



**REQUEST FOR QUALIFICATION**  
**RFQ NO: 25-0278-NC**

**Design Services**  
*for*  
**Pinellas County New Government Campus**  
+/- 317,500 square feet

**January 2025**

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To: Prospective Proposers:

Re: Architectural and Engineering Design Services  
Pinellas County New Government Campus  
13600 Icot Boulevard  
Clearwater, Florida, 33760

On behalf of the Pinellas County, a political subdivision of the State of Florida (County), you are invited to submit a qualifications-based proposal for the architectural, engineering and related services ("Design Services") to design and provide continuing services during the build of Pinellas County's New Government Campus on a 21-acre site at 13600 Icot Boulevard, Clearwater, Florida 33760.

The following documents provide an overview of the site, services, and information Pinellas County is requesting from the prospective architectural and engineering companies ("Proposers"). The Proposers should provide a qualifications-based proposal for the complete campus Design Services as identified within this RFQ.

The Project will be awarded to the Proposer in accordance with the terms of the solicitation. Knowledge and experience with local governmental agencies involved in the approvals and project implementation will also be considered. The Pinellas County evaluation committee and project team will also be evaluating the design team's knowledge and expertise on the latest construction practices, technology advancements, and workplace strategies proposed for this facility.

We look forward to reviewing your proposal qualifications for this exciting project.

Sincerely,

Pinellas County

**PART I: GENERAL TERMS AND CONDITIONS**

**A. PURPOSE & INTENT**

The purpose of this Request for Qualifications (RFQ) is to solicit Qualifications from Proposers, who are licensed to perform architectural services in the State of Florida, in accordance with Florida Statutes § 287.055 for design and permitting for a New Government Campus and Courthouse located in Clearwater, Florida.

Pinellas County intends to select the most qualified Proposer, based upon evaluation of submitted Qualifications and presentations with shortlisted Proposers, for the purposes of negotiating and awarding a contract for completion of the Services.

**B. SUBMITTAL DEADLINE & LOCATION**

Qualifications submitted in response to this RFQ must be submitted to Pinellas County, attention Pam Ulrich, at <https://secure.procurenow.com/portal/pinellasfl>, on or before four o'clock (4:00PM) EST on Monday, February 3, 2025. Any RFQ Qualifications, addendums or changes received after the deadline will not be considered.

**C. DESIGNATED METHOD OF CONTACT**

All questions or requests for information relating to this RFQ must be directed, via electronic correspondence, to Pinellas County Purchasing, attention Pam Ulrich, <https://secure.procurenow.com/portal/pinellasfl>.

**D. SUBMITTAL OF QUESTIONS/INQUIRIES**

All questions and/or inquiries related to this RFQ will be directed via electronic correspondence, using the designated method of contact provided above, by or before 4:00 PM EST on Monday, January 20, 2025. Any questions received after this deadline will not be addressed or clarified, unless it is determined to be in the best interest to do so. Pinellas County reserves the right to extend the Submittal Deadline for Qualifications to clarify or answer questions as necessary to serve the best interest of the project and County.

**E. TENTATIVE SCHEDULE OF EVENTS**

Pinellas County (County) proposes the following tentative schedule of events. The dates provided may change at the County’s discretion. If any modifications impact the schedule of this RFQ, through and until the Submittal Deadline for Qualifications, the County will distribute an Addendum with instructions and revised dates.

**PROPOSED RFQ SCHEDULE**

Advertisement of RFQ	January 8, 2025
Deadline for Questions	January 20, 2025
Issuance of Final Addendum	January 24, 2025
Deadline for Submittal of Qualifications	February 3, 2025
Evaluation of Qualifications Submittals & Shortlist	February 14, 2025
Presentations with Shortlisted Vendors Completed	February 28, 2025
Selection Completed	March 4, 2025

**F. ADDENDA**

All clarifications, answers to questions, or changes to this RFQ will be provided through a Purchasing RFQ addendum. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered “unofficial” and will not bind the County to any requirements, terms or conditions not stated herein. Proposer is solely responsible for including information, clarifications, revisions, or other directions provided in each Addendum in their submittal. Proposer must acknowledge every Addendum issued and attest to its inclusion in their submittal. Failure by Proposer to include any Addendum in their submittal may result in the submittal being deemed nonresponsive to the requirements of this RFQ.

**G. SOLICITATION POSTPONEMENT/CANCELLATION**

Pinellas County, at its sole and absolute discretion, may postpone, cancel, or re-advertise this solicitation process at any time for any reason, as determined to best serve the interests of the project and the County.

**H. RIGHT TO REJECT/ACCEPT**

Pinellas County reserves the right to accept or reject any or all Qualifications, waive minor formalities and irregularities, and to award to the Proposer that serves the best interest of the project and the County.

**I. SUB-CONTRACTORS**

If a Proposer elects to sub-contract with any Proposers, Consultants, or Suppliers, for any portion(s) of the required Services, Proposer must identify all such Sub-Contractor(s) in the submittal, along with the portion(s) of the Services, they are proposed to perform. The County may, at its discretion, require Proposer to submit relevant data necessary to establish to the satisfaction of the County, the qualifications, reliability, and responsibility of the Sub-Contractor(s) proposed, to ensure, they are appropriately qualified and capable to perform the specified Services. Proposer must also include the address of each subcontractor’s office location and the nature of services to be performed. Proposers are encouraged to solicit and evaluate the qualifications of local firms (i.e., firms headquartered or having a significant business presence for at least one year within the geographic boundary of Pinellas County, Manatee County, Hillsborough County, and Pasco County and or certified minority business enterprises (as defined by the Florida Small and Minority Business Assistance Act or other applicable certifications or designations for minority-owned businesses) when selecting their proposed subconsultants in connection with this solicitation. Prior to awarding a contract, the County will notify the Proposer, in writing, if the County, after due investigation, has a reasonable and substantial objection to any proposed subcontractor or sub consultant. The Proposer may then submit an alternate sub-contractor or consultant for consideration. The County, at no additional cost to the County, may request to withdraw subcontractor or consultant from consideration of award. If the Proposer fails to propose an alternate Subcontractor within seven (7) calendar days of the original notification, the County may disqualify the Proposer, at no cost to the County. The County also reserves the right to disqualify any Proposer, Contractor, Consultant, Supplier or Individual from consideration to perform Services, at either a prime or sub level, due to previously documented issues with performance, quality or compliance with County policies and procedures. The awarded Proposer is responsible for ensuring that proposed subcontractors only perform the Services for which they were proposed, qualified for, and accepted by the County. Proposer must not change the subcontractor(s) without

prior written notice to and approval from the County. The awarded Proposer will be responsible for all Services performed by any subcontractor(s) and such subcontracts will not relieve the awarded Proposer of any obligations or responsibilities stated in the awarded Contract.

**J. COSTS INCURRED BY PROPOSER**

Pinellas County will not be liable for any costs incurred by the Proposer in the preparation, responses or presentation time and materials utilized in the RFQ proposal or for any work performed in connection therein. All materials submitted in response to this RFQ will become Pinellas County's property and will be retained by Pinellas County and CBRE.

**K. PROHIBITED COMMUNICATIONS**

The communication restrictions extend from the time the RFQ is issued through recommendation of award. All contact regarding this RFQ will be directed to Pinellas County Purchasing, unless Purchasing authorizes communication through another designated representative. Communication outside of the process specified above is prohibited. During the communication restriction period, Proposer may deal only with the contacts identified above for issues relating to the RFQ.

**L. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS**

No oral interpretations will be made to any firms as to the meaning of specifications or any other Proposer documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be sent in writing (electronically) to the Purchasing and Risk Management Division and received by the date specified in solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The County will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Purchasing and Risk Management Division will be unable to respond to questions received after the specified time frame.

**M. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS**

In addition to all other rights of the County under Florida law, the County specifically reserves the following:

- a. Pinellas County reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual proposer does not require negotiation with others.
- b. Pinellas County reserves the right to select the proposal that it believes will serve the best interest of Pinellas County.
- c. Pinellas County reserves the right to reject any or all submittals. The respective constitutional officer, county administrator on behalf of the board of county commissioners or within their delegated financial approval authority, or director of purchasing, within their delegated financial approval authority will have the authority when the public interest will be served thereby to reject all submittals or parts of submittals at any stage of the procurement process through the award of the agreement.
- d. Pinellas County reserves the right to cancel the entire Request for Qualifications.

- e. Pinellas County reserves the right to remedy or waive minor informalities or irregularities, or immaterial errors in the Request for Proposal or in proposals submitted.
- f. Pinellas County reserves the right to request any necessary clarifications or proposal data without changing the terms of the proposal.

**N. COSTS INCURRED BY PROPOSERS**

All expenses involved with the preparations and submissions to the County and any oral presentations, or any work performed in connection therewith, will be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement unless otherwise specified in the Scope of Work in this solicitation.

**O. ORAL PRESENTATION**

An oral presentation may be requested of any Proposer, at the Evaluation Committee's discretion. If an oral presentation is requested the written evaluation process may be utilized to short list proposals. If required as part of the evaluation process, the oral presentation may be scored as specified in the Scope of Work of the RFQ. The most qualified Proposer as determined by evaluation process will proceed with the contracting process.

**P. CONFLICT OF INTEREST**

- a. The Proposer represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Proposer further represents that no person having any such interest will be employed during the agreement term and any extensions. In addition, the Proposer will not offer gifts or gratuities to County employees as County employees are not permitted to accept gifts or gratuities. By signing this document, the Proposer acknowledges that no gifts or gratuities have been offered to County employees or anyone else involved in this competitive solicitation process.
- b. The Proposer will promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Proposer's judgment or quality of services being provided hereunder. Such written notification will identify the prospective business association, interest or circumstance, the nature of work that the Proposer may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Proposer. The County agrees to notify the Proposer of its opinion, by certified mail, within thirty days of receipt of notification by the Proposer.
- c. It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:

Pinellas County Clerk of Circuit Court – Division of Inspector General

Phone – (727) 45FRAUD (453-7283)  
Fax – 727-464-8386

**Q. WITHDRAWAL OF PROPOSAL**

The submittal may be withdrawn prior to the bid opening date; however, a submittal may not be withdrawn for a period of time as specified in this solicitation document.

**R. LATE PROPOSAL OR MODIFICATIONS**

- a. Submittals and modifications received after the time set for the submission will not be considered. This upholds the integrity of the process.
- b. Modifications in writing received prior to the time set for the submittal will be accepted.

**S. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

The laws of the State of Florida apply to any purchase made under this solicitation. Proposers must comply with all local, state, and federal directives, orders and laws as applicable to this solicitation and subsequent agreement(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable to this agreement.

**T. SCRUTINIZED COMPANIES AND PUBLIC ENTITIES CRIME ACT**

Proposer is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and Proposer agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. Proposer represents and certifies that Proposer is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. Proposer agrees that any contract awarded to Proposer will be subject to termination by the County if Proposer fails to comply or to maintain such compliance.

**U. LOBBYING**

"Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective bidder/proposer/protestor from contacting the purchasing department or the county attorney's office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing



contracts, by the bidder/proposer, any member of the bidder's/proposer's staff, any agent or representative of the bidder/proposer, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a bidder/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director.

(Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18).

#### **V. INTEGRITY OF REQUEST FOR QUALIFICATIONS (RFQ) DOCUMENTS**

Proposers will follow the submission requirements and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the Proposer to enter a complete response. Any modifications or alterations to the original solicitation documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a Proposer wishes to propose must be clearly stated in the Proposer's submittal response and presented in the form of an addendum to the original solicitation documents.

#### **W. AGREEMENT**

In addition to being subject to all terms and conditions in this solicitation, all responses are subject to the terms and conditions in the agreement attached to the solicitation. Additional or modified terms and conditions in the agreement may be necessary depending on the responses to the solicitation, including any exceptions stated by the Proposer. However, the County may reject any exception proposed by the Proposer and will not be bound by any additional or modified terms and conditions that are in conflict with the terms and conditions in the agreement, or are not acceptable to, or have been declared to be non-negotiable by the County, as determined in its sole discretion.

#### **X. OWNERSHIP OF DOCUMENTS**

- a. Drawings, specifications, designs, models, photographs, reports, surveys, calculations, and other data provided in connection with this solicitation are and will remain the property of the County whether the project for which they are made is

executed or not. Such finished or unfinished documents, data, calculations, studies, surveys, specifications, drawings, maps, models, photographs and reports prepared by the Proposer will be delivered by the Proposer to the County at the conclusion of the project or the termination of the Proposer's services.

- b. When such documents are provided to other parties, the Proposer will ensure return of the County's property.

**Y. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Proposer acknowledges that it is functioning as an independent Proposer in performing under the terms of this agreement, and it is not acting as an employee of Pinellas County. The Proposer acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of the agreement will be considered a material breach and will be ground for immediate termination of the agreement.

**Z. PROHIBITION AGAINST CONTINGENT FEE**

The Proposer warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Proposer to solicit or secure this agreement and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Proposer, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this agreement.

**AA. JOINT VENTURES**

All Proposers intending to submit as a joint venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting (see Section 489.119 Florida Statutes). Joint ventures must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

**BB. PUBLIC RECORDS/TRADE SECRETS**

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation will belong exclusively to the County.

To the extent that Proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must

be identified by some distinct method that the materials that constitute a trade secret, and Proposer must provide an additional copy of the Proposer's submittal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Proposer signature page, Proposer acknowledges and agrees:

- i. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the Proposer will be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action must be taken immediately, but no later than ten (10) calendar days from the date of notification or Proposer will be deemed to have waived the trade secret designation of the materials;
- ii. That to the extent that the Proposer with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating agreement terms, approving any agreement based on the Proposer, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final agreement award;
- iii. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- iv. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. Proposer agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire submission document, line item and/or total Proposer prices, the work, services, project, goods, and/or products to be provided by Proposer, or any information, data, or materials that may be part of or incorporated into an agreement between the County and the Proposer is not acceptable to the County and will result in a determination that the Proposer submittal is nonresponsive; the classification as trade secret of any other portion of a submittal document may result in a determination that the submittal is nonresponsive.

#### **CC. PUBLIC RECORDS – PROPOSER'S DUTY**

If the Proposer has questions regarding the application of Chapter 119, Florida Statutes, to the Proposer's duty to provide public records relating to an agreement, the Proposer may contact:

Pinellas County Board of County Commissioners  
Purchasing Division  
400 S. Ft. Harrison Ave, 6th Floor,

Clearwater, FL 33756  
Public Records Liaison  
Email: [bharvey@pinellas.gov](mailto:bharvey@pinellas.gov)

**DD. SMALL BUSINESS ENTERPRISE (SBE) PROGRAM (see attachments for required form)**

It is the policy of the Board of County Commissioners that SBE certified firms have the maximum opportunity to participate on County projects either as a prime or sub-consultant. See the attachments section for the required SBE form to include with submittal. To be certified as a Pinellas County SBE, firms must apply through Pinellas County Economic Development. To qualify for the SBE program, your firm must serve a commercially useful function; must be located in one of four (4) counties (Pinellas / Hillsborough / Pasco / Manatee) and have annual sales of goods and services not exceeding the maximum three (3) year average of three (3) million dollars for goods/services or gross revenues not exceeding eight (8) million dollars for construction and not exceed a maximum of three (3) year average of fifty (50) employees. To apply for the SBE Program, please visit the Pinellas County Economic Development website at [pinellascounty.sbecompliance.com](http://pinellascounty.sbecompliance.com)

**EE. E-VERIFY (see attachments for required form)**

The Proposer and their subcontractor(s) must register with and use the E-verify system in accordance with Florida Statute 448.095. A Proposer and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a Proposer enters a contract with a subcontractor, the subcontractor must provide the Proposer with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Proposer must maintain a copy of the affidavit for the duration of the contract.

If the County, Proposer, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) they will immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Proposer otherwise complied with this provision, the County will notify the Proposer and order that the Proposer immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Proposer acknowledges upon termination of this agreement by the County for violation of this section by Proposer, Proposer may not be awarded a public contract for at least one (1) year. Proposer acknowledges that Proposer is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Proposer or Subcontractor will insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Proposer will be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

## **PART II: SCOPE OF SERVICES**

### **A. BACKGROUND INFORMATION**

Pinellas County identified the need to consolidate and relocate government headquarter functions from their current location in downtown Clearwater to a centralized location in the county, in part to improve access to citizen services. The County has completed programming for the development of the New Government Campus that will include facilities for civil and family Courts, administrative services, development and citizen services. The County's programming and development goals are focused on long term function, efficiency and fiduciary responsibility with an emphasis on providing best in class citizen services, enhancing employee recruitment and retention, rightsizing and modernizing office space, providing a secure and safe campus for citizens and staff, centralization within the weighted population of Pinellas County, and promoting the use of public and alternate transportation options.

The initial programming study provides for a maximum design square footage of 317,500 square feet comprised of multiple low rise campus style office facilities. Initial concept designs considered a three-building campus scenario with connected or centralized secured lobbies, conference rooms, specialized courthouse and jury requirements, large public meeting areas, a fitness center, café or food truck accommodations, structured and surface parking, dedicated access to public transportation, and open green space for enjoyment with reserved acres for a future build phase. The programming and site plan scenarios can be found in exhibit "A" of this document.

Pinellas County has completed the purchase of the property intended for the New Government Campus. The site is located at 13600 Icot Boulevard, Clearwater, Florida 33760 and is approximately 21 acres overall. The site was previously utilized as a car dealership and still contains the main sales buildings, auto repair facilities, single curb cut entrance, asphalt paving, site utilities, and landscaping. Site demolition documents will be required as part of the design scope of work.

This solicitation is being issued for the purpose of selecting a Proposer capable of providing design Architect and required Engineering services along with consultants necessary to complete the overall design of the New Government Campus.

Pinellas County is requiring that Proposer include and schedule for multiple in person design review meetings with Pinellas staff, departments, and the project team during all phases of design and approval. While occasional remote meetings are acceptable, it is the County's expectation is that the firm selected is routinely present and engaged for weekly or a minimum, bi-weekly meetings interviewing and discussing design concepts with all groups relocating to the new campus.

### **B. OBJECTIVES**

The objective is to have a complete design within fifteen (15) months of execution of a contract with an awarded design consultant. Proposer is encouraged to provide alternate design scheduling options for demolition, site, foundations, core and shell and interior design if such alternate methods improve the design, permitting and construction start dates.

## **C. SCOPE OF SERVICES**

The awarded Proposer will be responsible for performing turnkey professional architectural services, along with all required engineering services necessary to provide full design of the New Government Campus as described above. The awarded Consultant is responsible for all disciplines of required professional services needed to develop full construction design documents for all aspects of the facility as provided herein.

It is expected that the awarded Proposer will provide detailed coordination services with the project team and applicable consultants, including those hired by or sourced internally from Pinellas County. The Services listed herein are for general information only and are not an exhaustive list of service requirements. It is understood that all project work will be developed and delivered according to industry standard service delivery parameters. All drawings and specifications will be required to comply with all applicable local, state, and federal regulatory requirements. The awarded Proposer will be expected to perform comprehensive design services including the review of and potential modifications to Pinellas County's initial programming study.

Services will include, but may not be limited to:

### **1. Schematic Development**

- Initial programming review and Pinellas County facility requirements review with the project team and staff
- Include the potential for up to 3 site visits to similar facilities, said visits may be out of state
- Identify operational efficiencies as they may materialize in the design process
- Schematic design documents with multiple building configurations and site options with presentations to the project team
- Elevation and massing renderings with presentations to the project team
- Study and provide written analysis of applicable laws affecting the project including but not limited to building codes, ADA, ordinances, rules, zoning, statutes and good practices
- Study and provide written analysis of applicable permits and approvals required for completion of the project
- Preparation of schematic designs, site plans, floor plans, presentation renderings, and site model or models as required for the owner to understand the design concepts
- Structural, mechanical, electrical, plumbing and fire protection (MEPF) systems recommendations
- Preparation for preliminary drawings including, but not limited to site, plans, floor plans, sections, elevations, building heights, walking travel distances, site security options, materials, and any additional documents required for clarity

### **2. Design Development**

- 50% and 100% Design Development drawing reviews with the project team
- Geotechnical coordination with design incorporation
- All required drawings for the project including life safety, architectural, structural, mechanical, electrical, plumbing, fire protection, fire alarm, lighting, acoustical, façade, site drawings, off site drawings, engineering and documents as required for utility, traffic, and permitting, building envelope, drawings for Courts and

- administrative, development services office mockups, technology & low voltage, security, furniture fixtures and equipment, wayfinding, landscape, and irrigation
- Coordination with all authorities having jurisdiction or project review authority including but not limited to building and fire departments, City of Largo, Pinellas Suncoast Transit Authority, Florida Department of Transportation, Pinellas County Utilities and other utility providers, Forward Pinellas, Creative Pinellas, Design Review Committee boards, and stormwater
- Manage all pre-permit design reviews with authorities having jurisdiction (AHJ)
- Provide cost estimate services at each stage of design review for 50% and 100% DD's
- Participate in design reviews with Pinellas County's Construction Manager at Risk (CMAR) for project constructability, costs, materials, and schedule
- Provide a completed draft of the Project Manual & Specifications at 100% Design Development
- Site plans showing the building in relation to final grades with all proposed connections to existing or proposed roads
- Plans, elevations, and typical wall sections of the building
- Reflected ceiling plans of all spaces showing materials and fixture selections
- Finished material samples and finish plan or schedule indicating location and type of finishes
- Draft outline specifications and construction standards describing materials and systems proposed
- Interior plans, which further develop the approved space plans, workplace programming and schematic design (see workplace programming and courts)

### **3. Construction Documents**

- Complete Project Manual & Specifications for all disciplines, review with project team at 50%, 75% and 100% construction document reviews
- Project Manual & Specifications are required to serve as the standard for Pinellas County facilities going forward
- 30%, 50%, 75% and 100% Construction Progress Drawings reviewed with project team
- Construction Document permit submittal options for early reviews between 75% and 90% completion or alternate as agreed upon with design phasing
- 100% Construction Documents, permit set of drawings, signed and sealed
- Participate in design reviews with Pinellas County's Construction Manager at Risk (CMAR) for project constructability, costs, materials and schedule during the 30%, 50% and 75% reviews
- Complete specifications and drawings to clearly describe the construction standards, scope, materials, assembly, and quality of workmanship
- Complete Architectural, Workplace Programming, and Interior Design documents for approval and permitting
- The architect will revise the documents to reflect further adjustments in the scope and/or quality of the project as deemed necessary by the County and the CMAR to bring the construction cost within budget
- The architect will revise the documents as required to obtain approval from the authority having jurisdiction as required during any of the submittal and approval processes

#### **4. Bid Assistance**

- Assist CMAR in trade scope development for proposals/bids for construction packages
- Provide technical responses for proposals/bids for construction packages
- Complete plan revisions as needed and identified during bidding
- Attend pre-bid meetings as requested

#### **5. Construction Administration**

- Attend pre-construction meetings
- Attend construction contract negotiations as required by the owner
- Attend bi-monthly OAC meetings to be held in the Owner's or Contractor's site office for the project
- Attend other meetings virtually as required to maintain project schedule
- Review/comment on Schedule of Values
- Review/comment on construction schedule durations
- Shop drawings and submittal reviews
- Attend off site production or testing of products or assemblies as required for quality assurance
- Payment application review
- Respond to RFIs
- Submit ASIs as required
- Assist in reviews of delegated design documents
- Provide Construction Document and permit revision services as necessary
- Perform monthly field inspections with field reports
- Complete Substantial Completion walk-through & prepare Certificate of Substantial Completion & Final Completion
- Establish and maintain an overall project punch list
- Attend commissioning and equipment startups as required
- Assist in Test and Balance reviews and corrections by Mechanical Engineer
- Advise and consult with the County or owner's representative during the construction phase and assist the CMAR with clarifications and revisions to the construction documents
- Assist in the evaluation, preparation and negotiation and approval of change orders

#### **6. Workplace Programming and Courts**

- Concept Plans depicting spatial organization
- Concept plans depicting courtrooms, chambers, jury assembly and related areas
- Given the transformational nature of modern workplace standards, complete initial concept drawings and physical space mockups for general office space and courtrooms to demonstrate future use and utilization
- Stacking Diagram portraying the vertical distribution of the project
- Space Plans showing the general size and layout of offices, open areas, and special areas
- Space Plans showing the actual size and layouts of courtrooms, chambers, and associated space
- Establish Workplace Standards with furniture specifications, sizes, finishes and options



- Complete design development and construction documents for workplace programming, permit and buildout
- Drawings to include finished material samples, finish plan with finish schedule for all interior spaces, offices and courts
- Furniture fixtures and equipment, options with best fit recommendations
- Workplace program design development review meetings with the project team, staff and elected officials as required for approval from end users and Pinellas County
- Incorporate approved Workplace Program design with Construction Documentation

**7. Post Construction Services**

- Attend final walk-throughs and verify completion of punch list items
- Review and provide comments on close out manual/documents presented by the CMAR
- Formalize As-Built drawings with the CMAR, submit to County
- Permit close out oversight
- Review and provide As-Built documents in a format necessary for migration into County's records including electronic format
- Warranty walks at 11 months with County and CMAR

**8. Other Services**

- The awarded Proposer must attend and present at workshops or Board of County Commission meetings where the project will be addressed or discussed
- The awarded Proposer will include in the design services multiple meetings with the project team, staff and end users to review documents in the design and construction phases

**PART III: SUBMITTAL INSTRUCTIONS & FORMAT**

Submittals must be uploaded utilizing OpenGov procurement website:

<https://secure.procurenow.com/portal/pinellasfl>

- a. Failure to comply could result in the submittal being rejected.
- b. Submittals must be on the forms furnished. Submittals sent via email will not be considered.

**A. MINIMUM QUALIFICATIONS**

The following are the minimum requirements that Proposer must meet to be considered responsible to perform the specified Services. Proposer must submit sufficient documentation to clearly demonstrate that Proposer meets or exceeds the following minimum qualification requirements:

1. Must be a State of Florida licensed Architect, as defined in Chapter 287.055(2)(h)(2), Florida Statutes or in accordance with Section 491.023 Florida Statutes; and
2. Must have an active registration with the State of Florida, Department of State, Division of Corporations; and
3. Must meet minimum insurance requirements
4. Must demonstrate government headquarters and Court design experience

Failure by any Proposer to meet the minimum requirements stated above shall result in Proposer being deemed nonresponsive and removed from further consideration. Minimum qualification requirements must be maintained throughout the duration of an awarded contract.

**B. CONFLICT OF INTEREST**

Proposer must certify that they presently have no interest and will acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of required services as provided herein.

**C. QUALIFICATION SUBMITTAL INSTRUCTIONS**

Proposer must submit one (1) electronic PDF copy of current SF-330 (federal Standard Form), Part I and II (pages 9 through 14 only), with all sections completed. SF-330 can be obtained from U. S. General Services Administration (GSA) website [www.gsa.gov/reference/forms](http://www.gsa.gov/reference/forms) , then select Standard Form on the menu and go to the 330 form. It is highly recommended that Proposers follow the prescribed organization of the submittal:

1. RFQ submittals should be **tabbed and or indexed by section** to facilitate evaluation
2. RFQ Submittals must be a single PDF file containing responses to all questions including applicable organization charts, project examples, and team bios
3. Submitted Qualifications must be limited to 120 pages

Submitted Qualifications should include the following components, including all attachments specified herein, as listed below:

**Section 1: Qualifications Cover Page and Cover Letter**

Proposer should complete and submit the Qualifications Cover Page, provided herein, and should also provide a 1–2-page cover letter describing the following:

- Full legal company name, including any fictitious name(s), Doing Business As (DBA) and Company type (i.e. Corporation, Partnership, Joint Venture, etc.)
- Physical street address and mailing address (if different), including any other location(s) which may perform portions of the Services
- Primary point of contact information (name, title, phone, email), and any secondary or supplemental point(s) of contact information
- Names and titles of principals, partners, or owners, as applicable
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.) and business philosophy
- Brief statement regarding the Proposer's interest in this project

**Section 2: Company & Team Qualifications**

Proposer should provide documentation to fully demonstrate the qualification, education, and abilities of key personnel for the Proposer, as well as any proposed subcontractors that will be performing services, if awarded. The required documentation should include, at a minimum:

**Key Personnel** – Identify all key personnel proposed to perform services, if awarded, including the role they are proposed to perform on this project.

**Licenses/Certifications** – Provide all current licenses and certifications applicable to this project, held by Proposer and key personnel who are proposed to participate in the services.

**List of Proposed Subcontractors** – Provide all subcontractors or suppliers proposed to perform any aspect of the services specified herein. Proposer should include all documentation to demonstrate the qualifications and capabilities of each proposed subcontractor or supplier, including but not limited to licenses, certifications, and other credentials. Include the address of all subcontractors and services to be provided.

**Project Org Chart**–Provide a complete organization chart for the Proposer and all subcontractors demonstrating the relationship of resources as it pertains to this project.

**Qualification Certification** – Complete and submit Attachment “A” provided herein.

**Claims, Liens, Litigation History** – Complete and submit Attachment “B” provided herein.

**Certificates of Insurance** – Submit documentation to demonstrate evidence of current and valid insurance policies in at least the coverage limits as specified in Exhibit “A”, or certification from a qualified insurance provider attesting to Proposer’s ability to obtain the required coverages upon award.

### **3: Related Experience**

Proposer must provide documentation to demonstrate all relevant firm and proposed team experience designing comparable buildings (i.e. government and court buildings) within the past ten (10) years, similar in size, scope and cost as the services specified herein. The documentation must include a listing of all projects designed, with Proposer as the lead firm, including project title, owner/agency, point of contact (name, title, phone, email), project award and completion dates, project cost (starting vs. final).

The County reserves the right to reach out to any agency to inquire about Proposer’s performance and responsibility of the Proposer, whether the agency is included in the list specified in this section.

### **Section 4: Approach to Services**

Proposer must describe its approach to completing the required services within the time frame objective provided herein, including all strategies and methods that will contribute to the successful accomplishment of the objective and project. The information included in this section, must include, but is not limited to the following:

- A brief outline of the project approach with identification of each main step or milestone in the process
- Examples of previous completed projects where a new or innovative approach was taken and the corresponding results or possible benefits for this project
- Examples of reports that would typically be made available (i.e., progress reports, draft plans etc.) as well as frequency of follow up reporting with the County
- Demonstration of the quality control elements and strategies utilized by the Proposer to mitigate impacts of subcontractors or other factors on the project

- Description of current proposed team workload and awarded projects occurring in the next 4 years

**Section 5: Proposed Schedule**

Proposer must provide a proposed overall design schedule, based upon each phase of the project as specified herein demonstrating Proposer can deliver this project.

**Section 6: Administrative Information**

Proposer should complete and submit all remaining Attachments, as provided herein, which are not required in a previous section.

**Section 7: Anticipated Design and Administrative Hours**

Proposer should include in a table, the anticipated design and staff hours to complete the following tasks:

- 1.1 Schematic Development
- 1.2 Site Plan Approval
- 1.3 Design Development
- 1.4 Construction Documents
- 1.5 Permitting
- 1.6 Construction Administration
- 1.7 Workplace Programming and Courts
- 1.8 Post Construction Activities
- 1.9 Commissioning & Warranty

**PART IV: EVALUATION AND AWARD****A. DETERMINATION OF RESPONSIVENESS**

Each submission will be evaluated for responsiveness to the qualification requirements provided herein. Any qualifications that are materially nonresponsive to the requirements of this RFQ shall be disqualified and removed from consideration prior to evaluation.

Pinellas County reserves the right to waive any minor formality or irregularity in any submitted qualifications. However, any missing information or documentation that is material to the purpose of the RFQ may not be waived as a minor formality.

**B. EVALUATION OF QUALIFICATIONS**

All responsive qualifications will be evaluated by the project team and or evaluation committee. Evaluation of the responsive qualifications will be in accordance with the evaluation criteria as provided herein. Evaluators may consider any evidence available regarding financial, technical, other qualifications and abilities of Proposer, including past performance.

**C. EVALUATION CRITERIA AND RANKING**

The evaluation committee will evaluate and rank Proposers from highest to lowest based upon the specific evaluation criteria listed below. Evaluations will be carried out in accordance with 287.055 Florida Statutes and 2-178 County Code.

**Evaluation Criteria:**

1. Company & staff qualifications
2. Related firm and proposed team experience with Government Buildings and Courts
3. Quality of subconsultants
4. Approach to service
5. References
6. Proposed schedule
7. Business Status, MBE & SBE
8. Business location serving project
9. Previously awarded work
10. Shortlist discussion & interview/presentation

**D. SHORTLIST DISCUSSIONS & INTERVIEW/PRESENTATIONS**

Upon evaluation of submitted qualifications, the evaluation committee will determine a shortlist of Proposers to participate in presentations, and may require interviews or presentations, in accordance with Florida Statute 287.055.

Given the expedited timeframe of this solicitation, the makeup of the presentations is provided herein for Proposers to familiarize themselves with expectations. The presentations with the shortlisted Proposers may consist of and not be limited to the following:

1. Discuss a project where your firm designed a government office and Court facility.
2. How will you ensure the most cost effective, functional, and constructable design is delivered?
3. Can you accomplish this design within the timeframe objective provided? How are you going to mitigate impacts to that timeframe?
4. Discuss your project plan regarding communication, progress of design, consideration of options, decision making, and risk mitigation.

**E. NEGOTIATIONS & AWARD**

Upon evaluation and final ranking of qualifications and shortlist interview/presentations, a Notice of Intent will be issued, expressing intent to move forward. Pinellas County is under no obligation to award a contract as a result of this RFQ.

It is the intent of the County to enter into negotiations with the top ranked Proposer, provided no documentable justification is provided that would prohibit proceeding with the top ranked Proposer. If the County and the selected Proposer can reach an agreement for the required services, a contract will be initiated for approval. If the County and the selected Proposer are unable to reach an agreement, the County will cease negotiations with the top ranked Proposer and initiate negotiations with the next successively ranked Proposer with the intent of coming to an agreement. This process will continue until such time as an agreement can be reached, or the County, in its sole discretion, determines that moving to a subsequent Proposer in the rankings does not serve the best interest of the County or the project.

**F. PROTEST PROCEDURES**

Protests will be carried out in accordance with Section 2-162 of County Code.

## **PART V: ATTACHMENTS**

The required attachments that Proposers must complete, sign, have notarized and include as part of their submitted qualifications are provided herein on the following pages. The instructions provided above in Part III specify in which sections of the submitted qualifications the required attachments must be included.

## **PART VI: EXHIBITS**

**Exhibit “A”:** Insurance Requirements

**Exhibit “B”:** Evaluation Criteria, Written & Oral Presentations

**Exhibit “C”:** Pinellas County New Government Campus Programming

**Exhibit “D”:** Icot Atlas Survey

**Exhibit “E”:** Phase 1 & 2 Environmental

**Exhibit “F”:** Traffic Study

**PART V: ATTACHMENTS**

**COVER PAGE**

**SUBMIT ONE (1) ELECTRONIC PDF COPY TO:**

Pinellas County Purchasing, <https://secure.procurenow.com/portal/pinellasfl>

**FULL LEGAL NAME OF PROPOSER:**

---

**MAILING ADDRESS:**

---

**RFQ POINT OF CONTACT NAME & TITLE:**

---

---

**RFQ POC EMAIL ADDRESS:**

---

**RFQ POC PHONE NUMBER:**

---

**POC FOR INVITATION #1:**

---

**NAME & TITLE:**

---

**POC FOR INVITATION: #2**

---

**EMAIL ADDRESS:**

---

**DATE OF SUBMITTAL:**

---



**ATTACHMENT A  
QUALIFICATION CERTIFICATION**

The Undersigned presents this Qualification Submittal to be considered as a Qualified Firm for RFQ NO: 25-0278-NC: Design Services for Pinellas County’s New Campus

A copy of the license(s) under which our firm is engaged in the business of contracting in the state of Florida is attached. This license was issued in accordance with provisions of Section 489.113, or 471.023 Florida Statutes, and is currently valid and in force.

It is further understood that qualification, if given, will be valid for the purpose of responding to the above solicitation, unless suspended or terminated by the governing authority.

The Undersigned authorizes and requests any public official, engineer, architect, Surety Company, bank depository, material or equipment manufacture or distributor or any person, firm or corporation to furnish all information requested by County, to verify statements given with this Qualification Submittal.

The Undersigned further authorizes the County to disclose, without any liability whatsoever, any and all information contained in the Qualification Submittal.

The Undersigned has not been disqualified by any public agency in Florida except as indicated below. (If none, insert: “N/A”)

**Full Legal Company Name:** \_\_\_\_\_  
And Doing Business As (DBA)

This \_\_\_\_\_ day of \_\_\_\_\_, 2025

Attest:	Approved:
By: _____ _____ Signature of Affiant	By: _____ _____ Full Name and Title of Affiant

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by Affiant, who is personally known to me or has produced as identification.

_____ Notary Public My _____	Commission _____	Expires: _____
------------------------------------	---------------------	-------------------

**ATTACHMENT B**  
**CLAIMS, LIENS, LITIGATION HISTORY**  
(Complete and submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a contract dispute? Yes, \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: \_\_\_\_\_

Name(s) of the attorneys representing all parties: \_\_\_\_\_

Amount actually recovered, if any: \_\_\_\_\_

Name(s) of the project owner(s)/manager(s) to include address and phone number:

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

2. List all pending litigation and or arbitration.

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

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

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

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

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

**ATTACHMENT B**  
**CLAIMS, LIENS, LITIGATION HISTORY**  
(Complete and submit)

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail:

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain why:

7. List the status of all pending claims currently filed against your company:

**ATTACHMENT C**  
**AFFIDAVIT OF SOLVENCY**

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

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

PERTAINING TO THE SOLVENCY OF \_\_\_\_\_, being  
of        lawful        age        and        being        duly        sworn        I,  
\_\_\_\_\_, as

(president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually,

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name & Title of Affiant

\_\_\_\_\_  
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this day of \_\_\_\_\_, 2025 by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My

Commission

Expires:

**ATTACHMENT D**  
AFFIDAVIT

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

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

At the time the Qualification is submitted, the Proposer will attach to his submittal a sworn statement. The sworn statement will be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and will be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, \_\_\_\_\_ (“Affiant”) who, being  
duly sworn, desposes and says he or she is  
\_\_\_\_\_(Title) of  
\_\_\_\_\_(Proposer) the Proposer submitting the  
attached proposal for the services covered by the RFQ documents for RFQ NO: 25-0278-NC Design  
Services for Pinellas County’s New Campus.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm’s proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name & Title of Affiant

\_\_\_\_\_  
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization,  
this day of \_\_\_\_\_, 2025 by Affiant, who is personally known to me or  
has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

**PROPOSER REFERENCES**

The following information is required in order that your proposal may be reviewed and properly evaluated:  
COMPANY NAME:

\_\_\_\_\_  
LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS:

\_\_\_\_\_  
BUSINESS ADDRESS:

\_\_\_\_\_  
HOW LONG IN PRESENT LOCATION:

\_\_\_\_\_  
TELEPHONE NUMBER:

\_\_\_\_\_  
FAX NUMBER:

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME  
NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: \_\_\_\_\_

All references will be contacted by a County Designee via email, fax or phone call to obtain answers to questions, as applicable before an evaluation decision is made.  
Proposers must have experience in work of the same or similar nature and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services.  
Either local commercial or governmental reference(s) (Pinellas County Government references will not be accepted) that you have previously performed similar contract services for:

1.	2.
COMPANY:	COMPANY:
ADDRESS:	ADDRESS:
TELEPHONE/FAX:	TELEPHONE/FAX:
CONTACT:	CONTACT:
CONTACT EMAIL:	CONTACT EMAIL:
COMPANY EMAIL ADDRESS:	COMPANY EMAIL ADDRESS:
3.	4.
COMPANY:	COMPANY:
ADDRESS:	ADDRESS:
TELEPHONE/FAX:	TELEPHONE/FAX:
CONTACT:	CONTACT:
CONTACT EMAIL:	CONTACT EMAIL:
COMPANY EMAIL ADDRESS:	COMPANY EMAIL ADDRESS:

### **INFORMATION PACKAGE**

Request for Qualifications for Professional Services as Governed by Florida Statute 287.055:

1. "Professional services" is defined as those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
2. An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 [www.flsenate.gov/Laws/Statutes/2011/607.1501](http://www.flsenate.gov/Laws/Statutes/2011/607.1501).
3. A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit [dos.myflorida.com/sunbiz/](http://dos.myflorida.com/sunbiz/) for this information on how to become registered.

**W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION**

\*Instructions to form W-9 available upon request

The Proposer must complete and submit to the County Form W-9 available: Through the following link:

[www.irs.gov/forms-pubs/about-form-w-9](http://www.irs.gov/forms-pubs/about-form-w-9)

Section 119.071(5), Florida Statutes Notice:

Your Tax Identification Number (which for individuals is your social security number) is collected on Form W9 for use in filing information returns with the IRS as described more fully below.

Collection of the Internal Revenue Code (26 U.S.C § 6109).

Privacy Act Notice:

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HAS. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under the tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer.



**ADDENDUM**

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS SOLICITATION BY SIGNING AND DATING BELOW:

ADDENDA NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED

Note: Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) have been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in response being considered non-responsive or result in lowering the rating of a firm’s proposal.  
Information regarding addenda issued is available on the OpenGov website, <https://secure.procurenow.com/portal/pinellasfl>, listed under the bid attachments.

**E-VERIFY AFFIDAVIT**

I hereby certify that \_\_\_\_\_ [insert Proposer company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of \_\_\_\_\_ [insert Proposer company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Federal Work Authorization User Identification No.: \_\_\_\_\_

Name of Pinellas County Contract and Contract No.: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of 1) physical presence \_\_\_ or 2) online notarization \_\_\_, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of officer or agent, title of officer or agent) of \_\_\_\_\_ (name of Proposer company acknowledging), a \_\_\_\_\_ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

[Notary Seal]

Notary Public: \_\_\_\_\_

Name typed, printed, or stamped: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**SMALL BUSINESS ENTERPRISE (SBE) STATUS FORM**

1. There is a maximum of 100 points available under this section, which will be awarded as follows:
- a. If the prime firm is certified as a Pinellas County SBE, 100 points will be awarded.

b. If the prime firm utilizes 1 certified Pinellas County SBE as sub-consultant, 50 points will be awarded.

c. If the prime firm utilizes more than 1 certified Pinellas County SBE, as sub-consultant, 75 points will be awarded.

d. If the prime firm nor any of its sub-consultants are not certified as a Pinellas County SBE, 0% of the points available will be awarded.
2. Proof of certification for each firm claiming Pinellas County SBE status should be included in the submittal.

PRIME FIRM	PINELLAS COUNTY CERTIFIED SBE	
	Yes	No
1.		

SUB-CONSULTANT(S):	PINELLAS COUNTY CERTIFIED SBE	
	Yes	No
1.		
2.		
3.		
4.		
5.		

I certify that the information included in this Form is true and complete to the best of my knowledge and belief. I further understand and agree points awarded to this section will be based on the information provided and that this Form will become a part of my contract with Pinellas County.

Name and Title of Authorized Representative:

Signature:

FOR PINELLAS COUNTY USE ONLY				
MAXIMUM AVAILABLE POINTS	AWARDED POINTS			
100	<input type="checkbox"/> 100 Points (Prime Firm is Pinellas County SBE)	<input type="checkbox"/> 75 Points (More than 1 sub consultant is Pinellas County SBE)	<input type="checkbox"/> 50 Points (Only 1 sub consultant is Pinellas County SBE)	<input type="checkbox"/> 0 Does not meet criteria requirements

## **PART VI: EXHIBITS**

## **EXHIBIT “A”**

### **Insurance Requirements**

#### **INSURANCE**

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award.

The Vendor shall obtain and maintain, and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

#### **LIMITATIONS ON LIABILITY**

Vendor acknowledges and agrees that the services will be provided without any limitation on the Vendor's liability. The County objects to and shall not be bound by any term or provision that purports to limit the Vendor's liability to any specified amount in the performance of the services. The Vendor shall state any exceptions to this provision in its response, including specifying the proposed limits of liability in the stated exception to be included in the Services Agreement. The Vendor is deemed to have accepted and agreed to provide the services without any limitation on the Vendor's liability that the Vendor does not take exception to in its response. Notwithstanding any exceptions by the Vendor, the County reserves the right to declare its prohibition on any limitation on the Vendor's liability as non-negotiable, to disqualify any quote that includes exceptions to this prohibition on any limitation on the Vendor's liability, and to proceed with another responsive, responsible quote, as determined by the County in its sole discretion.

- A. Submittals should include the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract.

Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision of the State of Florida shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.

- B. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. The County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Quote and/or contract period.
- C. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the work you will be notified by CTrax, the authorized Vendor of Pinellas County. Upon notification, renewal certificate(s) of Insurance and endorsement(s) should

be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) and to CTrax c/o JDi Data at [PinellasSupport@jdidata.com](mailto:PinellasSupport@jdidata.com) by the Vendor or their agent prior to the expiration date.

- 1) The Vendor shall also notify the County within seventy-two (72) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer. Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org). Nothing contained herein shall absolve Vendor of this requirement to provide notice.
  - 2) Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement.
- D. If subcontracting is allowed under this Quote , the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.

All subcontracts between the Vendor and its subcontractor shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall

- 1) Require each subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor;
  - 2) Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
  - 3) Provide that County will be an additional indemnified party of the subcontract;
  - 4) Provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability;
  - 5) Provide a waiver of subrogation in favor of the County and other Insurance terms and/or conditions as outlined below;
  - 6) Assign all warranties directly to the County; and
  - 7) Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this section and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- E. Each insurance policy and/or certificate shall include the following terms and/or conditions:
- 1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.

- 2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
- 3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- 4) All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

- 1) **Workers' Compensation Insurance** Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

Limits

Employers' Liability Limits	Florida Statutory
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

If Vendor/Contractor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

- 2) **Commercial General Liability Insurance** including, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

- 3) **Pollution Legal/Environmental Legal Liability Insurance** for pollution losses arising from all services performed to comply with this contract. Coverage shall apply to sudden and gradual pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or

other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage. If policy is written on a Claims Made form, a retroactive date is required, and coverage must be maintained for 3 years after completion of contract or “tail coverage must be purchased. Coverage should include and be for the at least the minimum limits listed below:

- a. Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed.
- b. Defense including costs, charges and expenses incurred in the investigation, adjustment, or defense of claims for such compensation damages.
- c. Cost of Cleanup/Remediation.

Limits

Per Claim or Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000

For acceptance of Pollution Legal/Environmental Legal Liability coverage included within another policy coverage required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Pollution Legal/Environmental Legal Liability and other coverage combined.

- 4) **Professional Liability (Errors and Omissions) Insurance** with at least minimum limits as follows. If “claims made” coverage is provided, “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing “claims made” insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

Each Occurrence or Claim	\$ 15,000,000
General Aggregate	\$ 15,000,000

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

- 5) **Property Insurance** Vendor will be responsible for all damage to its own property, equipment and/or materials.



EXHIBIT “B”

Evaluation Criteria, Written Proposal

Pinellas County New Campus					
Evaluation Criteria for Written Proposals, RFP #0000					
Scored by:					
1	Approach	Potential Points	Firm#1	Firm #2	Firm #3
	<i>Ability of Firm and its Professional Personnel, Willingness and Ability to Meet Schedule and Budget Based on Current and Projected Workload.</i>				
1.1	<b>Design Firm</b> - overall qualifications and design experience	75			
1.2	<b>Project Team</b> - overall qualifications of the project team proposed	75			
1.3	<b>Fit</b> - appropriateness of the design firm's organization and project team proposed as it relates to Pinellas County and the New Campus build	75			
1.4	<b>Resources</b> - professional resources available to provide services as requested in the RFP document	20			
1.5	<b>Resources</b> - proposal includes critical disciplines required to complete construction documents and construction administration as requested in the RFP	20			
1.6	<b>Resources</b> - proposal includes exceptional professional resources to properly provide services	20			
1.7	<b>Management</b> - project manager and proposed team is uniquely qualified to provide the described services	20			
1.8	<b>Workload</b> - proposal includes an evaluation of the firms workload commitments and ability to complete services on schedule	20			
1.9	<b>Staffing</b> - proposal demonstrates that the firm has adequate time available and personnel to complete services on schedule and additional backup staffing capability in the event of unforeseen circumstances	20			
1.10	<b>Project Controls</b> - evaluation of the firm's overall approach including experience in scheduling projects, systems that will be used to keep track of the project schedule, cost control, quality assurance and quality control, issues and methods employed to avoid cost overruns and project delays	20			
1.11	<b>Approach</b> - evaluation of the overall approach by the firm, appropriateness of the methods proposed to plan, design and administer the project in relation to the scope of work and RFP documents	20			
1.12	<b>Deliverables</b> - evaluation of firms commitment to meet deliverables, schedule and budget goals	40			
	<b>Approach Total</b>	<b>425</b>	<b>0</b>	<b>0</b>	<b>0</b>

2	Firm Experience	Firm#1	Firm #2	Firm #3
	<i>Firm Experience with Projects of Similar Size and Past Performance</i>			
2.1	<b>Experience</b> - Firm provided relevant design and construction administration experience with projects of similar size, complexity, type and scope as outlined in the RFP	100		
2.2	<b>Recent Experience</b> - Firm and consultant team provided recent (within the past five years) experience with projects of similar size, complexity, type and scope as outlined in the RFP	75		
2.3	<b>References</b> - Firm provided references from previously completed similar sized projects including the project details for scope and size, time frames, awards, client contacts and recommendations	30		
2.4	<b>Pinellas</b> - Experience pertaining to specific Pinellas County projects both past and present	30		
2.5	<b>Scope</b> - firm's proposal acknowledges the scope of work with references to required consultants, vendors, and possible additional owner supplied services as typically required for a project of similar size and complexity	100		
2.6	<b>Concept</b> - firm acknowledges in the proposal an understanding of the overall project goals, constraints, timelines and budget for the new campus, including the scope of work which may include but is not limited to: additional studies performed that affect the project, key design elements and effect on the community involved	90		
	<b>Experience Total</b>	<b>425</b>	<b>0</b>	<b>0</b>

EXHIBIT “B”

Evaluation Criteria, Written Proposal

3	Business Status		Firm#1	Firm #2	Firm #3
	Minority business status as designated by the State of Florida (pre-populated by Purchasing Department)				
4.1	Yes = 2.5% of total evaluated points	25			
4.2	No = 0% of total evaluated points	0			
	Business Status Total	25	0	0	0

4	Small Business Enterprise		Firm#1	Firm #2	Firm #3
	SBE status as designated by Pinellas County (pre-populated by Purchasing Department)				
5.1	Prime is certified SBE = 100 evaluated points	100			
5.2	Prime utilizes 2 or more certified SBE subconsultant = 75 evaluated points	0			
5.3	Prime utilizes 1 certified SBE subconsultant = 50 evaluated points	0			
5.4	Prime utilizes 0 certified SBE entities = 0 evaluated points	0			
	SBE Total	100	0	0	0

5	Location		Firm#1	Firm #2	Firm #3
	Firm has an established office located in Pinellas, Manatee, Hillsborough or Pasco counties (pre-populated by Purchasing Department)				
6.1	Yes = 25 evaluated points	25			
6.2	No = 0 evaluated points	0			
	Location Points	25	0	0	0

6	Written Proposal Totals		Potential Points	Firm#1	Firm #2	Firm #3
7.1	Totals		1000	0	0	0

EXHIBIT “B”

Evaluation Criteria, Oral Presentation

Pinellas County New Campus					
Evaluation Criteria for Oral Presentations, RFP #0000					
Scored by:					
1	Project	Potential Points	Firm#1	Firm #2	Firm #3
	Understanding of Project and Firm Qualifications				
1.1	Firm - firm demonstrated relevant project experience, in house design expertise, and the administrative services & staffing required to successfully complete all phases of the design, engineering, approvals, and construction	100			
1.2	Design - firm demonstrates a clear understanding of the project goals and key design elements as defined in the RFP	50			
1.3	Design - firm demonstrates a clear understanding of the project scope, complexity, constraints, deliverables, and required consultants	50			
1.4	Design - firm demonstrates a clear understanding of studies completed to date related to programming, space utilization, adjacencies and master planning as indicated in the RFP	50			
1.5	Design - firm acknowledges that the scope of work services includes community involvement, participation in working sessions with Pinellas staff and departments, presentations and meetings with authorities having jurisdiction, local & city officials, County Managers and County Commissioners	75			
1.6	Management - firm proposed a team of qualified and experienced in house design and construction administration professionals to be assigned to the project from award to completion	75			
1.7	Management - firm identified an overall design manager to serve as the single point of contact for all design services, approvals, updates, meetings, and contract administration oversight	50			
1.8	Management - firm proposed a team of qualified consultants that are locally based, qualified for the scope of work as defined in the RFP, and have teamed with the firm on similar size projects	50			
	Project Total	500	0	0	0

2	Schedule & Budget		Firm#1	Firm #2	Firm #3
	Ability to Provide Required Services Within the Schedule and Budget				
2.1	Schedule - firm demonstrates a clear understanding of the project's projected schedule as outlined in the RFP	100			
2.2	Schedule - firm demonstrated experience and provided examples of a project scheduling and tracking systems that would be utilized to track design services and deliverables	50			
2.3	Design - firm demonstrates a clear understanding of the project's not to exceed budget as outlined in the RFP	100			
2.4	Design - firm provided examples of cost & quality control practices, scope verifications, and value engineering tools utilized to control cost overruns	50			
	Schedule & Budget Totals	300	0	0	0

3	Approach		Firm#1	Firm #2	Firm #3
	Managerial Methods used to Plan, Design and Administer the Project				
3.1	Approach - evaluation of the overall approach by the firm, appropriateness of the methods proposed to plan, design and administer the project in relation to the scope of work and RFP documents	100			
3.2	Fit - appropriateness of the design firm's organization and project team proposed as it relates to Pinellas County and the New Campus build	100			
	Approach Total	200	0	0	0

4	Oral Presentation Totals	Potential Points	Firm#1	Firm #2	Firm #3
4.1	Oral Totals	1,000	0	0	0

**EXHIBIT “C”**

**Pinellas County New Campus Programming**

*SEE ATTACHED PDF*

**EXHIBIT “D”**

**lcot Site Survey**

*SEE ATTACHED PDF*

**EXHIBIT “E”**

**Phase 1 and 2 Environmental Study**

*SEE ATTACHED PDF*

**EXHIBIT “F”**

**Traffic Study**

*SEE ATTACHED PDF*