



Request for Qualifications Supplemental Instructions to Potential Applicants

In addition to Sarasota County School Board Policies 7.71 and 7.71a, the following is a list of Supplemental Instructions designed to assist firms desiring to do business with the District.

1. Review the legal ad for detailed information on each project and submission requirements.
2. The Selection Process Schedule will be established prior to the legal advertisement publishing date and will be issued to all Qualified Professional firms. (Please contact Doreen Kingsley, Procurement Specialist at Doreen.Kingsley@sarasotacountyschools.net for information on how to be placed on our Qualified Professional firm list.)
Only Qualified Professional firms may submit.
3. No changes or corrections will be allowed after the due date and time.
4. Sarasota County Schools is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.
5. The contents of the submittal from the successful applicant firm will become part of the contractual obligations.
6. Questions concerning VendorLink, applications or the project shall be directed to Doreen Kingsley via e-mail: Doreen.Kingsley@sarasotacountyschools.net.
7. It is intended that the selection of the best qualified firms shall be made on the basis of the information provided through the application and the formal interviews, if applicable. All Applicants are cautioned not to contact any School Board member, Selection Committee member, or school staff for the duration of the selection process for this project.
8. The name of the project in the legal ad shall be used to name the documents provided.
9. The page size desired is 8-1/2" wide by 11" high.
10. The submittals should not exceed fifty (50) pages, including charts and pictures, excluding the tab pages.
11. The application shall include a Table of Contents and be arranged in the following order:
 - a. LETTER OF INTEREST – Summarize the qualities that best qualify the firm for this project (maximum 1 page).
 - b. QUALIFICATIONS (with copies of required licenses and certification) including:
 - i. Business Structure – Corporation, Joint Venture, or Partnership.
(NOTE: Applicants submitting applications as joint ventures shall submit a copy of their joint venture agreement. If a joint venture other arrangement of two firms, indicate how the work will be distributed between partners.)
 - ii. Minority Business Enterprise – Indicate if the firm is a certified Minority Business Enterprise as defined in Florida Statutes.
 - iii. Other Office Locations – Location of other offices from which resources may be drawn.
 - iv. Capabilities – Size, resources and capabilities of responding entity:
 1. Indicate the depth of staff and capabilities from within the organization which can be drawn upon as needed, to include management, professional technical, and support staff.
 - v. Licenses and Certifications - Provide copies of current, applicable State of Florida licenses and/or certificates, Certificate of Corporate Authorization showing License Number(s), Certificate of Authorization for Professional(s) qualifying the corporation to practice as a General Contractor, and any other

documents providing proof of firm's ability to perform the respective work.

- c. **PROPOSED TEAM** (with resumes of key personnel attached)
 - i. Describe your proposed organization structure for this project, indicating key personnel and their relationship to this project and other team members. Give brief resumes of key persons to be assigned to the program.
 - ii. **Proposed Main Office and On-site Staff**
 - 1. Name and title
 - 2. Percentage of time to be assigned to this project
 - 3. Years with this firm
 - 4. Experience
 - a. Types of projects
 - b. Size of projects (dollar value and SF of project)
 - c. Project responsibilities
 - d. Education
 - e. Active registration/licenses
 - f. Other relevant experience and qualifications for the project
- d. **BONDING, INSURANCE, LEGAL**
 - i. Provide evidence of insurability, bonding capacity (if applicable), and ability to obtain performance and payment bonds (if applicable) for this project. Include name, telephone number, and contact for surety, bonding agent and insurance agent.
 - ii. **Litigation** – Identify all litigation in which your firm or any separate firm of a joint venture has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a client for claims in excess of \$100,000.00. Include a brief legal description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions which your firm took attempt to settle the matter prior to and after suit being filed.
 - iii. Describe in detail any projects within the last three (3) years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against your organization.
- e. **EXPERIENCE**
 - i. List **five (5)** projects in the last **ten (10)** years of related size and complexity. For each project, provide the following:
 - 1. Name and location of the project
 - 2. Nature of the firm's responsibility on this project
 - 3. Project Owner's representative name, address and telephone number
 - 4. Project Architect's and/or Construction Manager's name, address and telephone number
 - 5. Size of project – square feet of construction and site
 - 6. Project type – new construction; remodeling/renovation
 - 7. Listing of key professionals from your firm on the project. Identify those personnel who are proposed for this project.
 - 8. Owner's original schedule and actual completion schedule
 - 9. Owner's original budget and actual construction cost
- f. **OTHER INFORMATION** - Include any other pertinent information up to 50 pages.