheet. Various Professional Consultants and representatives from Okeechobee County School Board Finance Department may also be present during this process as non-voting members of the Committee. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Selection Committee. The Committee has the option to select (short-list) and/or award a minimum of two (2) Proposer's who may give a presentation at a later date to the Selection Committee.

No information will be released by Okeechobee County School Board after the due date for submission of the Proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the Proposer's selected. The ranking established for short-listing will carry forward to the next portion of the process. In accordance with the CCNA, Okeechobee County School Board reserves the right to conduct or not conduct interviews, at its sole discretion.

B. Interview

Presentations are tentatively scheduled for the date and time listed in Section 2. Proposers will be expected to provide a twenty (20) minute interview followed by a fifteen (15) minute question and answer session. It is suggested that the person(s) who will be assigned the Okeechobee County School Board project, and any others deemed necessary by the Proposer, attend the interview portion of this process. The Selection Committee will evaluate and rank the Proposers based on the qualification submittals and interviews in accordance with the process and evaluation criteria contained in Section 4. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Selection Committee for both the evaluation of the Written Proposal and the Interview. The District reserves the right to forgo the interview process. If it is determined that interviews are necessary, the short-listed firm shall be available on advertised date.

C. Evaluation Criteria Rating Sheet

The Selection Committee will evaluate the Proposals received in response to this RFQ based on the Evaluation Criteria included in this document, which will be weighted in accordance with the Evaluation Criteria Rating Sheet contained at the end of this Section. The Selection Committee will utilize the attached Evaluation Rating Sheet for both the Short Listing and Presentation/Interview portions of the process.

D. Recommendation

The Selection Committee will recommend to the Okeechobee County School Board that an Agreement for Construction Management services be negotiated with a minimum of two (2) Proposers with the highest total points (the sum of the scores given to each firm by all voting members of the Selection Committee) in accordance with CCNA provisions.

PROFESSIONAL ARCHITECTURAL SERVICES
RFQ# 2022/2023-03
SELECTION CRITERIA RATING SHEET—WRITTEN PROPOSAL

Company:			
Committee Member			Date:
Selection Criteria	Possible Points	Earned Points	Remarks
Resources/Capabilities/ Technical Expertise	30		
Key Personnel	10		
Proposed Methodology	10		
Schedule/Budget	10		
Availability/Proximity	10		
Reporting	10		
Safety	10		
Financial/Litigation	5		
Volume of Work Previously Awarded	5		
TOTAL POINTS	100		
Comments:			
Signature:			

PROFESSIONAL ARCHITECTURAL SERVICES
RFQ# 2022/2023-03
SELECTION CRITERIA RATING SHEET- PRESENTATION/INTERVIEW

Company:			
Committee Member			Date:
Selection Criteria	Possible Points	Earned Points	Remarks
Team Members Qualifications, experience and approach	50		
Construction Management School Experience & Approach	50		
TOTAL POINTS	100		
Comments:			
Signature:			