

BOARD OF TRUSTEES OF NEW COLLEGE OF FLORIDA  
AND  
THE OFFICE OF FACILITIES, PLANNING & CONSTRUCTION

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**Invitation**  
**to**  
**Request for Qualification**  
**For a**  
**Continuing Services Contract**  
**to**  
**Provide**  
**Mechanical, Electrical, and Plumbing (MEP) Engineering Services**

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This document contains the following sections.

- Public Notice
- Schedule of Events
- Invitation
- General Instructions
- Evaluation Procedure
- Statement of Qualification Review and Scoring
- Discussions with Shortlisted Firms
- General Information
- Public Entity Crimes Statement

## PUBLIC NOTICE

### RFQ #8112002

#### LEGAL NOTICE OF REQUEST FOR QUALIFICATION FOR CONTINUING MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANT'S COMPETITIVE NEGOTIATION ACT, CHAPTER 287.055, LAWS OF FLORIDA

The Board of Trustees of New College of Florida (NCF) announces that continuing Professional Services will be required from qualified Mechanical, Electrical and Plumbing (MEP) design firms registered in the State of Florida.

Continuing MEP services including low voltage design are required to support The Office of Facilities, Planning and Construction with the maintenance and development of the campus buildings and associated infrastructure. Works are anticipated to include renovations, remodels and small additions up four (4) million dollar construction value. The period of the contract will be for an initial term of one (1) year. This is renewable annually for up to two (2) additional years at the College's discretion and renewable at the College's discretion

Applicants for the position of consultant MEP engineer must apply in writing for consideration.

Interested MEP firms must submit the information required by the Request for Qualification (RFQ) application packet. Submissions shall include details of the firm's abilities and previous experience with respect to State funded projects, projects in education institutions and for facilities similar to those found on the campus of New College in Florida. Also required is a synopsis of the firm's qualifications, resumes of key personnel in accordance with Standard Federal Form 330.

Request for Qualification for MEP Services, RFQ #8112002, may be viewed and downloaded from the College's Facilities Management web page: <https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/>. Interested parties may also receive additional information, or request a copy of the RFQ document via e-mail only to [lranker@NCF.edu](mailto:lranker@NCF.edu).

Written questions regarding this RFQ must be submitted no later than five (5) days prior to the RFQ due date. All questions and responses will only be posted to the NCF Facilities Web-Page listed above not less than two (2) days prior to the RFQ due date.

Deliver six (6) copies of the printed and completed Statement of Qualification to New College of Florida, Office of Facilities, Planning & Construction, 5800 Bay Shore Road, Sarasota, FL 34243-2109. Deliver for the **Attention: Alan Burr, Director, no later than August 31, 2020 at 3 p.m.** No electronic submittals will be accepted. The College will **not be** responsible for any delays in delivery nor for any costs associated with the preparation.

The Continuing Services Selection Committee will hold a public meeting via Zoom, on **Tuesday, September 8, 2020 beginning at 8 a.m** to review and score the received and accepted RFQ responses. The link can be found on the College's Facilities Management web Page (<https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/>) or through the following link: <https://ncf.zoom.us/j/95168556958?pwd=MnhTaDExMDVSMUdZZWVHMEJkTmRlZz09> Meeting ID: 951 6855 6958  
**Passcode: 017057**

Following a short listing review, a number of firms may be asked to participate in a discussion and interview with the Continuing Services Selection Committee on **Thursday, September 24, 2020, via Zoom**. The link is as follows: <https://ncf.zoom.us/j/99502016573?pwd=WVJsUUxkUW1sUnF0VlcvNlZlQWc5dz09> Meeting ID: 995 0201 6573 Passcode: **596318**.

Firms who submitted a completed Statement of Qualification and who are shortlisted will be notified in writing of any changes to the above discussion and interview date at least five (5) days prior to the newly established Zoom discussion and interview date. Any changes will be posted on College's Facilities Management web Page: <https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/>.

Any addenda to the RFQ will be available on the College's Facilities Management web page noted above two (2) days before the noted submission date.

**New College of Florida is an Equal Access/Equal Opportunity Employer**

## Schedule of Events

New College of Florida  
Continuing Services Schedule of Events

RFQ for MEP Services

<i>Date</i>	<i>Event</i>
August 10, 2020	Public Notice FAW Post RFQ to NCF Facilities Website.
August 31, 2020	RFQ responses due by 3.00pm
September 2, 2020	Post name of respondents to NCF Facilities Website Distribute Documents to Continuing Services Selection Committee Post public meeting notice .
September 8, 2020	RFQ responses shortlisting public meeting
September 9, 2020	Notice to shortlisted firms and presentation invitation issued
September 24, 2020	Discussion and Interviews of Shortlisted firms
September 30, 2020	President's approval and publish results
October 9, 2020	Contract negotiations complete Award notifications
October 16, 2020	Contract start date

## Invitation

The President of New College of Florida on behalf of The Board of Trustees of New College of Florida invites firms who believe that they are suitably qualified to provide continuing professional Mechanical; Electrical & Plumbing design services including low voltage electrical design to submit a Statement of Qualification for consideration.

All submissions and the subsequent consideration thereof shall be strictly in accordance with the instructions contained in this Request for Qualification document.

New College does not bind itself to accept any response to the solicitation and will not accept any costs incurred by any firm submitting a Statement of Qualification

## General Instructions

- A. The submitted Statement of Qualification shall not be more than thirty (30) pages except where otherwise noted herein.

All forms, reports or statements included in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the applicant prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire.

Statements of Qualification shall be submitted to New College of Florida in accordance with the instruction in the Public Notice.

**Deadline:** Statements of Qualification must be received no later than 3.00 p.m. on Monday, August 31, 2020.

Statements of Qualification received after the designated deadline will not be considered. New College of Florida (NCF) reserves the right to reject any Statements of Qualification deemed by NCF not in compliance with these instructions. NCF, at its discretion, also reserves the right to waive minor technicalities.

- B. Submit a covering letter confirming your interest in supporting NCF together with six (6) complete original Statements of Qualification.
- C. The Federal Form 330 and the various other documents required must contain an original signature of an authorized representative of the responding Firm. If the Firm is a Corporation, furnish proof of good standing by Secretary of State, Division of Corporations and one (1) copy of the current Florida License.
- D. The firm shall respond completely to each of the items requested.
- E. Firms responding to this request for qualification must be available for presentations/interviews to the Continuing Services Selection Committee at the date and time determined by NCF.
- F. Questions concerning this Request for Qualification should be directed to Linda Ranker [lranker@NCF.edu](mailto:lranker@NCF.edu). They must be submitted in writing or by email only no later than five (5) days prior to the response deadline.

All questions and responses will be posted on the NCF Facilities Management Web-Page <https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/> at least two (2) days prior to the RFQ due date.

- G. NCF shall not liable for any cost incurred by the applicants prior to the issuance of an executed contract.

## Evaluation Procedure

### Selection Process

- A. New College of Florida will form The Professional Services Selection Committee of New College of Florida (The Selection Committee) to review all validated submissions. The Selection Committee will consist of at least three (3) New College of Florida staff members.
- B. The Selection Committee shall meet to review all Statements of Qualification received and validated and shall, through the process outlined in this Request for Qualification (RFQ), identify and short list firms deemed most qualified by demonstrations of success on State-funded projects, and/or projects for education and higher education institutions.
- C. The firms deemed by the Selection Committee to be most qualified to support The Office of Facilities, Planning and Construction with the maintenance and development of the campus buildings and associated infrastructure will be required to attend a presentation and interview meeting with the Selection Committee in a public forum. The invited firms will be required to present further detail of their Statement of Qualification and to answer any questions arising therefrom in order to further distinguish their qualifications.
- D. The Selection Committee shall list in priority order the highest-ranking firms to the President of New College and shall recommend the commencement of contract negotiations with at least one firm.
- E. With the President's approval, all interviewed firms will be notified and contract negotiations will commence.
- F. Upon completion of successful negotiations and further approval by the President, the successful firm(s) will contract to NCF for an initial period of one (1) year generally in accordance with the terms and conditions required by NCF.

If for any reason a contract cannot be negotiated in a timely manner with any firm, NCF reserves the right to terminate negotiations at any time, as provided in the Consultant's Competitive Negotiation Act.

## Statement of Qualification Review and Scoring

The Selection Committee will review and score all validated Statements of Qualification based upon the information provided on the forms and provided in the Experience Questionnaire.

Up to 100 points will be available with the following breakdown

- A. General Information - Up to 10 points
- B. By comprehensive and accurate completion of Standard Federal Form 330 Ability - Up to 25 points  
Relevant Experience - Up to 25 points  
Office Staff, Site Staff - Up to 20 points
- C. Presence in the Community - Up to 20 points

### A. General Information - 10 Points

Complete the following questionnaire completely and accurately. It is an essential part of the RFQ to allow the Selection Committee to understand the nature of the firm submitting the offer.

### B Standard Federal Form 330 – 70 Points

This form (Rev 8/2016) attached and available at <https://www.gsa.gov/portal/forms/download/116486> shall be completed as follows:-



SF330-16b.pdf

- Complete Section A and B as required by the form.
- Complete Section C listing all sub consultants (if applicable) you may wish to use for the period of the Continuing Services Contract.
- Section D requires an organizational chart. Complete showing your primary team to be used on Continuing Services work.
- Complete Section E as required. This section should clearly illustrate the nature, extent and quality of the work undertaken. Duplicate the form for up to ten (10) projects (note – response size limit).
- Complete Section F illustrating the team's qualifications for undertaking Continuing Services projects up to \$5,000,000 value. Minimum three (3) examples. Examples above three (3) and no more than ten (10) projects will not count to maximum size limit of Statement of Qualification
- Complete Section G as required.
- Provide any additional information you consider the Selection Committee may wish to know.
- Complete the Part II General Qualifications Section.
- The Authorized Representative of the firm should duly sign as required at Section I.

### **Ability Scoring – 25 Points**

The Selection Committee, in allocating points for ability, will look to see the past experience of the firm based upon the nature and success of completed projects. It will consider the nature and caliber of the staff employed on previous projects including their tenure with the firm.

Additionally the Selection Committee will take a view on the extent of services available in house and how the firm proposes to supply services required by this RFQ that are not available in house.

### **Relevant Experience Scoring – 25 Points**

As required by Standard Federal Form 330, provide details and illustrations of relevant experience. No less than three (3) and up to ten (10) projects may be listed that are under construction and substantially complete or completed within the last five (5) years.

The Selection Committee will have particular interest in very small projects but can consider projects ranging in size up to \$5 million that are State funded projects and/or for education and higher education institutions. References to confirm a firm's involvement and performance in these projects will be taken up at the Selection Committee's discretion. *Note - providing details of projects above the notional \$5m limit allows the Selection Committee to determine levels of competency.*

Provision of a single source for continuing MEP engineering services is important to the Selection Committee. If in-house resources are not offered for elements of the required service, the Selection Committee will consider how the firm seeking qualification will fulfill the service and will look for evidence that any proposed arrangement with third parties operates efficiently and seamlessly.

Completion of projects on time, to schedule and budget is essential to NCF. Quality coordinated documentation encompassing all physical and cost constraints, scheduling, constructability and construction administration are some of the key supporting elements to a successful project. The Selection Committee will evaluate details of these elements in listed projects as part of the scoring in this section.

The Selection Committee is especially interested in the firm's proven history of achieving both cost efficient designs and aggressive design and construction schedules. Here the committee will consider the firm's experience and ability to utilize innovative methods to reduce the cost of design and construction and reduce the design and construction schedule durations. Statements in this regard may be best located in Section H.

### **Office Staff, On-Site Staff, Structural and MEP Teams Scoring – 20 points**

The Selection Committee will consider the quality of the team(s) and individuals the firm has available to support NCF and how they are organized for best advantage.

For firms using third parties to provide the full service required by this RFQ, the Selection Committee will wish to see details of the contractual arrangement between the firms, how they are structured and integrated for efficient management and control. Information in this regard should occur in Section H.

A typical operational (functional and reporting lines) organization chart with all key personnel by name and job title, responsibilities and relationships – communication & reporting is required at Section D. This should include how third party firms are seamlessly integrated where offered as part of the proposal.

Résumés for all staff (including third party personnel) intended to support this award are required at Section E. Statements of Qualification should provide all of the information requested in this section

### C. Presence in the Community Scoring – 20 points

The Selection Committee will consider the distances firms may be required to travel based upon the location of the firm's office used by resources to support NCF.

Firms will be scored as follows:-

1. Firms located in Manatee or Sarasota Counties – 20 points
2. Firms located in counties adjacent to Sarasota and/or Manatee counties (Pinellas, Hillsborough, Charlotte, Hardee, & DeSoto) – 10 points.
3. All other Florida locations – 0 points

## Discussion and Interview

The top ranked firms from the RFQ response scorecard will be invited to a discussion and interview meeting, via Zoom, with the Selection Committee. A link to the Zoom meeting will be provided to the shortlisted firms. The discussion and interview meeting will allow the Selection Committee to request and/or clarify any additional information from the Statement of Qualifications submitted by shortlisted firms. The Zoom discussion and interview meeting will be limited to 30 minutes. The Selection Committee will take 10 minutes for discussion between telephone discussion and interview.

### General Information

Please complete this questionnaire providing fully the information required duplicating pages as necessary.

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    )                      Fax: (    )                      Email: \_\_\_\_\_

Architect's License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Check One:            A Corporation     A Partnership     An Individual     A Joint Venture

*The Firm acknowledges that information provided in this questionnaire is for the express purpose of inducing New College of Florida to whom it is submitted to award a contract to the Firm and further the Firm acknowledges that New College of Florida, may at its discretion, by means which it may choose, determine the truth and accuracy of all statements made by the Firm.*

#### ORGANIZATION

Current firm name: \_\_\_\_\_

How many years has this firm been in business? \_\_\_\_\_

Previous firm name: \_\_\_\_\_

How many years had the previous firm been in business? \_\_\_\_\_

Indicate firm history (chronology). Attach additional sheets as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a **Corporation**, complete the following:

Date of incorporation \_\_\_\_\_

State of incorporation \_\_\_\_\_

President's name: \_\_\_\_\_

Vice President's name: \_\_\_\_\_

Secretary's name: \_\_\_\_\_

Treasurer's name: \_\_\_\_\_

If a **Partnership**, complete the following:

Date of organization: \_\_\_\_\_

State whether it is a general or limited partnership: \_\_\_\_\_

Name and address of partners: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an **Individual Proprietorship** complete the following:

Date of organization: \_\_\_\_\_

Name of owner: \_\_\_\_\_

**SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST**

Name and address of subsidiary or affiliated companies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain in detail the Principal's interest in this company and nature of business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Is your firm currently pre-qualified with any government agency?

Yes  No

If yes, please list agency/agencies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Within the previous seven (7) fiscal years, has your firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Within the previous seven (7) fiscal years, has your firm failed to complete a project? Yes  No

If yes, state the name of the project, the Firm responsible, and the reason for failure to complete.

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4. Within the previous seven (7) fiscal years, has your firm been involved in litigation? Yes  No

If yes, state the name of the project, the Firm responsible, and explain the nature and current status.

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5. Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your firm? Yes  No

If yes, state the name of the project, the firm responsible, and explain the nature and current status.

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6. Within the previous seven (7) fiscal years, has your firm declared bankruptcy? Yes  No

If yes, please explain:

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7. Provide letters of reference and recommendations from previous clients and owners and attach to this questionnaire.

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8. Provide information on the firm's Professional and General Liability Limits & Coverage. Provide Certificate of Insurance on Standard Accord Form.

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9. Confirm the location of all other offices occupied by the firm and the number of staff employed at that location.

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10. List the names of all staff intended to support Continuing Services and their permanent office base location.

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11. Complete the below Public Entity Crime Sworn Statement. This is to be returned with the firm's proposal.

12. Is your firm a registered women or minority-owned business? Yes  No

**Public Entity Crimes**  
**SWORN STATEMENT UNDER SECTION 287.133**  
**(3) (A), FLORIDA STATUTES,**  
**ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
 \_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_ (name of  
 entity submitting sworn statement)  
 whose business address is \_\_\_\_\_  
 and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
 statement: \_\_\_\_\_.)
3. My name is \_\_\_\_\_ and my relationship to the entity named  
 above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management o an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_

\_\_\_\_\_ who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

## Confirmation of Contents of this Statement of Qualification

This page shall be appended to the submission together with an enclosing letter.

The name of the firm making this submission is

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For and on behalf of the firm

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*(SIGNATURE)*

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*(TYPED NAME)*

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*(TITLE)*

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*(Date)*

End.