

Request for Qualifications (RFQ)

RFQ #21/22-02

Release Date: December 15, 2021

Building Official to Conduct Plans Review for the Replacement of Okeechobee High School

Notice is hereby given that the Okeechobee County School Board intends to select a Building Official/ Plans Review firm for the replacement of Okeechobee High School. The individual project assigned under this contract will have an estimated construction cost of approximately \$66 million.

A sealed proposal in response to this RFQ must be submitted to Okeechobee County School Board, Operations Office **ATTN: Jeff Diefendorf**, Director of Operations, 938 NW 34 Street, Okeechobee, FL 34972, no later than 5:00 PM EST on Wednesday, January 5, 2022. Proposals will be reviewed and a qualified firm will be selected. Okeechobee schools reserves the right to short list qualified firms for an in person presentation or select one respondent based on the company's submittal forgoing the presentation process. Interested firms will need to show availability for length of the project approximately 3 years for completion, provide state certifications for inspections, plans review, show K-12 experience including knowledge of SREF [State Requirements for Educational Facilities] and provide references. The selected firm will enter into negotiations for a project agreement with Okeechobee Schools for the Okeechobee High School replacement.

RFQ # RFQ 21.22-02 – The Replacement of Okeechobee High School

The responsibility for submitting a response to this RFQ to the Okeechobee County School Board Director of Operations Office, on or before the stipulated time and date will be solely and strictly the responsibility of the Proposer. Okeechobee County School Board will in no way be responsible for delays caused by the United States Postal Service or by any other delivery service or occurrence. Any proposals received after the stipulated time and date will not be accepted, and/or opened and will be returned to the Proposer

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SECTION 1 - REQUEST FOR QUALIFICATIONS (RFQ)

Firms interested in providing Building official/Inspections and plans review services to the Okeechobee County School Board are hereby notified that a sealed Proposal for providing the requested services in response to this RFQ will be accepted until time and date listed within the schedule in Section 2 and must be received by mail or delivered by hand to the following location. Proposals received after this deadline will not be accepted.

**Okeechobee County School District
Director of Operations
Attn: Jeff Diefendorf
938 NW 34 Street,
Okeechobee, FL 34972**

The Proposal is limited to 20 informational pages and shall be presented in a binder format. Three (3) copies, one (1) original marked “original” and of the Proposal, shall be signed by a person(s) legally authorized to bind the firm and submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm. In addition, one (1) flash drive shall accompany the Proposal submittal.

The format of the Proposal shall be in strict conformance to stipulated criteria in Instructions to Submitting Firms (Section 3) and the Evaluation Criteria (Section 4).

SECTION 2 - SCOPE OF SERVICES

The scope of work is Building Official and Plans Review for the replacement high school for Okeechobee High School located at 2800 Highway 441 North, Okeechobee, FL 34972. The facility will consist of approximately 250,000 square feet and consist of approximately 1,705 student stations. The project will be funded with federal funds and may or may not be funded in phases. Construction will begin approximately April, 2022 with anticipated final completion within 30 months.

Schedule

The following dates and activities identify proposed project schedule milestones (subject to modification by Okeechobee County School Board):

RFQ Approved for Advertisement	December 14, 2021
RFQ Released	December 15, 2021
RFQ Advertised in the Newspaper	December 22, 2021
Deadline for Question Submittal	January 3, 2022
Deadline for Qualification Responses	January 5, 2022 ***OSCB Offices are closed December 18-January 2
Bid Opening	January 5, 2022
Rating of Initial Proposals	January 5-7, 2022
Notification Firm or Firms	January 7, 2022
Board Approval of Selected Firm	January 18, 2022
***Timeline may be amended if District chooses Shortlist Option	

SECTION 3 - INSTRUCTIONS TO SUBMITTING FIRMS

A . Purpose

The intent of this Request for Qualifications (RFQ) is to retain a Building Official / Plans Review firm to Provide Building Official / Inspection services and Plans Review for the replacement of Okeechobee High School for the Okeechobee County School Board.

B . Questions

Any questions, requests for clarifications or interpretations regarding this RFQ during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted in writing to Jeff Diefendorf, via email to jeff.diefendorf@okee.k12.fl.us no later than the date and time listed in Section 2. No questions or clarifications will be accepted after that date and time. Questions must be typed

or printed. Responses will be posted as an addendum and made available on the Operations Department page on the OCSB website (www.okee.k12.fl.us).

C . Required Submittal Format

The Proposal is limited to 20 informational pages and shall be presented in a binder format. Three (3) copies, one (1) original marked “original” and of the Proposal, shall be signed by a person(s) legally authorized to bind the firm and submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm. In addition, one (1) flash drive shall accompany the Proposal submittal.

To facilitate analysis of its submittal, the firm must prepare its proposal in accordance with the criteria outlined in Section 4. **Proposals shall respond to each of the Criteria in the same order listed and use tabs to identify each section.** The Proposal is **limited to 20 informational pages** and shall be presented in a binder format. Proposals shall be submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm.

Okeechobee County School Board emphasizes that the Proposer concentrate on accuracy, completeness, and clarity of content. The Proposer must use sections and tabs which are clearly identified and also must number and label all parts, pages, figures, and tables in its proposal.

If a firm’s proposal deviates from these instructions, such proposal may, in Okeechobee County School Board’s sole discretion, be rejected.

D . General Conditions for Submissions

1. Issuance of the RFQ does not constitute a commitment by Okeechobee County School Board to award a contract. Okeechobee County School Board reserves the right to reject any or all submissions received in the response to the RFQ, cancel the RFQ, or waive any technicalities or formalities when and if it is deemed in the best interest of Okeechobee County School Board to do so.
2. The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes (Florida Statute 112.313). Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or Agent who is also an officer or employee of Okeechobee County School Board. Further, all Proposers must disclose the name of any officer or employee of Okeechobee County School Board who owns, directly or indirectly, any interest in the Proposer’s firm or any of its branches or affiliate companies.
3. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. (F.S.287.133). By submitting a proposal, the Proposer represents that restrictions related to public entity crimes stated in Section 287.133(2) (a), Florida Statutes, do not apply to either his/her own company, or that of his/her subcontractors or suppliers.
4. Okeechobee County School Board reserves the right to request clarification of information submitted and to request additional information from one or more firms.
5. All Proposals become the property of the Okeechobee County School Board upon receipt and will not be returned to the Proposer.
6. Okeechobee County School Board operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible, but must be Disclosed by Okeechobee County School Board upon receipt of a Public Records Request.
7. By making a submission, the Proposer agrees to comply with all applicable federal, state and local statutes and regulations.
8. Okeechobee County School Board accepts no responsibility for any expenses incurred by those Proposers offering their services in the preparation of a response to either this RFQ or subsequent requests. All submitting expenses shall be borne by the offering Proposer exclusively.
9. The successful Proposer shall obtain approval from Okeechobee County School Board prior to reassigning any key staff involved in the performance of this service as shown in the submission.
10. The successful Proposer will also obtain approval from Okeechobee County School Board prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Okeechobee County School Board may, with prior written substantiation, require removal of any employee(s) of the successful Proposer who Okeechobee County School Board reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or who’s continued employment on the contract it deems contrary to public interest or not in the best interest of Okeechobee County School Board.
11. News releases pertaining to this procurement or contract shall not be made without prior written approval from

Okeechobee County School Board.

12. Okeechobee County School Board reserves the right to proceed to interview without further discussion of submissions Received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).
13. As a condition of the award, the successful Proposer shall, at its expense, ensure that all of the Contractor's employees and the employees of Contractor's subcontractors who will be permitted access on School grounds when students are present meet the background screening requirements of Sections 1012.465, 1012.467 and 1012.468 Florida Statutes, (Jessica Lunsford Act). Contractor's failure to comply with this requirement will constitute a material breach of the contract. Information regarding the compliance procedure is available by calling the Human Resources Office of Okeechobee County School Board at (863) 462-5000 extension 1022. All costs to comply with this requirement will be borne by the contractor.
14. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Okeechobee County School Board posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of Okeechobee County School Board concerning any aspect of this solicitation, except in writing to the authorized Okeechobee County School Board representative identified in Section 3(b). Violation of this provision may be grounds for rejecting a response.
15. Subsequent to the execution of an Agreement, no reports, information or data given to or prepared by the successful Proposer shall be made available to any individual or organization by the successful Proposer without the prior written approval of Director of Operations.
16. Any contract resulting from this RFQ shall be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida, and venue shall lie in the Okeechobee County Courts. The parties hereby waive any objection to such jurisdiction and venue.
17. If attempts for contract negotiations fail with the selected firm, then negotiations will begin with the next highest ranked firm until a successful contract is awarded.
18. As a condition of the award, the successful Proposer affirmatively states that it is registered with and uses the E-Verify system, as defined in F.S. 448.095, to verify the work authorization status of all newly hired employees, contractor and subcontractors.
19. When considering final contract negotiations, the master agreement will include applicable provisions regarding public access to all records concerning this Contract according to applicable Florida laws including Chapter 119, Florida Statutes.

E . Building Official / Plans Reviewer

Firms submitting a response to this RFQ must be a licensed as a Building Official / Plans Reviewer in the State of Florida at the time of application. Further, if a corporation, the applicant registered in the State of Florida by the Department of the State, Division of Corporations, at the time of finalists' selection by the Selection Team. Joint ventures, if selected, will be expected to sign a form of contract making each venture jointly and severally liable for its actions and its co-venture's actions under this contract, or alternatively to provide a copy of an executed, formal joint-venture agreement that so binds each to the other.

F . Insurance Requirements

Vendors shall furnish a Certificate of Insurance that complies with the insurance requirements listed below. The Certificate of Insurance shall list the deductible to include any self-insured retention (SIR) as well as the type of policy purchased (i.e., claims made or per occurrence) for each of the policies listed below. The following liability coverage limits must not be less than the limits specified. A thirty (30) day advance notice of cancellation is required. The policies must be specifically endorsed to grant Okeechobee County School Board the same notification rights that it provides to the first named insured as respects cancellation and non-renewal. This endorsement must be attached to the certificate of insurance. Okeechobee County School Board by and through its Risk Management Department and, in cooperation with the Purchasing Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract.

Only insurance companies authorized to do business in the State of Florida with a Best Rating of "B+" or better according to the latest edition of Best's Key Rating Guide, published A.M. Best Company shall be acceptable.

1. General Liability

COMMERCIAL GENERAL LIABILITY INSURANCE, INCLUDING CONTRACTUAL LIABILITY, TO COVER THE HOLD HARMLESS AGREEMENT SET FORTH HEREIN, WITH LIMITS OF NOT LESS THAN:

EACH OCCURRENCE	\$1,000,000
PERSONAL/ADVERTISING INJURY	\$1,000,000

PRODUCTS/COMPLETED OPERATIONS AGGREGATE	\$2,000,000
GENERAL AGGREGATE	\$2,000,000
FIRE DAMAGE	\$100,000 ANY 1 FIRE
MEDICAL EXPENSE	\$5,000-\$10,000 ANY 1 PERSON

AN ADDITIONAL INSURED ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE. COVERAGE IS TO BE WRITTEN ON AN OCCURRENCE FORM BASIS. THIS INSURANCE SHALL APPLY AS PRIMARY INSURANCE/NON-CONTRIBUTORY WITH RESPECT TO ANY OTHER INSURANCE OR SELF-INSURANCE PROGRAMS AVAILABLE TO OKEECHOBEE COUNTY SCHOOL BOARD. A PER PROJECT AGGREGATE LIMIT ENDORSEMENT SHOULD BE ATTACHED. DEFENSE COSTS ARE TO BE IN ADDITION TO THE LIMIT OF LIABILITY. A WAIVER OF SUBROGATION IS TO BE PROVIDED IN FAVOR OF OKEECHOBEE COUNTY SCHOOL BOARD. XCU COVERAGE IS TO BE INCLUDED WHEN INDICATED BY THE SCOPE OF SERVICE. COVERAGE SHOULD EXTEND TO INDEPENDENT CONTRACTORS AND FELLOW EMPLOYEES. COVERAGE IS TO INCLUDE A CROSS LIABILITY OR SEVERABILITY OF INTERESTS PROVISION AS PROVIDED UNDER THE STANDARD ISO FORM SEPARATION OF INSURED'S CLAUSE.

2. Automobile Liability

BUSINESS AUTOMOBILE LIABILITY FOR ANY AUTO (ALL OWNED, HIRED, AND NON-OWNED AUTOS) WITH LIMITS OF NOT LESS THAN \$1,000,000 PER ACCIDENT. IN THE EVENT VENDOR DOES NOT OWN ANY AUTOMOBILES, OKEECHOBEE COUNTY SCHOOL BOARD WILL ACCEPT PROOF OF HIRED AND NON-OWNED AUTO LIABILITY ONLY. CERTIFICATE HOLDER MUST BE LISTED AS ADDITIONAL INSURED. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS.

3. Workers' Compensation

WORKERS' COMPENSATION INSURANCE WITH LIMITS EQUAL TO FLORIDA STATUTORY REQUIREMENTS. EMPLOYERS LIABILITY MUST INCLUDE LIMITS OF AT LEAST \$500,000 EACH ACCIDENT, \$500,000 EACH DISEASE/EMPLOYEE, \$500,000 EACH DISEASE/MAXIMUM. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS. SHOULD SCOPE OF WORK PERFORMED BY VENDOR QUALIFY ITS EMPLOYEE FOR BENEFITS UNDER FEDERAL WORKERS' COMPENSATION STATUTE (EXAMPLE, U.S. LONGSHORE & HARBOR WORKERS ACT OR MERCHANT MARINE ACT), PROOF OF APPROPRIATE FEDERAL ACT COVERAGE MUST BE PROVIDED.

WORKERS' COMPENSATION EXEMPTION FORMS WILL NOT BE ACCEPTED FOR THE PROJECT ARCHITECT, ENGINEER, GENERAL CONTRACTOR, OR SOLE PRACTITIONER THAT INTENDS TO SUB-CONTRACT THE WORK TO OTHER INDIVIDUALS OR COMPANIES. THESE ENTITIES OR INDIVIDUALS ARE REQUIRED TO PURCHASE A WORKERS' COMPENSATION INSURANCE POLICY.

If Worker's Compensation Insurance or Form DWC-250 Notice of Election to be Exempt is not provided, vendor must indicate the reason, by signature, from the following:

- 1) Vendor is an Independent Contractor.

Signature_____

- 2) Vendor is an employer in the non-construction industry, who employs less than four part-time or full-time employees.

Signature_____

4. Professional Liability

WHEN INDICATED BY THE SCOPE OF SERVICE, VENDOR MUST MAINTAIN PROFESSIONAL LIABILITY OR EQUIVALENT ERRORS & OMISSIONS LIABILITY WITH LIMIT OF NOT LESS THAN \$1,000,000 PER OCCURRENCE. FOR POLICIES WRITTEN ON A CLAIMS MADE BASIS, VENDOR SHALL MAINTAIN A RETROACTIVE DATE PRIOR TO OR EQUAL TO THE EFFECTIVE DATE OF THIS CONTRACT. IN THE EVENT THE POLICY IS CANCELED, NON-RENEWED, SWITCHED TO AN OCCURRENCE FORM OR THERE IS A CHANGE IN RETROACTIVE DATE, VENDOR MUST PURCHASE AN EXTENDED REPORTING PERIOD RIDER DURING THE LIFE OF THIS CONTRACT OF NOT LESS THAN 3 YEARS. COVERAGE IS TO APPLY ON A PRIMARY BASIS.

5. Umbrella/Excess Coverage

UMBRELLA/EXCESS LIABILITY INSURANCE THAT PROVIDES COVERAGE FOR ALL UNDERLYING POLICIES WITH LIMITS OF NOT LESS THAN \$1,000,000.

G . Evaluation Criteria

The Superintendent and or Designee will evaluate the written proposals to determine selected Proposer. At the discretion of the Superintendent, after this evaluation process, a firm may be selected or firms presenting the most responsive statements may be shortlisted and asked to present a personal interview before the Superintendent and or Designee.

Okeechobee County School Board reserves the right to accept or reject any proposal in the best interest of the School District.

Okeechobee County School Board reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within fifteen (15) days of signing the contract and/or if an acceptable fee cannot be negotiated.

The following Criteria are intended to provide the Superintendent and or Designee with information regarding the qualifications of each proposing Building Official Plans Review services firm. The submittal shall be organized, tabbed and shall respond to each of the Criteria in the same order listed below.

Written Proposal Format and Evaluation Criteria

TAB 1: COMPANY LOCATION AND LENGTH OF TIME IN BUSINESS

Rank the firm based on location of home and branch offices and the number of years in business.

TAB 2: MINORITY BUSINESS ENTERPRISE, WOMEN OR VETERAN OWNED

Rank the firm based on their Certification as a Minority Business Enterprise, Women or Veteran Owned business.

TAB 3: INSURANCE, BONDING CAPACITY, LITIGATION AND SETTLEMENTS

Rank the firm based proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.

TAB 4: QUALIFICATIONS OF STAFF ASSIGNED TO PROJECT

Rank the firm based on their staffs experience/resumes with and qualifications that are assigned to this project.

TAB 5: DESCRIPTION OF PREVIOUS EXPERIENCE AND PAST PERFORMANCE – FIVE (5) PREVIOUS CLIENTS

Rank the firm based on their experience previous experience giving special attention to Florida K-12 schools meeting the School Requirements for Educational Facilities criteria and on their five previous clients.

SECTION 4 - SELECTION PROCESS

The written Proposals received in response to this RFQ will be evaluated by a committee appointed by the Superintendent. Superintendent and or Designee, Various Professional Consultants, representatives from Okeechobee County School Board may also be present during this process as non-voting members of the Committee. A Proposer may be selected or a ranking shall be established by the Superintendent and or Designee. The Superintendent and or Designee has the option to select a Proposer or identify a Shortlist. If a Shortlist is selected, this RFQ will be amended and further details will be shared regarding format of interviews.

No information will be released by Okeechobee County School Board after the due date for submission of the Proposals until the selection of the firm or firms has been made. All submitting firms will receive notification of the Proposer(s) selected. In accordance with the CCNA, Okeechobee County School Board reserves the right to conduct or not conduct interviews, at its sole discretion.

Evaluation Criteria Rating Sheets

The Superintendent and or Designee will evaluate the Proposals received in response to this RFQ based on the Evaluation Criteria included in this document.

Recommendation

The Superintendent and or Designee will recommend to the Okeechobee County School Board that an Agreement for services be negotiated with the selected firm with the highest ranking from the required criteria for replacement of Okeechobee High School in accordance with CCNA provisions.