



Hendry County School District

Dedicated to Excellence in Education

ALL IN ALL THE TIME

ADDENDUM #3

IMPORTANT DOCUMENT – RFQ 26-0009 Successor Architectural Services

ADDENDUM DATE: March 23, 2026

Response Requirement Rubric and Scoring Sheet Update

Response Requirements:

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.

1. Company name and length of time in business
2. 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. Current copy of AIA membership and professional licensure.
8. Current copy of sunbiz.org registration.
9. Minimum of three (3) client references.
10. Audited financial statements for the most recent three (3) years.
11. 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.
12. Project approach in adopting the existing design of the former architect of record.
13. 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.
14. 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.
15. 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.
16. The ability to observe and advise whether plans and specifications are being complied with during the proposed project.

Scoring Sheet Update:

A new scoring sheet has been issued to be used for this RFQ evaluation to reflect changes in requirements of this RFQ.

(Next Page)

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR SUBMITTAL. FAILURE TO SIGN AND RETURN WITH YOUR SUBMITTAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

SIGNATURE

PRINT OR TYPE NAME

COMPANY NAME

EMAIL ADDRESS