



## **Request for Qualifications**

### **Miscellaneous Architectural and Engineering Services**

#### **Children's Board of Hillsborough County**

The Children's Board of Hillsborough County is accepting Proposals for one or more continuing contracts for Miscellaneous Architectural and Engineering Services related to three (3) Children's Board properties for a period of up to five (5) years.

The architectural firm(s) selected to enter into a continuing contract for up to five years with the Children's Board will be pursuant to the Florida Statutes Chapter 287: Procurement of Personal Property and Services and evaluated and selected through a qualification-based selection process. A "continuing contract is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$4 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$500,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another." Section 287.055(2)g)

This Request for Qualifications (RFQ) provides complete information on the services being sought, the submittal requirements, and timeline.

If interested in providing these services, please submit your Statement of Qualifications meeting the requirements defined in this RFQ to:

Paula Scott, Director of Operations  
1002 E. Palm Ave. Tampa FL 33605  
Proposals must be received TBD.

This RFQ does not obligate the Children's Board of Hillsborough County to pay any cost incurred by respondents in the preparation and submission of a response. Furthermore, a response to the RFQ does not obligate the Children's Board of Hillsborough County to accept or contract for any expressed or implied services. The Children's Board of Hillsborough County reserves the right to reject any and all proposals for any reason. The Children's Board is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, sexual orientation, nationality or disability.

**Kelley Parris, Executive Director**  
**Andy Mayts, Board Chair**

For further information, please contact:  
Paula Scott, Director of Operations  
[scottPS@childrensboard.org](mailto:scottPS@childrensboard.org)

**Children's Board of Hillsborough County  
1002 E. Palm Ave.  
Tampa, FL 33605**

**Request for Qualifications**

**RFQ Designation: PUR 2022-01**

**Miscellaneous Architectural and Engineering Services**

**Children's Board of Hillsborough County**

**INSTRUCTIONS TO PROPOSERS:**

This Request for Qualifications (RFQ) is designed to comply with all applicable rules and regulations including all State of Florida Statutes. Architectural firms wishing to submit for consideration should follow the guidelines established herein. A Statement of Qualifications shall be submitted to Paula Scott, Director of Operations, at 1002 E. Palm Ave., Tampa, FL 33605 before TBD (Children's Board Lobby Clock). Statements of Qualifications received after that time will not be considered.

**DEFINITIONS IN THIS RFQ**

- A.** “**CBHC**” means Children's Board of Hillsborough County (also referred to as Owner) a special district political subdivision of the state of Florida. The Children's Board of Hillsborough County is not a corporation. All records submitted to the Children's Board become public records under Chapter 119, Florida Statutes, unless exempted by state law. The Children's Board is also subject to the Florida's Sunshine Law, see Chapter 286, Florida Statutes. The Children's Board is not subject to Chapter 120, Florida Statutes. (also referred to as Owner).
- B.** “**General Instructions**” means the content of this RFP, Part (1).
- C.** “**Proposal**” is the response of a person, firm, or corporation submitting to provide the services sought by this RFQ.
- D.** “**Proposer**” is the person, firm, or corporation that submits qualifications as a response to this RFQ.

- E. **“Project Manager”** means Paula Scott, Director of Operations, Children’s Board of Hillsborough County.
- F. **“Notice of Intent to Award”** means the selection and notice that the Children’s Board intends to enter into a contract with the selected Proposer. The selection and notice does not create any contractual obligation or liability on the Children’s Board. Until a contract is signed by both parties, the Children’s Board reserves the right to reject any or all Proposals.

**GENERAL DESCRIPTION OF SCOPE OF SERVICES REQUESTED:**

**Identified Projects to be Performed:**

**PROJECT 1 - FULL BUILDING ASSESSMENT SERVICES**

- Perform complete forensic investigation of the current condition of each of the three (3) Children’s Board owned properties, including both building and grounds, located at:
  1. 1002 E. Palm Avenue, Tampa FL 33605 (30,000 sq. ft.)
  2. 301 N. Palmer St., Plant City FL 33563 (7,900 sq. ft.)
  3. 5892 E. Fowler Ave., Temple Terrace, FL 33617 (5,100 sq. ft)
- Perform assessment thorough visual examination, testing as necessary, of the three (3) buildings including, but not limited to the envelope, interior, exterior, mechanical units, plus any and all components relevant to property condition, preventative maintenance or repair.
- Prepare a 10-year forecasting report including observations, test results, photos and recommendations for remedial repair, replacement maintenance and rehabilitation.
- Using the assessments and investigation of the properties, develop a long-term strategy for maintenance and rehabilitation or repair of current problems.

**PROJECT 2 - BUILDING REPAIRS**

- Provide construction documents for use in bid packages detailing the scope of repairs or rehabilitation, specifications, installation practices, construction plans and all appropriate detailing for building envelope work.

- Provide construction administration including field observation and testing.

### **POTENTIAL PROJECTS TO BE PERFORMED:**

#### Family Resource Center Site Selection, Analysis, and Architectural Services

- Perform potential property site analysis, documentation of existing conditions and buildout cost estimates for potential sites for a Family Resource Center.
- Prepare and submit all necessary building and zoning permits, applications and obtain approval of any municipal or county building authorities with jurisdiction over the selected properties.
- Provide construction documents for use in procurement process including bid packages for properties build out specifications, installation practices, construction plans and serve as owner's representative in all appropriate details for new sites.
- Provide construction administration including field observation, contractor compliance with project specifications, review, approve shop drawings and other required submittals, installation, progress payment review, approval and project close out as owner's representative.

### **Additional Services:**

The Children's Board may require additional Services in the areas of architecture and engineering for all planned or potential projects. Such Services may include providing cost estimates for the work needed for the building or parking lots; to prepare design criteria for a design-build projects or to prepare construction drawings and specifications for bidding; to review bid responses and make recommendations; to review and approve shop drawings; to review and approve contractor progress payments; to provide construction oversight and construction administration services. These services may include any and/or all of the specialties below:

Architect

Landscape Architect

## Engineering Services

- 1) Civil
- 2) Electrical
- 3) HVAC
- 4) Mechanical
- 5) Structural
- 6) Surveying

### **SCHEDULE**

Please note, dates are subject to change and will be announced through formal issued addendum.

#### **MANDATORY Informational Briefing**

**Monday, June 27, 2022 – 10:00 a.m. (Eastern Daylight Time)**

The MANDATORY Informational Briefing will take place at 1002 E. Palm Ave., Tampa FL 33605. The purpose of this briefing is to familiarize the potential proposers with the RFQ and provide information as to the general scope of project.

#### **Deadline to Submit Written Questions:**

**Tuesday, July 5, 2022 – 1p.m. (Eastern Daylight Time)**

No interpretation of the meaning of the specifications, or other contract documents will be made to any proposer orally. Every request for such interpretation must be in writing, addressed to Paula Scott, email address [scottPS@childrensboard.org](mailto:scottPS@childrensboard.org). Any and all such interpretations and any supplemental instructions will be in the form of a written addendum. Failure of a proposer to receive any such addendum or interpretation shall not relieve said proposer from an obligation under this invitation to submit a proposal. Failure to respond to issued addenda may result in the rejection of your proposal. All addenda so issued shall become part of the contract documents.

#### **Statement of Qualifications Due:**

**Monday, July 18, 2022 – 4 p.m. (Eastern Daylight Time)**

#### **Proposers selected for interview notified:**

**Week of August 1, 2022**

#### **Interviews will be conducted:**

**Week of August 8, 2022**

**The selection of the Firm(s) pending official Board approval.**

**August Regular Board Meeting - Thursday, August 28, 2022 – 3 p.m.**

Complete RFQ available on our website – [www.childrensboard.org](http://www.childrensboard.org) & [www.demandstar.com](http://www.demandstar.com)

**RESTRICTED COMMUNICATIONS (June 17, 2022 – August 28, 2022)**

Proposers may not communicate with Children's Board personnel and/or Board members, other than Paula Scott and only by e-mail regarding this RFQ. Proposers that engage in prohibited communications with Children's Board personnel or Board members will be eliminated from the process

**OWNERSHIP OF DOCUMENTS**

During all phases of the project, all works, intellectual property, data information, material and work product of any nature and all copies thereof in any and all forms whatsoever developed or in the possession or control relating to the project are the property of the CBHC and shall be turned over to the CBHC within ten (10) days after request.

**OWNER'S DESIGNATED REPRESENTATIVE**

The CBHC's designated representative for this project is Paula Scott, Director of Operations. This representative shall be the primary channel of communication to the CBHC and shall act as the Owner's liaison with the Firm(s). The CBHC may designate multiple representatives responsible for defined aspects of the project, and may replace or re-designate any or all representatives in its sole discretion.

**REQUIREMENTS**

- A. The proposal should be made in conformance with Attachment 'A' – Statement of Qualifications for Miscellaneous Architectural and Engineering Services. Proposers are urged to include only information that is relevant to this specific proposal to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFQ and emphasize the proposer's demonstrated capability to provide services of this type.
  
- B. All requirements and questions should be addressed and all requested data should be supplied. CBHC reserves the right to request additional information that, in its opinion, is necessary to ensure that the proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to contract.

- C. By submission of a proposal, the proposer acknowledges that representatives of CBHC have the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information contained in the proposal and if requested the proposer must authorize in writing the release to CBHC of all information sought in such inquiry or investigation.

### **FORMAT**

- A. CBHC requests **one (1) original** application and **four (4) identical copies** including attachments; if the original application contains color, copies must also be in color.
- B. Submit **one (1) electronic copy** of the proposal narrative, and attachments on a USB drive in **.pdf** format.

Expensive bindings, colored displays, promotional materials, etc. are not necessary. Emphasis should be concentrated on completeness and clarity of content.

Please refer to the Statement of Qualification Form (Attachment A) for information on specific proposal requirements.

### **EVALUATION CRITERIA**

It is the policy of the CBHC that the evaluation of proposers to provide professional services shall be based on the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The CBHC will put each proposal through a process of evaluation to determine responsiveness to all administrative and technical requirements of the RFQ.

### **EVALUATION METHOD**

All proposals will be reviewed to verify that minimum requirements have been met. Proposals that have not followed the requirements in this RFQ or do not meet minimum content and quality standards may be eliminated from further consideration.

An evaluation committee shall be established for the project requiring architectural or engineering services. The evaluation committee shall review the requirements of the specific project and the qualification of all proposers expressing interest in the project and shall select a short list of proposers to be interviewed and evaluated. The committee shall then

interview each of the shortlisted proposers, evaluate each proposer interviewed, and rank in them in order of qualifications.

### **ANALYSIS**

Members of the evaluation committee will independently analyze each proposal. The evaluation committee will analyze how each proposer's qualifications, experience, professional content, and submitted methodology meet the CBHC's needs. Each committee member will assign points using a standard point-scoring matrix.

### **PUBLIC RECORDS AND STATEMENT OF QUALIFICATIONS**

In accordance with chapter 119, Florida Statutes, all proposals shall become public records and open for inspection and copying in accordance with the Chapter 119, Florida Statutes.

### **LICENSE REQUIREMENTS**

The Proposer shall have applicable permits, licenses, etc., that may be required by Federal, State, County, Municipal or local law to furnish services under the scope of this project.

**The following terms and conditions shall be included in any contract with the successful proposer.**

### **STATEMENT OF ASSURANCE**

The successful proposer shall comply with the following Statement of Assurance:

During the performance of this Contract, the proposer herein assures the CBHC, that said proposer is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Human Rights Act of 1977 in that the proposer does not on the grounds of race, color national origin, religion, sex, age, handicap or marital status, sexual orientation, gender or gender identity, discriminate in any form or manner against said proposer's employees or applicants for employment. The proposer understands and agrees that this Contract is conditioned upon the veracity of this Statement of Assurance. Furthermore, the proposer herein assures the CBHC that said proposer will comply with Title VII of the Civil Rights Act of 1964 when federal grant(s) is/are involved. This Statement of Assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.

### **INDEMNIFICATION CLAUSE: (GENERAL LIABILITY)**

The proposer shall indemnify, hold harmless, and defend the Children's Board of Hillsborough County, its agents and employees, and anyone directly or indirectly employed by either of them, from and against any and all liabilities, losses, claims, damages, demands expenses or actions, either at law or in equity, including court costs and attorney's fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any action of fraud or defalcation by the proposer, or anyone performing any act required of proposer in connection with performance of the contract awarded pursuant to this request for Statement of Qualifications. These obligations shall survive acceptance of any goods and/or performance and payment therefore by the CBHC.

### **CONFLICT OF INTEREST**

Proposer represents that it, its officers, and employees presently have no conflicting interest, financial or otherwise, in the performance of a contract and will acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of the project. All potential conflicts of interest, or current or past employment or contractual relationships with the Board, any Board Member, or any Board employee are disclosed on **Attachment A** which is attached hereto and incorporated into this Request for Qualifications by reference. Proposer shall disclose to the Board any employment or contractual relationships between the proposer, its officers, or employees and any other individual or entity that may create a conflict of interest.

### **NO ASSIGNMENT OF CONTRACT:**

The successful proposer may not make any assignment of the resulting contractual agreement or delegation of duties between the parties, in whole or in part, without the prior written authorization as may be given at the sole discretion of the CBHC.

### **PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS**

For a period of two (2) years from the date a Children's Board employee or Board member ceases his/her employment or Board member duties

with CBHC, the CBHC will not award a consulting or services contract to that individual.

### **COMPLIANCE WITH ALL LAWS**

The laws of the State of Florida apply to any purchase made under this Request for Qualifications shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to the Florida Building Code, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), Workers Compensation, State law on E-Verify and OSHA as applicable.

### **PROHIBITION AGAINST CONTINGENT FEES**

The Proposer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Organization to solicit or secure the contract with the Children's Board and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Organization, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this contract.

### **INSURANCE REQUIREMENTS**

The selected Individual/Organization shall acquire and maintain insurance coverage throughout the duration of the contract agreement.

### **REFERENCE CHECKS**

References may be checked and verified after the CBHC begins negotiations with the most qualified individual or organization. References that cannot be verified may result in the rejection of the proposal or determination that the CBHC should cease negotiations with that individual or organization and begin negotiations with the next-highest qualified individual or organization.

### **PUBLIC ENTITY CRIMES**

Pursuant to Section 287.133(3)(a), Florida Statutes:  
A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a

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

## **PUBLIC RECORDS**

***Proposals Are Subject to Public Inspection:*** Unless deemed confidential or exempted by law, all proposals are subject to public inspection and copying under Florida's Public Records Law, Chapter 119, Florida Statutes.

Any claim of trade secret exemption for any information contained in a proposal is waived upon opening of the proposal by the Children's Board, unless the claimed trade secret information is submitted in accordance with this Section. This waiver includes any information included the proposal outside of the separate trade secret document described below.

***Proposer's Duty to Respond to Public Records Requests:*** In response to any written notice by the Children's Board that a public records request received by the Children's Board encompasses any portion of the separate trade secret document part of the proposal, the proposer shall expeditiously as required by the Public Records Law provide the Children's Board with a redacted version of the document(s) and identify in writing the specific statutes and facts that authorize exemption of the information from the Public Records Law. If different exemptions are claimed to be applicable to different portions of the redacted information, the Proposer shall provide information correlating the nature of the claims to the particular redacted information. The redacted copy must only exclude or obliterate only those exact portions that are claimed confidential or trade secret leaving the necessary surrounding text. If Proposer fails to promptly submit a redacted copy and justification in response to the notice of a public records request, the Children's Board is authorized to produce the records sought without any redaction.

## **CONTRACT**

By submitting a proposal, the proposer agrees that, if the Children's Board selects such proposer to perform the Services, the proposer will, upon such selection, execute the appropriate AIA contract to include either B104-

2017, B105-2017 or B101-2017 as appropriate. Additional AIA contracts may be used if the selected proposer and CBHC deem an alternate AIA contract to be in the best interest of both parties. Execution of the contract will be contingent on availability of funds as determined by the sole discretion of Children's Board.

**OTHER TERMS AND CONDITIONS**

The contract with the selected proposer may contain such other terms and conditions as are negotiated by the CBHC and the selected proposer. The CBHC reserves the right to incorporate all or part of this RFQ and the representations in the proposer's response into the contract.

**END OF REQUEST FOR QUALIFICATIONS**

Children's Board of Hillsborough County  
1002 E. Palm Ave.  
Tampa, FL 33605

Statement of Qualification for Miscellaneous Architectural and Engineering  
Services

**Attachment "A"**

**Format of Proposal**

The following criteria will be used for (1) determining the short-listed candidates and (2) the final selection of a proposer following the interviews. If you are submitting as a joint venture, both partners are required to respond completely. The lead proposer shall be designated and CBHC will contract with that proposer.

**STATEMENTS OF QUALIFICATIONS MUST CONTAIN THE FOLLOWING INFORMATION ON THE FRONT COVER PAGE:**

Name of proposer: (FIRM, CORPORATION, BUSINESS OR INDIVIDUAL)  
Federal I.D. Number  
Primary Local Business Address

Primary E-mail Address for official correspondence related to this RFQ  
Phone number: (\_\_\_\_-\_\_\_\_-\_\_\_\_), fax number: (\_\_\_\_-\_\_\_\_-\_\_\_\_)

Present proposer or entity has been in business under its present name since:

Licensed by the State of Florida as:

The license number(s) for the performance of these services is/are:

PROPOSER:

By: \_\_\_\_\_

(Authorized Signature signed in ink)  
(Printed Name of Signer)  
(Title of Signer)  
(Date Signed)

All copies should be placed in a single envelope or box and marked on the outside:

Statement of Qualifications for Miscellaneous Architectural and  
Engineering Services

c/o Paula Scott, Director of Operations  
Children's Board of Hillsborough County  
1002 E. Palm Avenue  
Tampa, Florida 33605

**Firm Information**

1. General statement of qualifications. Briefly describe your firm's qualifications, such as your design philosophy or firm mission, and how those qualifications apply to the project. Please limit response to 200 words or less.
2. Identify the legal status under which your firm does business, such as sole proprietorship, partnership, corporation, joint venture, or other.
3. Identify the number of years your firm has been in business and any other significant information pertaining to your firm's history.
4. How many full-time employees work for your firm in the primary office from which services will be provided for the project.
5. How many full-time architects work at your firm in the primary office from which services will be provided for the project.

**The Review Team for this project shall consider the following criteria when evaluating Statements of Qualifications:**

A proposer, in order to be considered, must address all of the following qualifying questions. You must provide descriptive statements for each in your Statement of Qualifications.

**Criteria**

1. The past experience, qualifications and experience of the proposer in similar work, including photos of related projects. **Weight 20 points.**
2. List key personnel from your firm who will be meaningfully involved in providing professional services on this project. Include each

person's position on the project team, office location, proposed role and experience on similar projects. You should also provide a narrative description on how you would efficiently staff and manage the project. **Weight 20 points.**

3. The ability of the proposer to devote time to this project that will be required by the CBHC including current and projected workload. Additionally, provide information showing your proximity to Hillsborough County, including both your local office and upper management personnel. **Weight 15 points.**
4. Describe experience working with governmental agencies as well as your estimating experience. **Weight 15 points.**
5. Identify design services and engineering services that your firm is able to provide. **Weight 5 points.**
6. Briefly describe your firm's approach to quality management. **Weight 10 points.**
7. Describe your firm's experience working with Owner and Design Criteria Professional and implementing Renovation, Restoration and Build Out projects. **Weight 5 points.**
8. Identify additional accreditations, services, skills or personnel that you believe differentiate your firm. **Weight 5 points.**
9. Proposers demonstrating a Certified Minority Business Enterprise per Florida Statute 288.703. **Weight 5 points**

### **Additional Submission Requirements**

The proposer, in order to be considered, must meet all of the following criteria. You must provide descriptive statements for each in your Statement of Qualifications.

1. Demonstrate absence of a conflict of interest involving the services to be performed with any Board member or employee of the CBHC.
2. Ability to work in a manner consistent with the Florida Sunshine Law and the Florida Public Records law.
3. State if proposer or any member involved with proposer has been involved in any litigation, arbitration or administrative proceedings in

the last five (5) years as a result of architectural contracts, included but not limited to liens, delays, defective performance or workmanship. If yes, provide the following: Names of all parties involved in the proceedings, contact information for attorneys for each party, date litigation commenced, current status of litigation.

4. Acknowledgement of compliance with the Statement of Assurance, the Indemnification Clause and the Public Entity Crimes Statement, as shown in these Instructions to Proposers.

**At the end of your submission, include the following statement:**

“I certify that the preceding and referenced information is accurate to the best of my knowledge and belief” and have it signed and dated by the Principal responsible for the submission.