

November 9, 2018

**MEMORANDUM**

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Program Management Services Santa Rosa County Judicial Center Complex

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is seeking Statements of Qualifications from professional architectural/engineering firms to provide program management services for the Santa Rosa County Judicial Center Complex project. Selection will be qualifications-based and in accordance with the Consultants' Competitive Negotiation Act (F.S. 287.055)

All qualifications must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite L, Milton, Florida 32570, and must be received by 10:00 am on Monday December 10th, 2018. Bids will be publicly opened immediately after the deadline in the BOCC conference room. Secondary delivery location shall be to Suite M at the above address. E-mailed bid responses will be rejected. Only bids received by the aforesated time and date will be considered. All bids shall be sealed and clearly labeled, "RFQ # 19-006 PROGRAM MANAGEMENT SERVICES SANTA ROSA COUNTY JUDICIAL CENTER COMPLEX ". Please provide the original proposal, labeled "ORIGINAL", and NINE (9) copies labeled "COPY" (10 total complete packages) along with one (1) electronic file in OCR (readable) PDF format.

Bid specifications and addenda may be secured by download from the Santa Rosa County Website at [www.santarosa.fl.gov](http://www.santarosa.fl.gov) (keyword BIDS).

Questions concerning this bid should be directed to the Procurement Office at [bidinfo@santarosa.fl.gov](mailto:bidinfo@santarosa.fl.gov) prior to 4:30 p.m., Monday December 3rd, 2018.

The Board of County Commissioners reserves the right to accept or reject all proposals in whole or in part and to waive all informalities and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

## SCOPE OF SERVICES

### **General**

The Santa Rosa County Board of County Commissioners is seeking Statements of Qualifications from professional architectural/engineering (AE) firms to provide program management services for the Santa Rosa County Judicial Center Complex project. Selection will be qualifications-based and in accordance with the Consultants' Competitive Negotiation Act (F.S. 287.055)

The firm awarded this contract will provide general program manager services for the Santa Rosa County Judicial Center Complex development project comprised of a court house building, site development, and roadway connection / improvements in Milton, Florida. The project construction budget is approximately \$35 million with funding secured from a variety of sources.

Santa Rosa County (SRC) will be retaining the services of a Design Build Team (DBT) to design and construct the project. The DBT or their subconsultants will provide all architectural, structural, mechanical, electrical, civil, and other design services as well as geotechnical services, surveying, traffic engineering, environmental and permitting services.

During the project, the AE firm will be required to provide program management services during both the design phase and the construction phase. A detailed breakdown of the required tasks of the firm during each phase is outlined below.

The firm will use local staff wherever possible and will employ a Principal Project Manager who will have final authority to represent the interests of the firm and who will report directly to the County Administrator.

The sections that follow describe the program management services to be provided for Design Phase, Construction Phase, Commissioning, and Threshold Inspection:

### **Design Phase**

During the design phase of the project, the firm will perform the following:

1. Maintain a bar chart schedule of the overall project with key milestone dates and update monthly. The DBT will provide a monthly update for the design schedule and for the construction schedule with milestone dates. The firm will distribute the monthly schedule to SRC and the DBT.
2. Develop a communication plan establishing appropriate protocols to be utilized by SRC, the DBT and other stakeholders and will develop a draft plan for review and comment by all parties and revise as necessary. The firm will implement the communication plan throughout the project.
3. Attend a program review meeting coordinated by the DBT to review project goals, discuss the project program and potential value engineering alternates and will document, provide and distribute meeting minutes of the program review meeting.

4. Attend a facility review meeting at the existing SRC Courthouse or another representative facility to identify needs for the new facility and will document and provide and distribute meeting minutes of the facility review meeting.
5. Attend design progress meetings with SRC, the DBT and other stakeholders and will document and provide and distribute meeting minutes of the progress meetings. The meetings will be bi-weekly through 60% design and then monthly thereafter.
6. Receive, review and document existing data for the project from the DBT. The DBT shall collect, review, compile and summarize available data related to the design of the project.
7. Receive, review, and document the DBT's plan for geotechnical testing necessary for the design of the project and will provide document control for the geotechnical report.
8. Receive, review, and document the DBT's topographic survey of the existing site necessary for the design of the project and will provide document control for the topographic survey.
9. Receive, review, and document the DBT's subsurface utility engineering to locate existing utilities within the site and necessary for the design of the project and will provide document control for the subsurface utility engineering.
10. Receive, review, and document the DBT's permit applications, exhibits, reports, calculations, etc. and provide document control for all necessary permit documents. SRC will be responsible for providing all permit application fees. The firm will receive and review all comments from the permitting and regulatory agencies and document the DBT's response to the agency comments.
11. Develop and implement procedures for the review and processing of DBT's progress payments during design and will make recommendations to SRC for payment with respect to the value of the work and the overall amount of the payment.
12. During the design phase, the firm will coordinate and attend formal design review meetings and VE workshops scheduled by the DBT at the design development (30%) and construction document design stages (60% and 95%). The firm will review the design of the project and provide comments as necessary and will review all comments received from SRC from the preliminary design reviews/ VE workshops. The firm will assemble, distribute and confirm with the DBT for the incorporation of applicable comments into plans and specifications. Produce meeting minutes and distribute to all attendees of the meetings and review and comment on the written report prepared by the DBT addressing each comment on how it will be incorporated into the documents, or why it was not applicable.
13. Review and comment on the cost estimates prepared by the DBT at the 30%, 60%, 95% and Final Plan phases and assemble comments, distribute and confirm the resolution of the comments with the DBT. Review and confirm with the DBT the written response by the DBT addressing each comment as applicable.

14. Review and confirm with the DBT the implementation of all revision of plans, specifications and other contract documents in order to 1) provide clarifications, 2) correct discrepancies, or 3) correct errors and/or omissions.

15. At the conclusion of the design phase but prior to the start of construction, the firm will assist SRC with the review of any required quality control plans and safety plans from the DBT for the Project.

### **Construction Phase**

During the construction phase of the project, the firm will perform the following:

1. Provide general program management services as required to complete the project as detailed in the items below and will provide sufficient organization, personnel and management to carry out the requirements of the project.

2. Attend the DBT's pre-construction conference and produce meeting minutes of the meetings, distribute to all parties for review/comment and provide final minutes.

3. Coordinate and participate in weekly construction progress calls during the construction phase of the project and will prepare minutes of each meeting for distribution to SRC and the DBT.

4. Monitor the work performed by the DBT and their subcontractors for satisfactory performance and will recommend courses of action to SRC when requirements of a contract are not being fulfilled and the DBT does not take corrective action. The firms responsibility to monitor the work will include:

a. Monitor the progress of the DBT in securing required building permits, insurance, labor affidavits, and submitting any required DBE, MBE, or SBE information.

b. Receive and review the DBT's monthly construction schedule.

c. Receive, review, respond as appropriate, and forward all correspondence from SRC or the DBT.

d. Maintain project documentation including, without limitation, daily job reports, logs, files, change orders, change order requests, requests for information, payment requests, submittals, correspondence, progress schedules and reports, inspection and testing reports, and project meeting minutes.

5. Review with the DBT changes to the construction cost or scope for the project incorporating approved changes as they occur, and review cash flow reports and forecasts developed by the DBT as needed and will assist SRC with negotiation of the construction cost as required.

6. Review and comment as needed on required construction submittals, shop drawings, catalog cuts, manufacturer's literature, samples, and mock-ups. Maintain files containing all approved submittals, shop drawings, catalog cuts, manufacturer's literature, samples, and mock-ups for turn over to SRC at the end of the project.

7. Receive from the DBT and maintain cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.

8. Administer the transmittal of change orders and change requests, and requests for information as follows:

- a. Receive and review the DBT requests for interpretation of the meaning and intent of the design drawings and assist in the resolution of any questions which may arise.
- b. Review and comment on DBT requests for change orders and information.
- c. Assist with negotiating with the DBT for change orders submittals.
- d. Advise SRC as to possible effects the change order may have on the project management plan, budget, and schedule.

9. Record, on a daily basis, the progress of the project and the conditions of the site. The record will be maintained on a standard form. The form will record, at a minimum, the following items:

- a. The date.
- b. All persons and entities on the project sites on that date, including the number and type of workers representing the DBT and their contractors, subcontractors, material suppliers, SRC, the firm, and the DBT.
- c. A brief description of the work performed that day by the persons and entities described above.
- d. The weather conditions.
- e. The type of equipment on each site and whether it was active or mobile.

10. Develop and implement procedures for the review and processing of DBT's progress payments and final payment and will make recommendations to SRC for payment with respect to the value of the work and the overall amount of the payment.

11. Provide resident project inspection services to inspect and record the work of the DBT and their contractors as follows:

- a. The inspectors will identify non-conforming work of the contractors and will request compliance with the contract by the DBT. The inspectors will notify the DBT to confirm non-conforming work and determine an action plan for correcting non-conforming work.
  - b. The inspectors will prepare a list of incomplete or defective work for the DBT near the end of each specific element of the project.
  - c. The inspectors will coordinate with the DBT for technical inspections and testing, including field testing required under the contracts. The firm will receive, and with the DBT, review the tests, and will forward to SRC the results of any such inspection or test and will report to SRC whether the results of the inspection or test appear to reflect that the item inspected or tested is in compliance with the plans and specifications.
12. Coordinate with the DBT for the delivery and storage, protection and security of SRC purchased materials, systems and equipment which are part of the project.
13. Develop and administer a Threshold Inspection program in accordance with State of Florida requirements.
14. The firm will, with SRC maintenance personnel, observe the DBT's checkout of utilities, operational systems, and equipment for readiness and assist in the initial start-up and testing.
15. Assist with substantial completeness of the project through consultation with the DBT. To this end, the firm will:
  - a. Attend final inspections of the project with the DBT and their Engineers of Record.
  - b. Review punch lists from comments generated by the Engineers of Record and SRC during the final inspection.
  - c. Monitor the DBT's efforts to correct any items noted on the punch-list and advise SRC when a re-inspection can be accomplished.
16. Assist in obtaining occupancy permits from all governmental entities and will accompany governmental officials during inspections of the project. The firm will receive, and review project close out documentation submitted by the DBT and assist in other activities required for the project close out. The firm will review and comment on the project close-out report prepared by the DBT.
17. Assist SRC in receiving and forwarding to SRC's authorized representative written warranties and related documents assembled by the DBT.
18. Assist SRC in obtaining all close-out documentation, including one set of reproducible drawings and CAD "record drawings" from the DBT which will become the property of SRC.

19. Submit to SRC, on a monthly basis, a report on the status of the project. The report will include a review of progress payments, a status report on all incomplete change orders, status of the master schedule, and a summary of all disputes, conflicts, and claims on the project of which the firm is aware.

### **Commissioning**

Construction and acceptance commissioning services to be provided include:

Construction Phase Services:

- One site visit to validate construction of MEP installation
- Provide one Site Observation Report of construction site visit
- Review Plumbing Submittal Data
- Provide review comments on Plumbing Submittal Data
- Review Plumbing Pipe Flushing Report
- Provide review comments on Plumbing Pipe Flushing Report
- Review HVAC Submittal Data
- Provide review comments on HVAC Submittal Data
- Review Hydronic Pipe Flushing Report of HVAC Piping
- Provide review comments on HVAC Hydronic Pipe Flushing Report
- Generate and Distribute Pre-Functional Test Scripts
- Witness Pre-Functionals by Contractors (Three Days)
- Witness HVAC Equipment Start-up (Three Days)
- Generate TAB Validation Forms
- Generate BAS Controls Test Scripts
- Generate Electrical Validation Test Scripts
- Generate Plumbing Validation Test Scripts

Acceptance Phase Services:

- HVAC Validation of Mechanical, TAB and BAS Controls Functionality
- Electrical Validation of Panelboards and End Devices
- Plumbing Validation of End Devices and Compressed Air
- Final Commissioning Report

### **PROPOSAL SUBMITTAL REQUIREMENTS**

All qualifications must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite L, Milton, Florida 32570, and must be received by 10:00 am on Monday December 10th, 2018. Bids will be publicly opened immediately after the deadline in the BOCC conference room. Secondary delivery location shall be to Suite M at the above address. E-mailed bid responses will be rejected. Only bids received by the aforesaid time and date will be considered. All bids shall be sealed and clearly labeled, "RFQ # 19-006 PROGRAM MANAGEMENT SERVICES SANTA ROSA COUNTY JUDICIAL CENTER COMPLEX". Please provide the original proposal, labeled "ORIGINAL",

and NINE (9) copies labeled “COPY” (10 total complete packages) along with one (1) electronic file in OCR (readable) PDF format.

Each contractor’s submittal shall include the written proposal and required forms sufficient to enable the County to evaluate the capability of the contractor to provide the desired services. The bid should be prepared simply with emphasis placed on completeness of services offered and clarity of content.

It shall be clearly demonstrated in the bid submittal that the successful bidder has sufficient, qualified and experienced staff to adequately perform all program management requirements as outlined in the scope of services. The following information is the minimum content required for the written proposal and will be used to evaluate the firms and should include:

All Submittals are to be on 8 ½” x 11” paper or if larger documents are required they are to be folded to 8 ½” x 11” size. Submittals should be stapled together or bound with comb binding. In order to expedite the evaluation of Submittals, it is essential that Respondents follow the format and instructions contained in the RFQ.

The submittal shall use no less than 11 pt. font (Arial) and shall be 8-1/2” x 11” page size, portrait orientation, double-sided, and shall contain the following:

I. Title Page

II. Table of Contents

III. Letter of Interest: Respondent shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, facsimile number, e-mail and the name of the prime consultant that the County can contact for additional information (2-page limit). Cover Letter (one page)

IV. Company Profile: Respondent shall provide a brief profile of their company, which should include their firm’s legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business); length of company's existence; locations of their parent company, branch or subsidiary and proposed project team; total number of personnel including personnel by discipline; and firm’s field of expertise.

V. Qualifications of Key Personnel: Describe the organizational structure that will be used to manage the program. The consultant must identify the key personnel to be assigned to the program, and provide a resume of their qualifications, education and experience. Describe relevant abilities of key personnel who will be responsible for the project and who have program management experience with civil engineering, architectural services and building construction of related public/governmental building projects within the last five years. Include information on recent, current, and projected workloads of each key personnel to demonstrate ability to meet time

requirements. List of the State of Florida licensing/registration qualifications of the consultant's personnel assigned to this contract and business office.

VI. Approach to Project/Understanding: Demonstrate understanding of scope of services and the technical approach to be taken in addressing the proposed work. In addition, describe the work management and QA/QC plan to be utilized by the firm.

VII. Similar Project Experience: Provide a listing of the firms most recent five (5) completed civil/public works projects with a description of the work performed by the consultant representative of the Program Management phases described in the scope of work under this Request for Qualifications. The list should include only projects that had significant input from individuals who will be assigned to work on the Santa Rosa County Judicial Center project.

VIII. Professional References: Provide a list of five general references, previous clients, etc. with names, titles, phone numbers and e-mail addresses of contact persons to serve as references representative of past experience similar to the services described herein.

IX. Required Additional Forms:

a. Sworn Statement Public Entity Crimes

b. Letter(s) from Insurance Carriers to include insurability at the levels required by County officials

c. No Contact Clause

## EVALUATION/SELECTION OF PROPOSALS

Professional services are being procured in accordance with the Consultants' Competitive Negotiation Act (F.S. 287.055).

The most highly qualified firm(s) will be selected based on such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

The criteria and weighting that will be used to evaluate and score proposals is outlined on the Evaluation Criteria and Scoring Form, attached as Exhibit A.

Representatives from the County Engineering Department and the County Procurement Department will review the submittals for completeness. Those submittals deemed complete and responsive will be forwarded to the Evaluation Committee.

## Evaluation Committee

1. Evaluation Committee may consist of 3 to 5 staff members. Initial scoring and final ranking may be determined by separate Evaluation Committees.
2. The County Administrator or designee shall determine the Evaluation Committee (s) that will best serve the needs of the County.
3. Membership of all Evaluation Committees shall be approved by the County Administrator or designee.
4. Evaluation of Submittals. Only written responses of statements of qualifications, performance data, and other data received in the procurement office by the publicized submission time/date shall be evaluated.
5. The initial ranking of submittals is based upon the points given in the RFQ Respondent Instructions and then ordinal ranking by each individual committee member based on the total points given. The ordinal ranking for all committee members will be totaled to produce a final firm ranking.
6. Shortlisting. The best qualified respondents shall be based upon the Evaluation Committee's ability to differentiate applicable to the scope and nature of the services to be performed as indicated by the ratings. Typically, the top three rated firms, if there are at least three responsive respondents, will be considered as the shortlisted firms, unless the County Administrator, after input and discussion with the Evaluation Committee, approves adding additional firms to the shortlist.
7. Selection. The Evaluation Committee will provide a recommendation to the County Administrator regarding selection or shortlisting with follow-on interviews with the Board of County Commissioners.

## NO CONTACT / LOBBYING

I. Purpose/Scope: To establish a procedure for bidders/proposers/protestors or individuals acting on their behalf after issuance of a solicitation. This procedure will apply to all methods of source selection.

II. Conduct of Participants: A cone of silence shall be established on County competitive selection processes. The cone of silence prohibits any communication regarding any competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential or a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, member or other persons authorized to act on behalf of the Board including the County's Engineer, or anyone designated to provide a recommendation to award a particular contract, other than Procurement Department staff.

The cone of silence shall be in effect from the time of advertisement until contract award.

III. Exceptions to the Cone of Silence:

The cone of silence shall not apply to:

1. Communications at any public proceeding or meeting, including pre-bid conferences, selection committee presentations or pre-award meetings.
  2. Communications during contract negotiations between designated County employees and the intended contract awardee.
  3. Communication with a vendor by a Procurement Department employee following bid opening to clarify the vendor's bid or intended scope of services.
  4. Communications with existing vendors in the performance of existing contracts.
- IV. Termination of the Cone of Silence:

The cone of silence shall terminate when the Board, or County employee authorized to act on behalf of the Board, takes action to end the selection process (for example, when the intent to award is issued, all bids or responses are rejected or any other action to end the selection process).

#### FAMILIARITY WITH LAWS

It is the Respondent's responsibility to be familiar with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner, affect the work. Ignorance thereof the part of the Bidder will in no way relieve him from responsibility.

#### QUESTIONS

Respondents shall submit all questions, in writing, to Procurement Office, [bidinfo@santarosa.fl.gov](mailto:bidinfo@santarosa.fl.gov). All questions shall be submitted no later than 4:30 p.m. CST on Monday December 3rd, 2018.

#### ADDENDA

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Santa Rosa County website <http://www.santarosa.fl.gov> (keyword BIDS)

It is the responsibility of the respondent prior to submission of any proposal to check the above website or contact the Santa Rosa County procurement department to verify any addenda issued. The receipt of all addenda must be acknowledged in the bid package submission.

No oral interpretation will be made to any Respondent, every interpretation made will be in the form of an Addendum to the RFQ. All such addenda shall become part of the contract and all respondents shall be bound by such Addenda whether or not received by the Bidders.

## WITHDRAWAL OF SUBMITTALS

Any respondent may withdraw its submittal, either personally or by written request, at any time prior to the scheduled time for opening Submittals. No respondent may withdraw its submittal for a period of 90 days after the date for opening and all submittals shall be subject to acceptance by the County during this period.

## RIGHT TO REJECT

The County reserves the right to reject any or all submittals received and to waive minor informalities and irregularities in the respondent's submittal.

A submittal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFQ. A Submittal may be non-responsive by reasons, including, but not

limited to, failure to utilize or complete prescribed forms, conditional submittals, incomplete submittals, indefinite or ambiguous submittals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of submittals include evidence of collusion, obvious lack of experience or expertise to perform the required work, submission of more than one submittal for the same work from an individual, respondent or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Submittals will be rejected if not delivered on or before the date and time specified as the due date for submission of the submittal.

## EXECUTION OF AGREEMENT

The contract form shall be provided by the County Attorney. The successful respondent shall, within 10 days after receipt of the Notice of Selection enter into negotiations on all final contract forms or documents. The awarded respondent shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by Santa Rosa County Legal Office before the successful contractor may proceed with the work.

## CONTRACTORS/BUSINESS INSURANCE REQUIREMENTS

The submitter receiving an award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the OWNER to verify such coverage.

Workers' Compensation – meet statutory limits in compliance with the Workers Compensation Laws of Florida. This policy must include Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.

Contractor will provide a copy of their Exemption Certificate and Articles of Incorporation if claiming exception to Workers Compensation requirement. The Division of Workers' Compensation offers an online system for applicants to apply for or renew a Certificate of Election

to be Exempt from Florida's Workers' Compensation Law, modify an exemption application, or print their certificate. The website is: [wc\\_exemption@myfloridacfo.com](mailto:wc_exemption@myfloridacfo.com).

Commercial General Liability – coverage shall provide minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 Aggregate, for bodily injury and property damage. This shall include coverage for:

- a. Premises/operations
- b. Products/complete operations
- c. Contractual liability
- d. Independent contractors

Business Auto Liability – coverage shall provide minimum limits \$500,000. Combined Single Limit for bodily injury and property damage. If Split limit coverage is provided Limits of 500,000 per person/500,000 per accident and 500,000 for property damage are required. This shall include coverage for:

- a. Owned autos
- b. Hired autos
- c. Non-owned autos

Special Requirements:

- 1) Prior to execution of a contract or agreement, certificates of insurance will be produced that shall provide for the following:
  - a. Santa Rosa County shall be named as an additional insured on the commercial general liability policy, including products/completed operations coverage.
  - b. Santa Rosa County shall be named as an additional insured on the business auto liability policy.
  - c. Santa Rosa County will be given thirty (30) days' notice prior to cancellation or modification of any stipulated insurance.
- 2) It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.
- 3) It should be noted that these are minimum requirements which are subject to modification in response to specialized or high hazard operations.

In the event of unusual circumstances, the County Administrator or his designee, may adjust these insurance requirements.

**NO CONTACT CLAUSE Santa Rosa County, Florida**

The Board of County Commissioners has established a solicitation silence policy (No Contact Clause) that prohibits any communication regarding Requests for Qualifications (RFQ) issued by the Board through the County Purchasing Department. The specific terms are set forth in the RFQ.

The period commences when the procurement document is advertised and terminates upon Board approval to award a contract or reject all bids/responses.

As specifically set forth in the RFQ, when the solicitation silence period is in effect, no communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners, County Administrator, or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

**Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.**

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I, \_\_\_\_\_ representing \_\_\_\_\_  
\_\_\_\_\_ Print Name Company Name

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ hereby agree to abide by the County’s “No Contact Clause” and understand violation of this policy shall result in disqualification of my proposal/submittal.

\_\_\_\_\_  
Signature

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

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 or 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 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:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control 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 management of an affiliate. The ownership by one person of shares constituting a controlling 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.

- c. 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 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.
- d. 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 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.

\_\_\_\_\_ 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 THOROUGH 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 an 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)

**ENGINEERING SERVICES RFQ EVALUATION CRITERIA**  
**Santa Rosa County**

**Exhibit A: RFQ 19-006 Program Management Services for Santa Rosa County Judicial Center**

TAB REF		Points Available								
3	Location of firm (consider locations of parent company, branch or subsidiary and proposed project team)	10								
4	Firm's designation as certified minority business enterprise, women's business enterprise, or labor surplus area firm.	5								
4,5,7	Ability of Professional Personnel (consider firm's integrity, compliance with public policy, record of past performance, and financial and technical resources).	15								
5	Projected workloads of the firm (consider recent, current and projected workloads of each key personnel)	15								
5	Willingness and ability to meet time and budget requirements (consider acknowledgement of project deadlines and demonstrated ability to devote the needed time and staff resources to the project in order to meet deadlines)	15								
6	Demonstration of project approach and description of work management plan to meet the project requirements as well as knowledge and familiarity of the project area and conditions and needs that exist within the project area	20								
7	Similar project experience and performance including prior program management for Architectural and Engineering design and construction services including HVAC and electrical.	10								
8	Professional references. Recommendation and endorsement based on experience with similar program management services.	10								
	<b>TOTAL POINTS:</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**DIRECTIONS: Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.**

Evaluator's Name: \_\_\_\_\_

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

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