

**Franklin County School District
85 School Road, Suite One
Eastpoint, FL 32328**

**Request For
Statement of Qualifications**

RFQ 2019-003



**Construction Management
at Risk Services for**

**Franklin County School
New Construction - Expansion Projects**

**July 18, 2019
July 25, 2019
August 1, 2019**

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Section 1

Request For Qualifications

Pursuant to Sections 287.055, Florida Statutes, the State of Florida's Consultants' Competitive Negotiations Act, and the State Requirements for Educational Facilities 2014, the School Board of Franklin County, Florida, will consider the contracting of Construction Managers at Risk to provide professional services for:

**Advertisement
Construction Management at Risk
Demolition, Renovation and New Construction
Franklin County School District**

The scope of work will include pre-construction, design input and construction services for the project(s).

Business entities interested in providing **Construction Management At Risk** services to Franklin County School District (FCSD) are hereby notified that eight (8) copies and one (1) electronic copy of qualification statements for providing the required services must be received **by 2:00 PM, EST, August 8, 2019**, at Attention: Floyd Roberts, Franklin County School District, 85 School Road, Suite One, Eastpoint, Florida, 32328, telephone (850) 670-2800.

Information and instructions for completing and submission of the Statement of Qualifications, and all addenda if issued, may be downloaded from the FCSD web site at:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f15301dc-b9da-411c-a316-04a41c93255f>,

In order to receive notice of supplemental information, responses, addenda, or clarification(s) regarding the RFQ, firms must register via e-mail to Floyd Roberts (froberts@franklin.k12.fl.us) or via facsimile to Floyd Roberts at 850-670-8579. Only firms formally registered, per above, will be notified.

The Facilities Review Committee will evaluate and conduct informal interviews to selected firms. Selected short listed firms will make formal presentations to the School Board at a date to be determined.

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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Contractors are subject to the provisions of the Jessica Lunsford Act (F.S.1012.465) - Background screening requirements for certain non instructional school district employees and contractors. Non instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the school board.

School Board of Franklin County reserves the right to waive any informality in the selection process and to reject any or all Statements of Qualifications.

Section 2 – Pre-Qualification Form

Franklin County School District Contractor Pre-Qualification Review

Applicant:
Business Names, Address _____
Phone & Fax Number _____

Type of Work Submitted for: _____

- Evaluation Criteria:**
1. Contractor's License: _____
 2. Financial Resources: _____
 3. Surety Company's Verification: _____
 4. Bonding Capacity: _____
 5. Evidence of Experience _____

 6. List of Pending Litigation: _____
 7. Certificates of Insurance: _____
 8. Public Entity Crimes: _____
 9. Application Notarized: _____
 10. Comments: _____

The undersigned have reviewed the qualifications submitted by the above applicant and recommend approval based on the requirements for pre-qualification established by the Franklin County School District.

Date: _____

Signature

Floyd Roberts (Director of Facilities)

Franklin County School District

Signature

Shannon Venable (Director of Financial Services)

Franklin County School District

Franklin County School District **Prequalification of Construction Management**

The following application must be submitted in its entirety and approved by the School Board of Franklin County for any Contractor requesting to engage in business with the Franklin County School District for any Major Construction, Renovation or Construction Management project. The application must be signed and notarized by the applicant. Additional pages may be added to this application if needed.

1. Please state the applicant's name, location of applicant's principal office, principal owners and how long applicant has been in business. If the applicant is a corporation, please state the state where incorporated and date of incorporation.

2. Please provide audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operations and bonding capacity. Written verification of the applicant's bonding capacity shall be sufficient financial information provided the verification is from a licensed surety company rated "A" or better in the current A.M. Best Guide and provided the surety company is authorized to do business in the state of Florida.

3. Please state the contractor trade categories in which applicant performs contracting services and the state and local licenses, including license numbers, held by the applicant.

4. Please provide a complete list of construction projects completed by the applicant within the past five (5) years including dates, clients, approximate dollar value and size.

5. Please provide certificates of insurance confirming applicant's current workers' compensation, public liability and property damage insurance coverage.

6. Please list all pending litigation and all litigation within the past five (5) years applicant has been a party to.

7. Please state five (5) or more references that are familiar with the applicant's construction work.

8. Please provide any other information about applicant's experience or ability to perform construction work that the applicant wants to be considered in this application.

9. Applicant is hereby notified that pursuant to Section 287.133, Florida Statutes, 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 work, may not submit bids on leases of real property to a public entity, may not be considered or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.077, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Please state "Yes" if applicant has been convicted of a public entity crime and "No" if applicant has not.

Dated this: _____ day of _____, _____

APPLICANT

BY: _____

Printed Name

Its: _____

SWORN to and SUBSCRIBED before me this _____ day of _____, 20____, by the _____ of applicant, who is personally known to me or who has produced as identification.

Signature of Notary Public (State of Florida): _____

Printed Name of Notary: _____

My Commission Expires: _____

Section 3 – Project Scope

Franklin County School District is soliciting written Statements of Qualification from Construction Management firms desiring to provide construction management at risk services to the district. Franklin County School District intends to award a contract to the entity that is deemed most qualified and responsive to this request.

The construction management services shall include, but are not limited to the following; Preconstruction services (value engineering, cost analysis, scheduling and evaluations), bidding and contracting with all subcontractors, coordinating scheduling of the work, supervision of the work and working with the FCSD Architect of Record on the project. FCSD will be responsible for the cost of, but the construction management services shall include securing all licenses, permits, and any tests that may be required to obtain certification of occupancy or to construct the project.

Management of Construction

The Construction Manager (CM) will be responsible for construction management services of Franklin County School Education Expansion Project. The services required will be in the design phase, bid and award phase, construction phase and post construction phase.

The Franklin K-12 School expansion project includes construction of all phases.

An Architect will provide the project scope, design and specification documents. The Architect will work with FCSD staff and the selected CM to complete the program and work on the construction phasing.

- Phase I is a Career & Technical Education (CTE) Welding Building which will be approximately 6,300 sq. ft. in size and located at the current K12 Franklin County School campus.
- Phase II is anticipated for a Transportation Facility.
- Phase III is anticipated to include a CTE Culinary Arts Facility.
- Phase IV is to be determined.

The project scope will be to work with the Franklin County School District Facilities Team, School Personnel and Design Team (Architectural/Engineering) to advise, coordinate and offer cost savings proposals during the design phase. Secondly, the Construction Manager will openly discuss obstacles with multiple phasing options as well as value engineering.

Finally, the Construction Manager will work with the team to develop a construction budget. Upon obtaining project funding, the Construction Manager will submit a Guaranteed Maximum Price (GMP) to be evaluated by the Franklin County School Board. Upon agreed GMP and School Board approval, the contractor will commence demolition, site work, renovation and construction on the school property.

The estimated budget for Phase I of the project is \$1,978,722. The project completion date is July 31, 2021.

The Phase I project will be fully funded according to the Grant Award Agreement(s) made and entered by and between TRIUMPH GULF COAST, INC. (TRIUMPH) and FRANKLIN COUNTY SCHOOL BOARD. In summary, the Franklin County School Board/Project #157 grant shall be disbursed from time to time as FCSD submits invoices for completed work to TRIUMPH (no more than one (1) application per month). All amounts disbursed to FCSD pursuant to an Application for Disbursement shall then be paid by FCSD to architects, engineers, contractors, materialmen, and other vendors performing the Construction under Contracts. Within forty-five (45) days of receipt of an Application for Disbursement, TRIUMPH shall either approve or disapprove of the Application for Disbursement in a written notice to FCSD. If TRIUMPH approves the Application for Disbursement, then it shall disburse the approved amount to FCSD within thirty (30) days after the delivery of the notice of approval. If any items are missing or corrective items are needed on the Application for Disbursement, FCSD has thirty (30) days following the receipt of the notice of disapproval to submit such missing or corrective items. If TRIUMPH fails to approve or disapprove of the Application for Disbursement within forty-five (45) days of receipt, such Application for Disbursement shall be deemed disapproved.

The services required for the construction program include, but are not limited to the following:

A. Design Phase

1. The Construction Manager will be required to work with the Architect of Record.
2. The Construction Manager may be required to participate in FCSD's "Direct Owner Purchasing Program".
3. The Construction Manager will submit for approval by the Architect and the Owner's Representatives applicable cost and time savings incentive programs.
4. The Construction Manager will be required to work with and coordinate his activities with any additional contracts or contractors that FCSD provides for the project.
5. The Construction Manager will assist FCSD and the design team during the scope development phase with design options.

6. The Construction Manager will review progress design documents and provide value engineering recommendations in all disciplines including civil, structural, landscaping, mechanical, and electrical as necessary.
7. The Construction Manager will review construction documents to ensure constructability.
8. The Construction Manager will review construction documents to minimize omissions.
9. The Construction Manager will prepare in 16 division CSI format, detailed estimates of probable cost of construction and update as needed prior to establishing the Guaranteed Maximum Price. Included with the estimate shall be a detailed list of all assumptions and exclusions in developing the estimate of probable construction cost, and indicate any allowances that are incorporated into the estimate.
10. The Construction Manager will coordinate with the Architect to finalize the Construction Documents.
11. The Construction Manager will prepare for approval a schedule of proposed hourly rates to be used in assessing the Construction Manager's fixed fee for his preconstruction services.
12. The Construction Manager will review the budget issues and guarantee a maximum price based on the Documents and successful negotiations with the Owner. The Guaranteed Maximum Price will include the Construction Manager's fees for his construction services.
13. The Construction Manager will establish the master project schedule identifying all different phases and all milestone items keeping in mind the school year dates and hence the limitations.
14. The Construction Manager will coordinate with the Architect to provide the Owner with all permitting applications and requirements as needed.
15. The Construction Manager will prepare and submit for the Owner/Architect review and approval progress reports during the preconstruction phase documenting value engineering, budget and scope issues.

B. Bid and Award Phase

1. The Construction Manager will schedule and conduct pre-bid conferences with the interested subcontractors, material suppliers, and equipment suppliers.

2. The Construction Manager will identify different bid packages that will represent the entirety of the scope of work.
3. The Construction Manager will prepare a subcontractors prequalification scheme for approval by the Architect and the Owner's Representative. The Owner reserves the right to reject any subcontractor proposed for any of the bid packages prepared by the Construction Manager.
4. The Construction Manager will solicit, advertise, accept, review, and award bids to qualified subcontractors, based on the bid packages identified.
5. The Construction Manager will justify in writing to the Owner, the use of any pre-qualified subcontractors that are not the low bidder.
6. The Construction Manager will contract with all subcontractors, material suppliers and equipment suppliers necessary for the proposed construction works.
7. The Construction Manager will coordinate with the Architect and Owner Representative to schedule and conduct preconstruction meetings with subcontractors.
8. The Construction Manager will set procedures for cost and time control updates.
9. The Construction Manager will provide to the Owner along with the Guaranteed Maximum Price report, a summary indicating all subcontractor bids received which highlights the apparent low bidder upon which the GMP is based, and copies of all scope sheets for each bid package.

C. Construction Phase

1. The Construction Manager will provide for and coordinate with school personnel to accommodate an occupied campus during construction phase.
2. The Construction Manager may be required to participate and require all subcontractors and suppliers to do likewise, in FCSD's 'Owner's Direct Purchase Program', communicating and cooperating with FCSD staff and any FCSD additional contractors that FCSD may chooses to employ.
3. The Construction Manager will coordinate surveyors, special consultants and testing lab services contracted by the Owner as required.
4. The Construction Manager shall coordinate and schedule all required inspections prescribed in the District building permit and Florida Building Code, including threshold

inspections, and ensure work is not covered or concealed until the inspector has approved the work in place.

5. The Construction Manager shall immediately correct all identified deficiencies by the Owner's construction representatives and inspector, A/E representatives, applicable municipal inspectors, and threshold inspectors.
6. The Construction Manager will coordinate site construction management services including but not limited to: (a) regular job site meetings, (b) maintain daily on site project log and schedule report, (c) oversee quality assurance testing and inspection programs, (d) monitor construction management staff and subcontractor work performance for deficiencies, (e) maintain record copy of all contract documents, (f) change orders and other documentation on site, (g) Oversee construction management staff and subcontractor safety programs.
7. The Construction Manager shall provide to the Owner, monthly project cost accounting reports indicating the status of the subcontract buyouts, expenses in general conditions, forecasted and conformed Owner expense changes, and forecasted savings within the Guaranteed Maximum Price.
8. The Construction Manager will staff this project in a satisfactory manner. As a minimum, the Construction Manager (site personnel) during the construction phase will include: a project manager, a project engineer, project superintendent, and project administrative personnel.
9. The Construction Manger will update and maintain master project schedules, detailed construction schedules, submittal schedules, inspection schedules and occupancy schedules.
10. The Construction Manager will prepare a schedule of values associated with each bid package identified and submit for approval by the Architect and Owner's Representative. All payment requests must be in accordance with the schedule of values approved.
11. The Construction Manager will process payment requests for approval by the Architect and the Owner's Representative.
12. The Construction Manager will process any change orders for approval by the Architect including a cost estimate of the proposed change.
13. The Construction Manager will process Requests for Information and coordinate with the Architect.
14. The Construction Manager will provide construction program accounting and reporting to the district as required.

15. The Construction Manager will coordinate with the Architect the final inspection prior to the Architect's approval and issuance of the Certificate of Substantial Completion.
16. The Construction Manager will provide monthly progress reports to the Owner.

D. Post Construction Phase

1. The Construction Manager will coordinate project close-out, start-up and transition to operation.
2. The Construction Manager will coordinate with the Architect to provide a complete project records including project manual and mylar and CAD drawings corrected to show all construction changes, additions, and deletions compared to the Construction Document (CAD disks will be provided to the Construction Manager by the Architect).
3. The Construction Manager will coordinate with the Owner to prepare the Certificate of Final Inspection.
4. The Construction Manager will obtain and review for completeness, have corrected if necessary and submit to the Owner following the Architect's approval all warranties, operations and maintenance manuals, and other such documents.
5. The Construction Manager will coordinate and conduct the Building Warranty Inspection, and the roofing two year warranty inspection.
6. The Construction Manager will complete all punch list items generated by the Architect/Engineer and Owners Construction Representative during their inspection.

Section 4 – Instruction to Submitting Firms

A. General

Franklin County School District utilizes internet, electronic mail (E-Mail) as a format to quickly and accurately exchange information and strongly encourages all interested firms to do likewise. Addenda or subsequent information regarding this RFQ shall only be issued to those firms that have either (1) delivered a written, facsimile (850-670-8579), or e-mail Floyd Robert, Facilities Director at (froberts@Franklin.k12.fl.us), expressing their intention to respond to this RFQ to the Facilities and Planning Office, and have recorded their name, firm they represent, address, phone & facsimile number and (if available) Internet e-mail address to the Facilities and Planning Office.

This request for statements of qualifications is the first step in the selection process. A selection committee will review the submittals and short list the interested firms. Short

listed firms will be asked to present their qualifications and design approach by informal interview to the Facilities Review Committee. The Review Committee will then short list firms to make formal presentations to the School Board. Once the School Board has ranked the top firms, the Facilities Department will begin negotiations with the top ranked firm to provide construction management at risk services, with a “Guaranteed Maximum Price” (GMP), for the identified project.

B. Form of Qualification Submittal

Submittals from interested firms will be accepted until **2:00 p.m. EST, August 8, 2019**, and must be received by mail or delivered in hand to the:

**Franklin County School District
Director of Facilities
85 School Road, Suite One
Eastpoint, FL 32328
Phone (850) 670-2800**

Sealed qualifications statements shall be submitted in a package clearly labeled showing the name of the submitting firm.

C. Expenses Incurred in Preparing Responses

Franklin County School District accepts no responsibility for any expenses incurred by those firms offering their services to the Board in the preparation of a response to either this Request for Qualifications or subsequent requests. All submittal expenses shall be borne by the offering firms / teams exclusively.

D. Construction Manager’s Qualifications

Firms submitting a response to this Request for Qualifications must be licensed in the State of Florida as a Certified General Contractor (CGC) according to Chapter 489, Florida Statutes. Corporations must be registered in the State of Florida by the Department of the State, Division of Corporations, at the time of final selection by the Selection Committee. Provide copies of the CGC license and occupational license.

E. Insurance and Bonding Requirements

Selected finalists will be required to show proof of insurance and bonding capacity. Insurance in the form of General Liability, and Worker’s Compensation and Employers Liability will be required per Chapter 440, Florida Statutes.

F. Firm Selection Process

Members of the selection committee will evaluate the submittals. A “short-list” of firms will be identified and asked to do an informal, round table discussion of qualifications, job like experience and project approach. The committee will then make a final short list recommendation for formal presentations and interviews with the School Board. The School Board will then rank and select the top three (3) firms. The Facilities Staff will then begin negotiations with the highest ranked firm for the Construction Management Contract.

- Team’s Ability and Qualifications
- Preconstruction Resources
- Experience In Related Educational Facilities Projects
- Project Management Approach and Accounting
- Availability to Produce and Delivery Project Within Timelines
- Change Order Process and Previous Record
- Previous Projects with Franklin County School District
- References Provided by Applicants and Other Sources

The Selection Committee members are:

- Facilities Director
- School Principal or designee
- Information Technology
- School Board Member
- Appointee (if necessary)

Note:

After August 8, 2019, all respondents are hereby cautioned not to contact any member / employee of the selection committee or School Board Members regarding this request. Such violations shall result in a disqualification of the submitted firm.

G. Project Schedule

The following dates and activities **tentatively** identify project schedule milestones:

- Advertisement July 18 and 25, 2019, August 1, 2019
- Submittal Deadline August 8, 2019 (2:00 pm)
- Short List Selection Between August 12 and 15, 2019
- Interviews / Selection August 2019 (TBD)
- Board Approval of Contract August 2019 (TBD)
- Notice to Proceed August 2019 (TBD)
- Target Completion Date (TBD)

H. Project Location

Franklin County School
1250 US Highway 98
Eastpoint, FL 32328

Note:

All respondents are hereby cautioned not to contact the school for information or tours. Shortlisted firms will have the opportunity for a guided tour of the campus prior to the interviews.

I. Project Scope and Budget

The proposed projected budget for Phase I including construction costs, A/E fees, furniture & equipment, etc. is estimated between \$1,978,722 and \$2,400,000. The budget for future phases is to be determined.

Note:

Further information about the school and the proposed project will be provided to the short listed firms only. At this time, the committee is strictly interested in the firms' qualifications to provide CM services. Submittals of qualifications should focus on "Job-Like" experience on similar projects.

Section 5 – Qualification Statement Format

The following submittal format is intended to provide the Selection Committee with information regarding the qualifications of each proposing construction manager. The proposal is limited to 40 informational pages (single-sided) and shall be presented in a 3 ring binder format. (Table of Contents, section dividers, pre-qualification form, etc. are not considered part of the 40 page limit.) Proposals shall respond to each item of the request in the same order below.

A. Letter of Introduction

B. Table of Contents

C. Proposed Team

Describe your proposed organizational structure for this program, indicating key personnel and their relationship to this project and other team members. Give brief resumes' of key persons to be assigned to the program. Clearly indicate personnel's previous project experience.

D. Firm Experience and Qualifications

1. Type of organization for this project (corporation, partnership, other)
2. Length of time firm has been in business
3. Location of principal offices which will be responsible for implementation of this contract
4. Location of other offices from which resources may be drawn
5. Size, resources and capabilities of responding entity:
 - a) Organizational structure of business entity for this program (partners, associates, consultants, subcontractors).
 - b) Indicate the depth of staff and capabilities from within the organization that can be drawn upon as needed, to include, management, technical, and support staff.
 - c) Describe pre-construction services and support resources.

E. Project Experience

List the projects for which your firm has provided/is providing construction management services which are most related to this project (K-12 public schools capital improvement construction experience). List all K-12 construction projects contracted within the last five years. Highlight projects for high schools and/or complex renovation projects on an occupied campus. In determining which projects are more related, consider: related size and complexity; how many

members of the proposed team worked on the listed project; and how recently the project was completed. List the projects in priority order, with the most related project listed first. For each of the listed projects, provide the following information:

1. Name and location of school program
2. The nature of the firms responsibilities/work activities, type of construction management services provided (if the applicant provided services as a general contractor, so indicate)
3. Owner's representative name, address and phone number
4. The name and telephone number of the project architect
5. Date completed
6. Size of program (number and type of facilities)
7. Cost of program (original Guaranteed Maximum Price and final construction cost)
8. Schedule Adherence
9. Identify successful dispute resolutions that were solved through partnering.
10. Identify governing authorities over project and outline staff experiences with said agencies. Place special emphasis on experience with the Florida Department of Education

Included in these instructions is a "Performance Reference Survey" form to be completed for no less than three (3) of the project references listed. Submitting firms will ensure that each contact listed as a reference is given a copy of the form, and request the contact individual providing the reference to complete the form and send it via facsimile to Mr. Floyd Roberts, at fax (850) 670-8579 or by e-mail to froberts@Franklin.k12.fl.us by the due date stated on the survey.

F. Methodology

Applicant's cost control methods, scheduling methods, approach and plan for completing this project, and program for construction quality assurance and schedule adherence.

For two of the projects listed in project experience;

1. Describe the methods of cost control utilized and the resulting benefits.
2. Describe the way in which your firm developed and maintained project schedules. How did you develop schedules and how often were they updated. Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them. Submit an example of a project schedule.

3. Describe the types of records, cost and accounting reports, monitoring systems and information management systems that your firm used in the management of those projects. Provide examples of each report used.
4. Describe the way your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

G. Current Workload

List all projects currently under contract, including the dollar volume and percent complete at the time of this submittal

H. Financial Strength and Bonding Capability

Provide a statement indicating financial capability of the firm to provide the resources required including:

1. A letter of intent from a surety company indicating the applicant's bondability for this project (performance and payment bond) for an amount at least \$2,500,000. To be acceptable to the Owner as Surety for performance and payment bonds, a Surety Company shall comply with the following provisions:
 - a) The Surety Company must be admitted to do business in the State of Florida
 - b) The Surety Company shall have been in business and have a record of successful continuous operations for at least five years.
 - c) The surety Company shall have at least A.M. Best Company Policyholder's Rating of 'A' and 'Financial Size Category' of Class VIII or higher.
2. One audited financial statement (placed in the original submittal only) for the most recent two years, including income statement, balance sheet, statements of change in financial position and notes to financial statements. If audited financial statements are unavailable, provide similar un-audited statements.
3. Disclose any material changes in the business operations of the firm, including without limitation any bankruptcy proceedings, mergers, acquisitions, or spin-offs and any material pending or threatened litigation, which have occurred within the last five (5) years. If appropriate, discuss the impact of these changes on the firm's financial or managerial ability to perform the task under the proposed capital plan.

4. The name, title, address and phone number of the financial officer of the firm responsible for providing the information in response to this requirement 'G'.

The financial information requested in items 2 and 3, and copies of any rating reports, are not included in the RFQ's 40-page limitation. Proposers wishing to preserve the confidentiality of the information requested by this question should provide a separate envelope labeled 'Confidential—proprietary financial information..'

I. Litigation

Identify all litigation in which your firm has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a single client for claims in excess of \$50,000. Include a brief legal description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions that your firm took to attempt to settle the matter prior to and after suit being filed. Also, describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens (in excess of \$50,000), defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against your organization.



PERFORMANCE REFERENCE SURVEY

Facilities and Planning Department

Facilities and
Planning
Department

Franklin County School Board
85 School Road, Suite One
Eastpoint, FL 32328
Fax: 850-670-8579

The Next Line To Be Completed by The Firm Being Referenced:

Firm::

FCSD RFQ Services Title

The Franklin County School District is currently evaluating qualifications of various firms to provide the above professional contract services and the below listed firm has listed you as a reference as having performed similar services for your organization. Please take a few moments to complete the following survey and **FAX your response directly to the Facilities and Planning Department at 850-670-8579 or email to vroberts@Franklin.k12.fl.us**, no later than **August 8, 2019**. Your assistance in providing this information is appreciated.

This Section To Be Completed by Reference Provider:

What specific services did this firm provide?

Was the firm responsive to your needs and requests? Yes No

Was there good communication between the client and the firm? Yes No

Was the firm proactive in resolving problems and disputes? Yes No

Was the staff professional and knowledgeable? Yes No

Were the services completed on time and within budget? Yes No

Has this firm ever been awarded a repeat contract by your organization for similar services? Yes No

Would you award a contract to this firm again for similar services? Yes No

How would you rate the overall performance of the firm:

Excellent Very Good Satisfactory Unsatisfactory

Comments: _____

Name of Person Providing Information: _____

Title: _____

Phone: _____

Company/Agency: _____