



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

REQUEST FOR QUALIFICATIONS (RFQ)
for
ARCHITECTURAL SERVICES

RFQ-SJR-01-2025
RFQ SPECIFICATIONS DOCUMENT

**Project Name: Renovation of classroom Building and Workforce
Training Center Addition, Palatka Campus**

Response Deadline: April 16, 2025, 2:00 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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Building T and Workforce Training Center Addition, Palatka Campus

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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, organizational management, and early childhood education.

Campus locations are:

5001 St. Johns Ave. Palatka, FL 32177 (Putnam County)	283 College Drive Orange Park, FL 32065 (Clay County)	2990 College Drive St. Augustine, FL 32084 (St. Johns County)
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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, for the renovation of the current multi-function 28,607 gross sq. ft. Classroom Building, (Building T) with a Workforce Training addition of up to 25,000 sq. ft., if budget permits. The facility is located on the SJR State Palatka Campus.

The successful Respondent 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 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 a committee using a two-step, point-driven process. No fewer than three respondents with the highest points awarded for the written responses received will be invited for interviews by a committee established for this purpose. **The total of points awarded to respondents for the written response evaluation will be added to the total of points awarded for the interviews.** Interviewed Respondents will be ranked based on total points awarded. A recommendation of three ranked short-listed respondents interviewed 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 Respondent.

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 on the College web site dedicated to this RFQ at <https://www.sjstate.edu/012025>. 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 may result in disqualification of the candidate.

All times listed are Eastern Standard Time

DATE	TIME	LOCATION	EVENT
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March 6, 13, and 20, 2025		Newspapers in the tri-county college district	Legal Public Notice Publication of Invitation to Respond to RFQ
April 3, 2025	5:00 PM	TerryThomas@sjrstate.edu	Deadline for written questions (via e-mail) from Respondents
April 4, 2025	5:00 PM	https://www.sjrstate.edu/012025	Deadline for response to questions and requests for clarification and Addenda, if any, to be issued and posted online
April 16, 2025	2:00 PM	St. Johns River State College Palatka Campus, Business Office, Attn: AVP of Facilities, Planning, and Capital Projects	Deadline for receipt of RFQ responses by the College. Submissions cannot be e-mailed. See instructions for submission in this document.
April 16, 2025	2:30 PM	Administration Building, Room A152, Valhalla Hall	Public Meeting to open responses received by the deadline for submission and prepare a list of respondents to be considered. This is not an evaluation meeting.
April 17, 2025		https://www.sjrstate.edu/012025	List of respondents published on web page dedicated to this RFQ
May 8, 2025	9:30 AM	Palatka Campus Admin. Bldg. Room A152	Public Meeting-Written submission evaluations
May 9, 2025, Interview Times Slotted			
May 21, 2025	09:30 AM 10:15 AM 11:00 AM	Palatka Campus Administration Building (Rooms A154/152)	Public Meetings: Interview Session 1 Interview Session 2 Interview Session 3 Committee Prepares Ranked Shortlist
May 22, 2025		https://www.sjrstate.edu/012025	Notice of Intent to Award RFQ posted on web page
May 23 – 27, 2025			Protest Period
June 19, 2025	2:00 PM		Action on Ranked Shortlist- DBOT Meeting, Palatka Campus
June 20, 2025		https://www.sjrstate.edu/012025	Notice of Award of RFQ Rankings
June 23, 2025			Contracting Period Begins

GENERAL TERMS AND CONDITIONS

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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 respondent's name and RFQ-SJR-01-2025, are due by 2:00 p.m. on April 16, 2025, to Mrs. Terry Thomas, AVP of Facilities, Planning, and Capital Projects, 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 2:30 p.m. in Room A-152, 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 May 8, 2025, at 9:30 a.m. 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 respondents, open to the public, will be held beginning at 9:30 a.m. on May 21, 2025, in Room A-152 on the SJR State Campus in Palatka, culminating in a public meeting at 1:30 p.m. at which the committee will prepare a ranked short-list of architects to be presented to the District Board of Trustees for acceptance.

Action to approve a ranked short-list of architects is expected at the SJR State District Board of Trustees (DBOT) meeting on June 19, 2025, at 2:00 p.m. in the Administration Building, Board Room on the SJR State Palatka 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 <https://www.sjrst.edu/012025>. 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 refer to an architectural entity responding to this Request for Qualifications (RFQ-SJR-01-2025). 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

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Firms wishing to respond to this RFQ should register their intent to respond by submitting their contact information to Mrs. Terry Thomas, AVP of Facilities, Planning, and Capital Projects, via e-mail at TerryThomas@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 AVP of Facilities, Planning, and Capital Projects, and that interpretation shall be final.

Questions Regarding the RFQ Specifications Document and RFQ Process

Direct questions related to the RFQ to Mrs. Terry Thomas, AVP of Facilities, Planning, and Capital Projects, 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 by 5:00 p.m. on April 4, 2025, 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 <https://www.sjrstate.edu/012025> under the heading 'Addenda.' 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 AVP of Facilities, Planning, and Capital Projects 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 does not pay excise or 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 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.

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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 in response.

Laws, Ordinances, Rules, Regulations, Permits, and Licenses

Respondent 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 Respondent's operation at St. Johns River State College, and shall, at the sole cost of the Respondent, obtain and maintain all permits and licenses necessary to comply with such requirements and standards.

Respondents must be licensed to do business in the state of Florida. All architects 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 an architect shall be assigned by Respondent without prior written consent from 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 Respondents. 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 Respondent's signature on this proposal guarantees that the Respondent, its agents, officers, or employees have not bribed

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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 AVP of Facilities, Planning, and Capital Projects and may be appended to any formal document which would further define or expand any contractual relationship between the College and the Respondent 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 Respondent 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.

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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 Respondent 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 AVP of Facilities, Planning, and Capital Projects, 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 respondent.

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It is expected that personnel and team members from respondents will refrain from posting opinions, providing commentary or engaging 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 Respondent 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 Respondent suspect any error, omission, or discrepancy in the specifications or instructions, the Respondent shall immediately notify the AVP of Facilities, Planning, and Capital Projects 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 Respondent 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.

Respondent's Responsibility

It is understood and the Respondent hereby agrees that it shall be solely responsible for all services that it proposes.

Respondent's Warranty of Ability to Perform

By submitting a response to this RFQ, Respondent 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 Respondent's knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Respondent's obligations, or diminish the Respondents 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 Respondent 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 Respondent to perform the work. The College reserves the right to reject any submission if the Respondent 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 respondent in a satisfactory manner. In order to be considered responsive, any projects contracted with the College must have been performed by the respondent in a satisfactory manner.

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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 architect meets the definition of “architect” 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 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 contractor 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 contractor 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 contractor’s duty to provide public records related to the contract, contact the custodian of public records, Dr. Melanie Brown, Senior Vice President/Chief Operating Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177 at (386)312-4225, or PublicRecords@sjrstate.edu.

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 regarding 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.

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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. The College and Respondent hereby agree that the venue shall be in Putnam County, Florida.

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 AVP of Facilities, Planning, and Capital Projects at least three (3) business days prior to the meeting via e-mail at TerryThomas@sjrstate.edu or via phone at 386-312-4110.

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/Chief Business Officer, and a copy to the AVP of Facilities, Planning, and Capital Projects. 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 AVP of Facilities, Planning, and Capital Projects and may only be withdrawn from consideration by written notice to the AVP of Facilities, Planning, and Capital Projects 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 goes 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

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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 Respondent 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 Respondent's knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Respondent's obligations or diminish the Respondents obligations or diminish the Respondents financial ability to perform.

Interviews

Respondents 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 will interview three (3) of the top ranked Respondents based on the written qualifications submitted. Interviews are to be conducted on May 21, 2025. The time for each interview will be set on May 9, 2025. Respondents to be interviewed will be contacted via phone or e-mail. Failure of the Respondent to appear for the interview on the day established for same shall result in disqualification of the respondent.

Pricing for Services

Pricing for Respondent's services related to the scope of work for this RFQ are not to be included with the qualification's submission.

Collusion

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

Authorized Representative of Respondent

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

SCOPE OF WORK

- 1 The College will employ the successful respondent to perform professional services that may include, but not necessarily be limited, to the following:
- 2 Project involves renovating the existing Classroom Building T on the Palatka Campus with an additional limited square footage addition to building as provided for according to approved educational specifications for the College. Determine and develop optimal use for space. 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

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services, construction, and furnishings and equipment must be accomplished within the allocated budget.

- 3 Meet with the Owner's representatives to establish a complete understanding of the project.
- 4 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.
- 5 Space planning.
- 6 Writing educational specifications.
- 7 Architectural planning and design.
- 8 Mechanical engineering planning and design.
- 9 Electrical planning and design.
- 10 Structural engineering planning and design.
- 11 Remediation of any structural deficiencies.
- 12 Interior design of interior finishes.
- 13 Assist owner with furniture selection, color coordination, room layout and placement.
- 14 Assist College's Capital Projects Team with bidding of the project and preparation of successful bidder's contractor contract (AIA Documents).
- 15 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.
- 16 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).
- 17 The architect shall obtain or assist the Owner in obtaining all required permits and approvals prior to scheduled 'Notification to Proceed' date.
- 18 Coordinate with the College's building official and staff regarding permits, inspections and issues.

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- 19 During construction phase of the project, the Respondent 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 Respondent will review and certify the Contractor's Certificate for Payment.
- 20 Assist the Owner with 'value engineering' throughout the project.
- 21 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.
- 22 Review and approve contractors' shop drawings with a copy of each to the Owner at same time as contractor.
- 23 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.
- 24 Review and deliver "as built" documents.
- 25 At the completion of the construction, the Respondent will review the completed work to ensure 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.
- 26 Complete inspections pertaining to guarantees by contractor.
- 27 Assist with report preparation or advisements as may be directed by the College.

SELECTION PROCESS

The AVP of Facilities, Planning, and Capital Projects is the facilitator for 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 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.

The selection process will begin with a review of the financial statements provided by each responder. Financial statements will be analyzed prior to other qualifications to ensure a firm has the fiscal capacity to meet the needs of the College during this project.

Each responder must submit the most recent audited or unaudited financial information. Financial information required is a Classified Balance Sheet, A Statement of Cash Flows, or a Profit and Loss Statement, and a Statement of Operations or Income Statement.

The set of financial statements should be placed in a sealed envelope marked on the outside with the Firm's name, RFQ-SJR-01-2025, and Confidential Financial Records. This sealed envelope must be included inside the submission package that includes the printed and digital copy of the submission. Do not include the financial documents on the USB Flash Drive. The financial documents submitted for this Request for Qualification are excluded from public record requests.

After each responder has passed the financial analysis process:

Members of the committee will individually review responsive submissions received by the deadline. The committee will then meet collectively in a meeting open to the public 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 respondent. The submissions will be ranked from the highest to the lowest based on the highest number of points awarded. Not less than three (3) respondents at the sole discretion of the committee receiving the most points will qualify for interviews and will be contacted in rank order to schedule an interview time.

The Committee will conduct interviews with the respondents selected for interviews and rank each respondent 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 respondent. Rankings for respondents not deemed to be listed for interviews will remain unchanged. The top three ranked respondents from the interview evaluations will be the ranked short-listed respondents recommended to the DBOT for approval, after which contract negotiations will commence with the highest ranked respondent.

In the event of tie scores for any position of ranking, pursuant to 287.087, Florida Statutes, preference will be given to the respondent that certified that it has implemented a Drug-Free Workplace Program, if all or none of the tied respondents have a Drug-Free Workplace 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 AVP of Facilities, Planning, and Capital Projects and witnessed by the 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 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.

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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 respondent, negotiations will be formally terminated negotiations with such respondent 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 it 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 regard to the settlement of the dispute or controversy.

Litigation. Should the Informal or Mediation options, then either party may file a 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 Respondent's abilities in accordance with the written response evaluation criteria and rank each respondent 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.

Respondents 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.

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- 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 Respondent's written submission of qualifications. The maximum attainable point value for the written response is 55 points.

Criteria Category Summary	Maximum Possible Points
• Applicant Information/Proposed Project Team	10
• Proposed Design Team Experience	20
• References, Reputation of Respondent, Litigation Information	6
• Proximity of Respondent to College	5
• Methodology for Quality Control, Budget and Time Requirements	6
• Completeness, Responsiveness, and Effectiveness of Submission	5
• Required Forms and Information	<u>3</u>
Total	55

Applicant Information-Use forms ARFQ-1 & ARFQ-2) (0 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 respondent providing each service and the respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the respondents as a whole, rather than of individuals in the respondent. 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 respondent'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 percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether 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 (0 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 respondents.
- Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Applicant – or its composing respondents – 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 respondent(s) or staff the project is meant to illustrate the experience of, and state the respondent’s or person’s role in that project as follows:
 - **"Principal"** or **"Prime"** if the project was accomplished by the Applicant or design consultant respondent.
 - **"Consultant"** or **"Sub-Contractor"** if the project was accomplished as a consultant to another firm.
 - **"I.E.,"** (Individual Experience) if the project represents the experience of an individual on the Project Team while working for another respondent.
 - 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.
 - 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 **INCLUDE NO MORE THAN 10 TOTAL PROJECTS**.
- Strong consideration will be given to the Respondent's experience with SREF projects using the hard-bid delivery method.

References/Reputation of the Respondent/Litigation (0 to 6 Points)

- Provide non-residential References and Letters of Recommendation.
- Respondent 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 respondents listed on the ARFQ-1. If there is nothing to report, state "none" on the page.

Proximity of Respondent to College (0 to 5 Points)

Proximity of the Respondent relative to SJR State campus locations. Indicate proximity of the Respondent's office which will support the project to SJR State and other evidence of availability, if any. Indicate if this is 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 (0 to 6 points)

Provide a narrative demonstrating the Respondent'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 Respondent's knowledge and experience in cost controls, and willingness to meet budget and time requirements. As part of its services, the Respondents 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 Respondent's written response to satisfactorily convey a clear, straightforward 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.

Required Forms and Information (0 to 3 Points)

- General Information Form
- Public Entity Crimes Form

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- 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

INTERVIEW EVALUATION CRITERIA

After Respondents have been evaluated based upon their written submissions, three (3) Respondents 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. Respondents 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 Respondents 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 Respondent's interview. The maximum attainable point value for the interview is 45 points. The maximum attainable point value for each area to be assessed is indicated below and in parenthesis.

Criteria Category	Maximum Possible Points
• Proposed Architectural Project Team for Project	15
• Design Approach and Methodology	10
• Knowledge of SREF	10
• Completeness, Responsiveness, and Effectiveness of Presentation	<u>10</u>
Total	45

Proposed Architectural Project Team, Staff and Functions (0 to 15 points)

The Respondent shall propose the Architectural Project Team including appropriate consulting engineers as applicable which will be assigned to the College. The Respondent 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 (0 to 10 points)

As a part of its services, the Respondent 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 (0 to 10 points)

Each Respondent 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 (0 to 10 Points)

The Committee will evaluate the effectiveness of the Respondent's presentation in addressing each evaluation criteria and the Respondent's ability to convey a clear, straightforward 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 Respondent's responsiveness to questions posed by the Committee.

REQUIRED ORGANIZATION OF RESPONSE SUBMISSION

Send response package to:

Mrs. Terry Thomas
AVP of Facilities, Planning, and Capital Projects
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**,
- one (1) USB drive that contains **ALL** of the information in the original hard copy in pdf format.
- One (1) original hard copy set of financial statements in a sealed envelope marked on the outside with Firm's name, RFQ-SJR-01-2025, and Confidential Financial Records.

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Responses must be submitted in a sealed package clearly marked on the outside with **RFQ-SJR-01-2025** and the name and address of the responding Respondent. 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 AVP of Facilities, Planning, and Capital Projects 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 Respondent. Letter should include specific reason(s) why Respondent 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

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Section 7

Information regarding proximity of the respondent 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 page 26. Failure to use the forms will adversely impact evaluation scores and may result in disqualification.

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GENERAL INFORMATION ABOUT RESPONDENT

MUST BE NOTARIZED

This section must be presented in the following format. Amplifying information may be included in 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.)

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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 respondent 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 for this document to be considered it must be received by the AVP of Facilities, Planning, and Capital Projects, St. Johns River State College, Business Office, 5001 St. Johns Avenue, Palatka, Florida 32177 no later than 2:00 p.m. on April 16, 2025.

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 Respondent applying for consideration and is authorized to make the above acknowledgements and 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 RESPONDENT: _____ \

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

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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 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 Respondent (choose one of the following) ___complies fully, OR ___does not comply fully, with the above requirements.

Applicant/Representative's Signature

Applicant/Company Name

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INDEMNIFICATION CLAUSE
MUST BE NOTARIZED

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**

SWORN STATEMENT UNDER SECTION 287.133(3)(A) ON PUBLIC ENTITY CRIME

MUST BE NOTARIZED

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 _____
[Name of entity submitting sworn statement] _____ 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 are 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.]**

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____ 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 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.]**

____ 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 Respondent _____

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?

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: _____

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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		
<p>It is the sole responsibility of the vendor to promptly notify SJR State College with any and all changes to this application.</p> <p>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.</p> <p>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.</p>				
Name of Person Completing Form:			Date:	

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IRS W-9

INSTRUCTIONS FOR W-9 FORM:

Contractors can obtain the W-9 Form and Instructions by visiting: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
The W-9 form is requested to be completed and returned with your ITB proposal submittal:

Form W-9 (Rev. December 2014) 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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="text"/> Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ <input type="text"/>			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <input type="text"/> Exemption from FATCA reporting code (if any) <input type="text"/> <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
	6 City, state, and ZIP code			
	7 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 line 1 to avoid backup withholding. For individuals, this is generally 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. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.			
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); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 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 3.				
Sign Here		Date ▶		
Signature of U.S. person ▶ <input type="text"/>				
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2. By signing the filled-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. 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, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.				

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ARFQ-1

SERVICES TO BE PROVIDED	FIRM NAME	Size of Firm	Date of Incorporation	M/WBE Status	# of Projects with Arch. Design Applicant
Architecture					
Mechanical Engineering					
Electrical Engineering					
Plumbing & Fire Protection					
Civil Engineering					
Structural Engineering					
Telecommunications					
Cost Estimating					
Security & Access Control					
Lighting Design					
Acoustical; Design					
Other (specify discipline)					

NAME OF RESPONDENT _____

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ARFQ-2

PERSONNEL by Role and Discipline:	Individual's Name	Registered? (Yes or No)	Disc. Of Reg./Training	Years with the Firm	Current Projects w/ (% Complete)
Principal-In-Charge					
Design Lead/Principal					
Project Manager					
Project Architect					
BIM Coordinator					
(other)					
Architecture					
Mechanical Engineering					
Electrical Engineering					
Plumbing & Fire Protection					
Civil Engineering					
Structural Engineering					
Telecommunications					
Landscape Architecture					
Cost Estimating					
Audio-Visual Design					
Security & Access Control					
Lighting Design					
Acoustical Design					
Other (specify discipline)					

NAME OF RESPONDENT _____

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ARFQ-3

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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Design Lead: _____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Project Manager.: _____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Designer: _____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Designer: _____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(Other): _____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(Other).: _____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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

Explanation of relevance/similarity to the College’s project :

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ARFQ-3 (Experience & References) continued

Owner Contact Information

Owner/Client: _____ Contact Person or PM: _____
Address: _____
Phone and Fax: _____ E-mail Address: _____

Builder Contact Information

Contractor: _____ Contact Person or PM: _____
Address: _____
Phone and Fax: _____ E-mail Address: _____

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

Firm: _____ Contact Person or PM: _____
Design Discipline: _____
Address: _____
Phone and Fax: _____ E-mail Address: _____

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

Firm: _____ Contact Person or PM: _____
Design Discipline: _____
Address: _____
Phone and Fax: _____ E-mail Address: _____

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

Firm: _____ Contact Person or PM: _____
Design Discipline: _____
Address: _____
Phone and Fax: _____ E-mail Address: _____

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END OF RFQ-SJR-01-2025 SPECIFICATIONS DOCUMENT