



ST. JOHNS RIVER
S T A T E C O L L E G E

RFQ-SJR-10-2021
Request for Qualifications (RFQ)
for
Pre-Qualified Architects - Renewal Certificates

RFQ SPECIFICATIONS DOCUMENT

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1.0 INVITATION TO RESPOND & GENERAL INFORMATION

St. Johns River State College (SJR State) in accordance with s. 287.055 Florida Statutes and State Requirements for Educational Facilities (SREF) is accepting applications from architectural firms, currently pre-qualified, to apply for pre-qualified architect (renewal certificate) status. Contracts awarded as a result of applications submitted under this RFQ shall extend from January 1, 2022 through December 31, 2025 (3-year period). At the sole option of the College, this contract can be extended for (2) additional twelve (12) month extension periods for a total contract duration of five (5) years. A valid certificate of pre-qualification is required to be eligible to bid on projects and site work at any of the College's campuses in Clay, Putnam and St. Johns Counties. The successful firm or firms shall provide, as needed, a range of architectural services which may include, but not be limited to, master planning, education specification development, schematic/design development, furniture placement planning, demolition specifications, construction documents and specifications. Construction administration services shall also be provided to assist the project team in the successful, timely, and economical completion of projects. Projects will be constructed under a hard-bid award and construction contract agreement.

The procedures to be followed to apply for a renewal certificate are prescribed in this RFQ-SJR-10-2021 Specifications Document. The RFQ Specifications Document may also be obtained by sending an e-mail request to Terry Thomas, Director of Capital Assets and Risk Management at terrythomas@sjrstate.edu.

RFQ responses, sealed and identified on the outside of the submission with the firm's name and RFQ-SJR-10-2021, are due by 3:30 p.m. EDST on September 10, 2021 to St. Johns River State College, Business Office Attn: Terry Thomas, 5001 St. Johns Avenue, Palatka, FL 32177. Faxed, e-mailed, conditional, and RFQ responses delivered to a wrong location will not be considered. SJR State is not responsible for any cost incurred by the applicant in their effort to respond to this RFQ for pre-qualified status.

RFQ responses received by the deadline will be publicly opened and the names of candidates for a renewal certificate of pre-qualification will be read aloud on September 10, 2021, at 4:00 p.m. EDST in Room A-152, on the SJR State Campus at 5001 St. Johns Avenue, Palatka, FL. Submissions will not be evaluated at this meeting. The list of candidates for consideration will be published on the College's web page dedicated to this RFQ at <https://www.sjrstate.edu/102021> on September 14, 2021.

On September 23, 2021 at 2:00 p.m. EDST, in Room A-152 on the SJR State Campus, 5001 St. Johns Avenue, Palatka, Florida, a committee will publicly evaluate the candidate submissions for the purpose of preparing a list of firms recommended for renewal certificates. The basis for pre-qualification renewal certificates (pre-qualified architect status) is for firms to meet this RFQ specifications. Firms recommended for renewal certificates will be posted on the College's web page dedicated to this RFQ on September 14, 2021 and this will constitute the Notice of Intent to Award new certificates. Action to award RFQ-SJR-10-2021 is expected at the SJR State DBOT meeting on October 20, 2021, at 2:00 p.m. EDST. The Notice of Award will be posted on the web page dedicated to this RFQ on October 21, 2021.

SJR State reserves the right to reject any or all RFQ responses received, to waive any or all informalities in regards thereto, and to award certificates which are in the best interest of the College for the upcoming pre-qualification period.

Attendance at the public meetings on September 10, 23 and October 20, 2021 is not a requirement for pre-qualification.

Information, including but not limited to, responses to questions, addenda if any, scheduling changes if any, and notices regarding notice of intent to award and notice of award will be posted on the College’s web page dedicated to this RFQ at <https://www.sjrstate.edu/102021>. Candidates for renewal certificates **must** monitor this web page. The web page will be updated as the RFQ process progresses until marked ‘Closed’ at the top of the page.

2.0 RFQ SCHEDULE

Date/Time	Item	Location
<i>August 19-College web page dedicated to RFQ online: https://www.sjrstate.edu/102021</i>		
August 19, 26 and Sept. 2	Legal Public Notices Published (Invitation to Respond)	Palatka Daily News, St. Aug. Record, and Clay Today
Sept. 10, 2021 3:30 PM EDST	Deadline for Receipt of RFQ Responses	Business Office-SJR State Palatka Campus
Sept. 10, 2021 4:00 PM EDST	RFQ Responses Opened & List of Candidates Prepared – Public Meeting	Bldg. A, Room A152, SJR State Palatka Campus
Sept.14, 2021	List of Candidates Posted	RFQ Web Page https://www.sjrstate.edu/102021
Sept. 15 – 22, 2021	Committee Members Review Submissions Individually	Online Digital Review
Sept. 23, 2021 2:00 PM EDST	Committee Evaluation of RFQ Responses-Public Meeting	Bldg. A, Room A152, SJR State Palatka Campus
Sept. 27, 2021	Notice of Intent to Award RFQ Posted On Web Page	RFQ Web Page https://www.sjrstate.edu/102021
Sept. 27 – 29, 2021	Protest Period Open	
Oct. 20, 2021 2:00 p.m.	Award of RFQ by DBOT Public Meeting	Meeting will be held at the Thrasher Horne Conference Center, Suites C & D on SJR State Orange Park Campus
Oct. 21, 2021	Notice of RFQ Award Posted on web page	RFQ Web Page https://www.sjrstate.edu/102021

The College reserves the right to modify the above schedule if it is in the best interest of the College. Should there be changes to a scheduled date, time or location, an addendum to the RFQ Specifications Document will be issued and posted on the web page dedicated to this RFQ at <https://www.sjrstate.edu/102021>. In order to be considered responsive, responders must acknowledge any and all addenda issued by the College in their response to the RFQ.

3.0 COLLEGE LOCATIONS & LIST OF ANTICIPATED PROJECTS

St. Johns River State College Campus Locations:

- Palatka Main Campus, 5001 St. Johns Avenue, Palatka, FL 32177
- Orange Park Campus, 283 College Drive, Orange Park, FL 32065
- St. Augustine Campus, 2990 College Drive, St. Augustine, FL 32084
- Workforce Training Center, 1001 Husson Avenue, Palatka, 32177

Anticipated Professional Services

Professional Services may include, but are not limited to:

- Developing plans, drawings, details, and specifications necessary to bid projects in accordance with the State Department of Education and SREF specifications.
- Bid or assist with bidding of projects, and preparation of contracts.
- Schedule and lead the necessary conferences/meetings with the College or the College's representative to establish complete understanding of the project and scope of work.
- Obtaining and coordinating the work of the registered, licensed engineer consultants approved by the College if required and conformance to the Florida Uniform Building Code, SREF or other building codes as may be applicable.
- Coordinate with the College's in-house or contractual civil engineer regarding environmental issues and permits.
- During construction phase of projects, the firm will make periodic visits to the site to assist in the interpretation of the construction documents. Monthly, the firm will review the Contractor's Certificate for Payment.
- Assist the College with value engineering throughout projects.
- Make weekly or other timely inspections as determined to be agreeable by the College of project sites with a designated College representative and take any necessary actions to assure compliance with design specifications.
- Review and approve contractors' shop drawings with a copy of each to the College 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 projects, the architect will review the completed work to insure all requirements of the construction contract, the State Department of Education, and SREF have been met. The architect will sign the final certification of completion, including certification of consulting or other documents as required by SREF.
- Complete feasibility studies for proposed capital projects.
- Assist with the capital projects planning.

SJR State reserves the right to negotiate additional architectural services with any architect selected under this RFQ.

4.0 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 General Terms and Conditions. Lack of knowledge by the respondent shall in no way be cause for relief from responsibility.

Taxes: SJR State is tax exempt. Florida Sales Tax: 85-8013170533C-4

Sovereign Immunity: 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 therewith, 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.

Pre-Qualifying Costs: SJR State is not responsible for any cost incurred by the applicant in their effort to apply for pre-qualified status.

Public Entity Crimes: In accordance with the Public Entity Crimes statute F.S. 287.133 (2) (a) 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, RFP, or RFQ for a contract with a public entity for the construction or repair of a public building or public work, may not be awarded

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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 for a period of 36 months from the date of being placed on the convicted vendor list. **Notice to Responder: By signing the submittal forms you attest that you or those listed in F.S 287 related to public entity crimes have not been placed on the convicted vendor list.**

Pre-Qualification Period: Successful award of a pre-qualification certificate (pre-qualified architect status) under this RFQ qualifies the architect to respond to competitive solicitations issued by the College. The pre-qualification period for certificates awarded under this RFQ will extend from January 1, 2022 through December 31, 2025 (3-year period). At the sole option of the College, this contract can be extended for (2) additional twelve (12) month extension periods for a total contract duration of five (5) years.

Laws, Ordinances, Rules, Regulations, Permits, and Licenses: Firm shall observe and obey all the laws, ordinances, rules, regulations, 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. Architects must submit a copy of all licenses held.

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). Financial records submitted in response to this RFQ are not public records.

Assignment: No agreement, nor any duties or obligations under any agreement or contract resulting from the successful pre-qualification of an architect 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 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.

Conflict of Interest: Pursuant to Chapter 112, Florida Statutes, 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 Assets and Risk 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, excluding financial records. This includes material which the respondent 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.

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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 a competitive solicitation will be a public document pursuant to Section 119.07 Florida Statutes, excluding financial records requested under RFQ-SJR-10-2021. 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 (excludes financial records requested under this RFQ).

Insurance Requirements: Firm shall obtain, maintain, and pay for insurance in the categories given below. The insurance coverage in each category shall meet or exceed the minimum limits set forth in this document. Limits or types of coverage may be increased by the College depending on the scope of work of any project or at any time based upon the recommendation of the College's Risk Management Consortium.

The insurance shall cover the Firm's entire operations under agreement with the College and shall be effective throughout the effective period of agreement or any subsequent agreement. It is not the intent of this schedule to limit the types of insurance otherwise required or that the Firm may desire to obtain.

The professional firm selected by the Board pursuant to this RFQ will 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.

Commercial Comprehensive General 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. The Board of Trustees of St. Johns River State College will be named as an additional insured on the policy.

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. The Board of Trustees of St. Johns River State College will be named as an additional insured on the policy.

Workers' Compensation Insurance in compliance with Florida statutory requirements.

Valuable papers and records insurance in an amount of not less than two-hundred thousand dollars (\$200,000) per occurrence, with no deductible to assure the substantial restoration of any plans, drawings, or other similar data related to the architect's services which are in the care, custody or control of the architect.

Certificates evidencing that all of the above 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 should fail to provide or otherwise maintain the required insurance coverage and limits, the College may purchase the insurance and hold the architect responsible for the cost thereof.

RFQ Interpretation and Questions Regarding the RFQ and RFQ Process: Interpretation of the wording of this document shall be the responsibility of the College, shall be communicated by the Director of Capital Assets and Risk Management, and that interpretation shall be final.

Direct all questions related to the RFQ to Terry Thomas, Director of Capital Assets and Risk Management, via e-mail at terrythomas@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 posted on the College's web page related to this RFQ at <https://www.sjrstate.edu/102021> under the heading 'Response to Questions'. An addendum to RFQ specifications will be issued should any clarification necessitate, at the sole discretion of the College, an amendment to, or addition or deletion of, any wording in the RFQ specifications document. Addenda, if issued, will be posted on the web page dedicated to the RFQ and must be acknowledged by all respondents in their response.

Any and all addenda issued to RFQ Specifications Document becomes part of the specifications and qualification criteria.

Only interpretations or clarifications issued by the Director of Capital Assets and Risk Management for St. Johns River State College, in writing, and 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 during the RFQ process until the status on the page is listed as 'Closed'. Failure to meet the specifications for any changes or additions required on the web page are grounds for rejection of the respondent's submission.

Cone of Silence Period: RFQ selection committee members, with the exception of the Director of Capital Assets and Risk 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 RFQ process, except as prescribed in section 120.57(3) Florida Statutes, for the purpose of discussing the selection process or in attempt to further their interest in being selected for pre-qualified architect status. Failure to adhere to this requirement may result in disqualification of the firm seeking a new certificate of pre-qualification. SJR State reserves the right to contact any candidate (firm) if it determines that further information is required.

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 or requirements herein. Should the Firm suspect any error, omission, or discrepancy in the specifications or instructions, the Firm shall immediately notify the Director of Capital Assets and Risk 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 Firms financial ability to perform.

RFQ Response 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

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RFQ responses will not be considered. The College reserves the right to request additional information or clarification of any material submitted. Faxed, e-mailed, late, delivered to wrong address, and conditional responses will not be considered, with the exception that any additional information or clarification requested of the Respondent after the deadline for submission may be e-mailed to the Director of Capital Assets and Risk Management upon request to do so.

RFQ Selection Committee Authority: The Selection 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.

RFQ responses which are found to contain inaccurate and/or incomplete information may be deemed non-responsive and are grounds for rejection of the response.

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 proposal if the Firm fails to fully provide information requested and to satisfy the College that it has the proper qualifications to carry out the obligations for performance of services 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 receive a new certificate, any projects contracted with the College must have been performed, or is currently being performed, by the Firm in a satisfactory manner at the sole discretion of the College.

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: Under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, the architect must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes: Keep and maintain public records required by the College to perform the service. Upon request from the College's custodian of public records, provide the 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 architect does not transfer the records to the college. Upon completion of the contract, transfer, at no cost, to the college all public records in possession of the architect or keep and maintain public records required by the college to perform the service. If the architect transfers all public records to the college upon completion of the contract, the architect shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the architect keeps and maintains public records upon completion of the contract, the architect shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the college, upon request from the college's custodian of public records, in a format that is compatible with the information technology systems of the college.

If the architect has questions regarding the application of Chapter 119, Florida Statutes, to the architect's duty to provide public records related to the contract, contact the custodian of public records, Melissa Miller, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177 at (386)312-4106, or melissamiller@sjrstate.edu.

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The architect acknowledges that the college cannot and will not provide legal advice or business advice to the architect with respect to its obligations pursuant to this section related to public records. The architect further acknowledges that it will not rely on the college or its counsel to provide such business or legal advice, and that the architect has been advised to seek professional advice with regard to public records matters addressed by any agreement resulting from this RFQ. The architect acknowledges that its failure to comply with Florida law and said agreement with respect to public records shall constitute a material breach of said 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 Firm communicate this request to the Director of Capital Assets and Risk Management at least 48 hours prior to the meeting.

Protests: Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes. The College will provide a notice of decision or intended decision by electronic posting. Protests must be filed within 72 (seventy-two) hours after the posting of the notice of decision or intended decision with the College's Vice President for Finance and Administration/CFO and a copy to the Director of Capital Assets and Risk Management. Protests may be preliminarily filed, if followed by a certified mail original, via facsimile transmittal to 386-312-4167. 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, non-responsive, and may be rejected.

All response materials become the property of SJR State upon receipt by the Director of Capital Assets and Risk Management and may only be withdrawn from consideration by written notice to the Director of Capital Assets and Risk 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.

5.0 PRE-QUALIFICATION EVALUATION CRITERIA FOR A NEW CERTIFICATE

To qualify for a renewal certificate the respondent must successfully meet all criteria and the information must be complete. Criteria is graded on a pass or fail basis. The final determination for a new certificate is that the submission meets (passes) all criteria listed.

The College reserves the right to request additional information or clarification of any material submitted, and to verify work performance.

Submit documents in the order listed. Failure to do so may be grounds for disqualification.

Order for Submission Sections	<u>Evaluation Criteria Sections Title</u>	<u>Evaluation Criteria</u> The name of the firm must appear on the first page of each section of the submission.
1	Cover Page for Respondent's Submission	Cover sheet must include: <ul style="list-style-type: none"> • <u>RFQ-SJR-10-2021</u> • Name and Address of Firm
2	General Information about Firm	Submit Appendix A <ul style="list-style-type: none"> • List of principals, officers, contact information and history of the firm including state and date of incorporation • <u>(Form must be signed and notarized.)</u> • The form must be signed by a person or persons legally authorized to bind the Firm. • List any major changes in ownership, officers, or principles.
3	Public Entity Crimes	Submit Appendix B <ul style="list-style-type: none"> • <u>(Form must be signed and notarized.)</u> • There must be no public entity crimes as per F.S. 287.133 (2) (a).
4	Architect's Licenses	Must be licensed to do business in the state of Florida and have valid architect's license(s). Submit copy of Business License. Submit copy of valid license(s) of all professionals on payroll.
5	Evidence of Insurability	Submit Certificate of Insurance. <ul style="list-style-type: none"> • Submit Insurance certificates meeting requirements and thresholds of the Insurance Schedule in Section 4.0 of this Specifications Document. • Successful architects must comply with required insurance requirements specific to the work to be performed as listed in the project manual or purchase order prior to entering into any contract with the College, and the College

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		must be named as additionally insured at that time.
6	Evidence of Drug Free Workplace	Submit Appendix C <ul style="list-style-type: none"> • Must be Drug Free Workplace
7	Conflict of Interest Disclosure Form	Submit Appendix D <ul style="list-style-type: none"> • Completed and Signed Conflict of Interest Disclosure Form
8	Evidence of Claim Resolution	<ul style="list-style-type: none"> • Provide a page titled at the top of the page "Evidence of Claim Resolution" listing all pending litigation and all resolved litigation for the past five years which includes an explanation of each and the current status. • If there is nothing to report, state "none" on the page. • Must have satisfactory claim resolution to qualify.
9	Acknowledgement of Addenda	Submit Appendix E <ul style="list-style-type: none"> • Acknowledge all addenda issued by listing the Addendum No. and Date Issued on the form. • If none have been issued, state 'none' on the first line. • Form must be signed, dated, and submitted with your submission, <u>even if no addenda have been issued</u> by the College by the due date for submission.
10	Vendor Profile Form W9 Form Certified Minority Vendor (if applies)	Submit Appendix F Submit W9 If applicable, submit Certified Minority Vendor with State of Florida documentation
11	Statements of Qualification Forms	Submit Appendix G
12	References & Reference Letters	<ul style="list-style-type: none"> • Submit one Appendix H Prepared by each Reference
13	Evidence of Financial Resources	Submit the most recent audited or unaudited financial information, including a balance sheet and statements of operations, that demonstrates that the applicant has the financial resources to start-up and follow through on projects and to respond to damages at the top dollar threshold of the Category requested. Submit two copies of the financial documents in a sealed envelope marked on the outside with the Firm's name, RFQ-SJR-10-2021, and Confidential Financial

		<p>Records. This sealed envelope must be included inside the submission package that includes the printed and digital copy of the submission. <u>Do not include the financial documents on the USB Flash Drive.</u></p> <p>The Financial Documents submitted for this section are excluded from public records requests.</p>
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Selection Process:

Firms will be selected for pre-qualified architect status based on meeting Pre-Qualification Evaluation Criteria, and the Specifications in this Request for Qualifications Document, including Addenda, if any.

Members of the Selection Committee will evaluate submissions received by the RFQ submission deadline for compliance with RFQ Specifications and Pre-Qualification Criteria. The College reserves the right to request additional information and to request clarifications of any materials submitted in response to this RFQ. The College reserves the right to verify any information submitted and to contact references.

A public meeting will be held on September 23, at 2:00 p.m. EDST in Room A-152 in the Administration Building on the Palatka Campus for the purpose of evaluating submission responses and preparing a list of architects to recommend for new certificates.

The notice of intent to award the RFQ is expected to be posted on the College’s web page at <https://www.sjstate.edu/102021> on September 27, 2021.

SJR State reserves the right to reject any or all submissions which do not meet specification requirements, to waive any or all informalities in regards to, and to award certificates which are in the best interest of the College.

RFQ award of pre-qualified architect status is anticipated at the DBOT meeting on October 20, 2021 at 2:00 p.m. EST. Notice of successful architect certificate is expected to be posted on the College’s web page at <https://www.sjstate.edu/102021> on October 21, 2021.

Successful architects will receive a certificate confirming pre-qualification status approximately 30 business days after award via U.S. mail.

6.0 INSTRUCTIONS FOR SUBMISSION

RFQ submissions must be prepared according to the prescribed format listed below. Failure to follow this requirement are grounds for disqualification.

Responses must be submitted in a sturdy sealed envelope or transmittal package clearly marked on the outside with RFQ-SJR-10-2021 and the submitting firm’s name.

Each numbered criteria section response must include the name of the firm on at minimum the first page. The last page of the submission should be a page with only the firm name and “End of RFQ Submission”.

Submit one printed original (exclude Evaluation Criteria Section 13 Financial Documents) and one exact copy of the printed original (exclude Evaluation Criteria Section 13 Financial Documents) on a USB Flash Drive in .pdf format. DO NOT SUBMIT A CD INSTEAD OF THE USB FLASH DRIVE. Failure to submit the USB Flash Drive is considered grounds for disqualification.

Submit two printed copies of the Evaluation Criteria Section 13 Financial Documents inside a sealed envelope marked RFQ-SJR-09-2021 CONFIDENTIAL FINANCIAL RECORDS and the firm name on the outside of the envelope; this sealed envelope must be placed INSIDE the sealed envelope or transmission package of the other materials. Do not send the financial records in a separate delivery.

The documents submitted on the USB drive must be in .pdf format and in the order listed in the Evaluation Criteria Order for Submission, excluding Financial Documents. Do not submit items out of order. The USB Flash Drive should be a copy of the original documents, therefore, documents requiring signatures and notarization must have those on the documents in the flash drive.

Questions regarding response format may be submitted to Terry Thomas via email no later than 72 hours prior to deadline for submission.

To be considered, the response must be received in the SJR State Business Office, Attention: Terry Thomas by 3:30 p.m. September 10, 2021. RFQ responses that arrive after the deadline time and date will be marked late and will not be considered. Faxed, e-mailed, and responses delivered to the wrong location, and conditional RFQ responses will not be considered. Failure of the US mail, a delivery service, or a hand deliverer to deliver the response to the correct location by the deadline for submission shall not constitute an extension to the deadline.

It is the responsibility of the Responder (Applicant) to ensure the delivery is received at the correct location at the College by the deadline for submission and to ensure that the USB Drive is sufficiently packaged in a secure transmittal package to ensure delivery intact and unopened. SJR State is not responsible for damaged or missing USB Flash Drives.

7.0 APPENDICES

Appendices begin on the next page.

St. Johns River State College
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RFQ-SJR-10-2021 APPENDIX A: GENERAL INFORMATION ABOUT FIRM
MUST BE NOTARIZED

This section must be presented in the following format. Joint ventures must provide all information on each partner. Amplifying information may be included in on additional pages.

Company Background

Company or Joint Venture (C/JV) Name: _____
Street Address: _____
City, State, ZIP Code: _____

Two Points of Contact within the Company/Joint Venture:

Name _____
Title _____
Phone/Fax _____
E-Mail _____

Name: _____
Title: _____
Phone/Fax: _____
E-Mail _____

Entity Making Submittal:

Parent Company ___ Subsidiary ___ Division ___ Branch Office ___ Other ___ (Joint Venture)

If Other, Explain _____

Type of Company as listed on the W-9:

If Other, Explain: _____

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 five years:

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Acknowledgment:

The undersigned acknowledges that:

If any information provided by the applicant(s) is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be considered non-responsive. The Selection 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 Assets and Risk Management, St. Johns River State College, Business Office, 5001 St. Johns Avenue, Palatka, Florida 32177 no later than 3:30 p.m. EDT on September 10, 2021.

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.

Signature of Authorized Officer, Date

Name of Company Submitting

Typed Name of Authorized Officer

Federal ID Number of Company

Typed 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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RFQ-SJR-10-2021 APPENDIX B: PUBLIC ENTITY CRIME FORM

MUST BE NOTARIZED

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES.

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted with RFQ-SJR-10-2021. This sworn statement is submitted to SJR STATE College.

This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____.

My name is _____ and my relationship to the entity named above is _____.

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or 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 of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

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

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a.) A predecessor or successor of a person convicted of a public entity crime; or
- b.) An entity under the control 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 agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the pre-ceding thirty-six (36) months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into 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.

Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **(Place an X on A. or B, whichever statement applies.)**

A. _____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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.

B. _____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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 **(If Selected, please indicate which additional statement C., D. or E. applies.)**

C. _____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

D. _____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer

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determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

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

Signature: _____ Date: _____

State of _____ County of _____

Personally Appeared before Me, the undersigned authority, _____ who, after being first duly sworn by me affixed his/her signature in the space provided above on this _____ day of _____ 20____.

Notary Public Signature

Notary Seal

RFQ-SJR-10-2021 APPENDIX C
DRUG-FREE WORK PLACE FORM

Name of Firm _____

In order to have a Drug-Free Work Place 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 work place 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 work place, the business's policy of maintaining a Drug-Free Work Place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon 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 any conviction of, or plea of guilty or nolo 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 work place no later than five (5) days after such conviction.
- 5.) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6.) Make a good faith effort to continue to maintain a drug-free work place through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Title

Printed Name

Date

RFQ-SJR-10-2021 APPENDIX D
CONFLICT OF INTEREST DISCLOSURE FORM

Name of Firm/Company _____

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 selection Committee members and other key personnel involved in the award of the pre-qualification 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?

Name

Position Held at SJR State

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?

Name

Position Held at SJR State

Signature: _____

Date: _____

Printed Name: _____

RFQ-SJR-10-2021 APPENDIX E

Acknowledgement of Addenda

Name of Respondent: _____

The undersigned, hereby acknowledges the receipt of the following addenda, if any:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

This acknowledgement of Addenda form is to be returned with your RFQ submission. If no addenda were issued, state 'none' on the first line, sign, date, and return form with submission.

Signature

Title/Date

RFQ-SJR-10-2021 APPENDIX F: Vendor Business Profile

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

Identification Information:			
Vendor Name (Legal Name & d/b/a):			
Corporate Address:		Phone Number:	
City, State & Zip Code:		Fax Number:	
Remit to Address:		Email Address:	
City, State & Zip Code:		Web Address:	

Contact Information:			
Name:		Phone Number:	
Title:		Email Address:	

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.		
Name of Person Completing Form:		Date:

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																									
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="font-size: small;">Social security number</th> </tr> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table> </td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table> </td> </tr> </table>	Social security number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table>										
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="font-size: small;">Employer identification number</th> </tr> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table> </td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table> </td> </tr> </table>	Employer identification number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td><td style="width: 10px; height: 20px;"></td></tr> </table>										
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Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

RFQ-SJR-10-2021 APPENDIX G

STATEMENTS OF QUALIFICATION FORMS

All parties interested in being considered for providing the described services shall respond using the following Statement of Qualification Response Forms formatting. Additional sheets may be included if necessary. Additional materials (brochures, photographs, letters of recommendation, etc.) may also be included.

1. Firm Name: _____

2. Home Office Address: _____

Address of Branch Office:
(if applicable) that will be _____
assigned the Project(s) _____

3. How many employees, by occupation, work for your firm?

4. List the jobs or projects your firm currently has in progress and projected workload of your firm.

5. Services (including engineering)

A. What services is your firm qualified to provide in-house?

B. What services will your firm contract with another qualified firm?

C. If you utilize consultants, identify each and briefly describe their area(s) of expertise, and previous projects completed for your firm.

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- 6. Experience/References
 - A. Public Agencies within Florida

Describe all of your firm’s experiences with public agencies relative to the representative projects and scope of work for the last ten years. The omission of relative projects may be cause for disqualification.

Name of Agency, And Address	Name & Date of Project	Dollar Value of Project	Brief Description of Project; Contact Person Name & Phone No.
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7. Experience/References

A. Public School, Colleges and Universities within Florida

Describe all of your firm’s experiences with public agencies relative to the representative projects and scope of work for the last ten years. The omission of relative projects may be cause for disqualification.

Name of Agency, And Address	Name & Date of Project	Dollar Value of Project	Brief Description of Project; Contact Person Name & Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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8. For each team member to be assigned to the College, list the five most recent projects that the team member participated in which are relative to the representative projects and scope of work requirements.

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Authorized individual submitting this response:

NAME: (Type or Print) _____

TITLE: _____

ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL: _____

SIGNATURE: _____

DATE: _____

RFQ-SJR-10-2021 APPENDIX H PERFORMANCE EVALUATION QUESTIONNAIRE (Reference)

Contractor/Company Requesting Reference: _____

Company (Owner) Preparing Reference:

Name of Company: _____

Address: _____

Contact Name, Title and Phone #: _____

Project Name & Description: _____

Construction Method Used: _____ Dollar Value of Project: _____ Project Dates: _____

1) On a scale of 1 to 5, with 1 being the lowest and 5 being the highest, how would you rate the performance and quality of the work provided by this contractor?

Rating: _____ Comments? _____

2) Was the project completed on time? Yes ___/ No ___; If No, why? _____

3) Was the project completed within budget? Yes ___/No ___; If No, why? _____

4) Any billing problems with the contractor or subs? No ___/Yes ___; If Yes, please explain: _____

5) Were there change orders on the project? Yes ___/No ___; If Yes, were the change orders at the direction of the owner or contractor? _____

6) Would you use this contractor again? Yes ___/No ___; If No, why? _____

Name, Title & Phone Number of Person Completing the Questionnaire: _____

END OF RFQ-SJR-10-2021 SPECIFICATIONS DOCUMENT