

## CHAPTER 7.00 - BUSINESS SERVICES

### SELECTION POLICY FOR PROFESSIONAL CONSTRUCTION RELATED SERVICES

7.71

#### I. Introduction

- A. Purpose - The Professional Services Selection Committee (Committee) is designated by The School Board of Sarasota County, Florida (Board) to select **firms companies** to provide professional construction related services. These services include, but are not limited to, architectural, engineering, landscape architecture, land surveying, testing laboratories, construction management and design/build, which services will be provided either for single specific projects or based on continuing contracts.
- B. Solicitation of Applicants - The Board encourages interested parties to apply for providing professional construction related services for Sarasota County School Board projects. Prior to **July January** 1<sup>st</sup> each year, the Board shall solicit applicants to provide professional services as per Section I.A. The Committee shall review the applicants' credentials and submit a list of acceptable applicants to the Superintendent of Schools (Superintendent) or his/her Designee for Board approval as certified to provide professional construction related services. Applicant **firms companies** may be added or deleted from this list at any time subject to Board certification.

#### II. Committee

- A. Membership - The membership of the Committee shall consist of the following:
- |        |  |
|--------|--|
| Seat 1 | Executive Director – Construction Services (or Administrative Designee)          |
| Seat 2 | Director – Facilities Services (or Assistant Director)                           |
| Seat 3 | Building Code Administrator – Construction Services (or Administrative Designee) |
| Seat 4 | Project Manager – Construction Services (or Facilities Services)                 |
| Seat 5 | Executive Director of Elementary Education (or Administrative Designee) – or –   |

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Executive Director of Middle School Education (or Administrative Designee) – or –  
Executive Director of High School Education (or Administrative Designee)

- B. Orientation - The Chairperson shall meet separately with new Committee members to review the items on the Awareness Sheet (substantially as in Appendix A).
  - C. Terms - All ~~District staff (seats 1-5)~~ members shall have perpetual membership.
  - D. Officers - The Executive Director of Construction Services shall convene the meetings and serve as Chairperson (Chairperson), or in case of his absence, his administrative designee shall serve as Chairperson.
  - E. Administrative Procedures - The Committee may adopt additional administrative policies and procedures. *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered by these policies.
  - F. Quorum - A quorum constitutes five (5) Committee members.
  - G. Meetings - Committee meetings shall be open to the public and are subject to the Florida government in the sunshine law. Notice of all Committee meetings shall be posted in the Construction Services Department office.
  - H. ~~The Director of Construction Services' Secretary (or designee) shall~~ A School Board employee shall be designated by the Chairperson to serve as Committee secretary and shall not be a voting Committee member.
  - I. Scoring and Voting - All eligible Committee members shall score and vote. The Committee shall score all sections on the Official Project Score Sheet (substantially as in Appendix B or Appendix C, whichever is applicable). The Committee shall score in full point increments only. All score sheets shall be collected by the Committee secretary for tabulation and announcement of the results.
- III. Selection Procedures
- A. Major/Minor Projects and Continuing Contract Selection Procedures (excluding all Design/Build single projects under Section III.B.

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1. Definitions
  - a. A "major project" is a project where the basic construction cost is estimated to exceed the threshold amount provided in Florida Statute 287.017 for Category Five or for a planning or study activity where the fee for professional services exceeds the threshold amount provided in Florida Statute 287.017 for Category Two.
  - b. A "minor project" is a project where the basic construction cost is estimated to not exceed the threshold amount provided in Florida Statute 287.017 for Category Five or for a planning or study activity where the fee for professional services does not exceed the threshold amount provided in Florida Statute 287.017 for Category Two.
  - c. A "continuing contract" is as defined in Florida Statute.
2. Selection Criteria - The Committee shall advertise, short-list, and as deemed necessary, conduct interviews on major projects and for all projects for which continuing contracts will be issued. With respect to minor projects, the Committee may assign projects to **firms companies** on the current certified list in an equitable manner without public advertisements.
3. Assignment (Minor Project only) - The Committee will hear all pertinent information regarding the selection. A verbal selection will be reached and Committee members will sign the Minor Projects Assignment Sheet (substantially as in Appendix D). The **firm company** shall be submitted to the Superintendent or their Designee for Board approval.
4. Advertisement - Each major project shall be identified by name in an advertisement, with an indication of either the probable cost or professional fee range, and the general scope of services. To advertise means to publicly announce at least one (1) time in at least one (1) designated newspaper for each project or group of projects and to send a copy of such advertisement to each **firm company** which has been Board certified. For specialty projects, copies of such advertisement may be sent to **firms companies** which are not currently Board certified, but may have particular interests in such specialties.

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5. Mandatory Pre-application Meeting - A mandatory pre-application meeting will be held, at a designated location, to review the requirements of the Application. All **firms companies** interested in submitting an Application are required to attend this meeting and any **firm company** not attending will not be considered for selection.
6. Application - Except as may otherwise be specified in the legal advertisement, the Committee shall use the Sarasota County School Board Professional Qualification Supplement (PQS) (substantially as in Appendix E for Architects/Consultants /Engineers or Appendix F for Construction Managers) to serve as a portion of the application package to be completed by each applicant **firm company**. **The Chairperson may modify Exhibit E or F for each selection process as needed to solicit the information most appropriate for the evaluation of applications.** Additional information and/or documentation as per the legal advertisement shall complete the application package. Requested data shall comply with Florida Statute. Because consultants can be a major factor in the selection process, an awarded **firm company** cannot change any consultant listed in the PQS and/or application package without first receiving the Committee's approval.
7. Short-listing - Applications received after the deadline cited in the public notice/advertisement will not be considered. Columns A-E are utilized by the Committee to construct a short-list. **Firms Companies** will be ranked based on a total number of points gained from columns A-E. Prior to Short-listing, Columns A and B on the Major/Minor & Continuing Contract Project Score Sheet (substantially as in Appendix B) shall be completed administratively. The Committee shall convene to review the applications and score applications on the Major/Minor & Continuing Contract Project Score Sheet (substantially as in Appendix B). Information provided by **firms companies** to the Committee shall be translated into a scoring system as indicated herein. Committee members shall individually score Columns C, D and E for each applying **firm company**. All score sheets shall be collected by the Committee secretary for tabulation and announcement of the results. The average score is the official score. The total average scores of columns A, B, C, D, and E shall be each **firm's company's** official score for the purpose of short-

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listing the applicants. The following categories shall be used by the Committee to develop a short-list:

<u>Column</u>	<u>Category</u>	<u>Score Range</u>
A	Minority <b>Firm Company</b>	0 or 1
B	Location	1 - 5
C	Team Qualifications	1 - 15
D	List of Projects	1 - 10
E	Related Experience	1 - 20

Column A – The applicant receives a “1” (one) point entry if the **firm company** is a certified Minority Business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. Any other applicant receives a “0” (zero) point entry.

Column B – Points obtained from the Location Rating Table in Appendix G.

Column C – Points obtained by evaluating information contained in the Team Qualifications section of the PQS.

Column D – Points obtained by evaluating information contained in the List of Projects section and/or from submitted references with similar projects, as cited on the PQS.

Column E – Points obtained by evaluating information contained in the Related Experience section of the PQS.

Those **firms companies** short-listed shall be deemed as acceptable to provide the professional construction related services required for the specific project, *i.e.*, should the Committee deem appropriate or the scope and/or estimated cost of the project require interviews, or a contract not be successfully negotiated, any of those **firms companies** short-listed would be acceptable to provide the professional construction related services required for the specific project.

For projects **or continuing contracts** with estimated construction costs under one million dollars (\$1,000,000.00) **or design or consulting fees are under one hundred thousand dollars (\$100,000.00)**, the Committee shall vote to interview. If the Committee elects to interview, the Committee shall vote to determine the number of highest ranked **(or best qualified to**

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~~select~~ **firms companies** to interview. If the Committee elects not to interview, the three (3) highest ranked ~~(or best qualified for selection)~~ **firms companies** shall be submitted to the Superintendent or their Designee on the Project Assignment Sheet (substantially as in Appendix H) for Board approval. For projects **or continuing contracts** with estimated construction costs in excess of one million dollars (\$1,000,000.00) or when ~~continuing contracts are to be awarded~~ **design or consulting fees are in excess of one hundred thousand dollars (\$100,000.00)**, the Committee must interview and shall vote to determine the number of highest ranked ~~(or best qualified for selection)~~ **firms companies** to interview.

8. Interview Criteria - The Chairperson shall advise the **firms companies** selected for interviews that the Committee will consider their understanding of the project, their philosophical approach to the resolution of the project's challenges and other pertinent considerations regarding the project.
9. Pre-interview Orientation Session - The Chairperson shall arrange a mandatory pre-interview orientation session for all **firms companies** short-listed. All **firms companies** shall be indoctrinated about the project at the same time by the same person(s).
10. Interview Format - The order of interviews shall be determined by random selection. The interview shall consist of a presentation period followed by a question and answer period. The **length of the** presentation period ~~shall not exceed thirty (30) minutes~~ and the question and answer period shall ~~not exceed fifteen (15) minutes~~ **be determined by the Chairperson**. It shall be the Chairperson's responsibility to require attendance by only those representative(s), off for the **firms companies** under consideration, who are qualified to participate in a technical presentation at the interview level (*i.e.*, design team, lead architect/engineer, project manager).
11. Interview Scoring - Column(s) F-I of the Major/Minor & Continuing Contract Project Score Sheet are utilized by the Committee during the interview process. All **firms companies** begin equally for the interview process. Points from Columns A-E do not carry over to interview scoring and all scores are reduced to zero (0).

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<u>Column</u>	<u>Category</u>	<u>Score Range</u>
F	Timelines and Budgets	1 – 20
G	Ability to Perform/Team Strength	1 – 10
H	Interview Rating	1 – 20
I	Problems and Solutions/ Cost Control Measures	1 – 20

Column F – Points obtained **by evaluating information contained in** from evaluating the Timelines and Budget **section of the PQS portion of the interview/presentation.**

Column G – Points obtained from evaluating the Ability to Perform/Team Strength portion of the interview/presentation.

Column H – Points obtained from evaluating the overall interview and the entire presentation.

Column I – Points obtained from evaluating the Problems & Solutions/Cost Control Measures portion of the interview/presentation.

A Committee member must be in attendance for the entire interview of all **firms companies** to be eligible to score and/or vote. Following Committee discussion, Committee members shall individually score columns F, G, H, and I for each **firm company** interviewed. All score sheets shall be collected by the Committee secretary for tabulation and announcement of the results. The average score is the official score. The average scores of columns F, G, H, and I shall be each **firm's company's** official score for the purpose of ranking the applicants.

12. Submission of Ranking - For Major/Minor single projects, the top three (3) ranked **firms companies** shall be submitted to the Superintendent or their Designee on the Project Assignment Sheet (substantially as in Appendix H) for Board approval. For continuing contracts, the top ranked **firms companies**, the number of which is determined by the respective advertisement, shall be submitted to the Superintendent or their Designee on the Project Assignment Sheet (substantially as in Appendix H) for Board approval.
13. Dispute Resolution - If the Superintendent disputes the submitted rankings, the Superintendent or their Designee shall schedule a meeting with the Committee to review the Committee's rationale and the Superintendent's or their Designee's concerns. The

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Superintendent or their Designee shall then make a recommendation to the Board, accompanied by the Committee's rankings.

If a third party disputes the rankings, the Superintendent or their Designee shall schedule a session between the Committee, the complainant(s) and the Superintendent or their Designee to review the Committee's rationale and the complainant's concerns. The Superintendent or their Designee shall then make a recommendation to the Board, accompanied by the Committee's rankings and a summary of the complainant's concerns.

### 14. Contract Negotiation

- a. For Major/Minor single projects, after Board approval of a Committee selection, the Chairperson, in the presence of at least ~~two (2)~~ **one (1)** additional Committee members, shall commence negotiations as set forth in Florida Statute. Standards of professional services required and terms of agreement shall be developed and utilized as the basis for negotiation. The Board's attorney shall review the agreement as to its legal form. The Chairperson shall submit the negotiated agreement to the Board for approval.
  
- a. For continuing contracts, the Chairperson shall commence negotiations in the presence of at least ~~two (2)~~ **one (1)** additional Committee members with all of the Board approved **firms companies**. If negotiations are successful with all of the Board approved **firms companies**, the Chairperson shall submit continuing contracts with all of those **firms companies** to the Board for approval. If negotiations are unsuccessful with any of the **firms companies**, the Chairperson shall continue negotiations with additional **firms companies** in the order of their competence and qualifications per the score sheet until such time as agreements are reached with the minimum number of **firms companies** as specified in the advertisement. The Board's attorney shall review all agreements as to their legal form. The Chairperson shall submit the negotiated agreements to the Board for approval.



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### B. Design/Build Single Project Selection Procedure

1. Selection Criteria - The Committee shall advertise, short-list, and conduct interviews for the selection of Design/Build entities for single projects in accordance with the procedure set forth herein.
2. Advertisement - Each design/build single project shall be identified by name in an advertisement, with an indication of either the probable cost or professional fee range, and the general scope of services. To advertise means to publicly announce at least one (1) time in at least one (1) designated newspaper for each project or group of projects and to send a copy of such advertisement to each **firm company** which has been Board certified.
3. Mandatory Pre-submission meeting - A mandatory pre-submission meeting will be held, at a designated location, to review the requirements of the Statement of Qualifications. All **firms companies** interested in submitting a Statement of Qualifications are required to attend this meeting and any **firm company** not attending will not be considered for selection.
4. Statement of Qualifications - All **firms companies** desiring to be considered by the Committee to provide design/build services for a single specific project shall submit a Statement of Qualifications in accordance with the advertisement for said project.
5. Short-listing - Statements of Qualifications received after the deadline cited in the public notice/advertisement will not be considered. Statements of Qualifications will be evaluated by the Design Criteria Architect and reviewed by the Professional Services Selection Committee. Columns A-F are utilized by the Committee to construct a short-list. Entities will be ranked based on a total number of points gained from Columns A-F. Prior to Short-listing, Columns A and B on the Design/Build Single Project Score Sheet (substantially as in Appendix C) shall be completed administratively. The Committee shall convene to review the submitted documents and score submissions on the Design/Build Single Project Score Sheet (substantially as in Appendix C). Information provided by **firms companies** to the Committee shall be translated into a scoring system as indicated herein. Committee members shall individually score Columns C, D, E, and F for each applying entity. All score sheets shall be collected by the Committee secretary for tabulation and announcement of the results. The average score is the official score. The total average

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scores of Columns A, B, C, D, E and F shall be each entity's official score for the purpose of ranking the applicants. The Professional Services Selection Committee will short-list a minimum of three (3) entities for further consideration. The following categories shall be used by the Committee to develop a short-list:

<u>Column</u>	<u>Category</u>	<u>Score Range</u>
A	Minority <b>Firm Company</b>	0 or 1
B	Location	1 - 5
C	Layout	1 - 10
D	Organization & Staff	1 - 20
E	Construction Ability	1 - 20
F	Related Experience	1 - 20

Column A – The applicant receives a “1” (one) point entry if **the firm company** is a certified Minority Business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. Any other applicant receives a “0” (zero) point entry.

Column B – Points obtained from the Location Rating Table in Appendix G.

Column C – Points obtained by evaluating the information contained in Layout section of the Statement of Qualifications.

Column D – Points obtained from evaluating information contained in the Organization Chart and Staff Resumes section of the Statement of Qualifications.

Column E – Points obtained from evaluating information contained in the Construction Ability section of the Statement of Qualifications.

Column F – Points obtained from evaluating information contained in the Related Experience section of the Statement of Qualifications.

6. Pre-interview Orientation Session - The Chairperson shall arrange a mandatory pre-interview orientation session for all entities short-listed. All **firms companies** shall be indoctrinated about the project at the same time by the same person(s).

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7. Price/Schedule Proposals - Short-listed entities will submit Price proposals. Price proposals will include proposed design, outline specifications, required alternative prices, unit prices and professional service fees. Information will also be required regarding the design/build entity's design/construction schedule.
8. Interviews/Presentations - Price and Schedule proposals will be evaluated by the Design Criteria Architect and reviewed by the Professional Services Selection Committee. Design/Build entities will be required to make presentations to the Committee. ~~Each firm will be allocated 30 minutes for a formal presentation and 15 minutes for discussion.~~ **The Chairperson shall determine the format of the presentations.** The order of presentations shall be determined by random selection. It shall be the Chairperson's responsibility to require attendance by only those representative(s) for the entities under consideration who are qualified to participate in a technical presentation at the interview level.
9. Selection - Factors to be considered to evaluate the Presentations of Design/Build entities will be the proposed price and schedule (including alternate prices, unit prices and professional service fees and the proposed design). A Committee member must be in attendance for the entire presentation of all entities to be eligible to score and/or vote. Following Committee discussion, Committee members shall individually score Columns F and G for each entity interviewed.

<u>Column</u>	<u>Category</u>	<u>Score Range</u>
G	Design	1 – 20
H	Price/Schedule	1 – 30

Column G – Points obtained from evaluating the Design portion of the interview/presentation.

Column H – Points obtained from evaluating the Price/Schedule portion of the interview/presentation.

All score sheets shall be collected by the Committee secretary for tabulation and announcement of the results. The average score is the official score. The total average scores of Columns G and H shall be each **firm's company's** official score for the purpose of ranking the applicants.

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10. Submission of Ranking - For Design/Build single projects, the top three (3) ranked **firms companies** shall be submitted to the Superintendent or their Designee on the Project Assignment Sheet (substantially as in Appendix H) for Board approval.
11. Dispute Resolution - If the Superintendent or their Designee disputes the submitted rankings, the Superintendent or their Designee shall schedule a meeting with the Committee to review the Committee's rationale and the Superintendent's or their Designee's concerns. The Superintendent or their Designee shall then make a recommendation to the Board, accompanied by the Committee's rankings.

If a third party disputes the rankings, the Superintendent or their Designee shall schedule a session between the Committee, the complainant(s) and the Superintendent or their Designee to review the Committee's rationale and the complainant's concerns. The Superintendent or their Designee shall then make a recommendation to the Board, accompanied by the Committee's rankings and a summary of the complainant's concerns.

12. Contract Negotiation - Subsequently, **representatives the Chairperson and one (1) other member** of the Professional Services Selection Committee and the Design Criteria Architect will meet with the selected Design/Build Entity in order of ranking to negotiate a design/build agreement and compensation, which is determined to be fair, competitive, and reasonable. In making such determination, an analysis of the cost of the professional design/build services shall be conducted in conjunction with consideration of scope and complexity. If a satisfactory agreement with a Design/Build Entity considered to be the most qualified, at a price determined to be fair, competitive, and reasonable, is not achieved with that **firm company**, negotiations will be terminated and negotiations will be undertaken with the next ranked Design/Build Entity. Failing accord with the next Design/Build Entity negotiations will be terminated and then negotiations with the next ranked Design/Build Entity will be undertaken, and so on. Should the School District be unable to negotiate a satisfactory contract with any of the ranked Design/Build Entities, the School District may select additional Design/Build Entities in the order of their competence and qualification and continue negotiations until an agreement is reached or the Board may discontinue all negotiations for the project. The Board's attorney shall review all

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agreements as to their legal form. The Chairperson shall submit the negotiated design/build agreement to the Board for approval.

### IV. Review of Policies and Procedures

- A. At least every ~~three (3)~~ **five (5)** years, the Board shall appoint an ad hoc committee to review these policies and procedures for the purpose of ensuring that the best qualified professional service is selected for all Board projects. The ad hoc committee shall not include any current member(s) of the Professional Services Selection Committee.
  - B. The Committee shall review the PQS annually.
- V. Effective Date - These policies are effective upon adoption and supersede all previous policies.

### STATUTORY AUTHORITY:

1001.41, FS

### LAW(S) IMPLEMENTED:

287.055, 287.057, 1001.43,  
1001.51, 1011.06, 1013.45, F.S.

### STATE BOARD OF EDUCATION RULE(S):

6A-2.0010

### HISTORY:

ADOPTED: 8/21/01  
REVISION DATE(S): 10/7/2003, 5/6/2008, 4/7/09  
FORMERLY: 6.102

### NOTES:

**See Procedures 7.71 – Procedures for Selection of Architects and Engineers  
Requires Review: Every 3 years**

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## APPENDIX A SCHOOL BOARD POLICY 7.71

### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA **AWARENESS SHEET** PROFESSIONAL SERVICES SELECTION COMMITTEE

The Chair **man person** of the School Board of Sarasota County Professional Services Selection Committee shall meet with new members (persons never having served on the Committee) for an orientation session to include at least the following items:

1. An explanation of the purpose of the committee and why they were appointed to serve.
2. An explanation of School Board Policy 7.71.
3. An explanation of the score sheet and scoring procedures utilized by the committee. Each scoring column shall be reviewed in conjunction with the PQS and an explanation of the interview process. The section of the PQS pertaining to pertinent columns shall be identified and the relevance of the information explained. Members shall be encouraged to rely on this information when scoring.
4. An explanation of the routines followed by the committee and the importance of regular attendance and timeliness for scheduled meetings.
5. An explanation that the Committee must make three (3) major discriminations when evaluating interviews.
  - A. The committee may be exposed to sophisticated marketing skills which have little or no relationship to the **firm's company's** ability to successfully complete the project. Members must discriminate marketing skills from the substance of the presentation.
  - B. The purpose of the presentation is to determine how well the **firm company** understands the **design problems issues** surrounding the project and to get a feel for how the **firm company** would approach the solutions. At this point in time, the **firm company** will not have received sufficient information to professionally address the project and propose a final solution. The Committee should avoid fixating on details, but instead, should evaluate the **firm's company's** method in more general terms.
  - C. The Committee may consider any review processes of the **firm company** either by end-user, peer review or self-critique which may be included in the submitted **proposal application**.
6. An explanation that although the selection process is primarily a numerical scoring procedure, the committee is encouraged to enter discussion at any time to identify and clarify pertinent issues for the purpose of consensus building.
7. An explanation of the provisions of the Florida Government in the Sunshine Law **by the Board's attorney**.









**APPENDIX D**  
**SCHOOL BOARD POLICY 7.71**

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
***MINOR PROJECTS ASSIGNMENT SHEET***  
PROFESSIONAL SERVICES SELECTION COMMITTEE

DATE \_\_\_\_\_ PROJECT NO. \_\_\_\_\_ DEPT. \_\_\_\_\_

PROJECT \_\_\_\_\_

ESTIMATED COST/FEE \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In accordance with School Board Policy 7.71, the Committee recommends that the project be assigned for completion to:

**FIRM COMPANY** \_\_\_\_\_

Signature of Committee Members

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**APPENDIX E**  
**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
**PROFESSIONAL QUALIFICATIONS SUPPLEMENT**  
**ARCHITECTS / CONSULTANTS / ENGINEERS**  
**PROFESSIONAL SERVICES SELECTION COMMITTEE**

Effective: 5/6/2008 *(new date)*

**PURPOSE:** The Professional Qualifications Supplement (PQS) is designed to provide information regarding the qualifications of interested **firms companies** to provide professional services in accordance with the requirements of Florida Statutes, Consultants' Competitive Negotiation Act.

**INSTRUCTIONS:** Please complete this form as per the instructions cited at the beginning of each specific section. This completed PQS form and other required information is to be submitted as per the Application Requirements for this specific Request for Qualifications (RFQ).

**1. PROJECT INFORMATION**

Enter the project name as it appears in the public announcement for professional service. Include project number when such occurs in the advertisement.

PROJECT NAME \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

**2. APPLICANT IDENTIFICATION**

Enter the legal name of the Applicant, the address, telephone number and the other requested information. If applying **firm company** has multiple office locations, the Applicant is considered to be only the office where the work is to be completed. Consider only the specific office listed in response to this question as the Applicant when completing all other areas of the PQS.

**FIRM COMPANY NAME** \_\_\_\_\_ **TELEPHONE ( )** \_\_\_\_\_ **FACSIMILE ( )** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **STATE** \_\_\_\_\_  
**WHAT MONTH/YEAR DID THIS OFFICE OPEN?** \_\_\_\_\_

NOTE: In order to qualify for location rating points, applicant must have maintained a production office at the city of applying office for at least one (1) year prior to the date of the submission of Form 330 **this application**.

**3. MINORITY FIRM COMPANY**

The School Board of Sarasota County encourages the use of minority business enterprises in its construction program. If the applicant **firm company** or any consultants are **is** a minority business enterprise (MBE), in accordance with Florida Statute, please complete this section. Provide certification/documentation stating company/firm is MBE.

**NOTE: Include proof of minority status, in accordance with Florida Statute, for each minority firm listed.**

**A:** Is the Applicant a minority in accordance with Florida Statute? Yes  No   
**B:** Are any of the proposed consultants minorities in accordance with Florida Statute? Yes  No   
**C:** If the response to 3-B was "Yes", complete the following:

Consultant's Name: \_\_\_\_\_  
 Consultant's Name: \_\_\_\_\_

NOTE: Include proof of minority status, in accordance with Florida Statute, for each minority firm listed. *(language relocated to instructional paragraph)*

#### 4. LIST OF PROJECTS

(List last ten (10) current projects [in chronological order] your company/firm has built or designed.)

List last ten (10) all current projects [in chronological order] your company/firm has built or designed is designing.

PROJECTS	EXPERIENCE PROFILE	SCHEDULED COMPLETION DATE	LOCATION	PROJECTED CONSTRUCTION COST

**NOTE:** Experience Profile Code: After each project, show whether firm company was "P" prime professional, "C" consultant or "JV" part of a joint venture. If none of the previous, and if applicable, the PRINCIPALS of the applicant firm company may use the letters "IE" to indicate individual experience. If a PRINCIPAL of the applicant firm company was a principal in a previous partnership and had a role in the project, "PP" may be used.

### 5. RELATED EXPERIENCE

List last ten (10) current related projects [in chronological order] of comparable type, size and complexity.  
 List [in chronological order] last ten (10) current five (5) related projects [in chronological order] completed by your company within the last five (5) years of comparable type, size and complexity.

PROJECTS	EXPERIENCE PROFILE	COMPLETION DATE	LOCATION	CONSTRUCTION COST

**NOTE:** Experience Profile Code: After each project, show whether firm company was "P" prime professional, "C" consultant or "JV" part of a joint venture. If none of the previous, and if applicable, the PRINCIPALS of the applicant firm company may use the letters "IE" to indicate individual experience. If a PRINCIPAL of the applicant firm company was a principal in a previous partnership and had a role in the project, "PP" may be used.

## 6. TIMELINES AND BUDGETS

A. Provide requested information for each project listed in #4 5.

PROJECT NAME	<u>CONTRACT</u> DATE PROFESSIONAL AGREEMENT BEGAN	DATE OF SUBSTANTIAL COMPLETION CONTRACT DOCUMENTS ACCEPTED BY OWNER-AS COMPLETE		ORIGINAL CONSTRUCTION BUDGET	ARCHITECT/ENGINEER ESTIMATE PRIOR TO BIDDING <u>FINAL</u> <u>CONSTRUCTION</u> <u>COSTS</u>	AMOUNT OF BONAFIDE LOW-BID {delete column}	NAME & TELEPHONE NO. OF OWNER OR OWNER'S DESIGNATED REPRESENTATIVE {<- widen column ->}
		CONTRACTED DATE	ACTUAL DATE				

**6. TIMELINES AND BUDGETS** (continued)

B. Describe **the** process (in narrative form) used by your company ~~firm~~ to ensure control of the project costs **and schedule** for the projects listed in #6A ~~in the format provided~~.

PROJECT NAME	NARRATIVE

### 7. TEAM QUALIFICATIONS

Provide requested information for each of the key personnel who will actually be working on the project. If not applicable, enter "N/A". Attach a copy of the Florida Professional Registration Certificate with the appropriate board for each applicable firm **individual** listed in Section 7(A). Attach a copy of the personal experience resume for key personnel listed in Section 7(B).

SUPERVISOR CATEGORY	DESIGNATED INDIVIDUAL IN-CHARGE	FLORIDA REGISTRATION NUMBER LICENSE	IN-HOUSE (Yes/No)	OUTSIDE CONSULTANT (Yes/No)	NAME OF OUTSIDE CONSULTANT FIRM COMPANY	LOCATION OF OUTSIDE CONSULTANT (City / State)	FLORIDA CORP. OR PARTNERSHIP (Yes / No)	LEED CERTIFIED (Yes / No) (delete column)
<b>TITLE</b>								
Executive-in-Charge								
Senior-Project-Manager								
Project-Manager								
Ass't. Proj.-Mgr. / Engineer								
Superintendent								
Assistant-Superintendent								
Energy-Director								
Senior-Estimator								
Project-Estimator								
Redi-Check-Coordinator								
Other								

### 8. SIGNATURE

Sign and date the PQS form. Type the name and title of the principal of the firm company who signs the form. (NOTE: Signature indicates that the information provided on the PQS form is accurate. Signature also indicates Applicant's profession has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in Florida Statutes.) Information submitted is subject to the Laws of Perjury as stated in Florida Statutes.

**PUBLIC ENTITY CRIMES:** Per the provisions of Florida Statutes 287.133(2)(A). "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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, 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 Florida Statute 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list." The prospective company certifies, by submission and signature of this application, that neither the applicant, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this process or otherwise precluded by Florida Statute 287.133 from participating in this contract.

Signature \_\_\_\_\_ Typed Name and Title of Signer: \_\_\_\_\_

Date: \_\_\_\_\_



**APPENDIX F**  
**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
**PROFESSIONAL QUALIFICATIONS SUPPLEMENT**  
**CONSTRUCTION MANAGERS**  
**PROFESSIONAL SERVICES SELECTION COMMITTEE**

Effective: 6/6/2003 (new date)

**PURPOSE:** The Professional Qualifications Supplement (PQS) is designed to provide information regarding the qualifications of interested firms companies to provide professional services in accordance with the requirements of Florida Statutes, Consultants' Competitive Negotiation Act.

**INSTRUCTIONS:** Please complete this form as per the instructions cited at the beginning of each specific section. This completed PQS form and other required information is to be submitted as per the Application Requirements for this specific Request for Qualifications (RFQ).

**1. PROJECT INFORMATION**

Enter the project name as it appears in the public announcement for professional service. Include project number when such occurs in the advertisement.

PROJECT NAME \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

**2. APPLICANT IDENTIFICATION**

Enter the legal name of the Applicant, the address, telephone number and the other requested information. If applying firm company has multiple office locations, the Applicant is considered to be only the office where the work is to be completed. Consider only the specific office listed in response to this question as the Applicant when completing all other areas of the PQS.

**FIRM COMPANY NAME** \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_ FACSIMILE ( ) \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **STATE** \_\_\_\_\_  
**WHAT MONTH/YEAR DID THIS OFFICE OPEN?** \_\_\_\_\_

NOTE: In order to qualify for location rating points, applicant must have maintained a production office at the city of applying office for at least one (1) year prior to the date of the submission of Form-300 this application.

**3. MINORITY FIRM COMPANY**

The School Board of Sarasota County encourages the use of minority business enterprises in its construction program. If the applicant firm company or any consultants are is a minority business enterprise (MBE), in accordance with Florida Statute, please complete this section. Provide certification/documentation stating company/firm is MBE.

**NOTE: Include proof of minority status. In accordance with Florida Statute, for each minority firm listed.**

A. Is the Applicant a minority in accordance with Florida Statute? Yes \_\_\_\_\_ No \_\_\_\_\_  
 B. Are any of the proposed consultants minorities in accordance with Florida Statute? Yes \_\_\_\_\_ No \_\_\_\_\_  
 C. If the response to B was "Yes", complete the following:

Consultant's Name: \_\_\_\_\_  
 Consultant's Name: \_\_\_\_\_

NOTE: Include proof of minority status, in accordance with Florida Statute, for each minority firm listed. (language relocated to instructional paragraph)



#### 4. LIST OF PROJECTS

~~(List last ten (10) current projects [in chronological order] your company/firm has built or designed.)~~  
 List last ten (10) all current projects [in chronological order] your company/firm has built or designed is building.

PROJECTS	EXPERIENCE PROFILE	SCHEDULED COMPLETION DATE	LOCATION	PROJECTED CONSTRUCTION COST

**NOTE:** Experience Profile Code: After each project, show whether firm company was "P" prime professional, "C" consultant or "JV" part of a joint venture. If none of the previous, and if applicable, the PRINCIPALS of the applicant firm company may use the letters "IE" to indicate individual experience. If a PRINCIPAL of the applicant firm company was a principal in a previous partnership and had a role in the project, "PP" may be used.

### 5. RELATED EXPERIENCE

List last ten (10) current-related projects [in chronological order] of comparable type, size and complexity.  
 List [in chronological order] last ten (10) current [in chronological order] related projects [in chronological order] completed by your company within the last five (5) years of comparable type, size and complexity.

PROJECTS	EXPERIENCE PROFILE	COMPLETION DATE	LOCATION	CONSTRUCTION COST

**NOTE:** Experience Profile Code: After each project, show whether firm company was "P" prime professional, "C" consultant or "JV" part of a joint venture. If none of the previous, and if applicable, the PRINCIPALS of the applicant firm company may use the letters "E" to indicate individual experience. If a PRINCIPAL of the applicant firm company was a principal in a previous partnership and had a role in the project, "PP" may be used.

## 6. TIMELINES AND BUDGETS

A. Provide requested information for each project listed in #4 5.

PROJECT NAME	CONTRACT DATE PROFESSIONAL AGREEMENT BEGAN	DATE OF SUBSTANTIAL COMPLETION CONTRACT DOCUMENTS-ACCEPTED BY OWNER-AS COMPLETE		ORIGINAL CONSTRUCTION BUDGET	ARCHITECT/ENGINEER ESTIMATE PRIOR-TO-BIDDING FINAL CONSTRUCTION COSTS	AMOUNT OF BONAFIDE LOW-BID (delete column)	NAME & TELEPHONE NO. OF OWNER OR OWNER'S DESIGNATED REPRESENTATIVE {<- widen column ->}
		CONTRACTED DATE	ACTUAL DATE				

**6. TIMELINES AND BUDGETS** (continued)

B. Describe **the** process (in narrative form) used by your company **firm** to ensure control of the project costs **and schedule** for the projects listed in #6A **in the format provided**.

PROJECT NAME	NARRATIVE

### 7. TEAM QUALIFICATIONS

Provide requested information for each of the key personnel who will actually be working on the project. If applicable, list more than one person per service using a single line for each person. If not applicable, enter "N/A". Attach a copy of the Florida Professional Registration Certificate with the appropriate firm **individual** listed in Section 7(A). Attach a copy of the personal experience resume for key personnel listed in Section 7(B).

SUPERVISOR CATEGORY	DESIGNATED INDIVIDUAL IN-CHARGE	FLORIDA REGISTRATION NUMBER LICENSE	IN-HOUSE (Yes/No)	OUTSIDE CONSULTANT (Yes/No)	NAME OF OUTSIDE CONSULTANT FIRM COMPANY	LOCATION OF OUTSIDE CONSULTANT (City / State)	FLORIDA CORP. ORATION (Yes / No)	LEED CERTIFIED (Yes/No) (delete column)
<b>TITLE</b>								
Executive in Charge								
Senior Project Manager								
Project Manager								
Asst. Proj. Mgr. / Engineer								
Superintendent								
Assistant Superintendent								
Energy Director								
Senior Estimator								
Project Estimator								
Reci-Check Coordinator								
Other								

### 8. SIGNATURE

Sign and date the PQS form. Type the name and title of the principal of the **firm company** who signs the form. (NOTE: Signature indicates that the information provided on the PQS form is accurate. Signature also indicates Applicant's profession has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in Florida Statutes). Information submitted is subject to the Laws of Perjury as stated in Florida Statutes.

PUBLIC ENTITY CRIMES: Per the provisions of Florida Statutes 287.133(2)(A), "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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, 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 Florida Statute 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list." The prospective company certifies, by submission and signature of this application, that neither the applicant, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this process or otherwise precluded by Florida Statute 287.133 from participating in this contract.

Signature \_\_\_\_\_ Typed Name and Title of Signer: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX G SCHOOL BOARD POLICY 7.71

### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA **LOCATION RATING TABLE** PROFESSIONAL SERVICES SELECTION COMMITTEE

<u>Location by County</u>	<u>Rating</u>
Sarasota, Manatee, Charlotte, DeSoto.....	5
Pinellas, Lee, Hillsborough, Hardee.....	4
All other Florida counties.....	3
Out of State.....	1



## APPENDIX H SCHOOL BOARD POLICY 7.71

### THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA **PROJECT ASSIGNMENT SHEET** PROFESSIONAL SERVICES SELECTION COMMITTEE

DATE \_\_\_\_\_ PROJECT NO. \_\_\_\_\_ DEPT. \_\_\_\_\_

PROJECT \_\_\_\_\_

The Professional Services Selection Committee, in accordance with School Board Policy 7.71, has selected the top three (3) **firms companies** and ranked them as indicated below:

FIRST CHOICE \_\_\_\_\_

SECOND CHOICE \_\_\_\_\_

THIRD CHOICE \_\_\_\_\_

Signature of Committee Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_