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School District of Okeechobee County

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Request for Proposal (RFP)

RFP #20/21-01

Release Date: October 7, 2020

The Replacement of Okeechobee High School

Notice is hereby given that the Okeechobee County School Board intends to award an Architectural Services Contract for the replacement of Okeechobee High School, 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 individual project assigned under this contract will have an estimated construction cost of approximately \$60 million.

A proposal in response to this RFP must be submitted to Okeechobee County School Board, Operations Department **ATTN: Brian Barrett**, 938 NW 34th Street, Okeechobee, FL 34972, no later than 2:00 p.m. on November 6, 2020.

RFP #20/21-01 – The Replacement of Okeechobee High School

The responsibility for submitting a response to this RFP 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.

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SECTION 1 - REQUEST FOR QUALIFICATIONS (RFP)

Firms interested in providing ARCHITECTURAL SERVICES FOR THE REPLACEMENT OF OKEECHOBEE HIGH SCHOOL for the Okeechobee County School Board are hereby notified that a sealed Proposal for providing the requested services in response to this RFP 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
Operations Dept
Attn: Brian Barrett
938 NW 34th Street
Okeechobee, FL 34972**

The Proposal is limited to 70 informational pages and shall be presented in a binder format. Seven (7) copies, one (1) original marked "original" and six (6) 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 RFP 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 be to provide Architectural Services for replacement of the Okeechobee High School.

Schedule

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

Advertisement/RFP	October 7, 2020 – November 6, 2020
Cutoff for Questions	October 21, 2020
Deadline for Response to Questions	October 28, 2020
Deadline for Qualification Responses	November 6, 2020 2pm
Short List Meeting with Selection Committee	November 11-13, 2020
Notification to Short List Firms	November 16, 2020
Interviews with Short List Firms	December 8, 2020
Recommendation of Selected Short List Firms	December 8, 2020
Short List Approved by Board	December 8, 2020
Recommendation of Architectural Service Contract	December 8, 2020
Approval of Architectural Services Contract	January 12, 2021

SECTION 3 - INSTRUCTIONS TO SUBMITTING FIRMS

A . Purpose

The intent of this Request for Qualifications (RFP) is to retain an Architectural Services firm to provide construction design and support for replacement of Okeechobee High School for the Okeechobee County School Board. The contract will be awarded for the duration of the project from the date of award by the Okeechobee County School Board.

Questions

Any questions, requests for clarifications or interpretations regarding this RFP during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted in writing to Brian Barrett Director of Operations, via email to barrettb@okee.k12.fl.us or by facsimile to (863) 462-5166 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 (7) copies, one (1) hardcopy response marked "Original", five (6) copies and one (1) flash drive containing all original documents of the required response to the Request for Proposal (RFP) 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 RFP 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 RFP 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 RFP, cancel the RFP, 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 RFP 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 Sections 1012.465, 1012.467 and 1012.468 Florida Statutes, (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 1022. 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 RFP 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.

D . Architectural Services

Firms submitting a response to this RFP 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 INSURED'S 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. Professional Liability

WHEN INDICATED BY THE SCOPE OF SERVICE, VENDOR MUST MAINTAIN PROFESSIONAL LIABILITY OR EQUIVALENT ERRORS & OMISSIONS LIABILITY WITH LIMIT OF NOT LESS THAN \$1,000,000 PER OCCURRENCE. FOR POLICIES WRITTEN ON A CLAIMS MADE BASIS, VENDOR SHALL MAINTAIN A RETROACTIVE DATE PRIOR TO OR EQUAL TO THE EFFECTIVE DATE OF THIS CONTRACT. IN THE EVENT THE POLICY IS CANCELED, NON-RENEWED, SWITCHED TO AN OCCURRENCE FORM OR THERE IS A CHANGE IN RETROACTIVE DATE, VENDOR MUST PURCHASE AN EXTENDED REPORTING PERIOD RIDER DURING THE LIFE OF THIS CONTRACT OF NOT LESS THAN 3 YEARS. COVERAGE IS TO APPLY ON A PRIMARY BASIS.

5. Umbrella/Excess Coverage

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

F. Evaluation Criteria

The Selection Committee will evaluate the written proposals to determine who to shortlist and interview based upon Proposal Evaluation Criteria below. After this evaluation process, those firms presenting the most responsive statements will be shortlisted and asked to present a personal interview before the Committee.

Okeechobee County School Board reserves the right to accept or reject any proposal in the best interest of the School District.

Okeechobee County School Board reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within fifteen (15) days of signing the contract and/or if an acceptable fee cannot be negotiated.

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

Written Proposed Format and Evaluation Criteria

1. LENGTH OF TIME IN BUSINESS (0-5 Points)

Rank the firm based on the number of years in business.

2. LOCATION OF FIRM (0-3 Points)

Rank the firm based on location of home and branch offices.

3. AVAILABILITY (0-10 Points)

Rank the firm based on their current workload, availability, and ability to start and complete the project on time.

4. INSURANCE (0-5 Points)

Rank the firm based proof of insurance and applicable coverage for this project.

5. QUALIFICATIONS (0-25 Points)

Rank the firm based on their staffs experience/resumes with and qualifications that are assigned to this project.

6. SPECIAL FACILITIES CONSTRUCTION ACCOUNT (0-27 Points)

Rank the firm based on their experience with Special Facilities Construction Accounts in the past 5 years.

7. PREVIOUS EXPERIENCE (0-25 Points)

Rank the firm based on their experience K-12 projects, other educational projects, local project experience, experience with local and state authorities, and track record for budget and schedule adherence. Consideration of Minority Business Enterprise Certification.

Written Proposal Total Possible Points = 100 Points

Presentation/Interview Format and Evaluation Criteria

1. Team Members Qualifications, Experience and Approach (30 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. Architectural Services School Experience and Approach (30 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 and current building code for new school construction.

Achieving Excellence: Putting Students First!

- Specific experience in construction activity on an occupied school site
- The Proposer's approach to design of buildings to meet new requirements including lifecycle costs.
- The Proposer's experience in designing a High School with Special Facility Funding.

Presentation/Interview Possible Points = 60 Points

Combined Total Possible Points – 160 Points

SELECTION PROCESS

Short-List

The written Proposals received in response to this RFP will be evaluated and ranked by a Selection Committee, comprised of not less than six (6) voting members in accordance with the process and evaluation criteria and utilizing the attached Ranking Sheet. Various Professional Consultants, representatives from Okeechobee County School Board 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.

Presentation/Interview

Presentations are tentatively scheduled for the date listed in Attachment A. Proposers should plan on twenty-five (25) minutes for introductions and presentations and twenty-five (25) minutes for questions and discussion in a "sit down" meeting format. The Selection Committee would like those individuals who will be directly involved in the project to attend the presentation/interview. Presentation boards, PowerPoint presentations, and/or 8 ½" x 11" handouts are permissible. The Selection Committee will evaluate and rank the Proposer based on the qualification submittals and presentations in accordance with the process and evaluation criteria. 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 Presentation/Interview.

Evaluation Criteria Rating Sheets

The Selection Committee will evaluate the Proposals received in response to this RFP based on the Evaluation Criteria included in this document. The Selection Committee will utilize the attached Evaluation Rating Sheets for both the Short Listing and Presentation/Interview portions of the process.

Recommendation

The Selection Committee will recommend to the Okeechobee County School Board that an Agreement for Architectural services for replacement of the Okeechobee High School be negotiated with the Proposer 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.

OKEECHOBEE COUNTY SCHOOL BOARD
SELECTION CRITERIA RATING SHEET – WRITTEN PROPOSAL
ARCHITECTURAL SERVICES

RFP #20/21-01
Replacement of Okeechobee High School

Company:		
Committee Member		Date:

INSTRUCTIONS: Rate the information in each of the following sections. NOTE: The total number of points that may be awarded are indicated in parentheses.

EVALUATION OF WRITTEN APPLICATION		
Factor		Score
1.	LENGTH OF TIME IN BUSINESS (0-5 Points) <i>(Rank the firm based on the number of years in business.)</i>	
2.	LOCATION OF FIRM (0-3 Points) <i>(Rank the firm based on location of home and branch offices.)</i>	
3.	AVAILABILITY (0-10 Points) <i>(Rank the firm based on their current workload and availability to start and complete the project on time)</i>	
4.	INSURANCE (0-5 Points) <i>(Rank the firm based proof of insurance and applicable coverage for this project)</i>	
5.	QUALIFICATIONS (0-25 Points) <i>(Rank the firm based on their staffs experience with and qualifications that are assigned to this project)</i>	
6.	SPECIAL FACILITIES CONSTRUCTION ACCOUNT (0-27 Points) <i>(Rank the firm based on their experience with Special Facilities Construction Accounts in the past 5 years)</i>	
7.	PREVIOUS EXPERIENCE (0-25 Points) <i>(Rank the firm based on their experience K-12 projects, other educational projects, local project experience, experience with local and state authorities, and track record for budget and schedule adherence. Consideration of Minority Business Enterprise Certification.)</i>	
	Total Points (0-100 Points)	

OKEECHOBEE COUNTY SCHOOL BOARD
SELECTION CRITERIA RATING SHEET – PRESENTATION/INTERVIEW
ARCHITECTURAL SERVICES
RFP #20/21-01
Replacement of Okeechobee High School

Company:			
Committee Member			Date:
Selection Criteria	Possible Points	Earned Points	Remarks
Team Members Qualifications, experience and approach	30		
Architectural Services School Experience & Approach	30		
TOTAL POINTS	60		
Comments:			
Signature:			

OKEECHOBEE COUNTY SCHOOL BOARD

ARCHITECTURAL SERVICES

RFP #20/21-01

Replacement of Okeechobee High School

TIMELINE

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