REQUEST FOR QUALIFICATIONS (RFQ) for
ARCHITECTURAL SERVICES

RFQ-SJR-22-2016
RFQ SPECIFICATIONS DOCUMENT

Project Name: Remodeling & Renovation with Additions of Multiple Buildings - Orange Park Campus

Response Deadline: January 12, 2016, 3:00 P.M., EST

This request for qualifications document will serve to provide interested parties with specific information as to the procedures for selecting architects for professional architectural services to include associated engineering consultation and design pursuant to the Florida Statutes Consultant’s Competitive Negotiation Act, Section 287.055.
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GENERAL INFORMATION

St. Johns River State College (SJR State) is a public institution dedicated to providing students with a broad spectrum of educational and cultural opportunities while encouraging the pursuit of truth, academic excellence, and scholarly achievement. SJR State is committed to creating and continuously improving affordable, accessible, effective learning opportunities resources, and support services for the ever-changing educational needs of the diverse population it serves.

SJR State is committed to meeting the educational and workforce training needs of its Northeast Florida district with campuses in Putnam, Clay and St. Johns counties. In addition to offering Associate of Arts (transfer) degrees and Associate in Science degrees and certificates, the College offers baccalaureate degrees in nursing and organizational management.

Campus locations are:

- 5001 St. Johns Ave. 283 College Drive 2990 College Drive
  - Palatka, FL 32177
  - Orange Park, FL 32065
  - St. Augustine, FL 32084
  - (Putnam County)
  - (Clay County)
  - (St. Johns County)

In accordance with the provisions of the Consultants’ Competitive Negotiation Act, Section 287.055 Florida Statutes, and the State Requirements for Educational Facilities (SREF), the College is inviting qualification statements from professional Firms, registered and licensed to do work in the State of Florida, interested in providing architectural design, engineering, and administration of construction services, as budget permits, for the remodeling and renovation with the addition of square footage, to multiple buildings (currently approximately 11,925, 14,702 and 13,152 square feet) located on its Orange Park Campus.

The successful Firm shall provide, as needed, a range of architectural services which may include, but not be limited to, educational specification development, schematic/design development, furniture planning and selection, demolition specifications, and construction documents and specifications.

The project will be constructed under a hard bid award and construction-contract agreement. Architectural drawings and specifications must be complete and construction ready in order to achieve the most accurate bid results. Invitations to Bid (ITBs) on construction will be issued by the College to its pool of prequalified contractors for the project.

Administration of construction services shall also be provided to assist the College’s Capital Projects Team in the successful, timely, and economical completion of the project.

RFQ responses will be evaluated by committee using a two-step, point-driven process. No fewer than three Firms with the highest points awarded for the written responses received will be invited for interviews by the Evaluation Committee. The total of points awarded to Firms for the written response evaluation of will be added to the total of points awarded for the interviews. Interviewed Firms will be rank-ordered based on total points awarded. A recommendation of three ranked short-listed interviewed Firms will be made to the Board of Trustees (DBOT) of the College for approval. Evaluation criteria and point values for written responses and
interviews are described in this specifications document. Following action by the DBOT, contract negotiations will commence with the top ranked Firm.

**RFQ SCHEDULE**
The College reserves the right to change the schedule if it is in the best interest of the College. Schedule changes will be by written addendum to the Specifications Document and will be posted at [http://www.sjrstate.edu/222016](http://www.sjrstate.edu/222016). It is the sole responsibility of the Respondent to monitor this web page during the entire RFQ process for information, updates, clarifications, schedule changes, addendums, and notices concerning award. Failure to monitor this web page for pertinent information related to the RFQ can result in disqualification of the candidate.

*All times listed are Eastern Standard Time*

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<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>December 15, 22, and 29, 2016</td>
<td></td>
<td>Newspapers in the tri-county college district</td>
<td>Legal Public Notice Publication of Invitation to Respond to RFQ</td>
</tr>
<tr>
<td>December 19, 2016 through January 2, 2017</td>
<td></td>
<td><a href="mailto:BeverlyBarker@sjrstate.edu">BeverlyBarker@sjrstate.edu</a></td>
<td>COLLEGE CLOSED; NO RFQ SUBMISSIONS WILL BE ACCEPTED DURING THIS TIME; Questions via e-mail to Director of Capital Contract Management may be submitted.</td>
</tr>
<tr>
<td>January 9, 2017</td>
<td>5:00 PM</td>
<td><a href="mailto:BeverlyBarker@sjrstate.edu">BeverlyBarker@sjrstate.edu</a></td>
<td>Deadline for written questions (via e-mail)</td>
</tr>
<tr>
<td>January 10, 2017</td>
<td>5:00 PM</td>
<td><a href="http://www.sjrstate.edu/222016">Http://www.sjrstate.edu/222016</a></td>
<td>Deadline for Addenda, if any, to be issued and posted online</td>
</tr>
<tr>
<td>January 12, 2017</td>
<td>3:00 PM</td>
<td>St. Johns River State College Palatka Campus, Business Office, Attn: Director of Capital Contract Management</td>
<td>Deadline for receipt of RFQ responses</td>
</tr>
<tr>
<td>January 12, 2017</td>
<td>3:30 PM</td>
<td>Palatka Campus, Admin. Bldg. Room A-154</td>
<td>Public Meeting-Opening of written submissions; List of responders prepared</td>
</tr>
<tr>
<td>January 13, 2017</td>
<td></td>
<td><a href="http://www.sjrstate.edu/222016">Http://www.sjrstate.edu/222016</a></td>
<td>List of responders published on web page dedicated to this RFQ</td>
</tr>
<tr>
<td>January 20, 2017</td>
<td>2:00 PM</td>
<td>Palatka Campus Admin. Bldg. Room A154</td>
<td>Public Meeting-Written submission evaluations</td>
</tr>
<tr>
<td>January 24, 2017</td>
<td></td>
<td></td>
<td>Interview Times Slotted</td>
</tr>
<tr>
<td>January 30, 2017</td>
<td>9:00 AM</td>
<td>Palatka Campus Admin. Bldg. (Rooms A154/152)</td>
<td>Public Meetings</td>
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<td></td>
<td>10:00 AM</td>
<td></td>
<td>Interview Session 1</td>
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<td></td>
<td>11:00 AM</td>
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<td>Interview Session 2</td>
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<td>2:00 PM if needed</td>
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<td>Interview Session 3</td>
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<td>Interview Session 4 (if needed)</td>
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GENERAL TERMS AND CONDITIONS

All responders submitting a response to this RFQ understand and agree that the affirmative act of submitting a response constitutes acceptance and agreement to the Terms and Conditions herein. Lack of knowledge by the Respondent shall in no way be cause for relief from responsibility.

RFQ responses, identified on the outside of the submission with the firm’s name and RFQ-SJR-22-2016, are due by 3:00 p.m. EST on January 12, 2017, to Beverly J. Barker, Director of Capital Contract Management, St. Johns River State College, Business Office, 5001 St. Johns Avenue, Palatka, FL 32177.

RFQ responses received by the deadline will be publicly opened and the names of candidates for consideration will be read aloud at 3:30 p.m. EST in Room A-154, in Bldg. A on the SJR State Campus at 5001 St. Johns Avenue, Palatka, FL. Submissions will not be evaluated at this meeting.

A public meeting will be held on January 20, 2017, at 2:00 p.m. EST in Room A-152 on the SJR State Palatka Campus at 5001 St. Johns Avenue, Palatka, FL at which time a committee will evaluate RFQ submissions received by the deadline.

Interviews of selected firms, open to the public, will be held beginning at 9:00 a.m. on January 30, 2017, in Room A-152 on the SJR State Campus in Palatka culminating in a public meeting at 3:30 p.m. to prepare a ranked short-list of architects.

Action to approve a ranked short-list of architects is expected at the SJR State District Board of Trustees (DBOT) meeting on February 15, 201, at 3:00 p.m. at the SJR State St. Augustine Campus.

SJR State reserves the right to reject any or all RFQ responses received, to waive any or all informalities in regards thereto, and to short-list only candidates which are in the best interest of the College, and to award a contract which will be in the best interest of the College.

Information, including but not limited to, responses to questions received, addenda if any, and notices regarding intent to award and notice of award of this RFQ will be posted on the College’s web page dedicated to this RFQ at http://www.sjrsate.edu/222016. Applicants must monitor this web page for information, updates, clarifications, addenda to the specifications (if any), changes in scheduled dates (if any) and notices concerning the RFQ. Addenda must be acknowledged in the Respondent’s submission.
Definitions
For purposes of this specification, responder, respondent, firm, business, company, candidates, applicant, or architect is an architectural entity responding to this Request for Qualifications (RFQ-SJR-22-2016). The District Board of Trustees, DBOT, St. Johns River State College, SJR State, the College, and Owner, refer to St. Johns River State College.

Registration
Firms wishing to respond to this RFQ should register their intent to respond by submitting their contact information to Beverly Barker, Director of Capital Contract Management, via e-mail at BeverlyBarker@sjrstate.edu.

RFQ Interpretation
Interpretation of the wording of the RFQ Specifications document inclusive of any addenda shall be the responsibility of the College, shall be communicated by the Director of Capital Contract Management, and that interpretation shall be final.

Questions Regarding the RFQ Specifications Document and RFQ Process
Direct questions related to the RFQ to Beverly Barker, Director of Capital Contract Management, via e-mail at BeverlyBarker@sjrstate.edu. Questions and requests for clarification will be accepted up to 72 hours prior to the deadline for RFQ response submission.

Answers to questions and requests for clarification received within 72 hours of the deadline for submission will receive replies no later than 48 hours from the deadline for submission. Replies will be sent by reply e-mail to the requester and will also be posted on the College’s web page related to this RFQ at http://www.sjrstate.edu/222016 under the heading ‘Answers to Questions and Requests for Clarification.’ An addendum to RFQ specifications will be issued should any clarification necessitate, at the sole discretion of the College, an amendment, addition or deletion of any wording in the RFQ specifications document. All addenda, if any, will be posted on the web page dedicated to the RFQ and must be acknowledged by all respondents.

All addenda to RFQ Specifications Document shall become part of the specifications and qualification criteria. The RFQ Specifications and addenda may be appended to any contract resulting from this RFQ.

Only the interpretations or clarifications issued by the Director of Capital Contract Management for St. Johns River State College, in writing, or posted on the web page dedicated to this RFQ shall be binding. Responders are advised that no other source is authorized to provide information, explain, interpret or clarify the RFQ documents. It is the responsibility of the applicant to consult the web page regarding this RFQ for information, clarifications, addenda and notices. Failure to meet the specifications for any changes or additions required on the web page are grounds for rejection of the respondent’s submission.

Taxes
SJR State is a political subdivision of the state of Florida and pay excise and state sales taxes. Applicable tax-exempt numbers are: Florida Sales Tax: 85-8013170533C-4; FIN: 59-1033399. All architects, contractors and their sub-contractors are responsible for their applicable taxes during performance of work under any awarded contract or purchase order with SJR State.
**Sovereign Immunity**
The parties hereto acknowledge and agree that St. Johns River State College is a political subdivision of the State of Florida. As such, the College is entitled to sovereign immunity except to the extent of the waiver set forth in 768.28 F.S. The College's performance under any resulting agreement and any amendments thereto or attachments connected there with, shall at all times be subject to any and all state laws, state regulations and College District Board of Trustee Rules which are applicable to the College's operations, commitments and/or activities in furtherance of any terms specified herein.

**RFQ Costs**
SJR State is not responsible for any cost incurred by the applicant in their effort to respond to this RFQ.

**Public Entity Crimes**
Architect selection will be in accordance with the Public Entity Crimes statute which is F.S. 287.133 (2) (a) which states 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, response to request for qualifications, or replay on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 F.S. 287.017 for CATEGORY TWO ($35,000.00) for a period of 36 months from the date of being placed on the convicted vendor list. A Public Entity Crime Form must be submitted with response.

**Laws, Ordinances, Rules, Regulations, Permits, and Licenses**
Firm shall observe and obey all the laws, ordinances, rules, regulations, SREF requirements, and policies of the District Board of Trustees of St. Johns River State College and the federal and state governments which may be applicable to the Firm’s operation at St. Johns River State College, and shall, at the sole cost of the Firm, obtain and maintain all permits and licenses necessary to comply with such requirements and standards.

Firms must be licensed to do business in the state of Florida. All contractors associated with the submission of this RFQ shall submit a current copy of their occupational license(s).

**Confidentiality**
The respondent is hereby warned that any part of its response to this RFQ or any other material marked as confidential, proprietary, or trade secret can only be protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

**Assignment**
No agreement, nor any duties or obligations under any agreement or contract resulting from the successful prequalification of a contractor shall be assigned by Firm without prior written consent of the College.

**Independent Firm**
Nothing herein is intended or shall be construed as in any way creating or establishing the relationship of co-partners between the parties or in any way making the Firm the agent or representative of the College for any
St. Johns River State College
RFQ-SJR-22-2016
Architectural Services-OPC

purposes in any manner whatsoever. Firm is, and shall remain, an independent Firm with respect to all services performed.

Open Competition
The College encourages free and open competition among Firms. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the College’s needs and the accomplishment of a sound economical operation. The Firm’s signature on this proposal guarantees that the Firm, its agents, officers, or employees have not bribed or attempted to bribe or influence in any way an officer, employee, or agent of the College. Women, veterans, and minority owned business enterprise participation is encouraged.

Conflict of Interest
Any award hereunder is subject to Chapter 112, Florida Statutes concerning conflicts of interest. All responders must disclose with their submission the name of any officer, director, or agent who is also an employee of the College or a member of the District Board of Trustees. Responders must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Proposer's firm or any of its branches or dealerships.

Proposed Materials
The material submitted in response to the Request for Qualifications becomes the property of the College upon delivery to the Director of Capital Contract Management and may be appended to any formal document which would further define or expand any contractual relationship between the College and the Firm related to this RFQ. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the responding bidder or proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07 with the exception of financial records. Financial records submitted in response to this RFQ are not subject to public inspection.

Proprietary Material
All rights to proprietary material related to a bid, RFP, RFQ or contract, if awarded, must be transferable to the College in the event the responder or vendor goes out of business. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the responding bidder or proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

Insurance
Insurance Requirements: The successful architectural Firm must carry and maintain during the period it is performing services for the College, and thereafter as referenced below, as a minimum, the following insurance coverage and limits:

Professional Liability Insurance in limits not less than one-million dollars ($1,000,000) per occurrence, covering errors, omissions or negligent acts with a per occurrence deductible not to exceed fifty-thousand dollars ($50,000). Such coverage will be maintained for a period of three (3) years after the date of final payment to the architect or engineer.
Commercial Comprehensive Liability Insurance (including blanket contractual liability and completed operations, explosion, collapse and underground hazards) in limits of not less than one-million dollars ($1,000,000) per occurrence/two-million dollars ($2,000,000) aggregate, with no deductible, covering personal injury, bodily injury, and property damage.

Comprehensive Automobile Liability Insurance, including owned, non-owned & hired, in limits of not less than one-million dollars ($1,000,000) per occurrence, covering personal injury, bodily injury and property damage.

Workers' Compensation Insurance in compliance with Florida statutory requirements.

Valuable papers and records insurance in an amount of not less than one-hundred thousand dollars ($100,000) per occurrence, with no deductible to assure the substantial restoration of any plans, drawings, or other similar data related to the architect’s or engineer’s services which are in the care, custody or control of the architect or engineer.

Certificates evidencing that insurance coverage and limits are in force will be furnished to the College before any services are performed, at all renewal times, and will require written notification to the College at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.

All insurance will be with insurers authorized to do business in Florida and all non-self-insured companies will have an AM Best Rating of A-VI or better.

If the architect or engineer should fail to provide or otherwise maintain the required insurance coverage and limits, the College may purchase the insurance and hold the architect or engineer responsible for the cost thereof.

It is not the intent of this schedule to limit the types of insurance that the Firm may desire to obtain. **Proof of insurance at the required levels must be submitted with the RFQ response.** At the time of RFQ award, if awarded, and prior to, but no later than contract execution, the successful respondent shall submit a certificate of insurance at the required levels with St. Johns River State College included as additional named insured on each applicable policy.

**Indemnification**

The Responder shall indemnify and hold harmless the Owner, Architect, Architect’s Consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be considered to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist.

**Cone of Silence**
Evaluation Committee members, with the exception of the Director of Capital Contract Management, other SJR State employees, and members of the District Board of Trustees are not to be contacted regarding this request for qualifications during the entire RFQ process, including evaluation and award, except as prescribed in section 120.57(3), Florida Statutes. Violation of this Cone of Silence will result in disqualification of the firm.

It is expected that personnel and team members from respondents refrain from posting opinions, provide commentary or engage in any discussion regarding the evaluation by the use of social media such as Twitter, Facebook, My Space and the like. The latter applies to employees of the respondent, retained consultants or any other representative or individual promoting on behalf of the respondent. Violation of these guidelines may constitute grounds for disqualification.

Errors and Omissions
The Firm is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the Firm suspect any error, omission, or discrepancy in the specifications or instructions, the Firm shall immediately notify the Director of Capital Contract Management in writing, who in turn will issue written instructions to be followed and the instructions will be posted on the web page dedicated to this RFQ. The Firm is responsible for the contents of its submission and for satisfying the requirements set forth in the RFQ Specifications Document and published on the web page dedicated to this RFQ.

Firm’s Responsibility
It is understood and the Firm hereby agrees that it shall be solely responsible for all services that it proposes.

Firm’s Warranty of Ability to Perform
By submitting a response to this RFQ, Firm warrants that there is no action suit, proceeding, inquiry or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the Firm’s knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Firm’s obligations, or diminish the Firm’s financial ability to perform.

RFQ Response Proposal Rejection
The College shall have the right to reject any or all responses and in particular to reject a response not accompanied by data required by the RFQ, or a response in any way incomplete or irregular. Conditional RFQ responses will not be considered. Faxed, e-mailed and conditional RFQ submissions will not be considered. The College reserves the right to request additional information or clarification of any material submitted.

RFQ Evaluation Committee Authority
The Evaluation Committee reserves the right to clarify and/or verify any response information submitted by the Firm and to request additional information in support thereof as it deems appropriate, delivered in any format requested, and at any time during the RFQ process.

Performance Inquiry
As part of the RFQ response evaluation, the College may make inquiries to determine the ability of the Firm to perform the work. The College reserves the right to reject any submission if the Firm fails to satisfy the College that it has the proper qualifications to carry out the obligations for performance of projects satisfactorily. In so determining, the College may verify that any or all projects submitted in response to the criteria for references
and projects in progress or completed are/were performed by the firm in a satisfactory manner. In order to be considered responsive, any projects contracted with the College must have been performed by the firm in a satisfactory manner.

**Severability**
If any provision of this specifications document or any agreement resulting from this RFQ is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement. In the event any provision of this RFQ or any agreement resulting from this RFQ shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

**Public Records**
To the extent that CONTRACTOR meets the definition of “contractor” under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, CONTRACTOR must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:
- Keep and maintain public records required by COLLEGE to perform the service.
- Upon request from COLLEGE’s custodian of public records, provide COLLEGE with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to COLLEGE.
- Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT MELISSA MILLER 5001 ST. JOHNS AVE PALATKA, FL 32177 MELISSAMILLER@SJRSTATE.EDU (386)312-4106**

THE CONTRACTOR ACKNOWLEDGES THAT SJR STATE CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON SJR STATE OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT HE HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT. THE
CONTRACTOR ACKNOWLEDGES THAT ITS FAILURE TO COMPLY WITH FLORIDA LAW AND THIS AGREEMENT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND GROUNDS FOR TERMINATION

Venue

Any contract resulting from this RFQ, and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Firm hereby agree that venue shall be in Putnam County, FL.

Americans with Disabilities Act of 1990

If special accommodations are required in order to attend a public meeting related to this RFQ, it is requested that the request be communicated to the Director of Capital Contract Management at least three (3) business days prior to the meeting via e-mail at BeverlyBarker@sjrstate.edu or via phone at 386 32-4110.

Protests

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. Any person or entity which believes they are adversely affected by the College’s decision or intended decision shall file a notice of protest in writing by certified mail within 72 (seventy-two) hours after the posting of the notice of decision or intended decision with the Senior Vice President/General Counsel/Palatka Campus Executive Director and a copy to the Director of Capital Contract Management. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest, failure to file a formal written protest, or failure to post the bond or other security shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Late Submissions

Responders who do not comply with SJR State’s procedures or deadlines established will not be considered. SJR State will retain all application materials received by the submission deadline. Responses received after the stipulated date and time will be retained by the College unopened and will not be considered. Applications (RFQ Responses) that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete and may be rejected.

All response materials become the property of SJR State upon receipt of the response by the Director of Capital Contract Management and may only be withdrawn from consideration by written notice to the Director of Capital Contract Management prior to the submission deadline. Response materials for submissions withdrawn from consideration will not be returned. No responses may be withdrawn from consideration after the submission deadline without express written permission from the College.

Transfer of Materials

If awarded a contract pursuant to this RFQ, all rights to proprietary material related to a bid, RFP, RFQ or contract with College must be transferable to the College in the event the Respondent out of business.

Prohibition against Contingent Fees
As detailed in 287.055 (6) (a), Florida Statutes, by submitting a response to this RFQ, respondent warrants that respondent has not employed or retained any company or person, other than a bona fide employee working solely for the architect to solicit or secure an agreement with the College, and that he or she has not paid or agreed to pay any person, company, corporation, individual, or Firm, other than a bona fide employee working solely for the architect any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of the agreement resulting from this RFQ. For breach or violation of this provision, the College shall have the right to annul any resulting contract without liability or, in its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

**Litigation**

By submitting a response to this RFQ, a Firm warrants that there is no action suit, proceeding, inquiry or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the Firm’s knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Firm’s obligations or diminish the Firm’s financial ability to perform.

**Interviews**

Firms responding to this RFQ must be available to be interviewed by the Evaluation Committee at the Palatka Campus of St. Johns River State College, if requested. The Committee may interview up to four of the top ranked Firms based on the written qualifications submitted. Interviews are to be conducted on January 30, 2017. The time for each interview will be set on January 24, 2017. Firms to be interviewed will be contacted via phone or e-mail. Failure of the Firm to appear for the interview on the day established for same may result in disqualification the respondent.

**Pricing for Services**

Pricing for Firm’s services related to the scope of work for this RFQ are not to be included with the qualifications submission.

**Collusion**

By submitting a response, the Firm attests that its response is made without prior understanding, agreement, or connection with any corporation, Firm, or person submitting a response for the same RFQ, and is in all respects fair and without collusion or fraud.

**Authorized Representative of Firm**

The original response shall contain the manual signature, signed in blue ink, of an authorized representative of the responding Firm. The representative shall be a principal or officer of the Firm applying for consideration and shall be authorized to make the acknowledgements and certifications for and on behalf of the Responder’s Firm.

**SCOPE OF WORK**

1. The College will employ the successful Firm to perform professional services that may include, but not necessarily be limited, to the following:
Project may involve remodeling and renovating multiple buildings with possible additional limited square footage allowances to building(s) as provided for according to approved educational specifications for the College. Determine and develop optimal use for space and for any reclaimed space vacated by previous renovation projects. Priorities will be to maximize classroom, lab, and faculty offices for optimal utilization and circulation, decreasing wasted space and improving the functional design of existing buildings. Architectural services, construction, and furnishings and equipping must be accomplished within the allocated budget;

Meet with the Owner’s representatives to establish a complete understanding of the project;

Develop plans, drawings, details, and specifications ‘hard-bid ready’ in accordance with State Department of Educational, SREF, and College specifications, and FBC requirement and any applicable codes;

Space planning;

Writing educational specifications;

Architectural planning and design;

Mechanical engineering planning and design;

Electrical planning and design;

Structural engineering planning and design;

Remediation of any structural deficiencies

Interior design of interior finishes;

Assist owner with furniture selection, color coordination, room layout and placement;

Assist College’s Capital Projects Team with bidding of the project and preparation of successful bidder’s contractor contract (AIA Documents);

Provide for the full services of registered professional engineers trained in their particular field of work, acceptable to and approved by the Owner, for plumbing, heating, mechanical, ventilation, air conditioning, electrical power, lighting, structural and civil;

Coordinating the work of registered, licensed engineer consultants approved by the Owner if required. Ensuring conformance to the Florida Building Code, SREF, or other building codes as may be applicable, shall be the responsibility of the architect. Engineers shall be in direct charge of their work through the architect and shall be trained and experienced in their field(s);
The architect shall obtain or assist the Owner in obtaining all required permits and approvals prior to scheduled ‘Notification to Proceed’ date;

Coordinate with the College’s building official and staff regarding permits, inspections and issues;

During construction phase of the project, the Firm will make periodic visits to the site to assist in the interpretation of the construction documents, verify adherence to construction documents, and confirm progress accomplished. Monthly, the Firm will review and certify the Contractor’s Certificate for Payment;

Assist the Owner with ‘value engineering’ throughout the project;

Make weekly or other timely inspections as determined to be agreeable by the College of project sites with the designated members of the Capital Projects Team and take any necessary actions to assure compliance with design specifications;

Review and approve contractors’ shop drawings with a copy of each to the Owner at same time as contractor;

Participate in a pre-final and final inspection and prepare a list of defects and omissions with subsequent inspections as required to verify completion of said defects and omissions;

Review and deliver “as-built” documents;

At the completion of the construction, the Firm will review the completed work to insure all requirements of the construction contract, the State Department of Education, and SREF have been met. Sign final certification of completion, including certification of consulting or other documents as required by SREF;

Complete inspections pertaining to guarantees by contractor;

Assist with report preparation or advisements as may be directed by the College.

**SELECTION PROCESS**

The Director of Capital Contract Management is the facilitator of this RFQ and may be contacted at any time during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. Other Evaluation Committee members, other SJR State employees, and members of the DBOT are not to be contacted regarding this request for qualifications during the evaluation process (Cone of Silence). Violation of this prohibition will result in disqualification of the respondent.

Members of the Evaluation Committee will individually review responsive submissions received by the deadline. The Committee will then meet collectively to discuss and evaluate the responses received. Individual Committee members will assign points based on the written evaluation criteria. Points assigned by each Committee member will be averaged to determine the points assigned by
the Committee to each criteria area. Averaged points for each criteria area will be totaled to determine the total points assigned to the Firm. The submissions will be ranked from the highest to the lowest based on the highest number of points awarded. Not less than three (3) firms, and at the sole discretion of the Evaluation Committee, up to four (4) Firms receiving the most points will qualify for interviews and will be contacted in rank order for scheduling an interview time.

The Evaluation Committee will conduct interviews with the Firms selected for interviews and rank each Firm in accordance with the interview evaluation criteria from highest to lowest based on points assigned. Points assigned by each Committee member will be averaged to determine the points assigned by the Committee to each criteria area. Averaged points for each criteria area will be totaled to determine the total points assigned to the Firm. Rankings for Firms not deemed to be listed for interviews will remain unchanged. The top three ranked Firms from the interview evaluations will be the ranked short-listed recommended to the DBOT for approval, after which contract negotiations will commence with the highest ranked Firm.

In the event of tie scores for any position of ranking, pursuant to 287.087, Florida Statutes, preference will be given to the firm that certified that it has implemented a Drug-Free Work Place Program, if all or none of the tied firms have a Drug-Free Work Place Program, the tie(s) shall be broken by coin toss elimination. The respondent winning the coin toss shall be placed in the ranking above the loser of the toss. The coin toss shall be conducted by the Director of Capital Contract Management and witnessed by the Review Committee.

Should less than three (3) responses be received by the College, the College reserves the right to determine if one or both of the submissions shall be ranked as sufficiently qualified to be short-listed, or the College may opt to reject one or both of the responses, and may opt to issue another RFQ. SJR State reserves the right to accept or reject any or all submissions, to waive any informalities in regards thereto, and to accept only those submissions determined to be in the best interest of the College.

The Evaluation Committee’s ranked short-list will be presented to the DBOT for approval. Upon Board approval of the final rankings, the Board shall authorize the President or President’s designee(s) to engage the highest ranked finalist in negotiations for the purposes of establishing the final scope of work and associated fees for services to be provided. Negotiated compensation shall be fair, competitive, and reasonable for the services to be provided.

In the event the President or designee(s) is unable to negotiate a satisfactory contract with the highest ranked finalist at a price that the College determines to be fair, competitive and reasonable, the negotiation shall formally be terminated and negotiations will be undertaken with the next highest ranked finalist. Failing to reach a contract with the next highest ranked Firm, negotiations will be formally terminated negotiations with such Firm and then undertake negotiations with the next highest ranked finalist. At the sole discretion of SJR State, in the event that an agreement cannot be reached, the Board or its designee(s) may reopen negotiations as SJR State deems appropriate.

The contract negotiated shall contain a prohibition against contingent fees. The contract negotiated shall contain a dispute resolution clause in substantially the following form:
Dispute Resolution: In the event of a dispute or controversy between the parties to this agreement, the parties will attempt resolution utilizing the following process:

Informal. The parties agree to appoint appropriate members of their respective staff to attempt to negotiate a resolution to the dispute or controversy. While it is expected that those appointed to negotiate will have general decision making authority, the parties agree that it is acceptable that the final decision will rest with others within the respective organization.

Mediation. In the event informal negotiations fail to resolve the dispute, then the parties shall agree to mediation pursuant to the Florida Rules of Civil Procedure. The parties shall initially share the costs of mediation equally including the fees for the mediator. Members of the mediation team appointed by each organization shall participate in good faith and shall have final decision making authority in regards to the settlement of the dispute or controversy.

Litigation. Should the Informal or Mediation options fail, then either party may file suit in a Court of Competent Jurisdiction. If in the state court, then the action shall be filed in Putnam County, Florida. If in the federal court, the action must be filed in the U.S. District Court, Northern District of Florida. In the event of litigation, the prevailing party shall be entitled to recover all costs incurred, including a reasonable attorney’s fee, as provided for by applicable Florida law and rules.

WRITTEN SUBMISSION EVALUATION CRITERIA

The Evaluation Committee will evaluate each Firm’s abilities in accordance with the written response evaluation criteria and rank each Firm based upon the written submission. Failure to provide required and/or requested information or forms and non-adherence to format requirements will result in reduction of points awarded per evaluation criteria or may result in rejection of the entire submission.

Firms must:

- Meet all requirements of the Request for Qualifications (RFQ) Specifications Document inclusive of addenda, if any, and provide evidence of meeting specifications for each criteria category.
- Be authorized to do business in the State of Florida and must possess professional service registrations and licenses in accordance with applicable statutes, regulations, and rules and must provide evidence of same.
- Be knowledgeable of the requirements of Florida Statutes, State Requirements of Educational Facilities and current building codes and provide evidence of same.

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Firm’s written submission of qualifications. Maximum attainable point value for the written response is 50 points.

<table>
<thead>
<tr>
<th>Criteria Category</th>
<th>Maximum Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Forms and/or Information</td>
<td>0</td>
</tr>
<tr>
<td>Applicant Information/Proposed Project Team</td>
<td>10</td>
</tr>
</tbody>
</table>
St. Johns River State College
RFQ-SJR-22-2016
Architectural Services-OPC

- Proposed Design Team Experience 20
- References, Reputation of Firm, Litigation Information 6
- Proximity of Firm to College 3
- Methodology for Quality Control, Budget and Time Requirements 6
- Completeness, Responsiveness, and Effectiveness of Submission 5

Total 50

Required Forms and Information (0 Points)

Failure to submit forms and/or information may result in disqualification of applicant.

- General Information Form
- Public Entity Crimes Form
- Drug-Free Workplace Certification
- Valid Copy of License to do Business in the State of Florida
- Indemnification Clause
- Addendum Acknowledgement
- Vendor Business Profile
- IRS Form W-9
- Non-Discrimination in Employment Form
- Conflict of Interest Disclosure Form
- Certificates of Insurance at Required Thresholds

Applicant Information-Use forms ARFQ-1 & ARFQ-2 (Up to 10 Points)

- Indicate Services To Be Provided: Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the firm providing each service and the firm’s professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the firms as a whole, rather than of individuals in the firm. Enter the number of previous projects on which the architectural design Applicant/consultant has worked with each sub-consultant. If the Applicant feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.

- Include an organizational chart indicating where each team member’s position falls within each firm’s organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc.

- Personnel: Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to SJR State’s project. Also indicate the current and upcoming projects that each team member is involved with and the status or percent (%) complete. Add, delete, or
edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether or not they are registered, the disciplines of registration/training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.

- Any applicable licenses, affiliations, education and design awards
- **The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Applicant discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Evaluation Committee immediately. The Evaluation Committee will determine whether the change in the team would have affected the Applicant's shortlist score. If the change would lower the score, the Applicant may be removed from the shortlist. Once awarded a contract, the Applicant will not be permitted to alter its team without the Owner's written approval.**

**Documented Experience-Use form ARFQ-3 (Up to 20 Points)**

- Applicants should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective firms.
- Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Applicant – or its composing firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. In determining which projects are “most relevant” to the College’s project, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of constructing on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
  - Use the provided **form APS-3 (one two-page form for each of the ten projects)** and provide all requested information as follows:
   - Indicate which firm(s) or staff the project is meant to illustrate the experience of, and state the firm’s or person’s role in that project as follows:
     - "Principal" or “Prime” if the project was accomplished by the Applicant or design consultant firm
     - "Consultant" or “Sub-Contractor” if the project was accomplished as a consultant to another firm
     - "I.E." (Individual Experience) if the project represents experience of an individual on the Project Team while working for another firm
   - Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
   - Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
St. Johns River State College  
RFQ-SJR-22-2016  
Architectural Services-OPC

- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the applicant’s services were provided. This will be used for the Reference Check. Incorrect information may impact the applicants score.

- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The (10) projects may include those accomplished by one or more of the proposed consultants, but INCLUDENOMORETHAN10TOTALPROJECTS.
- Strong consideration will be given to the Firm’s experience with SREF projects using the hard-bid delivery method.

References/Reputation of the Firm/Litigation (Up to 6 Points)

- Provide non-residential References and Letters of Recommendation.
- Firm must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution,” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

Proximity of Firm to College (Up to 3 Points)

Proximity of the Firm relative to SJR State campus locations. Indicate proximity of the Firm’s office which will support the project to SJR State and other evidence of availability, if any. Indicate if this a branch office. Provide the address, and provide evidence if the address is within the College’s service district of Clay, Putnam, or St. Johns counties.

Quality Control, Cost Control and Value Engineering Assurances (Up to 6 points)

Provide a narrative demonstrating the Firm’s approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Firm’s knowledge and experience in cost controls, and willingness to meet budget and time requirements. As part of its services, the Firms shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

Completeness, Responsiveness, and Effectiveness of the Submission (Up to 5 Points)

The ability of the Firm’s written response to satisfactorily convey a clear, straight-forward and concise depth of understanding and appreciation of the scope of work of the project, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.
INTERVIEW EVALUATION CRITERIA

After Firms have been evaluated based upon their written submissions, not less than three (3), and at the sole discretion of the Evaluation Committee up to four (4), Firms with the highest scores will be more closely considered through an interview which will include an introduction to the Evaluation Committee of the proposed architectural team and a presentation of their approach to performing the representative project and services listed in this RFQ. Firms will be expected to discuss and present how they would provide the required services. The interview session will also include questions from the Evaluation Committee.

It is not the intent of this presentation to be a proposed design presentation for the project.

Invited Firms will be allowed 20 minutes to make introductions of the proposed project team and explain how the team will use their expertise and experience to approach and ensure a successful project for SJR State. A presentation not conforming to time limitations set herein will be halted at the expiration of the allotted time.

Following the presentation, approximately 10 minutes are allowed for questions from the Evaluation Committee, however, the Committee reserves the right to extend the period allowed for questions as needed at the sole discretion of the Committee.

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Firm’s interview. Maximum attainable point value for the interview is 50 points. The maximum attainable point value for each area to be assessed is indicated below and in parenthesis.

<table>
<thead>
<tr>
<th>Criteria Category</th>
<th>Maximum Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Proposed Architectural Project Team for Project</td>
<td>20</td>
</tr>
<tr>
<td>• Design Approach and Methodology</td>
<td>10</td>
</tr>
<tr>
<td>• Knowledge of SREF</td>
<td>10</td>
</tr>
<tr>
<td>• Completeness, Responsiveness, and Effectiveness of Presentation</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
</tr>
</tbody>
</table>

Proposed Architectural Project Team, Staff and Functions (Up to 20 points)

The Firm shall propose the Architectural Project Team including appropriate consulting engineers as applicable which will be assigned to the College. The Firm shall introduce the team to the Evaluation Committee, describe their ability and experience, and indicate the function of each within their organization and their proposed role on projects. The Architect’s assigned staff shall be present at the time of the interview. Consultant engineering team members may be present at these interviews.

Design Approach and Methodology (Up to 10 points)

As a part of its services, the Firm shall indicate knowledge, experience in master planning for existing sites, educational specifications, design, evaluation of building system, a discussion of hard-bid delivery experience, along with recommendations for creation of optimum value in meeting design and budget
requirements to include reduction of change orders and an emphasis on lifecycle, sustainability, and maintenance.

**Knowledge of SREF (Up to 10 points)**

Each Firm shall demonstrate their knowledge of State Requirements for Educational Facilities (SREF) and the Florida Building Code (FBC) as it relates to the design, documentation, and management of the construction process. Demonstrate knowledge of capital improvements planning and reporting for public educational institutions.

**Completeness, Responsiveness, and Effectiveness of Presentation (Up to 10 Points)**

The Committee will evaluate the effectiveness of the Firm’s presentation in addressing each evaluation criteria and the Firm’s ability to convey a clear, straight-forward and concise depth of understanding and appreciation of the scope of work of the project within the allotted time period. The Committee will also assess the Firm’s responsiveness to questions posed by the Committee.

**REQUIRED ORGANIZATION OF RESPONSE SUBMISSION**

The response package shall be sent to:

Ms. Beverly Barker  
Director of Capital Contract Management  
St. Johns River State College  
Admin. Bldg., Business Office  
5001 St. Johns Avenue  
Palatka, Florida 32177.

Submit the following:

- one (1) original hard copy labeled ORIGINAL on the cover containing ORIGINAL SIGNATURES,
- five (5) duplicate copies of the original hard copy, and
- one (1) USB drive that contains ALL of the information in the original hard copy in pdf format.

Responses must be submitted in a sealed package clearly marked on the outside with RFQ-SJR-22-2016 and the name and address of the responding Firm. Responses may be hand delivered or sent via U.S. or other delivery service. The College is not responsible for any shipping or delivery fees. Failure of a delivery service or the U.S. mail to deliver the response by the deadline shall not constitute an extension of the due date and time. Faxed, e-mailed or conditional responses will not be considered. Submissions received after the deadline date and time will not be considered. It is the sole responsibility of the responder to ensure that its submission is delivered to the Director of Capital Contract Management in the Business Office on the Palatka Campus prior to the deadline. Submissions delivered to other SJR State locations are not considered “received” until they are received in the Business Office on the Palatka Campus.
Failure to follow instructions and/or properly identify the response components will negatively impact the Respondent’s points score. No changes or corrections will be allowed after submissions are received.

**THIS SECTION PRESCRIBES THE FORMAT IN WHICH THE WRITTEN PROPOSALS ARE TO BE SUBMITTED:**

**Section 1**  
Letter of Introduction and Interest signed by an officer or partner of the responding Firm. Letter should include specific reason(s) why Firm would be the best choice for the specified project.

**Section 2**  
Table of Contents

**Section 3**  
General Information Form (Required Form)  
Public Entity Crime Form (Required Form)  
Drug-Free Workplace Certification (Required Form)  
Valid copy of License to do business in the State of Florida.  
Indemnification Clause (Required Form)  
Addendum Acknowledgement (Required Form)  
Vendor Profile (Required Form)  
IRS Form W9 (Required Form)  
Conflict of Interest Disclosure (Required Form)  
Certificates of Insurance at Required Thresholds

**Section 4**  
Applicant Information, ARFQ-1 Form, ARFQ-2 Form and related documents and materials.

**Section 5**  
Documented Experience, ARFQ-3 Forms and related documents and materials

**Section 6**  
Non-residential References and Letters of Recommendation  
Information concerning claims and litigation

**Section 7**  
Information regarding proximity of the firm in relation to the College

**Section 8**  
Narrative related to quality control, cost control, life cycle, sustainability, and maintenance and willingness to meet budget and time requirements and related issues.

**Section 9**  
Additional Supporting Documentation: Include in this section any additional documentation that the submitter would like for the Evaluation Committee to consider during the evaluation of this RFQ.
SUBMITTAL FORMS

Submittal forms begin on the next page. Failure to use the forms will adversely impact evaluation scores and may result in disqualification.

REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK.
GENERAL INFORMATION ABOUT FIRM
MUST BE NOTARIZED

This section must be presented in the following format. Amplifying information may be included in on additional pages.

Company Background

Company Name: ____________________________________________
Street Address: ____________________________________________
City, State, ZIP Code: ______________________________________

Web Address: ____________________________________________

Two Points of Contact within the Company:
Name: ____________________________________________
Title: ____________________________________________
Phone/Fax: _______________________________________
E-Mail _______________________________________

Name: ____________________________________________
Title: ____________________________________________
Phone/Fax: _______________________________________
E-Mail _______________________________________

Entity Making Submittal:
Parent Company___ Subsidiary___ Division ___ Branch Office___ Other ___
If Other, Explain_________________________________________

Type of Company as listed on the W-9:
_________________________________________

Year Company Established: ______________ Experience in Years: ________

Parent Company (Indicate N/A if not applicable):
Name: ____________________________________________
Street Address: ____________________________________________
City, State, ZIP Code: ______________________________________
Phone/Fax: ____________________________________________

Former Names. Listed below are all the names under which the company has done business. (Indicate N/A if not applicable.)
_________________________________________

_________________________________________
Suspensions or Debarments: Has any principal of the company ever been debarred or suspended by any federal, state, or local agency? _____ Yes    _____No   If yes, provide an explanation below.

________________________________________________________________________________________

___________________________________________________________________

List any major changes in ownership, principals, or officers of the firm in the last seven (7) years:

____________________________________________________________________________________

Acknowledgment:

The undersigned acknowledges that:
If any information provided by the applicant(s) is found to be, in the opinion of the Evaluation Committee, substantially unreliable, this application may be considered non-responsive. The Evaluation Committee reserves the right to reject any or all applicants and may stop the selection process at any time. It is understood that this document must be delivered to the Director of Capital Contract Management, St. Johns River State College, Business Office, 5001 St. Johns Avenue, Palatka, Florida 32177 no later than 3:00 p.m. EST on January 12, 2017.

Signature and Certification

Under the penalty of perjury, the undersigned declares, certifies, verifies, and states to the best of his or her knowledge and belief, that the above attached information is true, correct, and complete and that he/she is a principal or officer of the Firm applying for consideration and is authorized to make the above acknowledgements and certifications on behalf of the applicant.

______________________________________  ______________________________________
Signature of Authorized Officer, Date      Name of Company Submitting

______________________________________  ______________________________________
Printed Name of Authorized Officer        Federal ID Number of Company

Printed Title of Authorized Officer

STATE OF ________________________ COUNTY (CITY) OF ________________________
On this _____ day of ________________, 20__, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained. In witness thereof, I hereunto set my hand and official seal.

________________________________________
Notary Public
My commission expires _____________________.

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ACKNOWLEDGEMENT OF ADDENDA

NAME OF FIRM: __________________________________________________

Addenda, if any, are available on the web page dedicated to this RFQ. Each addenda issued on the web page must be read and acknowledged by filling in the information below and signing this form.

The undersigned, hereby acknowledges following addenda:

Addendum No. __________ Dated: __________
Addendum No. __________ Dated: __________
Addendum No. __________ Dated: __________
Addendum No. __________ Dated: __________

________________________________________
Signature
________________________________________
Printed Name
________________________________________
Title
________________________________________
Date
DRUG FREE WORKPLACE CERTIFICATION

**TIES** - Preference shall be given to businesses with drug-free workplace programs.

Whenever two or more responses are received by the state or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie responses will be followed if none or all of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace; the business’ policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance program; and the penalties that may be imposed on employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of and conviction of, or plea of guilty or novo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require that satisfactory participation in a drug abuse substance assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of the section.

As the person authorized to sign the statement, I certify that this Firm (choose one of the following) ___complies fully, OR ___does not comply fully, with the above requirements.

_________________________________  ______________________________
Applicant/Representative’s Signature  Applicant/Company Name
The Architect shall indemnify, defend, and hold harmless St. Johns River State College, its Trustees, officers, and employees from and against all liability claims, damages, loss, and expenses, including attorney’s fees arising out of or resulting from the negligent acts, errors, or omissions of the architect or anyone directly or indirectly employed by architect.

Signature __________________________________________

Printed Name________________________________________

Title _________________________________________________

Company Name _________________________________________

Address _______________________________________________

_____________________________________________________

Date__________________________________________________

NOTARY:
STATE OF ____________________
COUNTY OF ______________

Sworn and Subscribed before me this ____________ day of __________, 20__________

Personally known: ___________________________________________

Or Produced Identification: _________________________________

Notary Public - State of:__________________ Commission Expires:___________________

Notary Signature: ____________________________________________

FAILURE TO EXECUTE & RETURN THIS FORM
WILL RESULT IN REJECTION OF YOUR APPLICATION
PUBLIC ENTITY CRIME FORM

SWORN STATEMENT UNDER SECTION 287.133(3)(a) - FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, ITN or Contract Number ____________________, for ____________________________.

2. This sworn statement is submitted by ____________________________, whose business address is ____________________________ and (if applicable) its Federal Employer Identification Number (FEIN) is ____________________________ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ____________________________.

3. My name is ____________________________ and my relationship to the above is ____________________________.

   [Please print name of individual signing]

4. I understand that a “public entity crime” as defined in Section 287.133(l)(g) Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(l)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that “affiliate” as defined in Paragraph 287.133(l)(a), Florida Statutes means:
   1. A predecessor or successor of a person convicted of a public entity crime; or
   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length Contract, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(l)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, Employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies].

   _____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who is active in the management of the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

   _____ The entity submitting this sworn statement, or one or more of the 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, AND [Please indicate which additional statement applies].

   _____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]
The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that is was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order.]

The person or affiliate has not been placed on any convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

[Signature]

Date: ________________________________

NOTARY:

STATE OF __________________________
COUNTY OF _________________________

Sworn and Subscribed before me this __________ day of __________, 20__________

Personally known: _______________________________________________________

Or Produced Identification: ________________________________________________

Notary Public - State of:______________  Commission Expires:_______________

Notary Signature: _________________________________________________________

FAILURE TO EXECUTE & RETURN WITH YOUR APPLICATION
WILL RESULT IN REJECTION OF YOUR APPLICATION
CONFLICT OF INTEREST DISCLOSURE FORM

Name of Firm ____________________________________________________________

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions to responders:

The purpose of this disclosure statement is to give the College the information needed to identify potential conflicts of interest for evaluation Committee members and other key personnel involved in the award of the prequalification certificates.

All responders to this RFQ must disclose within their response the name of any officer, director, or agent who is also an employee of St. Johns River State College or member of the District Board of Trustees. **Complete Item 1 with requested information or enter ‘none’ on the first line.**

In addition, all responders to this RFQ must disclose the name of any SJR State employee or member of the District Board of Trustees of St. Johns River State College who owns, directly or indirectly, an interest of more than five percent (5%) in the responder’s firm or any of its branches. **Complete Item 2 with requested information or enter ‘none’ on the first line.**

**To be completed by responder:**

1. List below the respondent’s officers, directors, employees or agents who are also employees or members of the District Board of Trustees of St. Johns River State College?

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Held at SJR State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. List below the respondent’s officers, directors, employees or agents who owns, directly or indirectly, an interest of more than five percent (5%) in the responder’s firm or any of its branches, who are also employees or members of the District Board of Trustees of St. Johns River State College?

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Held at SJR State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature: ___________________________ Date: ___________________________

Printed Name: ___________________________
# Vendor Business Profile

*Vendor should complete all requested information as indicated by the 'grey' boxes*

## Identification Information:

<table>
<thead>
<tr>
<th>Vendor Name (Legal Name &amp; d/b/a):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>City, State &amp; Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Remit to Address:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>City, State &amp; Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Web Address:</td>
<td></td>
</tr>
</tbody>
</table>

## Contact Information:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

## Vendor Information:

1. Describe the type of business or service provided:  

2. Is the vendor a 1099 recipient?  

3. List the Appropriate Federal Tax Classification (Sole Proprietor, C-Corp, S-Corp, Partnership, LLC, Other)  

4. Is the vendor at least 51% owned, controlled and actively managed by a minority person?  
   - If yes to #4, submit the State of Florida MBE/WBE Certification Number  
   - If yes to #4, list the appropriate minority classification: (African American, Hispanic, Asian American, Native American, American Woman, Service Disabled Veteran)  

5. Conflicts of Interest: List any state employee who owns, directly or indirectly, an interest of five percent or greater in the firm or any of its branches  

6. List the officers of the corporation, partners or principal members of the firm and their titles  
   - Name/Title  
   - Name/Title  
   - Name/Title  
   - Name/Title  

It is the sole responsibility of the vendor to promptly notify SJR State College with any and all changes to this application. Certification: I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest and that I have disclosed the name of any state employee who owns, directly or indirectly, an interest of five percent or greater in the above firm or any of its branches. All vendors are required to complete this form in its entirety. The vendor is required to submit a valid tax form (W-9) along with the completed Vendor Business Profile Form to the purchasing department.

<table>
<thead>
<tr>
<th>Name of Person Completing Form:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR W-9 FORM:


The W-9 form is requested to be completed and returned with your ITB proposal submittal.
### Services to Be Provided

<table>
<thead>
<tr>
<th>Services to Be Provided</th>
<th>Firm Name</th>
<th>Size of Firm</th>
<th>Date of Incorporation</th>
<th>M/WBE Status</th>
<th>No of Projects with Arch. Design Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
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<tr>
<td>Electrical Engineering</td>
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<tr>
<td>Plumbing &amp; Fire Protection</td>
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<tr>
<td>Civil Engineering</td>
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<tr>
<td>Structural Engineering</td>
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<tr>
<td>Telecommunications</td>
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<tr>
<td>Landscape Architecture</td>
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<tr>
<td>Cost Estimating</td>
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<tr>
<td>Security &amp; Access Control</td>
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<tr>
<td>Laboratory Design</td>
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<tr>
<td>Lighting Design</td>
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<tr>
<td>Acoustical; Design</td>
<td></td>
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<tr>
<td>Other (specify discipline)</td>
<td></td>
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</tbody>
</table>

### Name of Respondent

_Required Information_
<table>
<thead>
<tr>
<th>PERSONNEL by Role and Discipline:</th>
<th>Individual’s Name</th>
<th>Registered? (Yes or No)</th>
<th>Disc. Of Reg./Training</th>
<th>Years with the Firm</th>
<th>Current Projects w/ (%) Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal-In-Charge</td>
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<tr>
<td>Design Lead/Principal</td>
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<tr>
<td>Project Manager</td>
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<tr>
<td>Project Architect</td>
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<tr>
<td>BIM Coordinator</td>
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<tr>
<td>(other)</td>
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<td>Architecture</td>
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<tr>
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<tr>
<td>Audio-Visual Design</td>
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<tr>
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</tr>
<tr>
<td>Other (specify discipline)</td>
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</tbody>
</table>
Complete one 2-page form for each of the 10 “most relevant” projects within the last seven (7) years demonstrating expertise with the type of project for which services are being sought by SJR State.

NAME OF RESPONDENT ________________________________________________________________

Experience Of (firm and/or person): _______________________________________________________________________

Project Information
Project # and Title: ____________________________________ Project Location: __________________________

Role(s) in project (principal/prime, consultant/sub-consultant, or individual experience) and services provided:
____________________________________________________________________________________________________________________________________________________________________

Current Status: ___________________ Construction Cost: __________________________

Green-Certified (list which)? ______ Delivery Method (HARD-BID, CM, DB, etc.): ________________

Design Duration (months): ______ Construction Start (NTP) Date: _________ Substantial Completion Date: __________

Was this project designed in accordance with SREF □ YES □ NO

Staffing Information (for this project)
Principal: __________________________ On proposed submittal design team? □ YES □ NO
Design Lead: ________________________ On proposed submittal design team? □ YES □ NO
Project Manager.: ____________________ On proposed submittal design team? □ YES □ NO
Designer: __________________________ On proposed submittal design team? □ YES □ NO
Designer: __________________________ On proposed submittal design team? □ YES □ NO
(Other): __________________________ On proposed submittal design team? □ YES □ NO
(Other): __________________________ On proposed submittal design team? □ YES □ NO

Narrative description of facility, including space type(s), major building components, and construction type:
____________________________________________________________________________________________________________________________________________________________________

Explanation of relevance/similarity to the College’s project:
____________________________________________________________________________________________________________________________________________________________________
### Owner Contact Information

<table>
<thead>
<tr>
<th>Owner/Client:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone and Fax:</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

### Builder Contact Information

<table>
<thead>
<tr>
<th>Contractor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone and Fax:</td>
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<td>E-mail Address:</td>
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</tbody>
</table>

### Design Partner Information (engineer if this project illustrates experience of architect)

<table>
<thead>
<tr>
<th>Firm:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Design Discipline:</td>
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<tr>
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<td></td>
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<tr>
<td>Phone and Fax:</td>
<td></td>
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<tr>
<td>E-mail Address:</td>
<td></td>
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</tbody>
</table>

### Design Partner Information (engineer if this project illustrates experience of architect)

<table>
<thead>
<tr>
<th>Firm:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td>Phone and Fax:</td>
<td></td>
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<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

### Design Partner Information (architect if this project illustrates experience of engineer)

<table>
<thead>
<tr>
<th>Firm:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Discipline:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>E-mail Address:</td>
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</tbody>
</table>
END OF RFQ-SJR-22-SPECIFICATIONS DOCUMENT