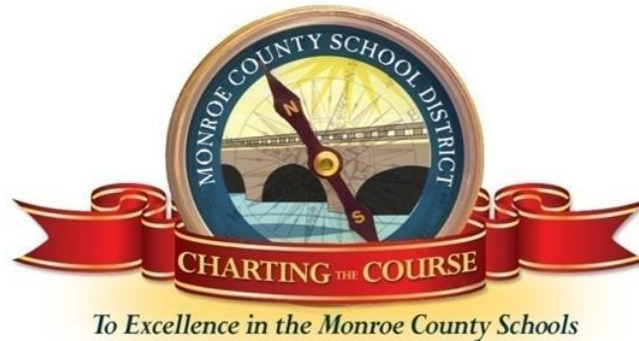


MARK T. PORTER
Superintendent of Schools



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DR. SUE WOLTANSKI

Bid No: RFQ 2020021

Name of Bid: SLS Architect / Engineer

Post Date: 3/25/20

Notice Post Time: 12:00 PM

Addendum No.1

1. **Note that the header on this document is incorrect. It should read 2020021 SLS Architect Engineer**
2. **Starting on page 9, please replace Section B #2-#12 with the attached questions:**

2. **RELATED PROJECT EXPERIENCE:** List five projects for which your firm has provided/is providing Architect/Engineer services which are most closely related to this project. In determining which projects are most related, consider List the projects in priority order with the most related project first. Consider size and complexity, how many members of the proposed team worked on the listed project, and how recently the project was completed and list:

- a. Construction cost
- b. Current phase of development
- c. Completion date
- d. Construction method (e.g. CMU, tilt wall, structural steel)
- e. Design type (e.g. courtyard, etc.)
- f. Location
- g. Owner's contact information

3. **EXPERIENCE:** For three of the projects listed describe the following:

- a. How your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.
- b. Conflicts/problems or potential conflicts/problems with the Owner or with contractors, and describe the methods used to prevent and/or resolve those conflicts/problems.
- c. Problems encountered with construction methods or materials, and describe how the problem was resolved.
- d. The methods by which your firm uses to monitor those projects. Include method for monitoring construction costs, change orders and construction schedule. Provide examples of any reporting/monitoring systems used.

4. **SCHOOL EXPERIENCE:** Applicant must have a clear understanding of the functional and operational aspects to be considered during design and construction of educational facilities.
 - a. Is applicant knowledgeable and proficient in complying with State Requirements for Educational Facilities (SREF)? Yes or No; List training/seminars proposed team members have attended, or other supporting documentation that verifies your knowledge and proficiency.
 - b. Is applicant knowledgeable and proficient in preparing Educational Programming Specifications? Yes or No; provide an example document.
 - c. Of your firm's volume of work performed in Florida, what percent is to design Florida K-12 schools? _____%
5. **ENERGY EFFICIENT:** Tell us about your commitment to developing a cost effective, energy efficient and healthy building. Give examples of green projects previously completed.
6. **CONTROL OVER PROJECTS:** For three of the projects listed describe the way your firm maintained quality control during the construction phase. Provide specific examples of :
 - a) Cost controls
 - b) Timeline controls
 - c) Techniques Used
7. **DESCRIPTION OF RESPONDENT:** Include a narrative description of the firm (or team or firms) to include at a minimum:
 - a. Respondents area of architectural specialization
 - b. Firm history
 - c. Honors and awards
8. **APPLICANT'S PERSONNEL:** List total number of firm's personnel by skill group (e.g. Architect, Draft person, Interior Design, Engineer, etc.).
 - a. Name all key personnel that will be part of the Architect/Engineer team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.
 - b. For each project listed under Item 2, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. If the team as a whole provided Architect/Engineer services for any of the projects listed indicate so.
9. **APPLICANT'S CONSULTANTS:** Name any consultants which are included as part of the proposed team.
 - a. Describe each consultant's proposed role in the project and its related experience.
 - b. List projects on which your firm has worked with the consultant in the past five years.
 - c. The Architect/Engineer is with whom the School Board would contract and all other firms shown as team members would be consultants to the Architect/Engineer.
10. **INSURANCE:** Attach proof of Professional Liability Insurance written for limits not less than \$1,000,000.
11. **LICENSES:** Proposers must be authorized to do business in the State of Florida and must possess all required registration(s), certification(s) and license(s) in accordance with all applicable Florida Statutes, ordinances, regulations, and/or Board Policies.
 - a. All required business-related documents shall be included in the RFQ.
 - b. Attach a reproduction of the current Florida Registration Certificate. Copies of all should be included.
12. **REFERENCE FORM (Appendix B)**

13. JOINT VENTURES:

- a. Is the applicant a joint venture? Yes No
- b. If so, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal.

14. FINANCIAL RESPONSIBILITY:.

- a. How many years has your firm has been providing Architectural/Engineering services?
- b. What is the firm's form of business (e.g. proprietorship, partnership, corporation)?
- c. Provide bank references and any other information the applicant may wish to supply to verify financial responsibility.