



REQUEST FOR QUALIFICATIONS

The School District of Hendry County
Superintendent's Office
Post Office Box 1980
LaBelle, FL 33975
(863)674-4642

Hendry County School District
Request For Qualifications
For
Architectural Services

Tony Busin
Director of Operations
Hendry County Schools
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To all interested Parties:

You are hereby invited by the Hendry County School Board to respond to the following: **Request for Architectural Services to design the New LaBelle High School, LaBelle, Florida, RFQ #23-00018.**

The Hendry County School District is requesting written proposals from qualified architectural firms to provide Professional Services for the Design Phase for the New LaBelle High School. The school will be designed for approximately 1,500 students. This project will be participating in the State of Florida's Special Facility Construction Account with Construction Drawings and Specifications expected by Thursday, April 27, 2023.

It is the District's intention to employ the Firm to provide overall Project Design, Cost Benefit Studies if needed, Information Management, Scope of Work, Technical and Construction Administration Services during the Construction.

RFQ 23-00018 CONTENTS

Event Details	Issue Date: Tuesday, January 31, 2023. Questions about RFQ due no later than: Thursday, February 16, 2023 by 3:00p.m. Bids due no later than Tuesday, February 21, 2023 by 3:00 p.m.
Questions	Questions shall be addressed to Tony Busin, Director of Facilities at busina@hendry-schools.net and Lynn Willis, Procurement Specialist at willisg@hendry-schools.net .
Responses	Vendor(s) must read all responses and return applicable documents with their submittal.
Line Items	Vendor(s) will input pricing, discounts and any other information requested.
Response Requirements	<p>Please respond by including but not limiting your response to the following. Proposals must be responsive to the requirements and questions of the Request for Qualifications.</p> <ol style="list-style-type: none">1. Company name and length of time in business2. Company location and the ability to service the Hendry County area.3. Letter of Interest typed on the firm's letterhead and signed by the individual in charge of the proposed project.4. Availability of time to start and complete project.5. Insurance carrier and applicable coverage (errors and omissions).6. Qualifications of staff to be utilized on this project with names, resumes, length of time with firm and previous clients served. Experience must be with submitting firm.7. List Special Facilities Construction Account (SFCA) projects within the last ten (10) years with School Board contact person and phone numbers.8. Description of previous K-12 and State Requirements for Educational (SREF) experience.9. Current copy of AIA membership and professional licensure.10. Current copy of sunbiz.org registration.11. Minimum of three (3) client references.12. Audited financial statements for the most recent three (3) years.13. A list of all lawsuits within the most recent seven (7) years to which the firm has been a party and the status of each.

	<p>14. Volume/Nature of Work presently under contract including a chart indicating the status of each current project relative to completion schedule, provide information indicating volume/nature of work awarded to the firm in the last three years and a statement of willingness to meet time and budget requirements.</p> <p>15. Past record of performance for the last seven (7) years including all work performed for other School Boards along with a list of contact names and numbers.</p> <p>16. Proof of the firm's Financial Responsibility including form of business, years in business, changes in ownership, a current statement from the firm's bank and accountant indicating financial stability, signed and dated within the last six months from the date of this proposal.</p> <p>17. The ability to observe and advise whether plans and specifications are being complied with during the proposed project.</p>
Response Instructions	<p>Vendors shall submit four (4) hard copies of their bid and one electronic copy on USB flash drive via mail to:</p> <p>Hendry County School District Finance Department Attn: Jessica Feliciano and Lynn Willis 111 Curry Street Labelle, Florida 33935</p>

VENDOR REGISTRATION: All Vendors are required to submit a vendor application via the following link: <https://www.hendry-schools.org/Page/7640>

The Hendry County School District accepts no responsibility for any expenses incurred by the firms offering their services to the county in the preparation of a response to the Request for Qualifications. The Hendry County School District will rank the firms and then conduct competitive negotiations consistent with 287.005 F.S.

Reservations: The Hendry County School Board reserves the right to reject any and all proposals, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive any technicalities or informalities.

Method of Selection: Proposals will be reviewed by the Hendry County School District which will recommend a ranking of the firms to the Hendry County School Board. Presentations may or may not be required. Upon acceptance of the recommendation, negotiations will be entered.

NO PHONE CALLS PLEASE. Request for information shall be in writing – refer all written requests to Tony Busin at busina@hendry-schools.net and Lynn Willis at willisg@hendry-schools.net.

Respectfully,

Tony Busin

Director of Operations

Hendry County School District
Architectural Evaluation Form RFQ 23-00018

Project Name: New LaBelle High School

Date: _____

Company Name	Length of Time in Business (0-5)	Company Location (0-5)	Availability of Time to Start and Complete Project (0-10)	Insurance Carrier and Applicable Coverage (0-5)	Qualifications of Staff Assigned to Project with Submitting Firm (0-20)	Special Facilities Construction Account Experience in Last 10 years (0-20)	Financial Stability and Cost Controls (0-20)	Description of Previous K- 12 & SREF Experience (0-15)	Total (0-100)	Rank

Selection Committee Signatures:

Comments:
