



PASCO COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
8919 GOVERNMENT DRIVE
NEW PORT RICHEY, FLORIDA 34654
TELEPHONE: (727) 847-8194
FACSIMILE: (727) 847-8065
www.PascoCountyFL.net

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSQ) RSQ NO. 09-004

PROFESSIONAL ARCHITECTURAL SERVICES RELATED TO THE HISTORIC RENOVATION AND REHABILITATION OF ELFERS SCHOOL— PHASE 2

The Pasco County Board of County Commissioners is requesting qualifications from professional firms qualified and experienced in historic preservation, architecture and management of historic preservation grants. This work is related to the renovation and rehabilitation of the interior along with some minor exterior work for the historic Elfers School. As an optional service under any contract awarded, the County will also be considering utilizing the services of the successful firm to renovate the "Annex" building located next to the historic Elfers School.

The Pasco County Purchasing Department will receive responses until **2:00 p.m.**, local time, (our clock) on **October 6, 2009**, in the Pasco County Purchasing Department, 8919 Government Drive, New Port Richey, Florida. Responses received after this time will not be accepted. Responses will be publicly opened at the above stated time and date, with only the names of the offerors submitting responses being read. All interested parties are invited to attend. Offerors shall submit eight (8) response copies. Each response copy shall be bound in a single volume.

Questions concerning the scope of work, response submittal, or process should be directed, in writing, to the Purchasing Director, Scott Stromer. Questions may be faxed to (727) 847-8065.

Copies of the complete RSQ document and associated Scope of Work may be obtained from the Purchasing Department or at www.PascoPurchasing.com at no cost. The County is not responsible for expenses incurred in prior to award by the Board of County Commissioners. Pasco County reserves the right to reject any and all responses and to waive any irregularities or informalities.

We look forward to receiving your response.

Scott P. Stromer
Purchasing Director

IMPORTANT! - PLEASE READ CAREFULLY BEFORE RESPONDING

GENERAL PROVISIONS

ACKNOWLEDGMENT OF AMENDMENTS

Offerors shall acknowledge receipt of any amendment to the solicitation by letter, by returning a copy of the issued amendment with the submittal, or notation on the submitted response. The acknowledgment must be received by Pasco County by the time and at the place specified for the receipt of responses. Failure to acknowledge an issued amendment may result in submittal rejection and disqualification.

ADDITIONAL INFORMATION

Questions concerning this request must be submitted in writing to Scott Stromer, Purchasing Director, Pasco County Purchasing Department; 8919 Government Drive; New Port Richey, Florida 34654; fax machine number (727) 847-8065. Offerors are cautioned that any statements made by individuals, or employees of Pasco County, that materially change any portion of this request shall not be relied upon unless subsequently ratified by a formal written amendment. No questions will be accepted after five (5) days prior to the date set for opening.

ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or delegate the duties hereunder without the prior written consent of Pasco County.

APPLICABLE LAW

The resulting contract shall be governed in all respects by the laws of the State of Florida, and any litigation with respect thereto shall be brought in the courts of Pasco County, Florida. The contractor shall comply with all applicable Federal, State, and local laws and regulations. Lack of knowledge by the offeror will in no way be a cause for relief from responsibility.

CANCELLATION

Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel, or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of a resulting contract will be considered a material breach of contract and shall be cause for immediate termination of the contract at the sole discretion of Pasco County. In addition to all other legal remedies available to the County, Pasco County reserves the right to cancel and obtain from another source any services which have not been provided within the required period of time, or if no such time is stated, within a reasonable period of time from the date of order or request, as determined by the County.

CONFLICT OF INTEREST

The Offeror, by responding to this request, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the offer of services specified in this request. Furthermore, as part of the resulting contract, the contractor must warrant that its firm will not engage in providing consulting or other services to any private entity regarding any property within the defined geographic area during the term of the resulting contract.

CONTRACT TERM AND REQUIREMENTS

It is the County's intent to develop an agreement for the services specified herein, contingent upon the appropriation of funds. The contents of the response submitted by the successful firm, with any amendments or subsequent revisions, will become part of the resulting contract. A copy of the County's standard consulting agreement is attached.

COPYRIGHT

The successful contractor shall irrevocably transfer, assign, set over, and convey to Pasco County all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the resulting contract. The contractor further agrees to execute such documents as Pasco County may request to effect such transfer or assignment. Further, the contractor agrees that the rights granted to Pasco County by this paragraph are irrevocable. The contractor's remedy in the event of termination of or dispute over any agreement entered into as a result of this Request for Qualifications shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as result of this Request for Qualifications shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

DEBARMENT

By submitting a response, the offeror certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Florida or has been declared ineligible for Federal contracts and that it is not an agent of a person or entity that is currently debarred in Florida or has been declared ineligible to receive Federal from submitting proposals for contracts issued by any subdivision or agency of the State of Florida or Federal agencies. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

EXPENSES INCURRED IN PREPARING RESPONSE

Pasco County accepts no responsibility for any expense incurred by the offeror in the preparation and presentation of a response. Such expenses shall be borne exclusively by the offeror.

FAILURE TO DELIVER

In the event of failure of the contractor to deliver the services in accordance with the contract terms and conditions agreed upon, Pasco County may procure the services from other sources and hold the contractor responsible for any resulting additional costs. A failure to deliver will result in immediate termination of a resulting contract, and immediate disqualification and debarment from submitting bids or proposals to Pasco County for a maximum of three (3) years. These remedies shall be in addition to any other remedies that Pasco County may have available.

NONAPPROPRIATION

All funds for payment by Pasco County under this contract are subject to the availability of an annual appropriation for this purpose by Pasco County. In the event of nonappropriation of funds by Pasco County for the services provided under the contract, Pasco County will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and Pasco County shall not be obligated under this contract beyond the date of termination.

NONCONFORMING TERMS AND CONDITIONS

A response that includes terms and conditions that do not conform to the terms and conditions in the RSQ document is subject to rejection as nonresponsive. Pasco County reserves the right to permit the offeror to withdraw nonconforming terms and conditions from its response prior to a determination by Pasco County of nonresponsiveness based on the submission of nonconforming terms and conditions.

INFORMALITIES AND IRREGULARITIES

The Pasco County Board of Commissioners reserves the right to reject any or all responses in whole or in part; or accept any response which is deemed most advantageous and in the best interest of Pasco County.

PRINCIPAL PERSONNEL

Principal or key personnel identified in the response may not be substituted without prior written approval of Pasco County. Replacements for key personnel under contract must have equivalent professional qualifications and experience as those individuals listed in the response. Approval of substituted personnel will not be unreasonably withheld by Pasco County.

ENVELOPES CONTAINING RESPONSES

Envelopes containing responses must be sealed and marked in the lower left hand corner with the request number, and date and hour of opening. Failure to do so may cause the offeror's response not to be considered. Express Company, or Express Mail envelopes containing a sealed response shall also be sealed and marked in the lower left hand corner with the request number, and date and hour of opening.

PUBLIC INFORMATION

Upon public opening of all responses presented to Pasco County as a result of this solicitation, any and all information contained therein is considered public and may be reviewed by any persons interested in doing so.

RECOVERY OF MONEY

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to Pasco County, the same amount may be deducted from any sum due the contractor under the contract or under any other contract between the contractor and Pasco County. The rights of Pasco County are in addition and without prejudice to any other right Pasco County may have to claim the amount of any loss or damage suffered by Pasco County on account of the acts or omissions of the contractor.

VERBAL COMMUNICATIONS

No oral statement of any person shall modify or otherwise affect the terms, conditions, requirements, or scope of work specified herein. All modifications must be made in writing by Pasco County.

RIGHT TO AUDIT

The contractor shall maintain such financial records and other records as they relate to the purchase of goods and/or services by Pasco County from the subject vendor. The contractor shall retain these records for a period of three (3) years after final payment, or until they are audited by Pasco County, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three (3) year period for examination, transcription, and audit by Pasco County, its designees, or other authorized bodies.

RESERVATION OF RIGHTS

Pasco County may (1) amend or modify this RSQ, (2) revise requirements of this RSQ, (3) require supplemental statements or information from any firm, (4) accept or reject any or all responses, (5) extend the deadline for submission of responses, (6) negotiate or hold discussions with any offeror and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (7) cancel this RSQ, in whole or in part, if Pasco County deems it in its best interest to do so. Pasco County may exercise the foregoing rights at any time without notice and without liability to any offering firm or any other party for their expenses incurred in the preparation of response or otherwise.

UNSATISFACTORY WORK

If, at any time during the contract term, the service performed or work done by the contractor is considered by Pasco County to create a condition that threatens the health, safety, or welfare of the community, the contractor shall, on being notified by Pasco County, immediately correct such deficient service or work. In the event the contractor fails, after notice, to correct the deficient service or work immediately, Pasco County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the contractor. Notwithstanding the above, Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel.

RESPONSE RECEIPT AND OPENING

Pasco County will receive sealed responses until the date and time indicated on the cover. Responses must be delivered, by hand or mail, to the Pasco County Purchasing Department, located at 8919 Government Drive, New Port Richey, Florida, where they will be opened at the stated time, **READING ONLY THE NAMES OF THE SUBMITTING OFFERORS**. Responses must be received in the Purchasing Department before or on the hour and date indicated on the cover. Responses received after the date and time of the opening will be returned to the offeror unopened. It is the responsibility of the offeror to ensure that responses arrive at the designated opening place on time. Late or non-delivery due to mail or express delivery company failure will not be considered adequate reason for consideration of late responses. **FACSIMILE (FAXED) RESPONSES WILL NOT BE ACCEPTED, AND SHALL NOT BE CONSIDERED FOR EVALUATION OR AWARD.**

END OF GENERAL PROVISIONS

**SPECIAL CONDITIONS FOR FEDERALLY FUNDED HUD CONTRACTS
PROFESSIONAL SERVICES**

PASCO COUNTY COMMUNITY DEVELOPMENT

(HISTORIC ELFERS SCHOOL REHABILITATION, PHASE 2 DESIGN)

INTRODUCTION: The following special conditions are hereby incorporated into bids/contracts, which are being fully or partially paid with U.S. Department of Housing and Urban Development (HUD) funds. Some items such as bonding and insurance may be also included elsewhere in the bid/contract documents. The bidder must comply with those County requirements as well as these Federal requirements.

PROFESSIONAL SERVICES

Applicable	N/A
☐	☒

- A.** *"Section 3" Clause: The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low- and very low-income persons. The Section 3 preference requirements apply to any contract in excess of \$100,000.00. The HUD regulations governing the Community Development Block Grant (CDBG) Program deal specifically with Section 3 at 24 Code of Federal Regulations (CFR) Part 135.*

All Section 3 covered contracts and subcontracts shall include the following clause (referred to as the Section 3 Clause):

1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area, and contracts for work in connection with the project be awarded to business concerns, which are located in or owned in substantial part by persons residing in the area of the project.
2. The parties to this contract agree to comply with HUD's regulations in 24 Part CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment, which would prevent them from complying with the Part 135 regulations.

3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 Clause and shall post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this Section 3 Clause in every subcontract for work in connection with the project and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of regulations in 24 Part CFR 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 Part CFR 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
6. If applicable to this contract, attached is HUD-60002 form, which is to be used to report accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons. Said form shall be returned to the Community Development Division upon completion of your Federally funded project, or at the request of the Community Development Division.

Applicable	N/A
☒	☐

B. Remedies for Violation or Breach of Contract Terms

All claims, disputes, and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof, shall be resolved as provided by Florida law. Venue for any litigation arising from this contract shall be in the 6th Judicial Circuit of Florida, in and for Pasco County. Failure to timely comply with the contract without approval from the Board of County Commissioners or the agency being funded shall be deemed a breach of this agreement and the expenses and costs incurred by the County or the agency shall be the burden of the contractor. Disputes regarding the interpretation of this contract shall be resolved in favor of the County.

Applicable N/A
☐ ☒

C. Patents and Copyrights

HUD and Pasco County retain patent rights and copyrights on any project, which involves research, developmental, experimental, or demonstration work.

Applicable N/A
☒ ☐

D. Adherence to State Energy Conservation Plan

The successful bidder shall recognize and adhere to mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Applicable N/A
☒ ☐

E. Access to and Retention of Records

Pasco County, HUD, the Comptroller General of the United States, or any of their authorized representatives shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract, for the purpose of performing audit or project monitoring, and such records shall be subject to examination, copying, excerpting, or transcribing. Retention of all required records for five years after final payment and all pending matters are closed.

Applicable N/A
☐ ☒

F. Contract Work Hours and Safety Standards

Applies to any contracts in excess of \$2,500.00, which may involve the employment of mechanics or laborers (see Paragraph II.B.2).

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Applicable N/A
☒ ☐

G. Federal Equal Opportunity Laws—The parties to this contract will comply with the following provisions:

1. Nonsegregated Facilities (for contracts over \$10,000.00).
2. Title VI, Civil Rights Act of 1964.
3. Section 109 of the Housing and Community Development Act of 1974.
4. Section 503 Handicapped (for contracts \$2,500.00 or over).
5. Age Discrimination Act of 1975.
6. Section 504 of the Rehabilitation Act of 1973.

Applicable N/A
☒ ☐

H. Interest of Certain Federal and Other Officials

1. No member of, or delegate to, the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise from same: Provided, that the foregoing provision of this section shall be construed to extend to this contract if made with a corporation for its general benefit.
2. No member, officer, or employee of the grantee, or its designees or agents, no member of the governing body of the locality in which the project is located, and no other public official of such locality or localities who exercises any functions or responsibilities in connection with the project during his tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed under this contract.
3. The contractor will include the provisions of Paragraphs 1 and 2 in every subcontract so that such provisions will be binding upon each subcontractor.

Applicable N/A
☒ ☐

I. Certification Regarding Lobbying

1. **Certification for Contracts, Grants, Loans, and Cooperative Agreements.** The undersigned certifies, to the best of his or her knowledge and belief, that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Applicable	N/A
☒	☐

J. Liquidated Damages: As provided for elsewhere in the contract documents.

Applicable	N/A
☒	☐

K. Insurance: As provided for elsewhere in the contract documents.

Should the County elect to proceed with the renovation of the "Annex" building as part of this project, all of the special conditions listed above will also apply to services rendered or performed in regards to the "Annex" building.

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ACKNOWLEDGEMENT OF CONDITIONS:

I/We, the undersigned, acknowledge receipt of all applicable Special Conditions for Federally funded U.S. Department of Housing and Urban Development contracts, and have carefully examined these additional requirements and considered these regulations in our quotation/bid. I/We fully understand that any violations of these requirements may result in being removed from Pasco County bidders list for a period of not less than three years.

Project Name: _____

Company Name: _____

Address: _____

Name (Printed): _____

Signature: _____

Title: _____

Email Address: _____

Telephone Number: _____

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STATEMENT OF WORK

Pasco County requires qualified historic preservation architects to provide design services for Phase 2 of the rehabilitation of the historic Elfers School located at 4136 Barker Drive, New Port Richey, FL. The work is intended to include all architectural, civil, mechanical, electrical, and plumbing design for the interior rehabilitation of the building for use as office and program related spaces along with some minor exterior work such as roofing, exterior doors and landscaping. The Architect shall be required to provide permitting, bidding, and construction administration services during the entire post-design and construction period. The Architect shall provide Contract Documents for Phase 2 interior renovations only. The Architect will use these drawings to submit to the Permit office in preparation for the Notice to Proceed (NTP); once issued the contractor will be responsible for paying the required fee and pick up of the permit. The Phase 1 – Exterior Stabilization design services were provided by Rowe Architects; copies of the Phase 1 documents will be provided in return for the cost of copying upon the Offeror's request.

As an optional service, the County also reserves the right to utilize the services of the successful Offeror to provide all architectural, civil, mechanical, electrical and plumbing design along with permitting, bidding and construction administration services required for the interior rehabilitation of the one-story "Annex" building adjacent to the historic Elfers School at 4136 Barker Drive, New Port Richey, FL. The "Annex" is owned by the County but is currently leased to Community Aging & Retirement Services, Inc. d/b/a "CARES" and being utilized as the Elfers Senior Center. Any design proposed must take into consideration the ongoing use of a portion or portions of the building during the construction process. The County reserves the full and exclusive right to not include the optional services referenced in this paragraph on any final contract awarded pursuant to this solicitation.

The design and construction for the historic Elfers School shall follow the 'Standards for Historical Rehabilitation' as specified by the United States Department of the Interior, National Park Service, Preservation Assistance Division. The Architect's work performed for the historic Elfers School and/ or the "Annex" building must at all times comply with any requirements specified by grant funding agencies involved with the project. The Architect will be required to supply any documentation requested by the Construction Manager for compliance with Grant funding Procedures or additional government agencies. The project will be funded in whole or in part with U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds and the State of Florida, Department of Elder Affairs, Fixed Capital Outlay appropriation, and in the case of the "Annex" building by a HUD Special Project Grant and will be subject to the various provisions of Federal and State Law.

The selected Offeror will be expected to enter into the County's standard professional services agreement, a copy of which is attached.

The successful Architect will be expected to attend the following meetings, RFI inquiries, two site meetings each month (or as needed), (with the responsibility of recording meeting minutes) and meetings for each significant stage of construction or significant issues.

Services may include, but are not limited to:

1. Project schedules for design and construction (Gantt charts);
2. Space planning services, special systems design and programming;

3. Preparation of detailed construction cost estimates throughout design development and prior to bidding;
4. Public hearings to review plans;
5. Construction drawings and specifications suitable for permitting and to provide to the State Historic Preservation Officer in accordance with HUD regulations for historic properties;
6. Assistance with Permit applications;
7. Development of bidding documents;
8. Written responses to bidder's questions;
9. Evaluation of bid responses and recommendations;
10. Preparation of construction contract;
11. Consultant services during construction, including evaluation of submittals, materials testing, and quality control;
12. Construction, administration, including progress payments, change administration, and reporting;
13. Substantial and final completion oversight;
14. Construction closeout, including warranties, as-built drawings, manuals, and training oversight.

END OF STATEMENT OF WORK

RESPONSE FORMAT

Offerors shall present their responses to the Request for Qualifications in the manner and format listed below, identifying each response by its respective tab numeral.

<u>Tab</u>	<u>Item</u>
I	<i>Management summary.</i> The Offeror shall provide a cover letter indicating the underlying philosophy of the firm in providing the service and the firm's interest in the project. Offeror shall also provide a comprehensive organizational chart.
II	<i>Understanding of Services.</i> Describe, generally, how the subject services will be provided. Offerors should, <u>concisely</u> , relate their respective experience to each criterion in the "REVIEW AND ASSESSMENT" section of this Request for Qualifications. The Offeror should also indicate its acceptance of or exceptions to the County's proposed contract.
III	<i>Qualifications.</i> The Offeror shall attach a current and completed copy of SF 330, Parts I and II, including brief resumes for the key personnel expected to be assigned responsibility for the project described herein. Furthermore, a description of projects of a similar size (or larger) and scope from the last ten (10) years must be provided. This documentation shall provide a list and brief description of work <u>and</u> contact information for each project owner. Because of the nature of the work, Offerors must be experienced with historic preservation, architecture and related grant management to be considered. <i>Licenses.</i> The Offeror shall attach copies of the appropriate Florida State Licenses that are required to perform the work described herein.
IV	<i>Acknowledgement of Federal Conditions.</i> Each Offeror is required to include a completed "Acknowledgement of Conditions" (See pg. 11) relating to the Applicable Special Conditions for Federally funded U.S. Dept. of Housing and Urban Development Contracts.

END OF RESPONSE FORMAT

REVIEW AND ASSESSMENT

Professional firms will be evaluated on the following criterion. These criteria will be the basis for review of the responses, interviews and selection.

1. Experience designing and managing renovation, rehabilitation and/or preservation of historic structures;
2. Experience designing and managing renovation, rehabilitation and/or preservation of historic structures in Florida;
3. Understanding of contemporary design and historic preservation techniques and management of HUD and/or CDBG and State of Florida grant-funded projects;
4. Proximity to Pasco County or ability to meet the County's needs without delay and undue travel and expenses; and
5. Qualifications and Methodology offered to accomplish the subject services.

If selected for an interview, the following must appear before the Selection Committee:

1. Firm Principal
2. Project Engineer
3. Project Manager

In order to select the best firm, the Selection Committee must meet and evaluate the "team" of professionals that are vying for the described project. Failure to have the above individuals present may be cause for immediate disqualification and dismissal from consideration.

The Offeror may be required before the award of any contract to show to the complete satisfaction of Pasco County that it has the necessary facilities, ability and financial resources to provide the service specified therein in a satisfactory manner. The Offeror may also be required to give past work history and references in order to satisfy Pasco County with regard to the Offerors' assigned personnel, and subconsultant/subcontractor's qualifications. Pasco County may make reasonable investigations deemed necessary and proper to determine the ability of the same to perform the work, and the Offeror shall furnish all information for this purpose that may be requested. Pasco County reserves the right to reject any response if the evidence submitted by, or investigation of, the Offeror, assigned personnel, and subconsultant/subcontractors fails to satisfy Pasco County that such is(are) properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Offerors', assigned personnel's, and subcontractor's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required;
2. The ability of the Offeror and assigned subconsultants to perform the work or provide the service promptly or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience, and efficiency of the Offeror; and
4. The quality of performance of previous contracts or services.

END OF REVIEW AND ASSESSMENT