

Florida Department of Corrections

PROFESSIONAL QUALIFICATIONS SUPPLEMENT (PQS)

PURPOSE:

The Professional Qualifications Supplement (PQS) is to provide information regarding the qualifications of interested firms to perform Architectural/Engineering services on projects being administered by the Florida Department of Corrections (FDC), in accordance with the requirements of section 287.055, F.S., "Consultants' Competitive Negotiation Act."

INSTRUCTIONS:

Type accurately; instruction numbers correspond to the numbers on the form; additional pages corresponding to any of the numbered items may be attached.

For the **APPLICANT ONLY**: Attach a copy of the current Florida Department of Business and Professional Regulation License(s) (DBPR) with the appropriate Board(s) for each of the license numbers listed in Number 3.

1. Complete the Project Number or Area Designation, and Project Name as it appears in the Public Announcement for Professional Services, advertised on the Vendor Bid System (VBS): http://myflorida.com/apps/vbs/vbs_search.criteria_form.
2. Provide the complete Firm Name of the applicant **as it appears on the Corporate Seal** (if your firm is incorporated), the Federal Employer Identification Number (FEIN), address, telephone and fax number of your office, and contact name. If your firm has two or more office locations, then list the address of the office from which the project(s) will be managed throughout the design and construction phases.
3. For the APPLICANT and the PROPOSED CONSULTANTS, place an "X" by the service(s) to be provided on the project. Enter the firm's appropriate DBPR license number. *If the firm is a corporation, enter the Florida Corporate Charter Number as issued by the , Florida Department of State, Division of Corporations.

*Use the license number in accordance with the name of the firm as presented on the firm's letterhead. Use individual license numbers only when applicable.

4. List, for the APPLICANT firm only, each project currently under contract including contracts as a consultant to another firm. For projects on hold for 12 months or longer, enter the fees remaining (unearned) in the Fees On Hold column. Attach a letter from the owner stating how long the project has been on hold and how much longer it is expected to remain on hold.

For all of the other projects, enter the fees (unearned) in the Fees Remaining column. Fees for additional services are to be included. Do not include fees to consultants. Projects shown as "On Hold," but for which a letter from the owner is not submitted, will be added to the Fees Remaining column. Divide the sum of the Fees Remaining column by the number of licensed personnel, graduate design professionals, lead draftsmen, specification writers and designers, but do not include draftsmen and CADD operators in the number of technical staff. Indicate the total number of current projects (including projects on hold).

- 5a. For the APPLICANT: List all active FDC commissions for **all** offices. Indicate total commissions on contract(s) executed for the periods noted. If none, indicate zero.
- 5b. Indicate the total number of Florida licensed personnel employed by your firm (this data is to be entered whether or not you have or have had contracts with FDC). Indicate the fee per person (licensed personnel) by dividing the total Fee Considered in 5a. by the number of licensed personnel. If 5a is zero, enter zero.
6. List projects comparable to this specific project and related experience accomplished by the applicant. Indicate name of project, completion date, project location, construction cost, and current phase of project, if applicable.
7. Designate the proposed project team key personnel for the applicant and consultants. For each individual listed, show their discipline(s) of licensure/training, their city of residence, and their primary office work location.
8. Sign and date the form; type the name and title of the individual signing.

NOTE: Public Records: The Contractor agrees to: (a) keep and maintain public records required by the Department in order to perform the service; (b) upon request from the Department’s custodian of public records, provide the Department 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 this chapter or as otherwise provided by law; (c) 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 Department; and (d) upon completion of the Contract, transfer, at no cost, to the Department all public records in possession of the Contractor or keep and maintain public records required by the Department to perform the service. If the Contractor transfers all public records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department’s custodian of public records, in a format that is compatible with the information technology systems of the Department. Pursuant to section 287.058 (1)(c), Fla. Stat., the Department is allowed to unilaterally cancel the Contract for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from section 24(a) of Art. I of the State Constitution and either section 119.07(1) or section 119.071, Fla. Stat.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor’s duty to provide public records relating to this Contract, contact the custodian of public records at:

Florida Department of Corrections

ATTN: Public Records Unit

501 South Calhoun Street

Tallahassee, Florida 32399-2500

Telephone: (850) 717-3605

Fax: (850) 922-4355

Email: CO.PublicRecords@fdc.myflorida.com

Disclosure of Reply Contents: All documentation produced as part of this selection shall become the exclusive property of the Department and may not be removed by the Respondent or its agents. All replies shall become the property of the Department and shall not be returned to Respondent. The Department shall have the right to use any or all ideas or adaptations of the ideas presented in any reply. Selection or rejection of a reply **shall** not affect this right.

Confidential, Proprietary, Or Trade Secret Material: The Department takes its public records responsibilities as provided under chapter 119, Florida Statutes and Article I, section 24 of the Florida Constitution, very seriously. If the Firm considers any portion of the documents, data or records submitted in response to this selection to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, the Firm must also simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department’s project name, project number, and the name of the responding Firm on the cover, and shall be clearly titled “Redacted Copy”. The Redacted Copy shall be provided to the Department at the same time the responding Firm submits its

response to the selection and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Firm shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret or otherwise not subject to disclosure. Further, the Firm shall protect, defend, and indemnify the Department for any and all claims arising from or relating to the Firm's determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Firm fails to submit a Redacted Copy with its response, the Department is authorized to produce the entire documents, data, or records submitted by the Firm in answer to a public records request for these records.

Identical Tie Responses: When evaluating bids/proposals/responses to solicitations, if the multiple Firms receive identical scoring, the Department shall determine the order of award using the criteria set forth in section 295.187, Fla. Stat.

1. Project Number or Area Designation: _____

Project Name _____

2. Firm Name (as shown on Corporate Seal): _____

Federal Identification Number (FEID): _____

Address of proposed office in charge: _____

Phone No.: _____ Fax No.: _____

Contact Name: _____

3. Indicate Services to be provided on the project:

<u>APPLICANT</u>			<u>PROPOSED CONSULTANTS</u>		
Service(s) Offered	FL State License No.	Corporate Charter No.	Name of Consultant	FL State License No.	Corporate Charter No.
Architectural					
Landscape Architecture					
Civil Engineering					
Electrical Engineering					
Mechanical Engineering					
Structural Engineering					
Land Surveying					
Other					

4. WORKLOAD FOR APPLICANT FIRM ONLY:

Define each project the APPLICANT is handling as of the deadline for the submittal on this selection (exclude portions of fees paid to Consultants). Specify number of all principals and technical staff in the firm (excluding staff drafting/CADD operators' personnel and Consultants). (For projects on hold for 12 months or longer, enter the fees remaining (unearned) in the Fees On Hold column. **Projects shown as "On Hold," but for which a letter from the owner is not submitted, will be added to the Fees Remaining column.**)

FEES FOR CURRENT PROJECTS

<u>Projects</u>	<u>Fees on Hold</u>	<u>Fees Remaining</u>
TOTALS	\$ _____	\$ _____

Total Persons (Principals & Technical Staff): _____
 Total Fees Remaining divided by Total Persons = \$ _____
 Number of Current Projects (including projects on hold): _____

5a. Fees of Applicant (excluding portions of fees paid to Consultants) under contract(s) with FDC, listed according to date of agreements for the periods noted as of July 1 of the current year.

Portion of Period	Total Fee	Factor	Fee Considered
(1) From July 1 to current date	\$ _____	x 1.0	\$ _____
(2) First year past (July 1-June 30) date	\$ _____	x 0.8	\$ _____
(3) Second year past (July 1-June 30) date	\$ _____	x 0.6	\$ _____
(4) Third year past (July 1-June 30) date	\$ _____	x 0.4	\$ _____
(5) Fourth year past (July 1-June 30) date	\$ _____	x 0.2	\$ _____

Total Fee Considered: \$ _____

5b. Number of Florida licensed personnel _____ Fee Per Person: \$ _____

6. **SPECIFIC RELATED EXPERIENCE** (projects of comparable type, size and complexity):

PROJECT	COMPLETION DATE	LOCATION	CONSTRUCTION COSTS	PHASE

7. **KEY PERSONNEL OF PROPOSED TEAM TO BE USED ON THE PROJECT:**

<u>NAME</u>	<u>DISCIPLINE OF LICENSE/TRAINING</u>	<u>CITY: RESIDENCE</u>	<u>CITY: LOCATION OF PRIMARY OFFICE</u>
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APPLICANT'S
Principal(s)-in-charge

Professional/Technical Staff

CONSULTANT(S) or in-house staff
Principal(s)-in-charge

Professional/Technical Staff

8. _____
Signature

Type Name and Title of Signer

Date