

Submittal Guidelines
RFQu #24-018 Daytona State College
DeLand Campus Building 8 Emergency Services Training Center Remodel

Instructions:

Please provide six (6) hard copies and one electronic version.

Number each page consecutively, including the letter of interest, attached Architectural/Professional Services (APS) forms, questions & answers, and all attachments, licenses, resumes, supplemental information, etc. The entire proposal shall be limited to twenty-five (25) double-sided 8 ½ x 11 legible pages. Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included on those pages. Any pages over the stated limit will not be considered as part of the application.

Download and use the specific project forms where called out. **DO NOT FILL IN FORMS BY HAND EXCEPT WHERE SIGNATURE IS REQUIRED.**

Enclose copies of current Florida licenses for the applicant and all consultants.

Each section should be tabbed using the following:

Tab 1. Required Documents

- A. Sign and notarize the provided **form APS-0**
- B. Letter of Interest (*limited to one two-sided page*)
- C. Attach an audited or reviewed financial statement prepared and signed by a public accountant certified in the State of Florida, including latest balance sheet and income statement showing current assets, net fixed assets, other assets, current liabilities, and other liabilities. *NOTE: This will not count toward the page limit.*
- D. Proof of Insurance for the architect indicating coverage as outlined in the following requirements:

All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, F.S. 287.055, will carry and maintain during the period they are performing such services, and thereafter as referenced below, as a minimum, the following insurance coverage and limits:

- 1. 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 Five Thousand Dollars (\$5,000). Such coverage will be maintained for a period of three (3) years after the date of final payment to the architect or engineer.
- 2. 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, with no deductible, covering personal injury, bodily injury, and property damage. The Board will be named as additional insured on the policy.
- 3. Comprehensive Automobile Liability Insurance (including owned and non-owned vehicles, if any) in limits of not less than Five Hundred Thousand Dollars

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(\$500,000) per occurrence, covering personal injury, bodily injury, and property damage.

4. Workers' Compensation Insurance in compliance with F.S. 440, Florida Statutes with employer's liability limits at minimum of \$500,000 each accident/\$500,000 disease each employee/\$500,000 disease policy limit.
5. Valuable papers and records insurance in an amount of not less than Twenty-Five Thousand Dollars (\$25,000) 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.
6. Certificates evidencing that all of the above insurance coverages and limits are in force will be furnished to the Board before any services are performed, at all renewal times, and will require written notification to the Board at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.
7. All insurance will be with insurers authorized to do business in Florida and all non-self-insured companies will be rated at least a Class VI by Best's Key Rating Guide.
8. If the architect or engineer should fail to provide or otherwise maintain the required insurance coverages and limits, the Board may purchase the insurance and hold the architect or engineer responsible for the cost thereof.

Tab 2. Applicant Information (use provided forms APS-1 & APS-2)

- A. *Services to be provided:* using the provided **form APS-1**, provide a list of all disciplines to be part of Basic Services, along with the firm providing each service and the firm's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the firms as a whole, rather than of individuals in the firm. 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.
- B. Include an organizational chart indicating where each team member's position falls within each firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc.
- C. *Personnel:* using the provided **form APS-2**, provide the specific individuals that will comprise the team assigned to the project. Also indicate the current and upcoming projects that each team member is involved with and the status or percent (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether or not 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.
- D. 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 selection committee immediately. The selection 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 the contract, the Applicant will not be permitted to alter its team without the Owner's written approval.

Tab 3. Design Team Experience

Submit up to Ten (10) most relevant projects, within the past seven (7) years, for which the Applicant – or its composing firms – provided (or is providing) programming, design and construction administration services. In determining which projects are “most relevant” to the project, consider the unique aspects of this project, including architectural features and program characteristics, the delivery method, the demands of constructing on a bustling campus, and other project-specific issues as conveyed in the selection criteria outlined in the *Project Description* below. 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:

- Total project square footage and budgeted construction costs
- Indicate which firm(s) or staff the project is meant to illustrate the experience of, and state the firm's or person's role in that project as follows:
 - **"Principal"** or **"Prime"** if the project was accomplished by the Applicant or design consultant firm
 - **"Consultant"** or **"Sub-Contractor"** if the project was accomplished as a consultant to another firm
 - **"I.E."** (Individual Experience) if the project represents experience of an individual on the Project Team while working for another firm
- 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. Applicants should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective firms.**

Tab 4. Litigation

- Provide information concerning litigation or disputes; circumstances and the outcome for all firms listed on form APS-1 for the last ten (10) years.

For Tabs 5 & 6, please provide an answer with a restatement of the given questions based on the following Project Description:

The College is looking to remodel Underhill Hall (Building 8) on our DeLand Campus to a defensive tactics lab and classrooms with associated spaces that will complement our new indoor Firing Range. The building is approximately 7,200 gsf and can be used for an Enhanced Hurricane Protection Building as presently designed. Total estimated budget will be \$3.5M. inclusive of all furniture, fixtures and equipment.

Tab 5. Project Specific Question #1

Describe your experience with designing an Emergency Services Training Center project.

Tab 6. Project Specific Question #2

Explain what methods you will use to ensure this project stays in budget and on schedule.

Tab 7. BIM Experience

- List specific Autodesk Revit software used and years of experience.
- How was BIM software used on previous projects completed by the design team and include the sub-consultants' experience using BIM software on projects listed in Tab 3.
- How does BIM impact the overall design schedule and how do you plan to utilize it for this project?

Tab 8. Joint Venture Applicants Only

Duplicate the Certification form **APS-0** signature block and have a principal or officer sign on behalf of each party to the joint venture. Enclose a copy of the joint venture agreement, which specifically states the percentage of fee to be earned by each party and each party's role in the project. Provide answers to the following questions:

- (a) 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.
- (b) Why does the Applicant feel that a joint venture will best serve the needs of this project?
- (c) How many projects has the joint venture performed together?
- (c) Which of the key personnel have worked together before?

Tab 9. Federal Guidelines

FEDERAL REQUIREMENTS: There may be instances when a solicitation is paid in whole or in part by a federal government agency or source. Therefore, we request that proposers certify with their qualification submittal attestations to adhere to Federal Government regulations including but not limited to Federal 2 CFR pt. 200. (See Required Form, Attachment I 'Federal Attestations'). These contract provisions are subject to change without notice. Firms are encouraged to check the below link frequently to learn of any changes made to these contract provisions. <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200-appl1>

AVAILABILITY OF FUNDS: The obligations of the College under this award are subject to the availability of Federal HEERF/ USDOE / State funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

Review of Proposals

1. The Director of Facilities Planning, or designee, will serve as Chair and arrange for a review team to study the proposal data for each firm seeking qualification. The review team will include one Vice President or designee, one Academic representative, one College Administrator, one Facilities Services representative, one representative from Facilities Planning.
2. The review team will study the qualifications submitted by applicants in response to the proposal advertisement.
3. After a complete study of all proposals and information, the review team will certify at least three (3) firms as most qualified. The "Short Listing" Form will be completed for each proposal submitted.

Reference Check

1. In the event one of the first three (3) firms does not pass the background check, the firm with the fourth highest score will have a background check conducted and will be added to the final short list to be interviewed.



Interview and Selection of Qualified Firms

1. The review team will interview each of the three (3) firms successfully passing the background check. Information about the interview will be sent to the firms prior to the interview. The review team will arrive at a final score for each firm and will then rank the firms and present the ranking to the President.

Ranking Form

Project: SAMPLE

Applicant: _____

A rating will be made for each factor using a range of 5 for the highest to 0 for the lowest. Ratings will be multiplied by the weight to compute the factor score. The total of factor scores will be the overall numerical rating of the applicant. The three (3) applicants with the highest scores will qualify for the background check and interview. (Use the guidelines on the following page for rating purposes.)

Factor	Weight	Rating	Score	Comments
Tab 1. Required Documents	X	X	NA	Complete <input checked="" type="checkbox"/> Incomplete <input type="checkbox"/> Reason:
Tab 2. Applicant Information	2			
Tab 3. Design Team Experience	2			
Tab 4. Litigation or Disputes	1			
Tab 5. Project Specific Question #1	2			
Tab 6. Project Specific Question #2	1			
Tab 7. BIM Experience	1			

TOTAL

Address: _____

Phone: _____ Email: _____

Additional Comments: _____

Evaluator: _____ Date: _____



APS-0

PROJECT NUMBER: RFQu #24-018
PROJECT NAME: DeLand Building 8 Emergency Services Traing Center Remodel Project
APPLICANT NAME: _____
ADDRESS OF PROPOSED OFFICE IN CHARGE: _____
 Is this a Branch Office ___ Yes ___ No
Telephone & Fax Numbers: _____
E-Mail Address (used for RFQ correspondence) _____
Website Address: _____
Federal ID Number: _____
 Is the Applicant a Joint-Venture? ___ Yes ___ No

How many years has the applicant been providing architectural/engineering design services? _____

Total billings, past three calendar years (arch. design entity)? _____

Notarized signature below certifies the following:

- I. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
 - a) All information of a factual nature is certified to be true and accurate (subject to perjury laws, Chapter 837, Florida Statutes).
 - b) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
 - c) The provision of false information could be cause for my firm's disqualification from applying for other Daytona State College work for a period of up to three years.
- II. Applicant acknowledges that:
 - a) If any information provided by the applicant is found to be, in the opinion of the Selection Committee or the College, substantially unreliable, this application may be rejected.
 - b) The Selection Committee may reject all applicants and may stop the selection process at any time.
 - c) The selection of finalists for interview will be made on the basis of information provided herein. Finalists will be ranked based on additional criteria, the interview, and the results of reference checks.
 - d) It is understood that this submittal must be received at Daytona State College Facilities Planning office, Building 430A Daytona Beach Campus, no later than the time & date stipulated in the advertisement.
 - e) Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.
 - f) Incomplete proposals will be disqualified.
- III. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgments and certifications for and on behalf of the applicant.
- IV. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.

SWORN TO AND SUBSCRIBED TO ME, A NOTARY PUBLIC, THIS _____ DAY OF _____, _____ FOR AND ON BEHALF OF THE APPLICANT:

(SEAL)

BY: (full name), (title)

APS-1

SERVICES to be provided:	FIRM Name	Size of Firm	Date of Incorporation	M/WBE Status	# of Projects with Arch. Design Applicant
Architecture					N/A
Mechanical Engineering					
Electrical Engineering					
Plumbing & Fire Protection					
Structural Engineering					
Telecommunications					
Cost Estimating					
Audio-Visual Design					
Security & Access Control					
Programming					
Acoustical Engineer					
Civil Engineer					



APS-2

PERSONNEL by role and discipline:	Name	Registered? (Yes or No)	Disc. Of Reg./Training	Years with the Firm	Current Projects w/ (% Complete)	City of Residence
Principal-In-Charge						
Design Lead/Principal						
Project Manager						
Project Architect						
BIM Coordinator						
(other)						
Architecture						
Mechanical Engineering						
Electrical Engineering						
Plumbing & Fire Protection						
Structural Engineering						
Telecommunications						
Cost Estimating						
Audio-Visual Design						
Security & Access Control						
Programming						
Civil Engineering						
Acoustical Engineer						

APS-3

NOTE: Complete one 2-page form for each of the 10 "most relevant" projects – see instructions.

Experience Of (firm and/or person): _____

Project Information

Project # and Title: _____ Project Location: _____

Total Project square Footage: _____ Budgeted construction cost: _____

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 (CM, DB, etc.): _____

Design Duration (months): _____ Construction Start (NTP) Date: _____ Substantial Completion Date: _____

Staffing Information (for this project)

Principal: _____ On proposed submittal design team? YES NO

Design Lead: _____ On proposed submittal design team? YES NO

Project Manager.: _____ On proposed submittal design team? YES NO

Designer: _____ On proposed submittal design team? YES NO

Designer: _____ On proposed submittal design team? YES NO

(Other): _____ On proposed submittal design team? YES NO

(Other).: _____ On proposed submittal design team? YES NO

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

Explanation of relevance/similarity to the submittal project (see instructions):

APS-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: _____

Attachment 1 (Tab 9)

ALTERNATE FUNDING SOURCE REQUIREMENTS

(Appendix II to Code of Federal Regulations (C.F.R. Part 200)—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards)

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319, 12935, 3 CFR Part, 1964-1965](#) Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141- 3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal Awarding agency.

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- (E) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act ([42 U.S.C. 7401-7671q](#).) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251- 1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#).

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Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See [§ 200.323](#).

(K) See [§ 200.216](#).

(L) See [§ 200.322](#).

[[78 FR 78608](#), Dec. 26, 2013, as amended at [79 FR 75888](#), Dec. 19, 2014; [85 FR 49577](#), Aug. 13, 2020]

Authorized Signature (REQUIRED)

Date

Printed Name

Title

Name of Company