

****NOTICE OF REQUEST FOR QUALIFICATIONS****

Posted: 06/09/2020

HILLSBOROUGH COMMUNITY COLLEGE IS ACCEPTING SEALED SUBMISSIONS FOR THE FOLLOWING:

RFQ # 2824-20 Architectural/Engineering Services Administrative Building, Dale Mabry

Hillsborough Community College is seeking qualifications from architectural and engineering firms with design professionals licensed in the State of Florida to practice professional architectural/engineering services to provide planning, preparation of bid and construction documents, and contract administration for the construction of an approximately three-story, thirty to forty-five thousand sq. ft. Administrative, Multi-Purpose Facility at the College's Dale Mabry Campus located at 4001 West Tampa Bay Boulevard, Tampa, Florida 33614 to house the HCC District Wide Services (College President, Vice Presidents, Accounting, Foundation, Marketing, Facilities, Planning and Construction and other district-wide functions). The project will consist of complete design of the new building from schematic design to final completion & closeout, including project administration during construction. Submitting firms must have documented experience and references for projects similar in size and scope. The target date for occupancy is January 2023.

Sealed submissions must be submitted via VendorLink **before 10:00 a.m. Eastern Time (ET)** according to the HCC Purchasing Department's VendorLink time **on 07/02/2020** at which time all submittals will be publicly opened and tabulated. Submissions may not be faxed.

Submittals must be clearly identified on the outside of the envelope as:

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The complete Request for Qualifications (RFQ) will be posted in VendorLink, the College's online vendor registration and solicitation management system. Addenda and any other supplemental information regarding this RFQ, if any are issued, will also be posted in VendorLink throughout the solicitation process. Potential Offerors must register in order to download and view documentation. To register, please go to: www.hccfl.edu/purchasing and click on "Vendor Registration."

Upon award, the successful Offeror(s) will be required to complete the full registration process and upload all required documentation under Agency File Requests in HCC's online vendor registration system powered by VendorLink prior to issuance of a purchase order and payment.

All questions regarding this RFQ will be due in writing by **06/16/2020** via email to hccpurchasing@hccfl.edu. Contact with anyone other than the procurement officer(s) or his/her designee may result in the rejection and/or disqualification of your submission.

Hillsborough Community College encourages the participation of Woman/Minority Business Enterprises (W/MBEs), in all contracts, subcontracts and joint ventures associated with this project.

Vonda F. Melchior
Director of Purchasing
(813) 253-7060

Charlene Bostic
Purchasing Officer
(813) 253-7541

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GENERAL TERMS AND CONDITIONS

GENERAL INFORMATION

It is the College's intent to award a contract to the best overall qualified Offeror as determined solely by the College. The College reserves the right to consider all relevant and reasonable criteria, which may or may not be expressed in this request for qualifications, in selecting the successful offeror. The selected firm will be required to carry insurance against errors and omissions and liability for the duration of this project.

These specifications constitute the complete set of specification requirements and RFQ forms. The RFQ's Submission Response Forms are to be completed, signed by an authorized agent, and all documentation sealed in an envelope bearing the RFQ number on the outside and mailed or presented to the HCC Purchasing Department on or before the specified time and date for opening.

The responsibility of getting submissions to Hillsborough Community College on or before the specified time and date for opening will be solely and strictly the responsibility of the Vendor. Hillsborough Community College will in no way be responsible for delays by any occurrence. Offers by telephone, facsimile, or email will not be accepted.

Offerors will not be allowed to withdraw or modify their submissions after the designated opening time and date unless invited to do so by the College. Upon becoming public information, RFQ files may be examined during normal working hours, by appointment. For information concerning this RFQ, please contact:

Vonda F. Melchior
Director of Purchasing
Hillsborough Community College
Purchasing Department
P.O. Box 31127
Tampa, Florida 33631-3127
Telephone: (813) 253-7060 Facsimile: (813) 253-7561

HCC PRIVILEGES

Hillsborough Community College (HCC) reserves the right to accept or to reject any or all submissions and to make the award to the Offeror, will be in the best interest of and/or the most advantageous to the College. HCC reserves the right to reject the submission of any Offeror who has previously failed in the proper performance of an award; or demonstrated an inability to deliver contracts of a similar nature in a timely manner; or who is not in a position to properly perform under this award. HCC reserves the right to evaluate the Offeror's performance based on any references which the College may request from other entities. HCC reserves the right to inspect all Offeror's facilities in order to make a determination as to the foregoing.

RFQ TERMS

In ALL cases where the terms "Bid" or "Bidder" are indicated in the "Terms and Conditions" of this Request for Qualifications, responders to this Request for Qualifications must consider these terms to refer to "RFQ" and "Vendors or Offerors" submitting written qualifications. This RFQ will, in all cases, be evaluated as a Request for Qualifications (RFQ) and will not be evaluated as an Invitation to Bid (ITB) or Request for Bids (RFB) that is awarded solely on the basis of lowest price or highest commission.

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RFQ REQUIREMENTS

In order to be considered responsive, submissions should conform to all requirements set forth in this Request for Qualifications (RFQ). Submissions should specifically address each of the prequalification and evaluation criteria outlined herein relative to the desired results described in this RFQ and in any addenda issued. Qualifications should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Submissions are to be organized in the order the evaluation criteria are set forth herein with each section labeled or tabbed to identify the criteria for which the information is being presented. **Each tabbed section may only contain the information requested for a particular criterion.** The inclusion of irrelevant information within each tab may cause a submission to be ruled "Non-Responsive."

If the evaluation criteria requested herein are not entirely or clearly fulfilled within the appropriate tab, then a submission may not be evaluated and ruled "Non-Responsive."

Submissions should include information:

- Demonstrating the company's qualifications and experience regarding each element described in the previous paragraphs and evaluation criteria of this Notice of Request for Qualifications.
- To provide a sufficient analysis relative to each of the evaluation criteria described in this Notice of Request for Qualifications.

RESPONSIBILITY OF VENDOR

The Vendor shall be responsible for reading very carefully, and understanding completely, the requirements and the scope of work of all items contained in this RFQ. The RFQ's designated time for opening will be and must be scrupulously observed. Under no circumstances will submissions delivered after the time specified be considered. Such submissions shall be returned to the Vendor unopened with the notation, "This submission was received after the time designated for the receipt and opening of this RFQ."

FORMAL RFPs

Offers by telephone, facsimile, or email will not be accepted. Qualifications must be submitted in writing as requested herein.

RIGHT TO WAIVE RE-SUBMIT

HCC reserves the right to waive irregularities and technicalities and request re-submittals.

LEGAL REQUIREMENTS

Federal, State, County and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Vendor will in no way be a cause for relief from responsibility.

CONFLICT OF INTEREST

The contract award hereunder is subject to provisions of Chapter 112, Florida Statutes. All Offerors must disclose within their submittal: the name of any officer, director, or agent who is also an employee of Hillsborough Community College. Further, all Offerors must disclose with their submittal: the name of any College employee or HCC District Board Trustee who owns, directly or indirectly, an interest of more than five percent (5%) in the Vendor's firm, subsidiaries, branches, or parent companies.

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PUBLIC RECORDS

Any materials submitted in response to this RFQ will become public documents pursuant to Section 119.07, Florida Statutes. This includes materials and information which the responding Vendor might consider to be confidential, proprietary, or trade secrets. Any claim of confidentiality is waived upon submission effective after opening pursuant to Section 119.07, Florida Statutes.

INSPECTION OF SEALED BIDS OR PROPOSALS OR REPLIES

In accordance with Section 119.071, Florida Statutes, sealed bids or proposals or replies received by the College pursuant to a competitive solicitation are exempt from public record per Section 119.07(1), Florida Statutes, and Section 24(a), Art. I of the State Constitution, until such time as the College provides notice of a decision or intended decision pursuant to Section 120.57(3)(a), Florida Statutes, or until thirty (30) days after opening the bids, proposals, or final replies, whichever is earlier.

PROTESTS

Hillsborough Community College Administrative Rule 6.08, Authority to Purchase, and Administrative Procedure 5.300, Purchasing, are incorporated into this RFQ by reference and shall apply except as may be modified by the terms and conditions of this RFQ. Protests shall be handled in accordance with Section 120.57, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

CONTINGENT FEES

The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure a contract herewith for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach of violation of this warrant, the College's District Board of Trustees shall have the right to annul any resolving contract without liability or, in its decision, to deduct from the contract price without consideration or otherwise recover the full amount of such commissions, percentage, brokerage or contingent fee.

PUBLIC ENTITY CRIME

A person or affiliate who has been placed on the State of Florida 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 bid on leases or 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 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.

INDEMNIFICATION

To the fullest extent permitted by law, the successful Vendor shall defend, indemnify and hold harmless the College, its District Board of Trustees, its agents, officers, officials and employees and volunteers, from and against all claims, damages, losses and expenses (including court costs and attorney fees) arising from the acts, errors, mistakes, omissions, work or service of successful Vendor, its agents, employees or any of the successful Vendor's subcontractors in the performance under the award of this contract.

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EQUAL OPPORTUNITY

Hillsborough Community College encourages the participation of Women/Minority-Owned Business Enterprises (W/MBE) in all contracts, subcontracts and joint ventures associated with this project. No person, agency or company shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Hillsborough Community College procurement on the basis of race, color, religion, national origin, age, gender, disability or marital status. The College is committed to actively soliciting bids from businesses owned by females and minorities as well as from businesses that make good faith efforts to provide bid opportunities to women and minority-owned subcontractors. Additionally, the College encourages all Vendors to make a good faith effort to provide bid opportunities to women- and minority-owned subcontractors and to commit a portion of the contracted amount with capable W/MBE subcontractors. However, the College does not require a percentage of W/MBE's participation for this project.

The successful Vendor will be required to meet each of the following requirements with regard to women-owned and minority businesses:

- A.** Publicly report to the College's District Board of Trustees the intended percentage of W/MBE participation for this project.
- B.** Publicly report to the College's District Board of Trustees the plan for ensuring that W/MBE's are provided the opportunity to compete for subcontracted work for this project.
- C.** Report regularly throughout the project to College staff and the College's District Board of Trustees the efforts being made to provide bid opportunities to W/MBE firms.
- D.** Report regularly throughout the project to College staff and the College's District Board of Trustees the company names, dollar amounts, and type of work subcontracted to W/MBE subcontractors.
- E.** Provide other data as may be needed in order for the College to prepare reports regarding W/MBE activities.
- F.** Provide other data as may be needed in order for the College to prepare reports regarding W/MBE contract activities as required by the State of Florida.

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PROJECT TIMELINE

RFQ Issued.....	June 9, 2020 at 12:00PM ET
Questions Due	June 16, 2020 at 4:00PM ET
Submissions Due.....	July 2, 2020 before 10:00AM ET
Written Submission Evaluations	July 8, 2020 – July 10, 2020
Presentations by Shortlisted Firms.....	July 24, 2020
Selection of A/E.....	July 24, 2020
Recommendation to College President.....	July 24, 2020
30 Month Project.....	August 1, 2020
Design.....	August 1, 2020 – July 30, 2021
Guaranteed Maximum Price.....	October 1, 2021
Occupancy.....	January 2023

DUPLICATE COPIES OF PROPOSAL

Hard copies may be requested at a later time if needed by the College.

PRIOR INFORMATION & QUESTIONS

Offerors shall only rely on the information provided in Request for Qualifications (RFQ) document; not prior information or discussions. Any and all questions regarding this RFQ must be submitted in writing via email to hccpurchasing@hccfl.edu with the subject entitled: "RFP 2724-16 Architectural/Engineering Services, New Allied Health Building, Dale Mabry Campus," and must be received by 4:00 p.m. EDT on 05/17/2016. During the solicitation process, contact with anyone other than the procurement officer or his/her designee may result in the rejection of your submission.

BEST AND FINAL OFFERS/NEGOTIATIONS

The College reserves the right to request revised proposals, best and final offers, and/or enter negotiations at any time with any and all Offerors after receipt of submissions.

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EVALUATION CRITERIA

In analyzing the submissions, the College will consider (along with all other relevant and reasonable criteria) the following criteria which are to be organized and tabbed correspondingly:

PRELIMINARY INFORMATION:

TAB I: Submission Response Form

Architect's Qualification Statement AIA, use most current form (Submit in "ORIGINAL" submission only)

Addenda, Questions & Answers (Q&A), and any other supplemental information issued by the College regarding this RFQ, if any are issued, should be inserted under TAB I in chronological order.

Provide a statement that TABS III – X do not exceed twenty (20) pages on 8-1/2" x 11" paper

PREQUALIFICATION CRITERIA:

TAB II: Provide current copies of Professional Licenses; all applicable licenses required to conduct business in the State of Florida

EVALUATION CRITERIA:

TABS	EVALUTION CRITERIA DESCRIPTION	WEIGHT
<u>TAB III:</u>	Firm history, structure, personnel including assigned project team and in-house staff.	20%
<u>TAB IV:</u>	a.) Documented experience of the firm for five (5) most recent projects (within the last ten (10) years or less), projects should be similar in size or scope and amount, provide their respective dates of completion or anticipated dates of completion, and any other relevant data. b.) Documented experience of the assigned project team for three (3) projects similar in size or scope and amount	30%
<u>TAB V:</u>	Five (5) references with contact information for any of the five (5) projects listed above in part a.) (Use attached Reference Check Questionnaire Form for each). This form is to be completed by your references and will all count as one (1) page.	15%
<u>TAB VI:</u>	Volume of work previously awarded to firm only in the last ten (10) years by the College; not individual employees when with other firms (reference Section 287.055, Florida Statutes)	5%
<u>TAB VII:</u>	Project management, scheduling, cost control and value engineering systems you would use for this particular type of project considering the size, scope, and amount for this particular project	20%
<u>TAB VIII:</u>	Any and all litigation, major disputes, liens, and contract defaults with owners/clients, consultants, and suppliers in the last five (5) years concerning the firm (home office) and the local office, if applicable (Use attached Litigation Forms; if all forms are used will count as 1 page)	Pass/Fail
<u>TAB IX:</u>	Recent, current, and projected workload of the firm; ability to meet time and budget requirements	5%

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TAB X: Location of local office

5%

TABS III – X must not exceed twenty (20) pages (8-1/2" x 11").

W/MBE STATUS FORM: Please submit one (1) copy of the attached W/MBE Status Form in a separate sealed envelope along with your "ORIGINAL" submission only.

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SUBMISSION RESPONSE FORM

**This form must be used and
returned with your submission.**

No other form will be accepted.

Please type or print legibly.

Name and Address of Company

By

(Signature of Authorized Agent)

(Printed Name of Authorized Agent and Title)

Telephone Number

()

Fax Number

()

Email Address

All correspondence from the Purchasing Office will be directed according to the information provided.

Online Vendor Registration and Documentation must be completed
in order to conduct business with the College.

Please visit our website at www.hccfl.edu/purchasing
and click on [Vendor Registration](#) for more information.

Please do not include vendor registration documentation within your submission.
These should be uploaded into VendorLink® under Agency File Requests.

THIS FORM MUST BE RETURNED WITH YOUR SUBMISSION.
(PLEASE TAB ACCORDINGLY/TAB I)

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W/MBE STATUS INFORMATION

Dear Sir or Madam:

Hillsborough Community College requests W/MBE status information for internal reporting purposes only; in any case, it will not be used during any phase of the procurement evaluation process.

Hillsborough Community College encourages the participation of Women/Minority Business Enterprises (W/MBE), in all contracts, subcontracts and joint ventures associated with this project. No person, agency or company shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Hillsborough Community College procurement on the basis of race, color, religion, national origin, age, gender, disability or marital status. The College is committed to actively soliciting bids from businesses owned by females and minorities as well as from businesses that make good faith efforts to provide bid opportunities to women/minority-owned subcontractors. The College strongly encourages women/minority-owned business enterprise participation in this project. Additionally, the College encourages all contractors to make a good faith effort to provide bid opportunities to women/minority-owned subcontractors and to commit a portion of the contracted amount with capable W/MBE subcontractors. However, the College does not require a percentage of W/MBE's participation for this project.

The successful Offeror will be required to meet each of the following requirements with regard to women/minority-owned businesses.

- A. Report during a public meeting to the College's District Board of Trustees the intended percentage of W/MBE participation for this project.
- B. Publicly report to the College's District Board of Trustees the plan for ensuring that W/MBE's are provided the opportunity to compete for subcontracted work for this project.
- C. Report regularly throughout the project to staff and the College's District Board of Trustees the efforts being made to provide bid opportunities to W/MBE firms.
- D. Report regularly throughout the project to staff and the College's District Board of Trustees the company names, dollar amounts, and type of work subcontracted to W/MBE subcontractors.
- E. Provide other data as may be needed in order for the College to prepare reports regarding W/MBE activities.
- F. Provide other data as may be needed in order for the College to prepare reports regarding W/MBE contract activities as required by the State of Florida.

Please indicate whether your firm is a Woman/Minority Business Enterprise (W/MBE) below:

PLEASE NOTE: this information is for internal reporting purposes only and will not be used during any phase of the procurement evaluation process.

Firm Name: _____

- YES → Check all that apply: African American Asian Hispanic Native American Woman
If certified, by what entity: _____
- NO

Signature of Authorized Agent

Date

Printed Name of Authorized Agent

Title

THIS FORM MUST BE RETURNED WITH YOUR SUBMISSION.

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REFERENCE QUESTIONNAIRE FORM

Firm Full Name: _____

Contact Name & Title: _____
Point-of-Contact Full Name Title

Mailing Address: _____
Street Address or P.O. Box City State Zip Code

Phone: () - Fax: () - Email: _____

1. Did the project meet your expectations?

2. Were the cost estimates correct and within the announced budget?

3. Were there unexpected changes in construction team members?

4. Was project completed on-time and within the budget?

5. Were there any conflicts that were difficult to resolve?

6. At the end of project, was there a large punch-list? If so, were the issues resolved to your satisfaction?

7. Were close-out documents handled in a timely manner?

8. Were warranty issues resolved expeditiously and to your satisfaction?

9. Would you use this construction management firm again?

Authorized Signature: _____ Date: _____

Printed Name & Title: _____

