

REQUEST FOR QUALIFICATIONS, PROPOSALS, OR
CONSTRUCTION (INCLUDES 2 STEP BID)
2021-RFQ -A/E-016-TB LR2022-380-1
RFQ FOR ARCHITECT/ENGINEERING SERVICES TO TAX
COLLECTOR BUILDING

County of Hernando
15470 Flight Path Drive
Brooksville, FL 34604



RELEASE DATE: July 27, 2022

DEADLINE FOR QUESTIONS: August 19, 2022

RESPONSE DEADLINE: August 31, 2022, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/hernandocounty>

County of Hernando
REQUEST FOR QUALIFICATIONS, PROPOSALS, OR CONSTRUCTION
(INCLUDES 2 STEP BID)
2021-RFQ -A/E-016-TB LR2022-380-1

RFQ for Architect/Engineering Services to Tax Collector Building

I.	Introduction.....
II.	Project Details.....
III.	Selection Process
IV.	Submittal Requirements
V.	Evaluation Phases
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Attachments:

A - Sample Construction Agreement

B - Designated Services and Method of Payment Matrix

1. INTRODUCTION

1.1. Summary

Provide overall site master planning, design, permitting, bidding documents and construction administration to construct a new building of approximately 16,000 GSF that will house the Tax Collector at their westside campus to include a driving course. The project will utilize a Construction Manager/General Contractor integrated project delivery method. If the County is satisfied with the services of the selected Architect, they will be contracted for a future building and site at a date and location still to be determined on the east side of the County for the same purposes utilizing the design developed and or modified for the west side campus.

Site master planning efforts shall include the tax collectors building and driving course, all infrastructure and environmental due diligence, surveying, and soils testing. The site planning and infrastructure shall accommodate a "pad ready" site complete with infrastructure for the NAMI of Hernando County Program of approximately 6,000 GSF.

1.2. Background

The west side Tax Collector's office is currently located within an old strip mall style structure. They are housed in approximately 6,000 sq. ft. of the building along with numerous other County and private business functions with no room to expand. Existing special layouts are not designed for efficiency of operations and functionality.

Patrons currently form long lines outside of the building due to the limited space inside the Tax Collectors area. This is a difficult situation with numerous inherent issues.

The County Utilities Division owns 6.7 acres of property adjacent to the site which would be purchased by the County for the purpose of providing suitable acreage to construct the necessary improvements for a new facility. An additional 4.4 acres of property adjacent to the site is currently owned by NAMI (acronym) and the County intends to negotiate the purchase of the land and preparation of a pad site for NAMI to construct a building in the future.

This project is currently not funded or identified in the 2022 Capital Improvement Plan and is dependent upon funding in the 2023 CIP and subsequent years. The County will not enter into a final contractual agreement until funding has been approved and anticipated in October of 2022.

1.3. Contact Information

Erik van de Boogaard

Construction Projects Coordinator

1525 E. Jefferson Street

Brooksville, FL 34601

Email: evandeboogaard@co.hernando.fl.us

Phone: [\(352\) 754-4096](tel:(352)754-4096)

Department:

County Admin

Department Head:
 Jeff Rogers
 County Administrator

1.4. Timeline

Advertisement	July 27, 2022
Pre-submittal Conference (Mandatory)	August 9, 2022, 2:00pm Hernando County Procurement Department 15470 Flight Path Drive Brooksville, FL 34604 or via zoom Join Zoom Meeting https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWwh1b1pRTzMvaWk5UT09 Meeting ID: 946 6480 6689 Passcode: 356998 One tap mobile +17209289299,,94664806689#,,,,*356998# US (Denver) +12133388477,,94664806689#,,,,*356998# US (Los Angeles) Dial by your location +1 720 928 9299 US (Denver) +1 213 338 8477 US (Los Angeles) +1 253 215 8782 US (Tacoma) +1 669 219 2599 US (San Jose) Meeting ID: 946 6480 6689 Passcode: 356998 Find your local number: https://hernandoclerk.zoom.us/u/acA12esknN
Date Questions Due	August 19, 2022, 5:00pm
Date Answers Due to all Firms	August 26, 2022, 5:00pm

<p>RFQ Submittal Due</p>	<p>August 31, 2022, 3:00pm Join Zoom Meeting https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWWh1b1pRTzMvaWk5UT09 Meeting ID: 946 6480 6689 Passcode: 356998 One tap mobile +17209289299,,94664806689#,,,,*356998# US (Denver) +12133388477,,94664806689#,,,,*356998# US (Los Angeles) Dial by your location +1 720 928 9299 US (Denver) +1 213 338 8477 US (Los Angeles) +1 253 215 8782 US (Tacoma) +1 669 219 2599 US (San Jose) Meeting ID: 946 6480 6689 Passcode: 356998 Find your local number: https://hernandoclerk.zoom.us/u/acA12esknN</p>
<p>A/E Interview List Released</p>	<p>September 13, 2022</p>
<p>A/E Oral Interviews (as scheduled)</p>	<p>September 23, 2022</p>
<p>Negotiation of A/E Contract</p>	<p>November 4, 2022</p>
<p>Contract Approval (projected)</p>	<p>November 29, 2022 Hernando County Courthouse BOCC Chambers 20 N. Main Street Brooksville, FL 34601</p>
<p>Anticipated Design Start</p>	<p>December 16, 2022</p>
<p>Anticipated CM/GC Start (if prior approval received from SBP)</p>	<p>December 16, 2022</p>

Anticipated Construction Start	September 12, 2023
Anticipated Construction Finish	September 28, 2024

2. PROJECT DETAILS

2.1. Construction Manager/General Contractor process

The Hernando County Board of County Commissioners anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. Through the use of an Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with the Hernando County Board of County Commissioners. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, and constructability, and will work with the Architect throughout the value engineering phases of the project. The selection process for the CM/GC will begin following the selection of the Architect.

2.2. New Westside Tax Collector Building

OVERVIEW

This is a CMGC integrated project delivery.

Site master planning efforts shall include the tax collectors building and driving course, all infrastructure and environmental due diligence, surveying, and soils testing. The site planning and infrastructure shall accommodate a pad site complete a separate legal description to include easements as may be required and complete infrastructure to the site for the NAMI of Hernando County Program of approximately 6,000 GSF. Site information is attached.

LIST OF ARCHITECT/ENGINEERS RESPONSIBILITIES

Provide full architectural and engineering services to include but not be limited to, master site planning, programming, surveying, geotechnical investigations, environmental investigations, site and civil improvements, drawings and specifications prepare and assist in the permitting, bidding and construction administration. A full detail of responsibilities are contained in the attached Sample Agreement and General Conditions of the Contract.

PROJECT PROGRAMMING

Provide services to determine the appropriate spaces necessary for department within the new building. Determine proper adjacencies and programmatic functions that are sensibly laid out for public accessibility as may be required.

DESIGN SERVICES

Provide all site layouts and project drawings as is typical for the profession of architecture and engineering services. They shall include but not be limited to:

1. Concepts drawings
2. Coordination with the jurisdiction having authority and provide for legal descriptions identifying parcels as will be required for the shared site.
3. Schematic drawings and outline specifications

4. Design development drawings and specifications

5. Construction Documents

6. Bidding and permitting documents

PERFORM PROJECT MONITORING

Provide construction administration throughout design and construction.

MEETINGS

The design team and their sub-consultants will attend/conduct project meetings and events, as necessary to coordinate and ensure the development of documents in adequate detail for a Construction Manager at Risk delivery method. Construction progress meetings shall be attended as required to ensure compliance with the construction documents.

PERFORM ADMINISTRATIVE RESPONSIBILITIES

The design team:

1. Designate a contract manager to oversee the contract associated with this SOW.
2. Designate a project manager to oversee the activities of this SOW, serve as the point of contact to communicate with, and provide information as required.
3. Perform all activities identified in the SOW and provide all deliverables in the manner and timeframes described in the associated contract to the County's satisfaction.
4. Submit firms and contractors invoices in a manner prescribed by the contract.
5. Provide services as described in a detailed proposal for the project scope for Architectural and Engineering Services.

3. SELECTION PROCESS

3.1. Acquisition of Professional Services 287.055

The selection of an architect/engineer/consultant will be conducted in accordance with the **287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.**

The process will involve two stages:

- A. Submittals will be screened and scored.
- B. A limited number of firms will be short listed and invited to participate in oral interviews.

The Hernando County Board of County Commissioners will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

3.2. Mandatory Pre-submittal Conference:

To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have Hernando County Board of County Commissioners staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted.

The pre-submittal conference will be held at:

Location: Hernando County Procurement Department 15470 Flight Path Drive Brooksville, FL 34604 or via zoom Join Zoom Meeting

<https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWwh1b1pRTzMvaWk5UT09>

Meeting ID: 946 6480 6689 Passcode: 356998 One tap mobile

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(Los Angeles) Dial by your location +1 720 928 9299 US (Denver) +1 213 338 8477 US (Los Angeles) +1

253 215 8782 US (Tacoma) +1 669 219 2599 US (San Jose) Meeting ID: 946 6480 6689 Passcode: 356998

Find your local number: <https://hernandoclerk.zoom.us/j/94664806689>

Date: Tuesday, August 9, 2022

Time:2:00 pm

3.3. Architect/Engineer/Consultant's Submittals:

Specific requirements for submittals and scoring criteria are detailed in [Submittal Requirements](#) .

Submittals must be received at: <https://secure.procurenw.com/portal/hernandocounty>

Deadline for receipt is: Wednesday, August 31, 2022 at 3:00 pm.

The Hernando County Board of County Commissioners assume no responsibility for costs related to the preparation of submittals.

3.4. Deadline

Responses may be received up to but not later than Wednesday, August 31, 2022 at 3:00 pm via the Hernando County Board of County Commissioners e-Procurement Portal located at <https://secure.procurenow.com/portal/hernandocounty>. The Hernando County Board of County Commissioners e-Procurement Portal Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The Hernando County Board of County Commissioners strongly recommends completing your response well ahead of the deadline

3.5. Addenda Notification and Acknowledgement

Addenda Notification: Respondents are required to register for an account via the Hernando County Board of County Commissioners e-Procurement Portal hosted by OpenGov. Once Respondent has completed registration, you will receive addenda notifications to your email by clicking "Follow" on this project. Ultimately, it is sole responsibility of each Respondent to periodically check the site for any addenda at <https://secure.procurenow.com/portal/hernandocounty>

3.6. Submitting Questions and Receiving Responses

Respondents shall submit all inquiries regarding this RFP via the Hernando County Board of County Commissioners e-Procurement Portal, located at <https://secure.procurenow.com/portal/hernandocounty>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the Hernando County Board of County Commissioners e-Procurement Portal. Respondents may also click "Follow" on this RFP to receive an email notification when answers are posted. It is the responsibility of the Respondents to check the website for answers to inquiries.

4. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. (Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.) Following are elements that will be used to evaluate each firm's qualifications:

4.1. Requirements

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. (Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.) Following are elements that will be used to evaluate each firm's qualifications:

4.2. A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

4.3. FIRM/TEAM CAPABILITIES

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

4.4. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.

- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

4.5. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities
- Quality Control Methodology.
 - Insure County procedures are followed
 - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current Florida Energy Conservation Code) and the specification of energy efficient materials, systems, and equipment
 - Insure the project is designed for durability and maintainability
- Schedule.
 - Manage the required work to meet the established schedule

4.6. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- Proximity of firms office as it may affect coordination with the County's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

5. EVALUATION PHASES

5.1. Project Specific Qualifications

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>PROJECT TEAM</p> <ul style="list-style-type: none"> • Qualifications and relevant individual experience. • Unique knowledge of key team members relating to the project. • Experience on projects as a team. • Key staff involvement in project management and on-site presence. • Time commitment of key staff. • Qualifications and relevant subconsultant experience. 	Points Based	10 <i>(20% of Total)</i>
2.	<p>FIRM CAPABILITIES</p> <ul style="list-style-type: none"> • Are the lines of authority and coordination clearly identified • Are essential management functions identified? • Are the functions effectively integrated (e.g., subconsultants' roles delineated?) • Current and projected work load. 	Points Based	10 <i>(20% of Total)</i>
3.	<p>PRIOR EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of the key staff and firm with projects of similar scope and complexity. • Demonstrated success on past projects of similar scope and complexity. • References. 	Points Based	10 <i>(20% of Total)</i>

4.	PROJECT APPROACH <ul style="list-style-type: none"> • Budget methodology/cost control. • Quality control methodology. • Schedule maintenance methodology. 	Points Based	10 <i>(20% of Total)</i>
5.	WORK LOCATION <ul style="list-style-type: none"> • Proximity of firm’s office as it may affect coordination with the County's project manager and the potential project location. • Firm's familiarity with the project area. • Knowledge of the local labor and material markets. 	Points Based	10 <i>(20% of Total)</i>

5.2. [Oral Interviews](#)

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	PROJECT TEAM	Points Based	10 <i>(20% of Total)</i>
2.	TEAM CAPABILITIES	Points Based	10 <i>(20% of Total)</i>
3.	PRIOR EXPERIENCE	Points Based	10 <i>(20% of Total)</i>
4.	PROJECT APPROACH	Points Based	10 <i>(20% of Total)</i>
5.	WORK LOCATION	Points Based	10 <i>(20% of Total)</i>

6. VENDOR SUBMISSIONS

6.1. Acknowledgement and Attestation*

By responding to this RFP, the respondent(s) certify that he/she has reviewed the sample contract, and its exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Please acknowledge below that you confirm the above statement:

Please confirm

*Response required

6.2. Download Drug Free Workplace Certificate *

I have read and attest to, in accordance with Florida Statute 287.087 (current version), hereby certify that,

Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.

Gives each employee engaged in providing commodities or contractual services that are under proposal a copy of the statement specified above.

Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires 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.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Please Confirm that you have read and attest to Download Drug Free Workplace Certificate

Please confirm

*Response required

6.3. [Affidavit of Non Collusion and of Non-Interest of Hernando County Employees*](#)

Certification that Vendor/Contractor affirms that the bid/proposal presented to the Owner is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above bid/proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said bid/proposal; and that affiant makes the above bid/proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Please confirm

*Response required

6.4. [Sworn Statement](#)

6.4.1. [Sworn Statement 287.133 \(3\) \(a\)*](#)

I have read and attest that I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (current version), means a violation of 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 proposal 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.

I have read and attest that I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes (current version), 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, non-jury trial, or entry of a plea of guilty or nolo contendere.

I have read and attest that I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes (current version), means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. 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 management of an affiliate. The ownership by one (1) 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 (1) 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 thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes (current version), 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 proposals or applies to proposal on contracts for the provisions 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.

I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) 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.

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 (1) 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 (1) 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/Contractor list

*Response required

6.4.2. *If you choose option 3, please attach a copy of the final order*

The entity submitting this sworn statement, or one (1) 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/Contractor list

Please attach a copy of the final order

6.5. Authorized Signatures/Negotiators

6.5.1. *Authorized Signatures/Negotiators **

Please provide the information to support the statement below:

The Vendor/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor/Contractor will be duly bound:

Name(s)

Title(s)

Phone no (s)

*Response required

6.5.2. *Type of Organization **

Please select your organization type:

Sole Proprietorship

Partnership

Joint Venture

Corporation

*Response required

6.5.3. *Company ID**

Please Provide Your:

State of Incorporation and

Federal I.D. NO.

*Response required

6.5.4. *W9 Form**

Please upload your company's W9 information

*Response required

6.5.5. *ACH electronic payment**

An ACH electronic payment method is offered as an alternative to a payment by physical check. Please select one of the options.

Yes, ACH electronic payment method is acceptable.

No, ACH electronic payment method is not acceptable.

*Response required

6.6. [Local Vendor Affidavit of Eligibility](#)

6.6.1. *Local Vendor Affidavit - 12 Month Minimum**

Vendor/Individual has been in business in Hernando County for a minimum of twelve (12) months prior to date of bid or quote?

Yes

No

*Response required

6.6.2. *Proof of Real Property Tax**

Please upload your proof of Real Property Tax

*Response required

6.6.3. *Copy of Florida Division of Corporations Annual Report**

Please upload a copy of your Florida Division of Corporations Annual Report

*Response required

6.7. [E-Verify Certification](#)

6.7.1. *E-Verify Certification **

Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

Please confirm

*Response required

6.8. Construction Contractor Qualification Submittal Requirements

6.8.1. *References **

Bidder must provide a minimum of **three (3)** references in format shown below. References must be individuals that can be readily contacted and have first-hand knowledge of the Bidder's performance on the specific project performed by the Bidder. Each reference project must meet the following criteria:

Project at Substantial Completion or completed within the last seven (7) years.

Similar in size, dollar value and scope as this project.

Please provide information for 3 required References:

Business/Owner Name

Reference Contact Person

Reference Address

Reference Phone No.

Reference Email Address

Project Name

Project Location

Contract Project Manager

Contract Amount

Date Project Commenced

Date of Substantial Completion

Date of Final Completion

Description of Work Performed

Note: Experience shall be related to successfully completed projects within the last seven (7) years (i.e. the project must have been Substantially Complete within seven (7) years of the due date of this ITB. Only projects that are complete or substantially complete as of the bid due date will be considered).

By submitting this information, I certify that the qualifications questionnaire information is true and correct to the best of my knowledge.

*Response required

6.9. Additional Required Forms

6.9.1. *Trench Safety Act Compliance **

Please download the below documents, complete, and upload.

- [Trench Safety Act Complan...](#)

*Response required

6.9.2. [Corporate Affidavit](#) *

Please download the below documents, complete, and upload.

- [Corporate Affidavit.pdf](#)

*Response required

6.9.3. [Bid Bond Form](#) *

Please download the below documents, complete, and upload.

- [Bid Bond Form.pdf](#)

*Response required

6.9.4. [Vendor Certification Regarding Scrutinized Companies](#) *

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473 F.S. (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 F.S. (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135 (Current Edition), Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

I have read and attest that I confirm the above is acknowledged.

Please confirm

*Response required

6.10. [Hernando County Employment Disclosure Certification Statement](#)

6.10.1. *Is any officer, partner, director, proprietor, associate or member of the business entity a former employee of Hernando County within the last two (2) years? **

Yes

No

*Response required

*6.10.2. Is any officer, partner, director, proprietor, associate or member of the business entity a relative or member of the household of a current Hernando County employee that had or will have any involvement with this procurement or contract authorization?**

Yes

No

*Response required

6.10.3. Relatives and Former Hernando County Employees - Roles and Signatures

If you answered yes to the either of the two prior questions regarding relatives or Hernando employees, please download the below documents, complete, and upload.

- [Relatives and Former Hernan...](#)

6.11. [Vendor Survey](#)

*6.11.1. Vendor Survey **

Please provide information on where you received the knowledge of the bid/request for Proposals (mark all that apply):

Select all that apply

County's eProcurement Portal (Open Gov Procurement)

Newspaper

Purchasing and Contracts Advertisement Board

Other (Please list in the following question)

*Response required

6.11.2. Vendor Survey - Other

If you choose Other please list how you received the knowledge of the bid/request for Proposals.

*6.11.3. Anticipates Services outside the United States or Florida**

Anticipates Services outside the United States or Florida

If the respondent anticipates services under the contract or any subcontracts will be performed outside the United States or Florida, the respondent shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Florida and the reason why it is necessary or advantageous to go outside the United States or Florida to perform such services. (Does not apply to any project that receives federal moneys)

Yes

No

*Response required

6.12. Submittal Requirements

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. (Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.) Following are elements that will be used to evaluate each firm's qualifications:

6.12.1. *PROJECT TEAM **

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

*Response required

6.12.2. *FIRM/TEAM CAPABILITIES**

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

*Response required

6.12.3. *PRIOR EXPERIENCE**

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.

- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

*Response required

*6.12.4. PROJECT APPROACH - Budget Methodology/Cost Control**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities

*Response required

*6.12.5. PROJECT APPROACH - Quality Control Methodology**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Quality Control Methodology.
 - Insure County procedures are followed
 - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
 - Insure the project is designed for durability and maintainability

*Response required

*6.12.6. PROJECT APPROACH - Schedule**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Schedule.
 - Manage the required work to meet the established schedule

*Response required

*6.12.7. WORK LOCATION**

Describe where the prime and subconsultants will do the key work elements of this project.

- Proximity of firms office as it may affect coordination with the County's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

*Response required

6.13. Optional

6.13.1. *Optional Upload of additional Information*

Please upload any optional/additional information not requested elsewhere.