

REQUEST FOR QUALIFICATIONS (RFQ)

To Provide

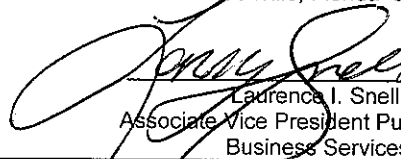
Architectural, Engineering and  
Construction Administration Services for the  
"Bartram Degree Completion Center"

To

Florida State College at Jacksonville  
501 West State Street  
Jacksonville, Florida 32202

Submittals to be delivered to:

Associate Vice President Purchasing  
&  
Business Services  
Florida State College at Jacksonville  
501 West State Street  
Jacksonville, Florida 32202



Laurence I. Snell  
Associate Vice President Purchasing &  
Business Services

FSCJ NO.	2012C-43
RFQ Information:	Audrey B Monroe (904) 632-3086, amonroe@fscj.edu
RFQ Issue Date:	1/19/12
Non-Mandatory Site Visit	1/25/12, 2:00p.m. – 4:00p.m. at the site on the corner of Old St. Augustine Road and Flagler Center Blvd. across the street from the Durbin Crossing Shopping Center.
Deadline to Submit Written Request for Clarification to <a href="mailto:A.Monroe@fscj.edu">A.Monroe@fscj.edu</a>	2:00p.m. EST 1/26/12
Submission Deadline:	2/13/12, 2:00 p.m. EST, Purchasing Department, Administrative Offices for College Services, 501 W. State Street, Suite 305A, Jacksonville, FL 32202.
Public Evaluation Committee Meeting:	2/22/12, 10:00 a.m. – 12:00p.m. EST, Urban Resource Center (URC), 601 W. State Street, Jacksonville, FL 32202. Room U411 .
Public Interviews:	2/29/12, Urban Resource Center (URC), 601 W. State Street, Jacksonville, FL 32202 12:00p.m. – 4:00p.m., Room U412.
Evaluation Committee Meeting of Finalists:	2/29/12, Urban Resource Center (URC), 601 W. State Street, Jacksonville, FL 32202. 4:00p.m. – 6:00p.m. Room U412.
DBOT and College President Approval	3/6/12
Interview Results are Posted on the FSCJ Purchasing Web Site:	3/1/12 Posting 3/3/12 Posting Taken Down

**FSCJ FILE NO.: 2012C-43**

NOTICE TO PROFESSIONAL CONSULTANTS  
Florida State College at Jacksonville

**Architectural, Engineering and Construction Administration Services**

**For the**

**“Bartram Degree Completion Center”**

FLORIDA STATE COLLEGE AT JACKSONVILLE REQUESTS QUALIFICATION STATEMENTS FROM FIRMS INTERESTED IN PROVIDING ARCHITECTURAL DESIGN, ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE BARTRAM DEGREE COMPLETION CENTER, IN ACCORDANCE WITH THE COLLEGE'S 2011 CAPITAL IMPROVEMENT PLAN AND RELATED DOCUMENTS. THE COLLEGE WILL EMPLOY FIRM(S) OR JOINT VENTURE(S) TO ACCOMPLISH THIS PROJECT. FIRM(S) AND JOINT VENTURE(S) LICENSED TO PRACTICE ARCHITECTURE/ENGINEERING SHOULD APPLY. PARTICIPATION BY MINORITY/WOMEN OWNED AND CONTROLLED BUSINESS IS ENCOURAGED.

Submission formats and additional information can be obtained from the Associate Vice President Purchasing & Business Services, Florida State College at Jacksonville, 501 West State Street, Room 305A, Jacksonville, Florida 32202, and (904) 632-3086.

Florida State College at Jacksonville will accept Qualification Submittals delivered to The Purchasing Office, 501 West State Street, Room 305A, Jacksonville, Florida before **2:00 P.M. EST, 2/13/12** .

**Architectural, Engineering and  
Construction Administration Services  
for the  
Bartram Degree Completion Center  
RFQ No: 2012C-43**

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**ATTACHMENTS:**

- A. Location Plan (1 page)
- B. Project Description: CIP Information, (2 pages)
- C. Preliminary Concept Plan & Diagrammatic Floor Plans (3 pages)
- D. Preliminary Project Schedule (1 page)
- E. Minority Outreach Efforts Statement ( 2 page)
- F. Qualification Submittal Format (6 pages)
- G. Professional Services Specifications (1 page)
- H. State University System Design Fees (2 pages)
- I. Selection Committee Evaluation Criteria Worksheet (1 page)
- J. Contract Between Owner and Professional (provided to RFQ Finalists prior to interviews)
- K. Insurance Requirements (4 pages)
- L. Site Information (CD)
- M. Property Survey (see compact disk) (CD)
- N. Topographic and Tree Survey (see compact disk) (CD)
- O. Flagler Center Development Criteria (see compact disk) (CD)
- P. Contract for Sale and Purchase of Property (see compact disk) (CD)
- Q. Access Easement Agreement (select pages) (see compact disk) (CD)

\* The CD with attachments L – Q can be obtained in the Purchasing Office or downloaded from the Purchasing website.

## Request for Qualifications (RFQ)

### QUALIFICATIONS SUBMITTAL REQUIREMENTS

Provide Professional Services in:  
**Architectural, Engineering and Construction Administration Services RFQ No.: 2012C-43**

### **“Bartram Degree Completion Center”**

## **A.) INTRODUCTION**

### **INTENT**

This RFQ document provides interested parties with information on the procedures the College will utilize to select a design team for the project.

The District Board of Trustees (DBOT) of Florida State College at Jacksonville intent is to solicit submittals of qualifications and to contract with a State of Florida Licensed architectural firm or joint venture for architectural, mechanical, civil, structural and electrical engineering and interior design services (Refer to Attachments A, B & C). The selection process will be accomplished pursuant to the Florida Consultants Competitive Negotiation Act, section #287.055 Fl. Statutes.

### **GENERAL PROJECT DESCRIPTION**

The 10 acre Bartram DCC site was acquired by the College in 2011. The new 50,000 sf Bartram Degree Completion Center will provide business and industry training along with degree completion courses in a wide range of discipline offerings including biomedical science, computer systems, business administration, telecommunication, IT management and public safety management. Classes will include traditional style class time, but will predominately have a hybrid delivery with online computer presentations and resources. The entire building will be equipped with Wi-Fi for flexibility and the most current teaching and learning technology with accessible laptop power and data outlets located throughout.

The two story facility will have electronically equipped classrooms, large and small corporate seminar spaces, flexible, open computer labs, combined disciplines science labs, and small group study pods. Office areas will be designed to be extremely flexible to allow for variable staffing configurations, accommodate different size group work spaces and have the ability to open up select areas for multipurpose use.

The facility will be silver LEED certified and constructed as an Enhanced Hurricane Protection Area (EHPA) in compliance with the State Requirements for Educational Facilities (SREF). The project must also meet or exceed the Flagler Center Development Guidelines and should have a distinctive higher education aesthetic image to reinforce its mission as a state-of-the-art degree completion center. Other compliance provisions include: 1. applicable Development Regional Impact (DRI) provisions, 2. Flagler Center property owner's association approval, 3. Existing stormwater and environmental permits, 4. Existing easement provisions, 5. Assigned development rights, 6. State Requirements for Educational Facilities, and 7. Department of Education (DOE) Life Cycle Cost Guidelines

### **The scope of the project includes the following:**

- 1) General site clearing and site preparation
- 2) Extension of required infrastructure
- 3) Access roadway and parking
- 4) Landscape and irrigation
- 5) 50,000 sf Instructional building
- 6) Instructional support space
- 7) Security fencing and signage
- 8) Furniture and equipment
- 9) Sidewalks and outdoor student areas

## **Phasing**

The A/E is responsible to coordinate planning, design and construction activities to maximize the use of available funds. Funding limitations will dictate phasing the construction of the project. The A/E is to coordinate implementation of project phasing as well as planning for future phases to complete the project.

- a) The first construction phase may include clearing and grading, roadways stormwater and underground utilities. The second construction phase will follow and may include construction of the building, parking lots, landscape and irrigation; followed by the last phase to install furniture and select equipment.
- b) Alternatively, The College may opt to finance the entire project as one phase to take advantage of the lower cost option. Thus construction documents would need to include all the horizontal and vertical construction and furniture plans and specifications available for pricing and installation upon completion of the building.

## **B.) GENERAL INFORMATION**

### **Costs**

The College is not responsible for any cost incurred by the applicant before issuance of any resultant contract or potential purchase orders.

Compensation for services rendered for specific projects to the College shall be negotiated in accordance with Florida Statute 287.055 not to exceed the current State University System (S.U.S.) Design Fee Curve and in accordance with Contract Provisions as defined on College purchase orders. (Refer to Attachment H) Purchase Orders are required prior to commencing services.

### **Site Visits**

Each applicant may visit the site to gain familiarity with general features and location. (*no questions can be answered during the site visit*) The site visit will be held on Jan. 25 from 2:00p.m. – 4:00p.m. at the site on the corner of Old St. Augustine Road and Flagler Center Blvd. across the street from the Durbin Crossing Shopping Center.

Project Manager contact information:  
John Kuterka  
jkuterka@fscj.edu

### **Information Inquires**

Interested applicants may only submit questions or requests for clarification in writing by the scheduled date to:

Audrey Monroe, Purchasing Contracts Coordinator  
Administrative Offices  
501 West State Street  
Jacksonville, Florida 32202  
[A.Monroe@fscj.edu](mailto:A.Monroe@fscj.edu)

### **Reuse of Existing Plans**

Every contract for professional services will indicate that plans or portions of plans and specifications are subject to reuse in accordance with the provisions of FS 287.055(11).

### **Contingent Fees**

Every contract for professional services will contain a prohibition against contingent fees as specified in FS 287.055(6).

Pursuant to Florida Statutes Chapter 287.0757(18), a person who receives a contract to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the College for any other construction contracts dealing with that specific subject matter, and any firm that has any interest is not eligible to receive such contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to contract with the College.

### **Minority Participation**

Participation by minority/women owned and controlled businesses is encouraged. The College has established a minority outreach program, which has averaged 19 percent of contracts being awarded to small disadvantaged certified minority/women business enterprises (W/MBE) contractors, suppliers and sub-consultants. In support of the Minority Outreach Monitoring Program, a Minority Outreach Efforts Statement (Attachment E) is requested to be included in the Qualifications Submittal.

### **Selection Results**

All applicants will be notified of the results of the selection process and be informed of the Committee's recommended decision by public posting on the Purchasing Web Page: [www.fscj.edu/bids](http://www.fscj.edu/bids). Finalists will be informed of the scheduled location of their public interview and may be provided with additional information relevant to the interviews. Finalists will be expected to discuss and present how they would provide the required services. Interviews will be limited to approximately thirty minutes with an additional twenty minute question and answer period.

Interviews will be conducted at:

**Room: U412**  
Urban Resource Center (URC)  
Florida State College at Jacksonville  
601 West State Street  
Jacksonville, FL 32202

## **C.) PROJECT INFORMATION**

### **Project Location**

The project site is located along Old St. Augustine Road, between US.1 and Flagler Center Blvd. A location plan map of the center location is provided.  
(See Attachment A)

### **Project Budget**

The total project budget is limited to available PECO and/or College Funds. The project may be accomplished in phases as funding permits. The current appropriation is limited to planning and design efforts. Budgets for subsequent construction phases will be established at the appropriate time to allow for more detailed planning and design. For general planning and design fee calculation purposes, the current construction budget for the project is \$13,770,000. (see attachment B, page 2, for details)

### **Schedules and Milestones**

Attachment D contains the preliminary project schedule and milestone information.

### **Programming Requirements**

The successful firm or joint venture will complete the Educational Specifications (Project Program) and include a project budget estimate for planning purposes. The Ed Specs shall include detailed descriptions of all program space to be accommodated in the building along with systems and equipment needed to support

academic programs and related functions. The Ed Specs shall describe and portray in an organized fashion all work related to interior and exterior construction as well as define and document furniture, fixtures and equipment needed for the project.

## **D.) SUBMITTAL INSTRUCTIONS TO PROPOSERS**

Submit EIGHT hard copies, (1 original + 7 copies) and 4 USB memory sticks of the Qualification Submittal Format defined in Attachment F and G, each hard copy in a single binder, not to exceed 50 pages in length not including tabs. Only the first 50 pages will be evaluated. Table of contents tabs and addendum forms will not be included in the 50 page maximum. (Note: a two-sided page equals two pages.) Include all required tabs. Applicants may include any additional information they would like to call to the attention of the College in Section 8 of the Qualification Submittal Format. Cover letters are neither required nor desired.

## **E.) PROTESTS**

### **(1) Interpretations/Protests**

Any questions concerning conditions or RFQ details shall be directed in writing to the Purchasing Department. Inquires must reference the date of the RFQ submittal deadline and project number. No interpretations to such questions or inquires shall be considered binding unless provided in writing by the College.

### **(2) Protest of Solicitation Specifications**

To protest the terms and conditions contained in this request for qualification (RFQ) a written Notice of Protest that includes the solicitation # and title, together with a brief description of the basis for the protest must be filed with the Purchasing Manager at 501 W. State Street, Suite 305A, Jacksonville, FL 32202, within 72 hours after issuance of the project solicitation. For purposes of this section, Saturdays, Sundays and State Holidays shall be excluded in the computation of the 72 hour time period. A formal written protest must be filed within 10 days after the date of the Notice of Protest is filed. The formal written protest must state with particularity all facts and law upon which the protest is based.

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a protest bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**

### **(3) Protest of Awards and Intended Award**

Applicant score tabulations with recommended ranking will be posted on or about **03/01/12** for review by interested parties on the Purchasing web page: [www.fscj.edu/bids](http://www.fscj.edu/bids), unless changed by addendum, and will remain posted for a period of 72 hours (not including Saturdays, Sundays and State Holidays). Any person who is adversely affected by the College's decision or intended decision shall file a written Notice of Protest that includes the solicitation # and title, together with a brief description of the basis for the protest with the Purchasing Manager at 501 W. State Street, Suite 305A, Jacksonville, FL 32202, within 72 hours after the posting of the RFQ tabulation. A formal written protest must be filed within 10 days after the date the notice of protest was filed. The formal written protest shall state with particularity all facts and law upon which the protest is based. Examination of opened qualifications are available for inspection from 8a.m.—5p.m. EST Monday – Friday by appointment, upon notice of a decision or intended decision, or 30 days after Request for Qualifications (RFQ) public opening, whichever is earlier.

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceeding under Chapter 120, Florida Statutes.**

## **F.) SELECTION PROCESS**

### **Selection Committee**

The Selection Committee will consist of at least three college employees representing various departments. The selection process will be accomplished in two steps, including both an RFQ Submittal and Interviews.

### **Selection Criteria**

Team scoring criteria for the RFQ submittal will be based on the applicant's professional qualifications; related project experience, proximity, financial condition; project staffing, and other pertinent criteria defined below and indicated in Attachment I (Selection Committee Evaluation Criteria Worksheet).

The four (4) highest ranked teams will be selected for interviews. Scoring criteria for the interviews will be based on backlog of work; understanding of the project; proposed approach/methods and client references. Points from the RFQ written submittal scoring will be added to total interview scores.

## **G.) EVALUATION CRITERIA**

### **PART I: RFQ SUBMITTAL (100 points)**

1. **Professional Qualifications:** Based on information provided in standard Form 330 and accompanying information, the Committee will assign up to **twenty-five (25) points** to the team with the best professional qualifications for similar projects \$10 - \$20 million. This includes but is not limited to, consideration for the team's ability to provide good design solutions, maintain user satisfaction and maintain the project budget. Both consultant and prime sub-consultant team qualifications will be included in this category.
2. **Related Projects Experience:** Based on information provided in Form 330 and accompanying information, the Committee will assign up to twenty five **(25) points** to the Team with the best profile of related projects and past experience and assign less points to other applicants based on their submittal. The Committee will give higher consideration to teams with similar State of Florida College or Public University experience or SREF experience.
3. **Proximity:** The possible points for proximity to College Administrative Offices at 501 West State Street are as follows: **(Maximum 10 points)**
  - a. Prime Entity (**with all** consultants in-house in local office):
    - Less than 45 miles – **10 points**
  - b. Other Prime Entity (that **does not** have all consultants in-house in local office):
    - Less than 45 miles – **6 points**
    - 45 to 100 miles – **3 points**
    - Over 100 miles – **0 points**
  - c. Major Sub-consulting Entities:
    - Less than 45 miles – **3 points**
    - 45 to 100 miles – **2 points**
    - Over 100 miles – **0 points**
4. **Financial:** The Committee will assign up to **ten (10) points** to firms demonstrating a financial status adequate to sustain the firm on this project and showing that the firm is not excessively burdened with disproportionate debt. Attach latest profit and loss statement and either an insurance certificate to the limits defined in attachment "K" or a letter from your insurance company documenting their commitment to write an insurance policy to these limits if your firm is awarded a resultant contract.
  - a. Architects who are "S" corporations are allowed to substitute a letter from their CPA documenting their company's financial status for the past full year in lieu of providing a profit



and loss statement.

5. **Project Staffing:** Based on information provided on standard Form 330 and in accompanying information, the Committee will assign up to **thirty (30) points** to the team with individual team members having the best experience needed to accomplish this College project successfully. Current professional registrations, years of experience and past experience with State of Florida Colleges and/or Public Universities/SREF is preferred and will be given additional consideration for more points. The responsibility of each discipline should be defined in your submittal and assigned to an individual team member who the College can rely on to protect its interests and to ensure well-executed projects.

**PART II: INTERVIEWS** (will be conducted with the highest ranked short listed firms) **(100 points)**

1. **Backlog:** The Design Team must demonstrate in the interview that they have the capacity to provide professional design services to the College on a timely basis by comparing the total man-hour potential of the firm with the currently committed future man-hours to be allocated to this and other projects. Up to **ten (10) points** will be assigned to firms in this category who fully demonstrate this as defined herein and assign less points to other applicants based on their submittal.
2. **Finalist References:** Up to **ten (10) points** will be assigned to firms that provide three to five related references (preferably higher education/SREF clients for similar scope of work during the past 5 years) confirming exceptional outcomes on related projects of \$10 - \$20 million and assign fewer points to other applicants accordingly.
3. **Understanding of the Project:** The Committee will assign up to **forty (40) points** to the team demonstrating during the interview, the best understanding of the project and assign fewer points to other applicants accordingly. Often Campus user groups provide varying degrees of project specifics, requiring the design professional to provide leadership to complete a project on time and within budget. In other instances a user group will articulate specific requirements that must be executed succinctly. Documentation of project requirements and ensuring they are included in the final construction and FF&E package is an essential aspect of accomplishing College projects.
4. **Proposed Approach/Methods:** Up to **forty (40) points** will be assigned to the design team that proposes a well thought out and proven approach and method of providing Professional Design Services to the College and assign fewer points to other applicants accordingly. Include discussion on scope definition, fee proposals, budget control, design process, document preparation and construction administration. Special consideration will be given to firms/teams that demonstrate their proven use of building information modeling (BIM) in the delivery of their services to the owner.

**H.) REVIEWS**

The Selection Committee will review the responsive Qualification Submittals and rank the firms during a publically held evaluation meeting. The four (4) highest ranked qualified firms will be selected for an interview on the scheduled date. (Refer to Page 8 Selection Criteria)

The specific prime and sub-consultant personnel, who will work on this project, must be identified in your qualifications submittal and are highly recommended to participate in the interview process.

The College plans to send the recommendation of ranking and request to negotiate with the top ranked proposer and enter into a satisfactory contract to the District Board of Trustees for approval at the scheduled date.

## **I.) CONTRACT NEGOTIATIONS**

### **1. General**

College administration and staff, upon authorization by the District Board of Trustees, will negotiate compensation, terms and conditions of the contract award (consistent with both F.S. 287.055 and Attachment J – Contract) with the top ranked firm as the College deems in its best interest at the scheduled date.

### **2. Termination of Negotiations**

Should College administration be unable to negotiate a satisfactory compensation, terms and conditions of contract with the top ranked firm, negotiations with that firm shall be formally terminated in writing. College administration shall be authorized to then undertake negotiations with the second ranked firm. Failing accord with this firm, the College administration, after formal terminations, shall undertake negotiations with the third ranked firm, etc., until a satisfactory compensation and contract can be negotiated and entered into.

## **ATTACHMENTS:**

- A. Location Plan – Attachment A (1 page)
- B. Project Description: CIP Information (2 pages)
- C. Preliminary Concept Plan and Diagrammatic Floor Plans (3 pages)
- D. Preliminary Project Schedule (1 page)
- E. Minority Outreach Efforts Statement (2 pages)
- F. Qualification Submittal format (5 pages)
- G. Professional Services Specifications (1 page)
- H. State University Board System Design Fees (2 pages)
- I. Selection Committee Evaluation Criteria Worksheet (1 page)
- J. Contract Between Owner and Professional (to be provided to RFQ Finalist prior to interviews)
- K. Insurance Requirements (4 pages)
- L. Site Information (CD)
  - L-1 - Geotechnical Report
  - L-2 - Phase II Environmental Assessment
  - L-3 – Ecological Due Diligence Assessment
- M. Property Survey (CD)
- N. Topographic and Trade Survey (CD)

O. Flagler Center Development Criteria (CD)

P. Contract for Sale and Purchase for Property (CD)

Q. Access Easement Agreement (CD)

\* A CD with attachment files L – Q can be obtained in the Purchasing Office or downloaded from the following Purchasing website: [www.fscj.edu/bids](http://www.fscj.edu/bids)





**BARTRAM DEGREE COMPLETION CENTER**

Florida State College at Jacksonville

1-9-12





**CIP-3 CALCULATION WORKSHEET**

Florida State College at Jacksonville

Bartram Degree Completion Center

<b>NEW CONSTRUCTION</b>					
<b>CATEGORY</b>	<b>NSF</b>	<b>GSF</b>	<b>\$/GSF</b>	<b>LOCAL FACTOR</b>	<b>Const. Cost</b>
1 Classrooms/storage and corp meeting	13,900	19744	227.47	0.99	\$4,446,256
2 Teaching Labs/2 hybrid science/storage	4,250	6037	218.90	0.99	\$1,308,284
3 Library study pods, kiosks	4,290	6094	194.21	0.99	\$1,171,681
4 Vocational Labs	0	0	218.90	0.99	\$0
5 Offices 25 offices w/stor.	4,350	6179	227.47	0.99	\$1,391,482
6 Auditorium - Exhibits	1,287	1828	280.90	0.99	\$508,350
7 Instructional Media	767	1089	193.07	0.99	\$208,151
8 Gymnasium	0	0	202.77	0.99	\$0
9 Student Services	3,218	4571	226.02	0.99	\$1,022,806
10 Support Services	2,500	3551	202.72	0.99	\$712,660
<b>TOTAL</b>	<b>34,562</b>	<b>49,093</b>			
<b>New Construction Cost</b>					<b>\$10,769,670</b>
<b>REMODELING/RENOVATION</b>					
	<b>NSF</b>	<b>GSF</b>	<b>\$/GSF</b>		<b>Const. Cost</b>
					\$0
Remodeling/Renovation Cost					\$0

Base Construction - New & Rem/Rem      \$10,769,670  
 Site development/improvement\*\* (2.6%)  
**Total Base Construction Costs      \$10,769,670**

**\*\*Note:** If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

<b>SCHEDULE OF PROJECT COMPONENTS</b>	<b>ESTIMATED EXPENDITURES</b>				
	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>
<b>1. CONSTRUCTION COSTS</b>					
a. Base Construction Cost (from above)	\$10,769,670				
Add'l Extraordinary Construction Costs					
b. Environmental Compliance	\$25,000				
c. Site preparation /Flagler Dev. Standards	\$250,000				
d. Landscape/Irrigation	\$100,000				
e. Plaza/Walks/ Patio Area	\$100,000				
f. Roadway improvements & Parking	\$1,600,000				
g. Site Lighting and Code Blue	\$100,000				
h. Telecommunication	\$100,000				
i. Electrical service	\$75,000				
j. Water distribution & Fire Line	\$70,000				
k. Sanitary sewer system	\$80,000				
l. Hurricane Shelter Upgrades	\$300,000				
m. Storm water system	\$100,000				
n. Energy efficient equipment upgrades	\$50,000				
o. Other: LEED & Bldg Commissioning	\$50,000				
<b>Subtotal: CONSTRUCTION COSTS</b>	<b>\$13,769,670</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>2. OTHER PROJECT COSTS</b>					
a. Land/existing facility acquisition*					
b. Professional Fees					
1) Planning/programming/Ed Specs	\$30,000				
2) A/E fees	\$800,000				
3) Inspection Services/Threshold Bldg	\$90,000				
4) On-site representation	\$0				
5) Additional prof. services	\$80,000				
c. Testing/surveys	\$25,000				
d. Permit/Misc. Fees*	\$30,000				
e. AE Bldg Commissioning	\$60,000				
f. Movable equipment/furnishings	\$1,850,272				
<b>Subtotal: OTHER PROJECT COSTS</b>	<b>\$2,965,272</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL: COSTS BY YEAR (1+2)</b>	<b>\$16,734,942</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

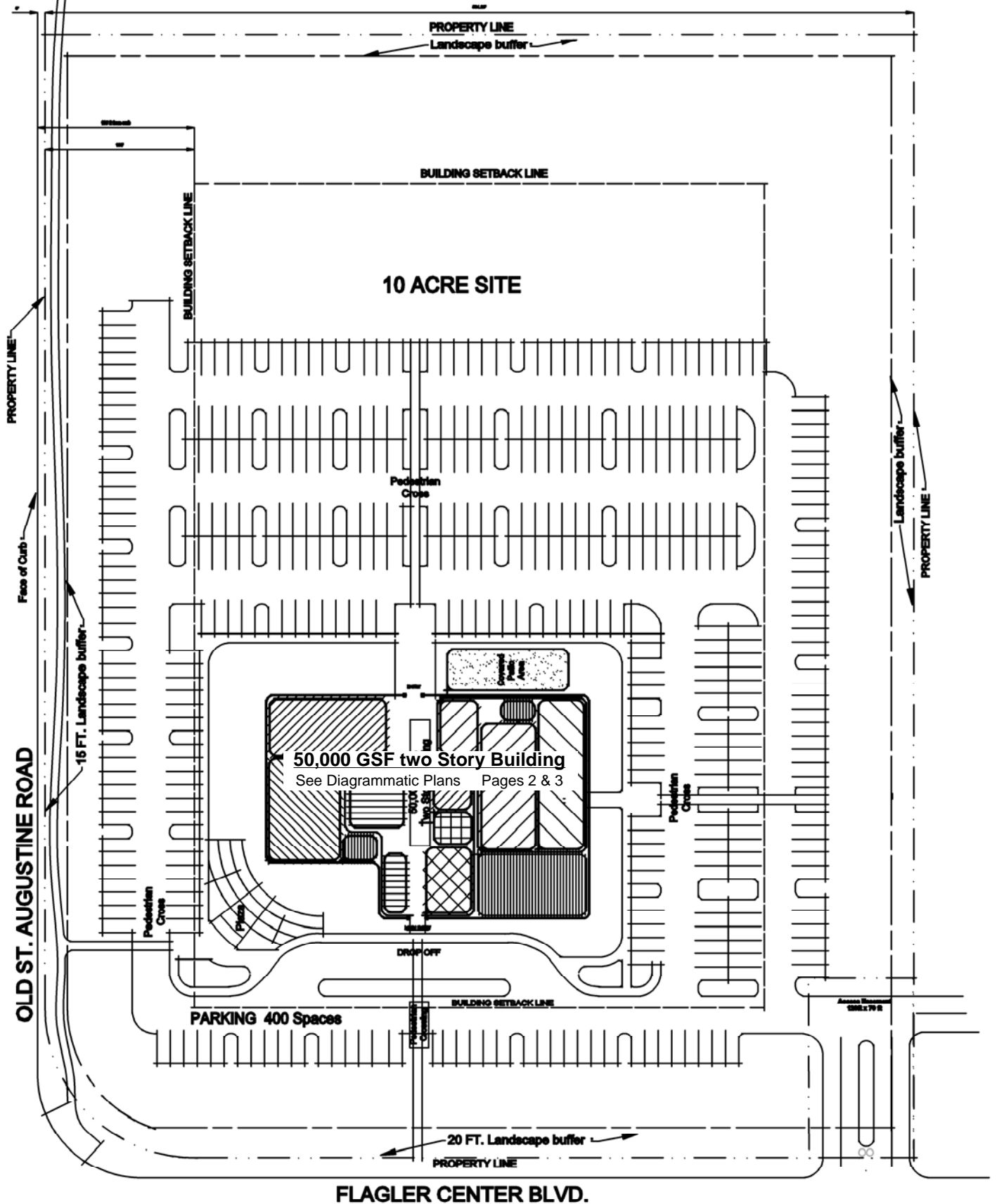
\*As needed

<b>Additional Funding Sources</b>		<b>PECO Appropriations to Date:</b>	
<b>Year/Source</b>	<b>Amount</b>	<b>Year</b>	<b>Amount</b>
<b>TOTAL:</b>	<b>-</b>	<b>TOTAL:</b>	<b>-</b>

<b>Projected Costs</b>	
<b>Year</b>	<b>Amount</b>
<b>FY 17-18</b>	
<b>FY 18-19</b>	
<b>FY 19-20</b>	
<b>FY 20-21</b>	
<b>TOTAL:</b>	<b>-</b>

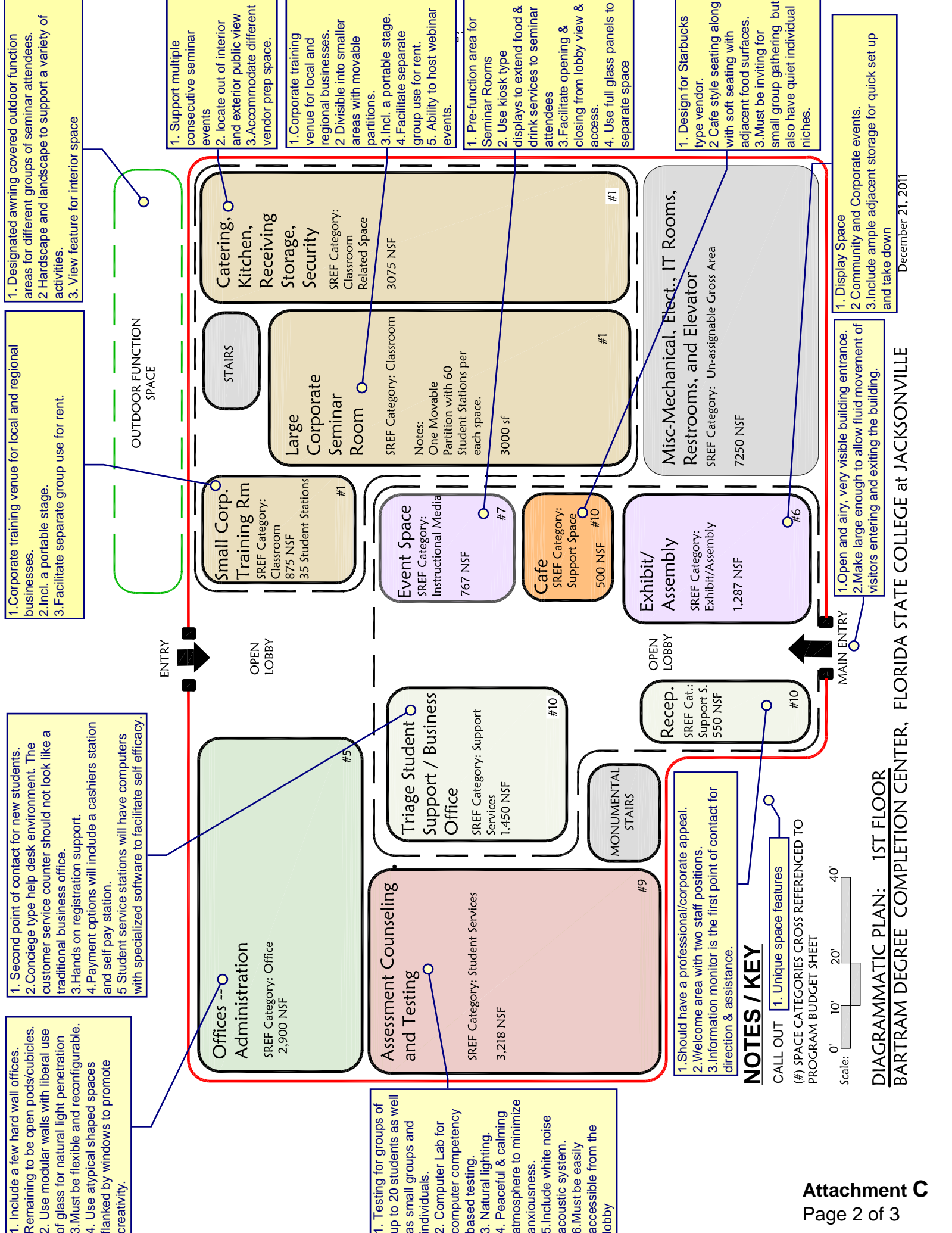
**TOTAL PROJECT COSTS      \$16,734,942**

FLORIDA EAST COAST RAILROAD



**PRELIMINARY CONCEPT SITE PLAN - OPTION D**

**BARTRAM DEGREE COMPLETION CENTER**  
Florida State College at Jacksonville 12-22-11



1. Corporate training venue for local and regional businesses.  
 2. Incl. a portable stage.  
 3. Facilitate separate group use for rent.

1. Designated awning covered outdoor function areas for different groups of seminar attendees.  
 2. Hardscape and landscape to support a variety of activities.  
 3. View feature for interior space

1. Support multiple consecutive seminar events  
 2. locate out of interior and exterior public view  
 3. Accommodate different vendor prep space.

1. Corporate training venue for local and regional businesses.  
 2. Divisible into smaller areas with movable partitions.  
 3. Incl. a portable stage.  
 4. Facilitate separate group use for rent.  
 5. Ability to host webinar events.

1. Pre-function area for Seminar Rooms  
 2. Use kiosk type displays to extend food & drink services to seminar attendees  
 3. Facilitate opening & closing from lobby view & access.  
 4. Use full glass panels to separate space

1. Design for Starbucks type vendor.  
 2. Cafe style seating along with soft seating with adjacent food surfaces.  
 3. Must be inviting for small group gathering but also have quiet individual niches.

1. Open and airy, very visible building entrance.  
 2. Make large enough to allow fluid movement of visitors entering and exiting the building.

1. Display Space  
 2. Community and Corporate events.  
 3. Include ample adjacent storage for quick set up and take down

1. Second point of contact for new students.  
 2. Concierge type help desk environment. The customer service counter should not look like a traditional business office.  
 3. Hands on registration support.  
 4. Payment options will include a cashiers station and self pay station.  
 5. Student service stations will have computers with specialized software to facilitate self efficacy.

1. Testing for groups of up to 20 students as well as small groups and individuals.  
 2. Computer Lab for computer competency based testing.  
 3. Natural lighting.  
 4. Peaceful & calming atmosphere to minimize anxiousness.  
 5. Include white noise acoustic system.  
 6. Must be easily accessible from the lobby

1. Should have a professional/corporate appeal.  
 2. Welcome area with two staff positions.  
 3. Information monitor is the first point of contact for direction & assistance.

1. Unique space features  
 (#) SPACE CATEGORIES CROSS REFERENCED TO PROGRAM BUDGET SHEET

1. Corporate training venue for local and regional businesses.  
 2. Incl. a portable stage.  
 3. Facilitate separate group use for rent.

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 2. Divisible into smaller areas with movable partitions.  
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1. Collaborative learning environment with writable white board surfaces throughout.  
 2. Open computer area for collaborative teamwork.  
 3. Adaptable study pods with glass walls in select areas.  
 4. Pervasive Internet connectivity available (Both hard wired & wireless)

1. Multi disciplinary science labs.  
 2. Set up to accommodate a variety of science programs.  
 3. Support multiple consecutive lab exercises & tests for individual student needs

1. Use systems furniture with no hard walls.  
 2. Must be flexible and reconfigurable.  
 3. Create fluid open zones for informal meetings and locate near classrooms.  
 4. Create work areas with casual soft comfortable seating for lounge effect.

1. Encourage collaboration and teamwork with appropriate furniture and movable walls.  
 2. Include latest AV & computer systems to support group work.  
 3. Use white sound to mask background noise.

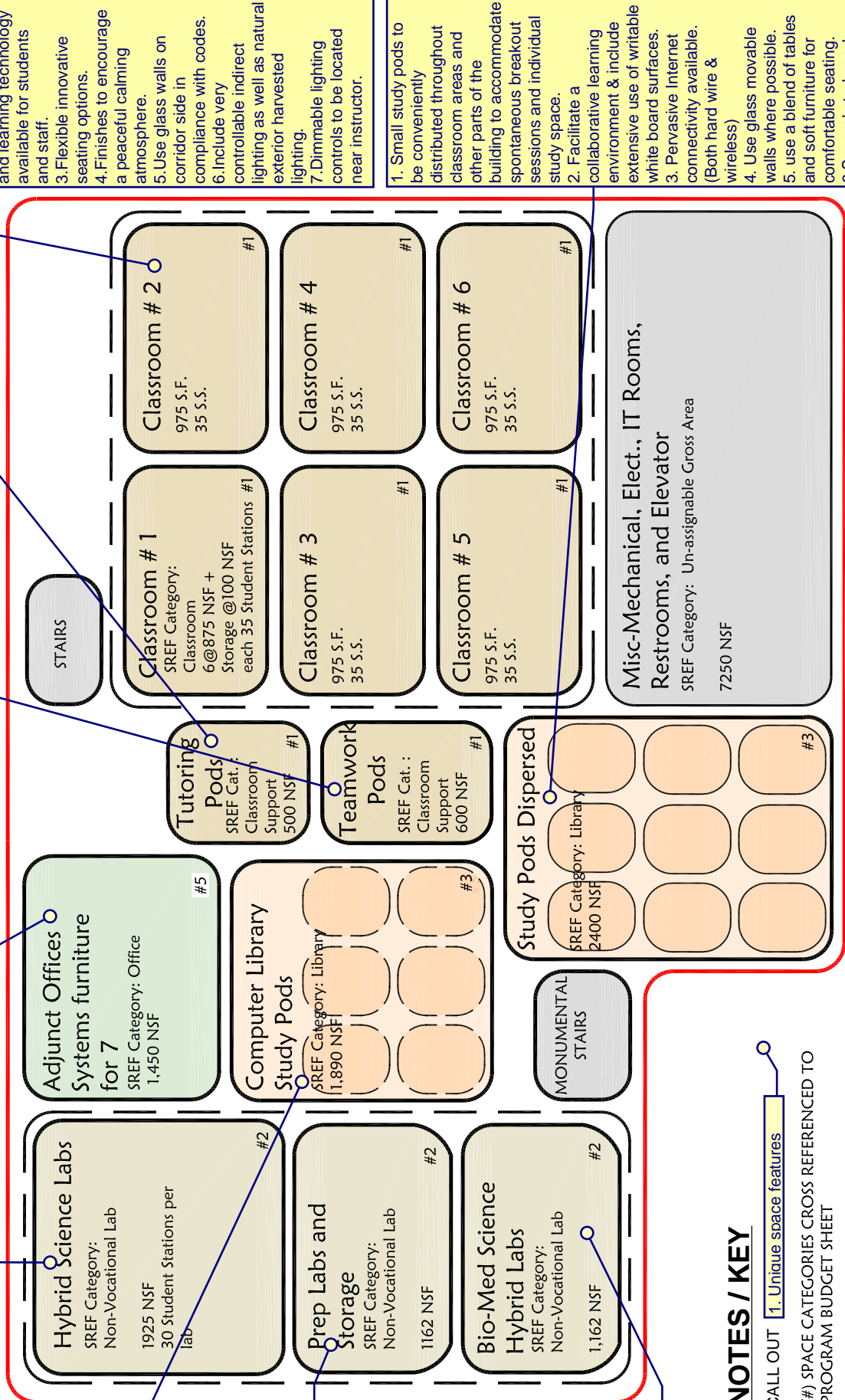
1. Accommodate one-on-one advisor to student interaction and meetings  
 2. Furnish privacy option for student preference.  
 3. Have ability to tutor small groups as well.

1. Typical of six: Classes will be hybrid delivery with varying portions of face to face in-class instruction and the remaining as individual on line.  
 2. Classrooms to have state of the art teaching and learning technology available for students and staff.  
 3. Flexible innovative seating options.  
 4. Finishes to encourage a peaceful calming atmosphere.  
 5. Use glass walls on corridor side in compliance with codes.  
 6. Include very controllable indirect lighting as well as natural exterior harvested lighting.  
 7. Dimmable lighting controls to be located near instructor.

1. Lab manager space to store and prepare lab kits.  
 2. Include cleaning area and equipment needed to accommodate through put.  
 3. Meet SREF requirements for storing chemicals.  
 4. Ample storage needed for a broad range of equipment and supplies for science lab instruction

1. Hybrid Bio-Med programs will include Biochemistry, Microbiology, Microbial Physiology & Genetics, Virology, Cell biology and Molecular biology  
 2. Select lab exercises will maximise the use of computer simulation when possible.  
 3. Gas, water & electric must be easily available at each bench to support typical Bio-Med equipment and lab exercises.  
 4. Include access to reffrig, incubators, fume hoods, drying areas, autoclaves & dishwashers.

1. Small study pods to be conveniently distributed throughout classroom areas and other parts of the building to accommodate spontaneous breakout sessions and individual study space.  
 2. Facilitate a collaborative learning environment & include extensive use of writable white board surfaces.  
 3. Pervasive Internet connectivity available. (Both hard wire & wireless)  
 4. Use glass movable walls where possible.  
 5. Use a blend of tables and soft furniture for comfortable seating.  
 6. Several study pods should be designed to accommodate science lab students.



**NOTES / KEY**

CALL OUT 1. Unique space features  
 (#) SPACE CATEGORIES CROSS REFERENCED TO PROGRAM BUDGET SHEET



DIAGRAMMATIC PLAN: 2ND FLOOR  
 BARTRAM DEGREE COMPLETION CENTER, FLORIDA STATE COLLEGE at JACKSONVILLE

December 21, 2011

# BARTRAM DEGREE COMPLETION CENTER

FACILITIES PLANNING, DESIGN AND CONSTRUCTION SCHEDULE

Florida State College at Jacksonville

1-13-12

Number	Task	Resource	Start	End	Duration	2011				
						December	January	February	March	April
1	<b>First Year Funding</b>		12/1/2011	9/30/2012	217					
2	Refine & Update Bldg Program	Campus Staff & Facilities	12/1/2011	1/5/2012	25					
3	Prepare RFQ for A/E Services	Fac. /Purchasing	12/1/2011	1/10/2012	28					
4	Advertise RFQ for A/E Services	Fac. /Purchasing	1/19/2012	2/13/2012	17					
5	RFQ Evaluation, Interviews and Award	Evaluation Committee & DBOT	2/14/2012	3/6/2012	15					
6	Complete Ed Specs, Design & Permit all phases-	Architect/Engineers	3/13/2012	8/31/2012	123					
7	Submit Plans to Flagler Dev. , City Of Jax 10 set and SJWMD for Review & Approval	Architect/Engineers	6/7/2012	7/23/2012	32					
8	Submit Plans to DOE for review and approval	Architect/Engineers	8/31/2012	10/1/2012	21					
9	Incorporate comments & finalize bid docs	Architect/Engineers	10/2/2012	10/16/2012	10					
10	<b>Second Year Funding</b>	<b>TBD</b>	10/1/2012	9/27/2013	259					
11	Bid Phase 1 Construction-- Sitework	Fac. /Purchasing	10/23/2012	11/27/2012	25					
12	Award & Construct Phase 1- Sitework - 5 Months	DBOT /Contractor	12/6/2012	6/15/2013	137					
13	Modify Monument Sign	Contractor	4/28/2012	5/30/2012	22					
14	<b>Third Year Funding</b>	<b>TBD</b>	9/1/2013	8/29/2014	259					
15	Bid Phase 2- Building	Fac. /Purchasing	9/2/2013	10/8/2013	26					
16	Award & Construct Phase 2- Building Construction 9 month const. period	Contractor	11/10/2013	8/10/2014	195					
17	<b>Fourth Year Funding</b>	<b>TBD</b>	9/1/2014	3/3/2015	131					
18	Bid Phase 3- FF&E	Fac. /Purchasing	9/1/2014	10/1/2014	22					
19	Award Contract & Order Furniture and Equipment & Install (10 weeks)	DBOT/ Vendors	10/10/2014	12/18/2014	49					
20	Owner Move -in	Faculty and Staff	12/19/2014	1/4/2015	11					

Note: The College may finance the project to facilitate one construction phase. The schedule will be adjusted accordingly.

SCHEDULE

Attachment D

**MINORITY OUTREACH EFFORTS STATEMENT FORM**  
for  
**Architectural, Engineering and  
Construction Administrations Services for the  
Bartram Degree Completion Center**

(Please submit with your Proposal)

Date: \_\_\_\_\_

Project: **Bartram Degree Completion Center**

The following statements are provided as part of the qualifications submitted by (Name & Address of Architect):

The College has a minority outreach monitoring program where the College annually reports to the State of Florida Dept of Education (DOE) its expenditures with women and minority owned businesses. The resultant A/E contract will be awarded to the most qualified applicant.

Your company's responses to the following list of statements and questions will advise the College of your company's efforts to solicit and obtain minority sub-consultant participation. This list is not exclusive or exhaustive. The College will evaluate the variety, quantity and intensity of your company's efforts to obtain participation by minority and women owned firms. It is important that you respond to each item. Provide your comments in the Remarks Section below.

- Identify all contract areas that will be sub-consulted or self-performed. Specify the approximate dollar value of each area.
- Specify your company's efforts to solicit women/ minority owned (WMBE) and service disabled veteran owned sub-consultants for each item and/or category to be subcontracted. Indicate the name and addresses of subconsultants/subcontractors solicited and those that are women/minority owned. This will permit the College to monitor percentage of w/mbe firm(s) solicited.
- State whether or not your company sought wmbes and service disabled veteran owned sub-consultants through advertisement with the local media.
- Identify areas that can be performed by w/mbe and service disabled veteran owned sub-consultants that will increase minority participation. Consider, where appropriate, dividing the contract into economically feasible units to facilitate minority participation.
- Indicate how your company provided interested wmbes and service disabled veteran owned firms with adequate information about the specifications and requirements of this RFQ.

**Remarks** (Use additional pages, if needed):

**ATTACHMENT E**

**Page 1 of 2**

List your sub-consultants by contract areas that will be used on projects under this contract. (If a contract area is self-performed, so indicate):

SUB-CONSULTANTS – MINORITY, NON MINORITY & SERVICE DISABLED VETERAN			
NAME OF COMPANY	ADDRESS	CONTRACT AREA	MT*

**\* Minority Type:**

- |      |                    |      |                          |     |                      |
|------|--------------------|------|--------------------------|-----|----------------------|
| M-1  | Black American Man | M-2  | Hispanic American        | M-3 | Asian American       |
| M-4  | Native American    | M-5  | Native Hawaiian          | M-6 | Small Business       |
| M-7  | Disabled           | M-8  | American Woman           | M-9 | Black American Woman |
| M-10 | Not Minority       | M-11 | Service Disabled Veteran |     |                      |

**Note: M-4 includes Aleut and Eskimo**

The undersigned declares that he has fully investigated each sub-consultant listed and has received and has in his files evidence that each such entity maintains a fully equipped organization capable, technically and financially, of performing the pertinent work, and that he has made similar installations/providing equipment in a satisfactory manner, and that no employees of the prime firm or sub-consultants are also currently employed by the College.

In witness whereof, the proposer has hereunto set his signature and affixed his seal this \_\_\_\_ day of \_\_\_\_ Ad, 2012.

\_\_\_\_\_ (SEAL)

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

**QUALIFICATION SUBMITTAL FORMAT**  
for  
**Architectural, Engineering and  
Construction Administrations Services for the  
Bartram Degree Completion Center**

**FSCJ RFQ NO.: 2012C-43**

**Date Prepared: \_\_\_\_\_, 2012**

Qualification Submittals will be presented in the following format. Joint Ventures must provide all information one each partner except for paragraphs 3.01, 3.02, 3.03, and 3.04 which may be presented jointly. Amplifying information may be included in paragraph 5.00 or additional tabs.

**1.00 TEAM BACKGROUND**

**1.01 Firm or Joint Venture (F/JV):**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

Federal I.D. # \_\_ - \_\_\_\_\_

**1.02 Two Points of Contact within the F/JV:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

**1.03 Entity Making Submittal:** \_\_\_ Parent Company \_\_\_ Subsidiary \_\_\_ Division \_\_\_ Branch Office \_\_\_ Other:

**1.04 Type of F/JV:** \_\_\_ Corporation \_\_\_ Partnership \_\_\_ Sole Proprietorship \_\_\_ Joint Venture \_\_\_ "S" Corporation \_\_\_ Other:

**1.05 Year F/JV Established:** \_\_\_\_.

**1.06 F/JV's Number of Years A/E Experience**

**ATTACHMENT F**

**Page 1 of 5**

**1.07 Parent Company:** Indicate N/A, if not applicable.

Name:

Street Address:

City:

State & Zip Code:

Phone/FAX:

**1.08 Former Names:** Listed below are all the names under which the F/JV has done business. (Indicate N/A, if not applicable).

**1.09 Distance from Firm's Current Office to Administrative Offices (501 W. State St. Jacksonville, FL. 32202:**

- a) Prime Entity = \_\_\_\_\_ miles
- b) Sub Consultant = \_\_\_\_\_ miles
- c) Sub Consultant = \_\_\_\_\_ miles
- d) Sub Consultant = \_\_\_\_\_ miles

**1.10 History in Project Performance in Cost and Schedule**

Project	Original/Final Contract Amount		Planned Completion/Actual Completion Date		Client's Name, Title, Address and Phone Number

**1.11 Professional Certifications:**

Tab A – Florida Professional Registration Certificates. Attach certificates for each discipline for which you are applying.

Tab B – Certificate of Corporate Authorization showing validation date and designation of professional or profession qualifying the corporation to practice in the various disciplines.

**1.12 Projects Completed:**

Tab C - (Architects-Engineer Qualifications – Standard Form 330 Part 1) Contract Specific Qualifications.

Tab D - (Architect-Engineer Qualifications – Standard Form 330 Part 2) General Qualifications.

**1.13 Judgments, Claims, and Lawsuits:**

Has any principal (owner, partner or officer) of the F/JV been involved as **plaintiff or defendant** in any judgment, claims, or lawsuits related to their professional services during the past 8 years? \_\_\_yes, \_\_\_ no. If yes, provide an explanation in paragraph 5.00 below. Include current status of past, present and pending judgments, claims, and lawsuits filed **by or against** the F/JV or any principal thereof.

**1.14 Principals:** List name, position, years with firm (YWF) and years of experience by discipline (YEED):

NAME	POSITION	YWF	YEED
------	----------	-----	------

**1.15 Suspensions or Debarments:**

Has any principal of the F/JV ever been debarred or suspended by any federal, state, or local agency? yes \_\_\_ no\_\_\_. If yes, provide an explanation in paragraph 5.00 below.

**2.00 FINANCIAL CAPABILITY**

**2.01 Profit and Loss Statement:**

Tab E is a copy of the F/JV's most recent profit and loss statement for the latest full year prior to the date of this Qualification Submittal. The Statement is for the \_\_\_ F/JV \_\_\_ Parent Company. If "short listed", the College shall retain the right to require submittal of an audited recent financial statement. If an "S" corporation proposers are allowed to submit a letter from your CPA documenting your company's financial status over the past full year in lieu of submitting a profit and loss statement.

**2.02 Insurance:**

The Professional Liability Insurance Certificate(s) to meet the limits of attachment "K" and /or letter from your insurance agent defined in attachment "K" for this F/JV is (are) at Tab F.

**2.03 Banking:**

Tab G is a letter from your bank stating: (1) how long the F/JV has been doing business with the bank; (2) average balance (in general terms); (3) extent of credit available and terms of availability; (4) the bank's rating of the F/JV as a customer; and (5) the name and phone number of bank officials that can be contacted by the Selection Committee.

**3.00 MANAGEMENT**

**3.01 F/JV Organizational Data:**

The organization chart for the F/JV is attached to the SF330 Part 2 (Tab D).

**3.02 Project Staffing Data:**

The organization chart of the Project Team is attached to the SF330 Part 1 (Tab C). Biographical data on key members of the Team is in Section E of the SF330. The proposed Team shall be expected to execute the project barring unforeseen circumstances.

**3.03 Joint Venture:**

This \_\_\_ is \_\_\_ is not a joint venture. (If a joint venture, briefly describe the participation of each partner in Paragraph 5.00 below).

**3.04 References:**

Related References for projects completed by the F/JV are in Section F of the SF330 (Tab C). Additional references, if any, are listed paragraph 5.00 below.

Company/Client	Company/Client Address	Contact Name	Contact Number
1.			
2.			
3.			

**4.00 MINORITY PARTICIPATION**

Tab H is the F/JV's signed "Minority Outreach Efforts Statement" form.

The F/JV \_\_\_ has \_\_\_ has not been certified by the State of Florida Office of Supplier Diversity (OSD) as a Minority/Women Owned and Controlled Business Enterprise (W/MBE), (If so, a copy of the OSD W/MBE certificate is attached to the "Certificate of Corporate Authorization" in Tab B).

If applicable, additional information on the F/JV's support or use of W/MBE's is include in Section 5.00 below.

**5.00 Remarks and Additional Information:**

Use this space and additional sheets to amplify any of the above information. Additional information can also be attached as tabs. Enter "None" if no additional information or tabs are provided.

**6.00 ACKNOWLEDGEMENT**

The undersigned acknowledge that:

- If any information provided by the applicant(s) is found to be, in the opinion of the Selection Committee, substantially unreliable as deemed in the best interest of the College, that application may be considered non-responsive.
- The College reserves the right to reject any portion or all Qualification Submittals, to re-solicit or not, and to waive informalities as deemed in the best interest of the College.
- The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their grand total scores earned (1) based on the information provided herein, (2) in response to interview questions and (3) the results of reference checks.
- It is understood that this document must be delivered to the Associate Vice President of Purchasing, and Business Services, Florida State College at Jacksonville, 501 West State Street, Suite 305A, Jacksonville, Florida 32202 not later than **2:00 P.M.EST, 2/13/12.**



**7.00 SIGNATURE AND CERTIFICATION**

Under penalty or perjury, the undersigned declares, certifies, verifies, and states to the best of his or her knowledge and belief, that the above and attached information is true, correct, and complete.

Failure to submit a signed submittal shall result in your submittal being deemed non-responsive.

Signature of Authorized Officer / Date

Signature of Witness / Date

\_\_\_\_\_  
Typed Name of Authorized Officer

\_\_\_\_\_  
Typed Name of Witness

\_\_\_\_\_  
Typed Title of Authorized Officer

\_\_\_\_\_  
Typed Title of Witness

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Firm

**Attachments to Qualification Submittal** (attach additional tabs, as needed):

**TAB TITLE**

- A Florida Professional Registration Certificates
- B Certificate of Corporate Authorization and if appropriate Minority Business Enterprise Certificate.
- C A-E Qualifications – SF330 Part 1: Contract Specific Qualifications with organization chart of the Project Team.
- D Architect-Engineer Qualifications – SF330 Part 2: General Qualifications with organization chart for the F/JV.
- E Profit and Loss Statement/CPA Letter to meet #2.01 requirements.
- F Insurance Certificate(s)/Letter to the limits defined in Attachment “K” to meet #2.02 requirements.
- G Banking letter to meet section #2.03 requirements
- H Minority Outreach Good Faith Effort Statement (Attachment “E”) to meet #4.00 requirements.

**PROFESSIONAL SERVICES SPECIFICATIONS**  
for  
**Architectural, Engineering and  
Construction Administrations Services for the  
Bartram Degree Completion Center**

**Scope:** Selected firm(s)/Joint Venture(s) selected will be responsible for providing engineering, architectural, design and construction contract administration services for the Bartram Degree Completion Center.

**Minimum Qualifications:**

- Current State of Florida Professional registration in the design services to be provided.
- Current State of Florida Certificate of Corporate Authorization.

**Preferred Qualifications:**

- Experience with State Requirements for Educational Facilities (SREF).
- Experience with similar projects \$10 - \$20 million.
- Firms demonstrating effective use of Building Information Modeling.

**Responsibilities:** Selected firm(s) or joint venture(s) will be responsible for providing all of the following services through their office or through their consulting engineer's office. (Refer to Attachments B & C for more detailed description of the scope of work.)

- Space Planning
- Writing Educational Specifications
- Architectural programming, planning, design and contract administration
- Interior Design of interior finishes and furniture
- Structural Engineering planning, design and contract administration
- Mechanical Engineering planning, design and contract administration
- Electrical Engineering planning, design and contract administration
- Audio Visual teaching and learning systems design
- Landscaping and Irrigation
- Life Cycle Analysis
- Life Cycle Cost design and engineering
- Civil Engineering
- Cost Estimating
- As-Built Drawings
- LEED Planning and SILVER Certification
- Post-Construction Inspection
- Building Commissioning

**Who should apply:**

- Large and small firms qualified to provide any or all the services listed under responsibilities above.
- Minority/women owned and controlled business enterprises (W/MBE), service disabled veteran owned businesses and joint ventures are encouraged to apply.

**ATTACHMENT G**

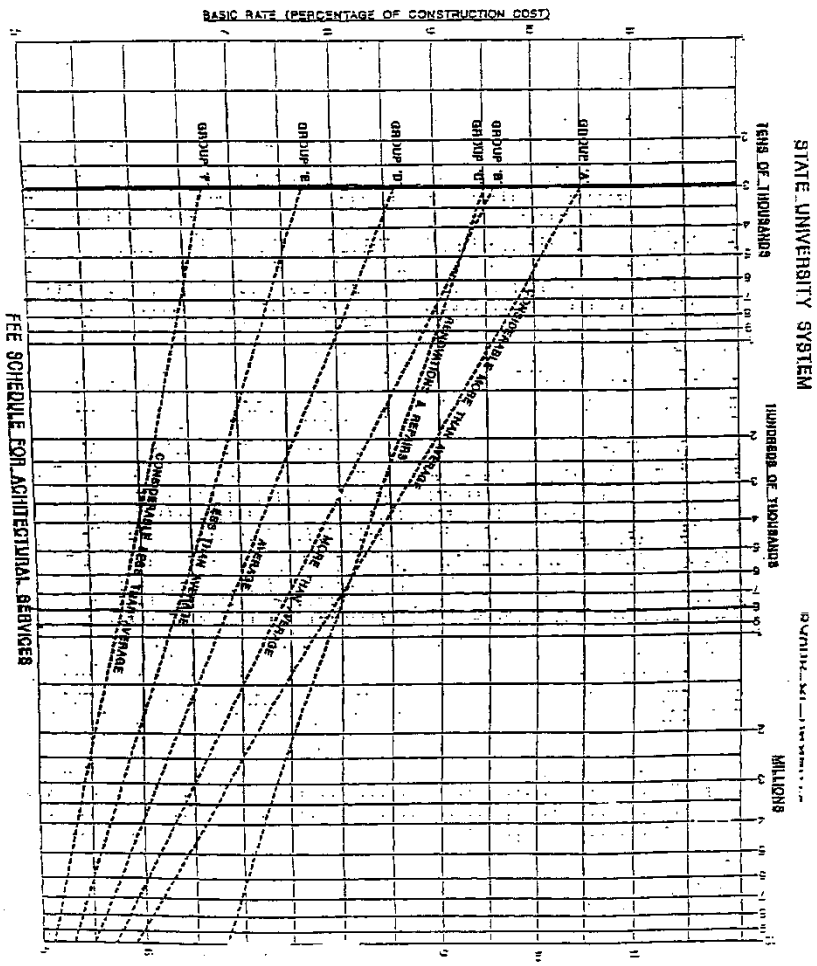
**Page 1 of 1**



STATE UNIVERSITY SYSTEM  
BOARD OF REGENTS  
Architects Fee Schedule of Project Complexity  
Based on Type of Project

<b>Group A</b>	<b>CONSIDERABLY MORE THAN AVERAGE COMPLEXITY</b> laboratories, hospitals, performing arts centers, recording studios and media production studios $\% = 18.7261 - (1.8323 \times \log X)$ X = const. budget
<b>Group B</b>	<b>MORE THAN AVERAGE COMPLEXITY</b> repetitive teaching laboratories, basic health care facilities, theaters, student unions, special purpose classrooms, libraries, auditoriums, museums, food service facilities, arenas and natatoriums $\% = 16.4118 - (1.5303 \times \log X)$ X = const. budget
<b>Group C</b>	<b>REPAIRS AND RENOVATIONS</b> miscellaneous repairs and renovations, alterations to office space or dormitory space and fire code and corrective work $\% = 14.2914 - (1.0702 \times \log X)$ X = const. budget
<b>Group D</b>	<b>AVERAGE COMPLEXITY</b> general office space, repetitive classroom space, gymnasiums, factory buildings, student housing, specialized parking structures and stadiums $\% = 14.1013 - (1.2288 \times \log X)$ X = const. budget
<b>Group E</b>	<b>LESS THAN AVERAGE COMPLEXITY</b> service garages, office buildings with undefined interior space (open for later partitioning) and parking structures $\% = 11.7968 - (.9281 \times \log X)$ X = const. budget
<b>Group F</b>	<b>CONSIDERABLY LESS THAN AVERAGE COMPLEXITY</b> storage facilities $\% = 9.5107 - (.6301 \times \log X)$ X = const. budget

2/22/86



**SELECTION COMMITTEE EVALUATION CRITERIA WORKSHEET**  
**for**  
**“BARTRAM DEGREE COMPLETION CENTER”**

<b>MAXIMUM SCORE ITEM NUMBER</b>	<b>Written Submittal Part 1</b>					<b>100</b>	<b>Interviews Part 2</b>						<b>200</b>	<b>Remarks</b>
	<b>25</b>	<b>25</b>	<b>10</b>	<b>10</b>	<b>30</b>		<b>10</b>	<b>10</b>	<b>40</b>	<b>40</b>	<b>100</b>			
	<b>Professional Qualifications</b>	<b>Related Projects : Expeience</b>	<b>Proximity</b>	<b>Financial</b>	<b>Project Staffing</b>		<b>Total Written Submittal Score</b>	<b>Backlog</b>	<b>Finalist References</b>	<b>Understanding of the Project</b>	<b>Proposed Approach/Methods</b>	<b>Total Interview Score</b>		

# **ATTACHMENT J**

## **CONTRACT TO BE PROVIDED TO SHORT LISTED RFQ FINALISTS**

**ATTACHMENT J**

**Page 1 of 1**

## **INSURANCE REQUIREMENTS TO COLLEGE ARCHITECTS AND ENGINEERING (A/E) CONTRACTS**

- 1.** To be responsive, prime A/E firms shall submit with their qualifications submittal a statement on your insurers letterhead that the agency/underwriter agrees that if awarded a resultant contract from this solicitation that they will have an AM Best rating of A- or greater with a class size of VII or above and will underwrite insurance policies and provide the College evidence of insurance to meet at a minimum all the insurance limits defined in this Attachment “K” which will be incorporated into any resultant contract.
  
- 2A. STATEMENT OF PURPOSE**

The Florida State College at Jacksonville (FSCJ) enters into agreements and contracts for A/E services. Resultant prime A/E agreements or contracts shall contain risk management/insurance terms as defined herein. The following terms and requirements shall be included.
  
- B. PARTIES**

College – Florida State College at Jacksonville.  
Other Party - The Other Party(ies) to the agreement contract (i.e. the A/E Firm).
  
- C. COLLEGE DEFINED**

The term College (wherever it may appear) is defined to mean the Florida State College at Jacksonville itself, (a political subdivision of the State of Florida) its Board, officers, employees, volunteers, representatives and agents.
  
- D. OTHER PARTY DEFINED**

The term Other Party (wherever it may appear) is defined to mean the other person or entity which is a party to the resultant agreement or contract, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents.
  
- E. PAYMENT ON BEHALF OF COLLEGE**

The Other Party agrees to pay on behalf of the College, and to pay the cost of the College’s legal defense, as may be selected by the College, for all claims described in the Hold Harmless paragraph.

Such payment on behalf of the College shall be in addition to any and all other legal remedies available to the College and shall not be considered to be the College’s exclusive remedy.
  
- F. LOSS CONTROL/SAFETY**

Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees, and property. The Other Party shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected. The College may order work to be stopped if conditions exist that present immediate danger to persons or property.

The Other Party acknowledges that such stoppage will not shift responsibility for any damages from the Other Party to the College.

**G. INSURANCE - BASIC COVERAGES REQUIRED**

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the College, on policies and with insurers with an AM Best rating of A- or greater that have a class size of VII or above acceptable to the College.

These insurance requirements shall not limit the liability of the Other Party. The College does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation, the Other Party waives its right of recovery against the College, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the College and may be disapproved by the College. They shall be reduced or eliminated at the option of the College. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the College shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of College, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

**H. ADDITIONAL INSURED**

Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the College as an additional insured for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the Other Party's acts or omissions; or the acts or omissions of those acting on the Other Party's behalf; in the performance of the Other Party's ongoing operations for the College. The preferred Commercial General Liability coverage endorsement is ISO Form CG 20 10.

**I. WORKERS COMPENSATION COVERAGE**

The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The Other Party shall also purchase any other coverage required by law for the benefit of employees.

**J. GENERAL, AUTOMOBILE AND EXCESS OR UMBRELLA LIABILITY COVERAGE**

The Other Party shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies of the Insurance Services Office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers Compensation Coverage section) and the total amount of coverage required.



**K. EXCESS OR UMBRELLA LIABILITY COVERAGE**

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it should be at least “following form” and shall not be more restrictive than the underlying insurance policy coverages.

**L. EVIDENCE/CERTIFICATES OF INSURANCE**

If awarded a resultant contract the A/E firm shall provide required insurance to be documented in Certificates of Insurance, including indication that the policy(s) has been endorsed to provide the College at least 30 days advance notice of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the College at least 15 days prior to coverage renewals.

If requested by the College, the Other Party shall furnish complete copies of the Other Party’s insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the College, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the College, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party’s obligation to fulfill the insurance requirements herein.

**PROFESSIONAL LIABILITY, MALPRACTICE AND/OR ERRORS OR OMISSIONS**

The College requires the following terms and types of insurance for professional, malpractice, and errors or omissions liability.

**M.  Hold Harmless**

The following replaces the previous Hold Harmless wording.

The College shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom arising out of performance of the agreement or contract, unless such claims are a result of the College’s sole negligence.

The College shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the College’s sole negligence.

**N.  Professional Liability/Malpractice/Errors or Omissions Insurance**

The Other Party shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of \$3,000,000 per occurrence.

If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

**3.** Pursuant to Florida Statute #725.08 “Design Professional Contracts”

A. “Design professional” means an individual or entity licensed by the state who holds a current certificate of registration under chapter 481 to practice architecture or landscape architecture, under chapter 472 to practice land surveying and mapping, or under chapter 471 to practice engineering, and who enters into a professional services contract.

B. “Professional services contract” means a written or oral agreement relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction, improvement, alternation, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement.

C. Notwithstanding the provisions of Florida Statute 725.06, if a design professional provides professional services to or for Florida State College at Jacksonville (College) professional services contract with the design professional that requires the design professional indemnify and hold harmless the College, and its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys’ fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.

Florida State College at Jacksonville is a member of the Florida College System.

Florida State College at Jacksonville is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ("SACS") to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.