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**Professional Architectural  
Consulting Services for  
New Construction – Expansion Projects**

**Request for Qualifications  
RFQ #2019-004**



**Facilities & Operations  
Franklin County School District  
85 School Road, Suite One  
Eastpoint, FL 32328  
Phone (850)670-2800  
FAX (850)670-8579**

[www.franklincountyschools.org](http://www.franklincountyschools.org)

**October 3, 2019  
October 10, 2019  
October 17, 2019**

**PROFESSIONAL ARCHITECTURAL  
CONTINUING CONTRACT SERVICES**

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## **I. GENERAL INFORMATION:**

### **1.1 INTRODUCTION:**

- A. The selection of the Architectural Firm, in connection with the design of various projects assigned, will be accomplished in accordance with §287.055, *Florida Statute*, pursuant to the process as outlined below.
- B. Franklin County School District (FCSD, FCSB, Franklin County School Board, or the DISTRICT) is issuing this Request for Qualifications (RFQ 2019-004) to interested firms for the purpose of selecting an Architectural firm to provide consulting services. The response to the RFQ shall be submitted in a **SEALED ENVELOPE**.
- C. The DISTRICT seeks firm(s) that have experience providing the same or similar services to school districts, municipalities and governmental entities and desires to enter into a multi-year contract with the DISTRICT for such services.
- D. It is the intent of Franklin County School District to select the most qualified respondent to provide the requested services. Should Franklin County School District receive fewer than three responses in answer of the Request for Qualifications, the Director of Facilities will determine if a readvertisement is necessary.
- E. The Franklin K-12 School expansion project is multiple phases. The Architect will provide the project scope, design and specification documents. The Architect will work with FCSD staff and the selected Construction Manager 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 on the current K12 Franklin County School Campus at 1250 US Highway 98, Eastpoint, FL 32328. The estimated budget for Phase I of the project is \$1,978,722. The project completion date is July 31, 2021.
  - 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.
- F. 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.

### **1.2 DEFINITIONS:**

- A. **DISTRICT**: When used in this document, the words "DISTRICT" or "FCSD" will be intended to denote the geographic area or the organization's administrative staff, dependent upon the context in which they are used. The words "School Board," "FCSB," or "Franklin County School Board" will be intended to denote the elected body of governing officials for the entity.
- B. **CONSULTANT**: Represents all references to the awardee.

- C. **RESPONDENT:** Any individual, sole proprietorship, firm, corporation or other entity who submits an offer for services (as the basis for award of contract) in response to a RFQ. At times in context, RESPONDENT may mean the intended CONSULTANT.

**1.3 CONTRACT TERM:**

The agreement will be for an initial term of one (1) year, and at the DISTRICT'S sole discretion it may renew for two (2) additional one (1) year periods. The total term of the agreement (including all renewals) shall not exceed three (3) years.

**1.4 EQUAL OPPORTUNITY COMPLIANCE:**

Respondents affirm by submitting their responses they are equal opportunity and affirmative action employers and shall comply with all applicable Federal, State and local laws and regulations.

**1.5 GRATUITIES AND KICKBACKS:**

Any employee or any official of the DISTRICT, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the DISTRICT, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law. Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee or official of the DISTRICT, elective or appointive, in his efforts to proposal for, offer for sale, or to seek in the open market to make sales to the DISTRICT, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law.

**1.6 PUBLIC RECORDS LAW:**

Pursuant to Florida Statutes Chapter 119, responses received as a result of this RFQ shall not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all documents or other materials submitted by all Respondents in response to this offering shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes, unless otherwise exempt under Florida law.

It shall be the sole responsibility of the awarded CONSULTANT to comply with all requirements of Chapter 119.0701 regarding public records (whether documents, notes, letters, emails, or other records) received or generated in relationship to the contract awarded by the DISTRICT.

**1.7 PUBLIC ENTITY CRIMES:**

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/proposal on a contract to provide any goods or services to a public entity, may not submit a bid/proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

The Respondent certifies by submission of a response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. When requested, the CONSULTANT will execute and deliver to the DISTRICT the appropriate federal debarment certification form within three (3) business days.

## **1.8 REQUESTS FOR CLARIFICATION**

No correction or clarification of any ambiguity, inconsistency, or error in the RFQ General Information and Instructions to Respondents will be made to any Respondent orally. Any request for such interpretation or correction should be made by email addressed to the Facilities Department Representative prior to the deadline specified in the Instructions to Respondents for submitting questions. All such interpretations and supplemental instructions will be in the form of written addenda to the RFQ. Only the interpretation or correction so given by the Facilities Department Representative, in writing, shall be binding and prospective Respondents are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ General Information and Instructions to Respondents.

## **1.9 DISPUTE:**

Any dispute concerning the General Information or Instructions to Respondents of this RFQ or the contract resulting from this RFQ shall be decided by the Office of Facilities & Operations and that decision is final.

## **1.10 LOBBYING:**

Lobbying is not permitted with any District personnel or School Board members in connection with any RFQ or competitive solicitation. All oral or written inquiries must be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel on the award of this contract. Any Respondent or any individuals that lobby on behalf of Respondent will result in rejection/disqualification of said response.

## **1.11 LEGAL AWARENESS AND COMPLIANCE:**

- A. It shall be the responsibility of the CONSULTANT to be knowledgeable of and adhere to the requirements of any Federal, State, County and local laws and ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the CONSULTANT shall in no way be a cause for relief from responsibility.
- B. Respondents affirm by submitting their responses that they are equal opportunity and affirmative action employers and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60 and any additions or amendments thereto.
- C. JESSICA LUNSFORD ACT: At their own expense, firms shall comply and be responsible for the costs associated with the Jessica Lunsford Act, which became effective on September 1, 2005. The Act states that contractual personnel who are permitted access to school grounds when students are present or who have direct contact with students must meet Level 2 requirements as described in Section 1012.467 F.S. Contractual personnel shall include any vendor, individual or entity under contract with the DISTRICT. (Additional information is available at [www.franklincountyschools.org](http://www.franklincountyschools.org)) By submittal of a bid or response, each firm acknowledges and accepts this responsibility (including but not limited to all associated costs of fingerprinting, background checks, and maintenance fees). In addition, the FCSB requires a more stringent background check than Section 1012.467 F.S. Therefore, all contractor employees must be processed through FCSD per School Board Rule 8475.

## II. **INSTRUCTIONS TO RESPONDENTS: RFQ 2019-004 INSTRUCTIONS** **REQUEST FOR QUALIFICATIONS AND EVALUATION PROCEDURES**

### 2.1 **GENERAL INSTRUCTIONS**

Business entities interested in providing **Architectural Consulting** 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, October 25, 2019**, at Attention: Floyd Roberts, Director of Facilities, Franklin County School District, 85 School Road, Suite One, Eastpoint, Florida, 32328, telephone (850) 370-0276. Sealed qualified statements shall be submitted in a package clearly labeled showing the name of the submitting firm.

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@franklincountyschools.org](mailto:froberts@franklincountyschools.org)) or via facsimile to Floyd Roberts at 850-670-8579. Only firms formally registered, per above, will be notified.

All questions and requests for clarification from potential Respondents shall be submitted in documented format to the Director of Facilities no later than Monday, October 21, 2019. Such requests may be mailed to the address as shown above or e-mailed to Floyd Roberts, Director of Facilities, at [froberts@franklincountyschools.org](mailto:froberts@franklincountyschools.org). Questions submitted subsequent to the deadline as shown above will not be addressed.

Responses not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the DISTRICT.

No verbal or written information that is obtained other than by information in this document or by addendum to this RFQ will be binding on the DISTRICT.

- A.
  - One manually signed original, seven (7) photocopies, and one electronic copy of the complete RFQ response must be sealed in a single envelope and clearly marked, "**RESPONSE TO REQUEST FOR QUALIFICATIONS: RFQ 2019-004 – PROFESSIONAL ARCHITECTURAL CONTINUING CONTRACT SERVICES**" on the outside of the package.
  - Once accepted, all original responses and any copies of responses become the sole property of the DISTRICT and may be retained by the DISTRICT or disposed of in any manner the DISTRICT deems appropriate.
- B. The RFQ response must contain a manual signature of an authorized representative of the responding firm.
- C. Your response must arrive to the District address no later than the time and date stated in the advertisement or the extended date as established by any subsequent issued amendment in order to be considered unopened to the Respondent.
- D. Responses received after the scheduled receipt time will be marked "TOO LATE" and will be returned
- E. FCSD is not liable for any costs incurred by the Respondents prior to the issuance of an executed contract.
- F. Contents of the response of the successful firm(s) will become part of the contractual obligations.
- G. Responses should respond to each item noted in 2.0 A in the order noted. Identify responses with the

same paragraph notation as this RFQ.

- H. Responses must be typed or printed. All corrections made by the Respondent prior to the opening must be initialed and dated by the Respondent. No changes or corrections may be allowed after responses are opened.
- I. Applications that do not comply with these instructions or those that do not include the requested data will not be considered. Selections will be made in accordance with §287.055, *Florida Statutes*.
- J. The selected firm(s) will be notified and announcement of selected firm(s) will be posted on at: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f15301dc-b9da-411c-a316-04a41c93255f>,

## 2.3 **REQUIRED SUBMITTALS AND SCORING USED TO COMPARE AND EVALUATE FIRMS**

The applicant's response will be in the format and order as outlined below. The Selection Committee will objectively evaluate the firm's abilities in accordance with the criteria listed:

### A. **REQUIRED DOCUMENTS**

All of the forms listed below must be completed and returned with the response.

1. **Submission Checklist (Appendix A)**
2. **Letter of Interest**
3. **Standard Form 330**
  - i. **Respondents must provide Standard Form 330.**
4. **Certificate of Insurance**
  - ii. **A copy of Professional Liability Insurance, or a binder which clearly indicates that a policy will be issued upon request, is required with your response to this RFQ. The policy shall be kept in force during the entire progress of the work at limits of \$1,000,000.00 per occurrence.**
5. **Certification Regarding Debarment (Appendix B)**
6. **Public Entity Crime Form (Appendix C)**
7. **Drug Free Workplace Certification (Appendix D)**
8. **Performance Reference Survey (Appendix E)**
9. **Locating Rating Table (Appendix F)**
10. **Sworn Statement – Jessica Lundsford Act Form (Appendix G)**
11. **Conflict of Interest Disclosure Form (Appendix H)**
12. **Questions and Answers for Committee Interview (Appendix I)**

### 2. B. **RFQ SCORING (100 POINTS TOTAL)**

1. **Letter of Interest (15 points):**

Letter of interest detailing the firm's qualifications to meet the referenced selection criteria, including years in business.
2. **Location Rating (15 points):**

The location in miles of the proposed primary operating office that will have direct responsibility for this project to the Office of Facilities, 1250 US Highway 98, Eastpoint, FL 32328. If outside of Franklin County, describe any factors to be considered for mitigating distance relationships. Location Rating Table (**Appendix F**) will be used to evaluate scoring.

**3. Related Experience (30 points):**

Past experience, including examples of renovations, refurbishment, repairs and new construction projects completed by the firm. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity.

a. References: Provide recommendations of previous owners received within the last 3 years.

**4. Local and School Related Project Experience (25 points):**

**5. Sustainable Design and Construction Practices (10 points)**

Experience utilizing sustainable design and construction practices for educational facilities and Green Building Certification.

**6. Minority Business Enterprise (M/WBE) Participation (5 points):**

FCSD encourages each Respondent to make every reasonable effort to include M/WBE participation on any contract award under this RFQ. An M/WBE is defined by FCSD as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned and controlled by a minority or women.

- If the Respondent is a Certified M/WBE by a Certified M/WBE approver, approved by the State of Florida, the Respondent shall indicate its certification number in its response and a copy of the Certificate is to be provided in the licensing and certificate section of the response package

### **III. SELECTION PROCESS**

- The Selection Committee will consist of four to five personnel within various FCSD administrative departments.
- The Selection Committee will review all response received on time, and score in accordance with the RFQ guidelines and criteria.
- The Selection Committee will consider and approve the ranking order of the firms.
- A “short-list” of no fewer than three (3) 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.



**APPENDIX A**

**RFQ Submission Checklist**

**RFQ #2019-004**

**Professional Architectural  
Consulting Services for  
New Construction – Expansion Projects**

**TO: Director of Facilities  
Franklin County School District  
85 School Road, Suite One  
Eastpoint, FL 32328**

**FROM:**  
Respondent \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This Response is for the following services (check one of the following):

- Comprehensive Architectural Design Services
- Roofing Analysis and Design Services Only

Checklist & Submission Items

- Letter of Interest (Firms resume of services, experience, design practices, and other information)
- Standard Form 330
- Certificate of Insurance (including Minority Business Enterprise Participation Certificate if applicable)
- Certification Regarding Debarment Form (Appendix B)
- Public Entity Crime Form (Appendix C)
- Drug Free Workplace Certification (Appendix D)
- Location Rating Table (Appendix F)
- Jessica Lundsford Act Form (Appendix G)
- Conflict of Interest Disclosure Form (Appendix H)
- Questions and Answers for Committee Selection Process (Appendix I)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## APPENDIX B

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### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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*This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.*

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1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
  - (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
  - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
  - (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant	PR/Award Number and/or Project Name
Printed Name	Title of Authorized Representative
Signature	Date

**APPENDIX C**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing

this sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_  
(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

## APPENDIX D

### **DRUG FREE WORKPLACE CERTIFICATION FORM**

In accordance with 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

---

(Vendor's Signature)

**APPENDIX E**

	<h2 style="margin:0;">PERFORMANCE REFERENCE SURVEY</h2> <h3 style="margin:0;">Facilities and Planning Department</h3>
Facilities and Planning Department	Franklin County School Board 85 School Road, Suite One Eastpoint, FL 32328 Fax: 850-670-8579
<b>The Next Line To Be Completed by The Firm Being Referenced:</b>	
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 [froberts@franklincountyschools.org](mailto:froberts@franklincountyschools.org)**, no later than **October 25, 2019**. Your assistance in providing this information is appreciated.

This Section To Be Completed by Reference Provider:	
<p>What specific services did this firm provide?</p> <p>_____</p>	
Was the firm responsive to your needs and requests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was there good communication between the client and the firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the firm proactive in resolving problems and disputes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the staff professional and knowledgeable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the services completed on time and within budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this firm ever been awarded a repeat contract by your organization for similar services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you award a contract to this firm again for similar services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How would you rate the overall performance of the firm:	
<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Comments: _____ _____	
Name of Person Providing Information: _____	
Title: _____	Phone: _____
Company/Agency: _____	

**APPENDIX F**

**LOCATION RATING TABLE**

Office of Facilities  
1250 US Highway 98  
Eastpoint, FL 32328

**Location of primary office where majority of work is to be performed:**

**(Primary Office Location)  
(15 pts Max)**

<b>FRANKLIN COUNTY</b>	<b>15</b>
<b>SURROUNDING COUNTY</b>	<b>12</b>
<b>ELSEWHERE IN FLORIDA</b>	<b>5</b>
<b>OUTSIDE FLORIDA</b>	<b>1</b>

**Company Name:** \_\_\_\_\_

**Primary Office Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Points:** \_\_\_\_\_

## APPENDIX G

**SWORN STATEMENT – NEW CONTRACTS SWORN STATEMENT  
PURSUANT TO SECTION 1012.465, FLORIDA STATUTES AS  
AMENDED BY  
HB 1877, THE JESSICA LUNSFORD ACT**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF  
A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to The Franklin County School Board, (*hereinafter "Board" or "School Board"*) by \_\_\_\_\_  
*(Print individual's name and title)*  
for \_\_\_\_\_  
*(Print name of entity submitting sworn statement)*  
whose business address \_\_\_\_\_  
is \_\_\_\_\_  
and its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
*If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.*
2. I, \_\_\_\_\_ am duly authorized to make this sworn statement  
*(Print individual's name and title)*  
on behalf of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Print name of entity submitting sworn statement)*
3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (*hereinafter "The Act" or "Act"*) was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.
4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or **"contractual personnel"** by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines **"contractual personnel"** to include any vendor, individual, or entity under contract with the Board.
5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, 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 sections 1012.32, Florida Statutes.
6. I understand that as \_\_\_\_\_ (*eg. a charter bus company*)  
*(Type of entity)*  
all contractual personnel, as defined in section 1012.465, Florida Statutes, must meet Level 2 screening requirements as outlined in sections 1012.32, Florida Statutes in order to do business with the School Board.



7. I understand that "level 2 screening requirements" as defined in sections 1012.465, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.
8. I understand that the School Board has implemented Board Policy 8475 to comply with level 2 screening requirements, as defined in sections 1012.465, Florida Statutes. I understand that my company must comply with these local procedures as they are developed or amended from time to time.
9. I understand that any costs and fees associated with the required background screening will be borne by my company.
10. I understand that any personnel of the respondent found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 775.082, Florida Statutes (or any similar statute of another jurisdiction), **shall not be permitted** to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.
11. I understand that the failure of any of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board.
12. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.465, AND 775.082 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE FRANKLIN COUNTY SCHOOL BOARD, ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.465, AND 775.082, FLORIDA STATUTES.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ is personally known to me  OR produced identification

by showing \_\_\_\_\_  
(Type of Identification)

Notary Public – State of \_\_\_\_\_ My commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public  
Public)

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of Notary  
Public)

**APPENDIX H**

**CONFLICT OF INTEREST DISCLOSURE FORM**

1. **I HEREBY CERTIFY** that \_\_\_\_\_ am the  
(Print Name)  
\_\_\_\_\_ and the duly authorized representative of the Respondent  
(Title)  
\_\_\_\_\_,  
(Firm Name)

whose address is \_\_\_\_\_, and  
that I possess the legal authority to make this affidavit on behalf of myself and the Respondent for which I am acting;  
and,

- 2. Except as listed below, no employee, officer, or agent of the Respondent have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project;
- 3. This proposal is made without understanding, agreement, or connection with any corporation, Respondent, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

**EXCEPTIONS** (List)

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by  
\_\_\_\_\_ who is personally known to me or who has  
produced \_\_\_\_\_ as identification.

NOTARY PUBLIC – STATE OF \_\_\_\_\_

(seal)

Notary Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Commission No: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

## APPENDIX I

### QUESTIONS AND ANSWERS FOR COMMITTEE SELECTION PROCESS

COMPANY NAME: \_\_\_\_\_

1. Firm Qualifications: Please describe your firms qualifications including years in business.

2. Current Work Load:

- a. Tell us what you currently have on the books
- b. What do you see in the near future
- c. Which projects are educational

3. Professional Staff: Please give an overview of the staff that would be involved, if selected by the School Board for this project.

4. Experience with FDOE/SREF:
  - a. Do you or any of your staff have certification obtained through FDOE / OEF SREF?
  - b. Can you explain the basis of SREF and its importance in school construction design?
  - c. Have you normally gone through the FDOE review of your design/development documents?

5. K-12 Educational Projects: Please provide what school districts you've worked with and a brief overview of the project(s).

6. Project Cost Control (Value Engineering)
  - a. What is the average cost per square foot of your educational related projects over the 2-3 years?
  - b. Are you familiar with FS 1013.64 (Funds for Comprehensive Educational Plant Needs; Construction Cost Maximums for School District Projects) and its impact on school construction throughout Florida?
  - c. What are some examples of cost reduction items that you have implemented in previous projects?

7. Innovation in K-12 School Design, Safety, Technology, Expandability and Traffic circulation:
- a. What do you see as the overall scope of this project?
  - b. What challenges do you anticipate on the Franklin County School campus?
  - c. What experience do you have in working on existing occupied campuses?

8. Proximity to FCSD Projection Location – Franklin County School
- a. How many visits do you anticipate over the course of the project?
  - b. How many times a month will you visit during the Pre-construction/Design Phase? And, how many times during the Construction Phase?
  - c. If a problem arises, what will your response time be?

9. Pre-Construction / Design Development / Construction Management (CM) Review
- a. Explain the relationship between the Owner, A/E Team, and CM

10. Why should the School Board select your team for this project?

11. Minority Business Enterprise Participation? Yes/No

APPENDIX J  
FOR COMMITTEE

<b>SCORE SHEET - RFQ 2019-004</b>			
<b>PROFESSIONAL ARCHITECTURAL CONTINUING CONTRACT SERVICES</b>			
<b>EVALUATION CRITERIA</b>		<b>Point Value</b>	<b>Firm Name</b>
1	Letter of Interest (qualifications, years in business, etc.)	15	
2	Location Rating	15	
3	Related Experience (renovations, refurbishments, repairs and new construction, similar comparable projects, etc.)	30	
4	Experience in Related Local and Educational Facilities Projects	25	
5	Sustainable Design and Construction Practices	10	
6	Minority Business Enterprise Participation	5	
<b>TOTAL SCORE</b>		<b>100</b>	