

## CHAPTER 7.00 – BUSINESS SERVICES

7.71

### SELECTION POLICY FOR PROFESSIONAL CONSTRUCTION RELATED SERVICES

#### POLICY:

#### (1) INTRODUCTION

- (a) Purpose: The Professional Services Selection Committee (Committee) is designated by The School Board of Sarasota County, Florida (Board) to select firms 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 1<sup>st</sup> each year, the Board shall solicit applicants to provide professional services as per (1)(a) above. The Committee shall review the applicants' credentials and submit a list of acceptable applicants to the Superintendent of Schools (Superintendent) or their Designee for Board approval as certified to provide professional construction related services. Applicant firms may be added or deleted from this list at any time subject to Board certification.

#### (2) COMMITTEE

- (a) Membership: The membership of the Committee shall consist of the following:

**\* FOR OVERVIEW & RATIONALE OF PROPOSED REVISIONS:**

**PLEASE SEE ATTACHMENT "B": "PROPOSED MEMBERSHIP REVISIONS" \***

~~Seat 1 Executive Director – Business Support Services~~

~~Seat 1 Cost Center Head of Impacted Campus/Dept. (or Administrative Designee)~~

~~Seat 2 Director – Construction Services~~

~~Seat 2 Director – Construction Services (or Administrative Designee)~~

~~Seat 3 Director – Facilities Services – or – Purchasing~~

~~Seat 3 Director – Facilities Services, Food & Nutrition Services, Long Range Planning, Purchasing, Security - OR - Transportation~~

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<del>Seat 4</del>	<del>Building Code Administrator – Construction Services</del>
<del>Seat 4</del>	<del>Building Code Administrator – Construction Services (or Administrative Designee)</del>
<del>Seat 5</del>	<del>Project Manager – Construction Services</del>
<del>Seat 5</del>	<del>Project Manager – Construction Services – OR – Assistant Director – Facilities Services, as applicable</del>
<del>Seat 6</del>	<del>Director of Elementary Education (or Administrative Designee) – or – Director of Secondary Education (or Administrative Designee) – or – Director of Pupil Support Services (or Administrative Designee) [Seat #6 attendee dependent upon nature of specific project]</del>
<del>Seat 6</del>	<del>Executive Director of Elementary School Education – OR – Executive Director of Middle School Education – OR – Executive Director of Pupil Support Services – OR – Executive Director of Secondary School Education (Seat #6 may be attended by an Administrative Designee) Note: Seat #6 attendee dependent upon nature of specific project</del>
<del>Seat 7</del>	<del>Public Representative with construction/design background and/or experience with no conflict of interest</del>
<del>Seat 7</del>	<del>Citizen at large representing demographic diversity of county with construction/design background and/or experience preferred, with no conflict of interest.</del>
<del>Seat 8</del>	<del>Public Representative with construction/design background and/or experience with no conflict of interest</del>
<del>Seat 8</del>	<del>Citizen at large representing demographic diversity of county with construction/design background and/or experience preferred, with no conflict of interest</del>
<del>Seats 7 &amp; 8 may be filled with multiple individuals simultaneously in order to provide more flexibility in scheduling.</del>	

- (b) Appointment: Members of the Committee shall be recommended by the Superintendent or their Designee and appointed by the Board. Should a vacancy occur, the Superintendent or their Designee shall recommend and the Board shall appoint an individual to fill that seat.
- (c) Orientation: The Chairperson shall meet separately with new Committee members to review the items on the Awareness Sheet (substantially as in Appendix A).
- (d) Terms: All District staff (seats 1-6) shall have perpetual membership. The other two (2) Committee members serve one-year terms.

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- (e) **Officers:** The Director of Construction Services shall convene the meetings and serve as Chairperson (Chairperson). The Committee shall annually, in August or soon thereafter, select a vice chairperson to serve in the absence of the Chairperson. The Committee may elect additional officers.
- (f) **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.
- (g) **Quorum:** A quorum constitutes five (5) Committee members, including the Chairperson.
- (h) **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.
- (i) The Director of Construction Services' Secretary (or designee) shall serve as Committee secretary and shall not be a voting Committee member.
- (j) **Scoring & Voting:** All eligible Committee members shall score and vote. The Committee shall score all sections on the Official 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.

### (3) SELECTION PROCEDURES

#### 3.1 Major/Minor Projects and Continuing Contract Selection Procedure (excluding all Design/Build single projects under section 3.2)

- (a) **Selection Criteria:** The Committee shall advertise, shortlist, and as deemed necessary, conduct interviews on major projects, and for all projects for which continuing contracts will be issued, with an estimated construction cost of two hundred fifty thousand dollars (\$250,000.00), or for which the cost of professional services is estimated to be twenty-five thousand dollars (\$25,000.00) or more. For minor construction projects estimated to cost less than two hundred fifty thousand—dollars (\$250,000.00), or for which consultant fees are estimated to be less than twenty-five thousand dollars (\$25,000.00), the Committee may assign projects to firms on the current certified list in an equitable manner without public advertisement in accordance with Florida Statute.

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- (b) **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 shall be submitted to the Superintendent or their Designee for Board approval.
- (c) **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 which has been Board certified. For specialty projects, copies of such advertisement may be sent to firms which are not currently Board certified, but may have particular interests in such specialties.
- (d) **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 interested in submitting an Application are required to attend this meeting and any firm not attending will not be considered for selection.
- (e) **Application:** Except as may otherwise be specified in the legal advertisement, the Committee shall use the Sarasota County School Board Professional Qualification Supplement (PQS) and the Information Summary Sheet (substantially as in Appendix E) to serve as a portion of the application package to be completed by each applicant firm. 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 cannot change any consultant listed in the PQS and/or application package without first receiving the Committee's approval.
- (f) **Shortlisting:** Columns A-E are utilized by the Committee to construct a shortlist. Firms will be ranked based on a total number of points gained from columns A-E. Prior to Shortlisting, 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 submitted documents. Information provided by firms 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. All score sheets shall be collected by the Committee secretary for tabulation and announcement of the results. The average score is the official score.

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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 Firm	0 or 1
B	Location	<del>1 - 5</del> 10
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 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 F, **which establishes local preference criteria.**

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.

The total average scores of columns A, B, C, D, and E shall be each firm’s official score for the purpose of shortlisting the applicants. Those firms shortlisted 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 shortlisted would be acceptable to provide the professional construction related services required for the specific project.

For projects with estimated construction costs under one million dollars (\$1,000,000.00), 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 select) firms to interview. If the Committee elects not to interview, the three (3) highest ranked (or best qualified for selection) firms shall be submitted to the Superintendent or their

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Designee on the Project Assignment Sheet (substantially as in Appendix G) for Board approval. For projects with estimated construction costs in excess of one million dollars (\$1,000,000.00) or when continuing contracts are to be awarded, the Committee must interview and shall vote to determine the number of highest ranked (or best qualified for selection) firms to interview.

- (g) Interview Criteria: The Chairperson shall advise the firms 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.
- (h) Pre-Interview Orientation Session: The Chairperson shall arrange a mandatory pre-interview orientation session for all firms shortlisted. All firms shall be indoctrinated about the project at the same time by the same person(s).
- (i) 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 presentation period shall not exceed thirty (30) minutes and the question and answer period shall not exceed fifteen (15) minutes. It shall be the Chairperson's responsibility to require attendance by only those representative(s), off/for the firms under consideration, who are qualified to participate in a technical presentation at the interview level (i.e., design team, lead architect/engineer, project manager).
- (j) 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 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).

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

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Column F – Points obtained by evaluating information contained in the Timelines & Budget section of the PQS.

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 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 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 official score for the purpose of ranking the applicants.

- (k) Submission of Ranking: For Major/Minor single projects, the top three (3) ranked firms shall be submitted to the Superintendent or their Designee on the Project Assignment Sheet (substantially as in Appendix G) for Board approval. For continuing contracts, the top ranked firms, 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 G) for Board approval.
- (l) 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 Superintendent or their Designee shall then make a recommendation to the Board, accompanied by the Committee's rankings.

If 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.

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- (m) **Contract Negotiation:** For Major/Minor single projects, after Board approval of a Committee selection, the Chairperson, in the presence of at least two (2) 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. For continuing contracts, the Chairperson shall commence negotiations in the presence of a least two (2) additional Committee members with all of the Board approved firms. If negotiations are successful with all of the Board approved firms, the Chairperson shall submit continuing contracts with all of those firms to the Board for approval. If negotiations are unsuccessful with any of the firms, the Chairperson shall continue negotiations with additional firms 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 as specified in the advertisement.

### **3.2 Design/Build Single Project Selection Procedure**

- (a) **Selection Criteria:** The Committee shall advertise, shortlist, and conduct interviews for the selection of Design/Build entities for single projects in accordance with the procedure set forth herein.
- (b) **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 which has been Board certified.
- (c) **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 interested in submitting a Statement of Qualifications are required to attend this meeting and any firm not attending will not be considered for selection.
- (d) **Statement of Qualifications:** All firms 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.
- (e) **Shortlisting:** Statements of Qualifications received after the submittal time indicated in the public notice/advertisement will not be considered. Statements of Qualifications will be evaluated by the Design Criteria



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Architect and reviewed by the Professional Services Selection Committee. 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). Committee members shall individually score Columns A, B, C, D and E for each applying entity based on the following:

<u>Column</u>	<u>Category</u>	<u>Score Range</u>
A	Minority Firm	0 or 1
B	Location	<del>1 - 5</del> 10
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 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 F, which establishes local preference criteria.

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.

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 E and F shall be each entity's official score for the purpose of ranking the applicants. The Professional Services Selection Committee will shortlist a minimum of three (3) entities for further consideration.

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- (f) Pre-Interview Orientation Session: The Chairperson shall arrange a mandatory pre-interview orientation session for all entities shortlisted. All firms shall be indoctrinated about the project at the same time by the same person(s).
- (g) Price/Schedule Proposals: Shortlisted 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.
- (h) 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 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.
- (i) 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 official score for the purpose of ranking the applicants.

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- (j) Submission of Ranking: For Design/Build single projects, the top three (3) ranked firms shall be submitted to the Superintendent or their Designee on the Project Assignment Sheet (substantially as in Appendix G) for Board approval.
- (k) 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 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.

- (l) Contract Negotiation: Subsequently, representatives 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, 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 Chairperson shall forward the negotiated design/build agreement to the Board for approval.

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- (4) REVIEW OF POLICIES AND PROCEDURES:
- (a) At least every three (3) 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.
- (5) EFFECTIVE DATE: These policies are effective upon adoption and supersede all previous policies.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.

LAWS IMPLEMENTED: 230.23(10)(j); 230.223005(2); 230.33(11); 230.33(12)(i); 237.02; 287.055; 287.057, F.S.

STATE BOARD OF EDUCATION RULES: 6A-2.0111

History:

Adopted: 8/21/01 Revision Date(s): 10/7/2003 Formerly: 6.102
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### NOTES:

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



## **APPENDIX A**

### **SCHOOL BOARD POLICY 7.71**

#### **THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**

#### ***AWARENESS SHEET***

#### **PROFESSIONAL SERVICES SELECTION COMMITTEE**

The Chairman 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 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 understands the design problems surrounding the project and to get a feel for how the firm would approach the solutions. At this point in time, the firm 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 method in more general terms.
  - C. The Committee may consider any review processes of the firm either by end-user, peer review or self-critique which may be included in the submitted proposal.
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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The project listed above is estimated to cost less than \$250,000.00, or for which consultant fees are estimated to be less than \$25,000.00. Therefore, in accordance with School Board Policy 7.71, the Committee recommends that the project be assigned for completion to:

FIRM \_\_\_\_\_

Signature of Committee Members

\_\_\_\_\_

\_\_\_\_\_

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

Effective: 10/7/2003

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

**INSTRUCTIONS: PLEASE SUBMIT ONLY ONE (1) COPY OF PROPOSAL AND OTHER REQUIRED DOCUMENTS OR AS PER ADVERTISEMENT - ADDITIONAL COPIES WILL BE DESTROYED.**

- Please type accurately. The numbers on these instructions correspond to the numbered items on the PQS form. Use additional sheets when necessary, following the format on the PQS.
- Attach a copy of proof of minority status, in accordance with Florida Statute, for each minority firm listed in Section 3.
- Attach a copy of the Florida Professional Registration Certificate with the appropriate board for each applicable firm listed in Section 7(A).
- Attach a copy of the personal experience resume for key personnel listed in Section 7(B).

- 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.
- 2. APPLICANT IDENTIFICATION:** Enter the legal name of the Applicant, the address, telephone number and the other requested information. **If applying firm 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. NOTE: Location points assigned as per Appendix "F" – Location Rating Table. The location to be considered is that of the applicant's "home office", which is defined as being the principal address for the applicant at listed by the Florida Secretary of State.**
- 3. MINORITY FIRM:** The School Board of Sarasota County encourages the use of minority business enterprises in its construction program. If the applicant firm or any consultants are a minority business enterprise (MBE), in accordance with Florida Statute, please complete this section. Provide certification/documentation stating company/firm is MBE.
- 4. LIST OF PROJECTS:** List last ten (10) completed projects [in chronological order] your company/firm has built or designed.
- 5. TIMELINES & BUDGET:**
  - A.** Provide requested information for each project listed in #4 in the format provided on the PQS form.
  - B.** Describe process (in narrative form) used by your company/firm to ensure control of the project costs for the projects listed in #5A in the format provided on the PQS form.
- 6. RELATED EXPERIENCE:** List last ten (10) completed related projects [in chronological order] of comparable type, size and complexity. Provide requested information for each project in the format provided on the PQS form.
- 7. TEAM QUALIFICATIONS:** Provide team credentials and ability to perform together as a cohesive team.
  - A. CORPORATE INFORMATION:** List the designated individual in charge and the Florida Registration Number for all services provided in-house. For outside services, provide the firm, location, if a Florida Corporation, designated individual in charge, and the Florida Registration Number.
  - B. KEY PERSONNEL:** List the key personnel who will actually be working on the project. Indicate the service, if in-house or outside consultant, title, and Florida Registration Number. If applicable, list more than one person per service using a single line for each person.
  - C. CONTRACTED WORK:** List last ten (10) completed projects [in chronological order] your company/firm has built or designed. Provide requested information for each project in the format provided on the PQS form.
  - D. REPRESENTATIVE DESIGN:** List last ten (10) completed related projects [in chronological order] of comparable type, size and complexity. The buildings can be of any type. The purpose is to demonstrate your firm's versatility and sophistication in design. Provide requested information for each project in the format provided on the PQS form.
- 8. SIGNATURE:** Sign and date the PQS form. Type the name and title of the principal of the firm 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.



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
**PROFESSIONAL QUALIFICATIONS SUPPLEMENT  
INFORMATION SUMMARY SHEET**

Effective: 10/7/2003

- 1) FIRM NAME: \_\_\_\_\_
  - 2) NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_ 3) MINORITY FIRM: YES \_\_\_\_\_ NO \_\_\_\_\_
  - 4) \*BASIC SERVICE FEES/CURRENT WORK: \$ \_\_\_\_\_
  - 5) \*BASIC SERVICE FEES/LAST FIVE (5) YEARS: \$ \_\_\_\_\_
  - 6) TYPE AND NUMBER OF PROJECTS CONSIDERED RELATED EXPERIENCE (identified in Form 254): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 7) PAST/CURRENT SCHOOL CONSTRUCTION EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 8) (a) TOTAL NUMBER OF EMPLOYEES: \_\_\_\_\_ (b) TOTAL EMPLOYEES IN PROJECT OFFICE: \_\_\_\_\_ (c) TOTAL EMPLOYEES ASSIGNED TO PROJECT: \_\_\_\_\_
  - 9) AVERAGE YEARS OF EXPERIENCE OF PROJECT TEAM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \*if firm is new to School Board work, three (3) references are required:
- |     | Contact Person | Company/Firm Name | City/State | Telephone |
|-----|----------------|-------------------|------------|-----------|
| (1) | _____          | _____             | _____      | _____     |
| (2) | _____          | _____             | _____      | _____     |
| (3) | _____          | _____             | _____      | _____     |

## 1. PROJECT INFORMATION

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

## 2. APPLICANT IDENTIFICATION

FIRM NAME \_\_\_\_\_ Number of Technical and Professional Staff in Office: \_\_\_\_\_

ADDRESS \_\_\_\_\_ Number of Florida registered individuals in office (Attach list of names): \_\_\_\_\_

With what company do you carry Professional Liability Insurance? \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FACSIMILE ( ) \_\_\_\_\_ How many consecutive years have you carried PLI with this company? \_\_\_\_\_

What 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 year prior to the date of the submission of Form 254.**

## 3. MINORITY FIRM

- 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.

### 4. LIST OF PROJECTS

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

PROJECTS	EXPERIENCE PROFILE	COMPLETION DATE	LOCATION	CONSTRUCTION COST

**NOTE:** Experience Profile Code: After each project, show whether firm 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 may use the letters "E" to indicate individual experience. If a PRINCIPAL of the applicant firm was a principal in a previous partnership and had a role in the project, "PP" may be used.

### 5. TIMELINES AND BUDGETS

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

PROJECT NAME	DATE PROFESSIONAL AGREEMENT BEGAN	DATE CONTRACT DOCUMENTS ACCEPTED BY OWNER AS COMPLETE		ORIGINAL CONSTRUCTION BUDGET	ARCHITECT/ENGINEER ESTIMATE PRIOR TO BIDDING	AMOUNT OF BONAFIDE LOW BID	NAME & TELEPHONE NO. OF OWNER OR OWNER'S DESIGNATED REPRESENTATIVE
		CONTRACTED DATE	ACTUAL DATE				

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

B. Describe process (in narrative form) used by your company/firm to ensure control of the project costs for the projects listed in #5A in the format provided.

PROJECT NAME	NARRATIVE

**6. RELATED EXPERIENCE**

List last ten (10) completed related projects [in chronological order] of comparable type, size and complexity.

PROJECTS	EXPERIENCE PROFILE	COMPLETION DATE	LOCATION	CONSTRUCTION COST

**NOTE:** Experience Profile Code: After each project, show whether firm 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 may use the letters "IE" to indicate individual experience. If a PRINCIPAL of the applicant firm was a principal in a previous partnership and had a role in the project, "PP" may be used.

**7. TEAM QUALIFICATIONS**

**A. CORPORATE INFORMATION**

SERVICE	IN-HOUSE (APPLICANT)		OUTSIDE CONSULTANT				
	DESIGNATED INDIVIDUAL IN CHARGE	FLORIDA REGISTRATION NUMBER	FIRM	CITY*	FLORIDA CORPORATION (YES)(NO)	DESIGNATED INDIVIDUAL IN CHARGE	FLORIDA REGISTRATION NUMBER
Architectural							
Landscape Architectural							
Civil Engineering							
Electrical Engineering							
Mechanical Engineering							
Interior Design							
Special Consultants							

\*City in which work will actually be completed.

**B. KEY PERSONNEL**

SERVICE	(IN-HOUSE)	(OUTSIDE)	NAME	TITLE	FLORIDA REGISTRATION NUMBER



C. CONTRACTED WORK						
PROJECT NAME	LOCATION	OWNER	OWNER PHONE	CURRENT PHASE	COMPLETION DATE	CONSTRUCTION COST

D. REPRESENTATIVE DESIGN	
PROJECT NAME	LOCATION

**8. SIGNATURE**

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



## APPENDIX F 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.....	<del>5</del> <b>10</b>
Pinellas, Lee, Hillsborough, Hardee.....	<del>4</del> <b>7</b>
All other Florida counties.....	<del>3</del> <b>4</b>
Out of State.....	<del>1</del> <b>0</b>

**The location to be considered is that of the applicant's "home office", which is defined as being the principal address for the applicant as listed by the Florida Secretary of State.**



**APPENDIX G**  
**SCHOOL BOARD POLICY 7.71**

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 and ranked them as indicated below:

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

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

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

Signature of Committee Members

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