



**Director of Facilities, Maintenance & Transportation
Anthony Busin**

**Request for Qualifications (RFQ)
RFQ 26-0011
Owner's Representative Services for
The New LaBelle High School**

Notice is hereby given that the Hendry County School Board intends to select an Owner's Representative firm to oversee the New LaBelle High School Project.

A proposal in response to this RFQ must be submitted to the Hendry County School Board, Finance Department **ATTN: Jason Adams & Brandynn Arrieta**, 111 Curry Street, LaBelle, Florida 33935, no later than May 4, 2026 by 3:00 P.M. EST.

A Public Bid opening will be held on May 5, 2026 10:00 A.M. EST located at 111 Curry Street, LaBelle, FL 33935.

Selected firms may be shortlisted for an in-person interview.

RFQ 26-0011 – The New LaBelle High School

The responsibility for submitting a response to this RFQ to the Hendry County School Board, Finance Department, on or before the stipulated time and date will be solely and strictly the responsibility of the Proposer. Hendry County School Board will in no way be responsible for delays caused by the United States Postal Service or by any other delivery service or occurrence. Any proposal received after the stipulated time and date will not be accepted, and/or opened and will be returned to the Proposer.

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SECTION 1 – REQUEST FOR QUALIFICATIONS (RFQ)

Firms interested in providing Owners Representative services to the Hendry County School Board are hereby notified that a sealed Proposal for providing the requested services in response to this RFQ will be accepted until time and date listed within the schedule in Section 2 and must be received by mail or delivered by hand to the following location. Proposals received after this deadline will not be accepted.

Hendry County School Board
Finance Department
Attn: Jason Adams & Brandynn Arrieta
111 Curry Street
LaBelle, FL 33935

The Proposal is limited to 70 information pages and shall be presented in a binder format. Five (5) copies, one (1) original marked “original” and four (4) copies of the Proposal, shall be signed by a person(s) legally authorized to bind the firm and submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm. In addition, one (1) flash drive shall accompany the Proposal submittal.

The format of the Proposal shall be in strict conformance to stipulated criteria in Instructions to Submitting Firms (Section 3) and the Evaluation Criteria (Section 4).

SECTION 2 – SCOPE OF SERVICES

The scope of work is oversight and comprehensive project management of a New LaBelle High School located at Helms Road, LaBelle, FL 33935 (“the site”). The facility will consist of approximately 256,000 square feet and consist of approximately 1,500 student stations. The project will be funded with State Special Facilities Construction Account funds and may or may not be funded in phases. Construction has already started on this project.

Event Schedule

The following dates and activities identify proposed project schedule milestones (subject to modification by Hendry County School Board):

<u>Event</u>	<u>Date</u>	<u>Time (EST)</u>
District Releases Request for Qualifications	April 20, 2026	11:00 A.M. EST
Deadline for Response to Questions	April 24, 2026	3:00 P.M. EST
Deadline for Qualification Responses	May 4, 2026	3:00 P.M. EST
Bid Opening	May 5, 2026 Location: 111 Curry Street Labelle, Florida 33935	10:00 A.M. EST
Rating of Initial Proposals by Selection Committee	May 6, 2026	10:30 A.M. EST
Presentation of Short List Firms	May 8, 2026 (Beginning at 8:00 A.M. EST)	
Recommendation of Selected Firms Finalized	May 19, 2026 Location: 300 W. Cowboy Way LaBelle, FL 33935	5:30 P.M. EST

SECTION 3 – INSTRUCTIONS TO SUBMITTING FIRMS

A. Purpose

The intent of this Request for Qualifications (RFQ) is to retain a firm for oversight of the New LaBelle High School Project for the Hendry County School Board.

B. Questions

Any questions, requests for clarifications or interpretations regarding this RFQ during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted in writing to Tony Busin, via email to busina@hendry-schools.net no later than the date and time listed in Section 2. No questions or clarifications will be considered after that date and time. Questions must be typed or printed. Responses will be posted as an addendum and made available on the Purchasing Department page on the HCSD website (www.hendry-schools.org).

C. Required Submittal Format

Proposers interested in being considered for these services shall submit a total of five (5) bound copies, including one (1) bound response marked “original”, and one (1) flash drive containing all original documents of the required response to the Request for Qualifications (RFQ) and shall be signed by a person(s) legally authorized to bind the firm.

To facilitate analysis of its submittal, the firm must prepare its proposal in accordance with the criteria outlined in Section 4. **Proposals shall respond to each of the Criteria in the same order listed and use tabs to identify each section.** The Proposal is **limited to 70 informational pages** and shall be presented in a binder format. Proposals shall be submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm.

Hendry County School Board emphasizes that the Proposer concentrate on accuracy, completeness, and clarity of content. The Proposer must use sections and tabs which are clearly identified and also must number and label all parts, pages, figures, and tables in the proposal.

If a firm’s proposal deviates from these instructions, such proposal may, in Hendry County School Board’s sole discretion, be rejected.

D. General Conditions for Submissions

1. Issuance of the RFQ does not constitute a commitment by Hendry County School Board to award a contract. Hendry County School Board reserve the right to reject any or all submissions received in the response to the RFQ, cancel the RFQ, or waive any technicalities or formalities when and if it is deemed in the best interest of Hendry County School Board to do so.
2. The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes (Florida Statute 112.313). Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of Hendry County School Board. Further, all Proposers must disclose the name of any officer or employee of Hendry County School Board who owns, directly or indirectly, any interest in the Proposer’s firm or any of its branches or affiliate companies.

3. 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 from the date of being placed on the convicted vendor list. (F.S. 287.133). By submitting a proposal, the Proposer represents those restrictions related to public entity crimes stated in Section 287.133(2)(a), Florida Statutes, do not apply to either his/her own company, or that his/her subcontractors or suppliers.
4. Hendry County School Board reserves the right to request clarification of information submitted and to request additional information from one or more firms.
5. All Proposals become the property of the Hendry County School Board upon receipt and will not be returned to the Proposer.
6. Hendry County School Board operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible, but must be disclosed by Hendry County School Board upon receipt of a Public Records Request.
7. By making a submission, the Proposer agrees to comply with all applicated federal, state and local Statutes and regulations.
8. Hendry County School Board accepts no responsibility for any expenses incurred by those Proposers Offering their services in the preparation of a response to either this RFQ or subsequent requests. All submitting expenses shall be borne by the offering Proposer exclusively.
9. The successful Proposer shall obtain approval from Hendry County School Board prior to reassigning any key staff involved in the performance of this service as shown in the submission.
10. The successful Proposer will also obtain approval from Hendry County School Board prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Hendry County School Board may, with prior written substantiation, require removal of any employee(s) of the successful Proposer who Hendry County School Board reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or who's continued employment on the contract it deems contrary to public interest or not in the best interest of Hendry County School Board.
11. News releases pertaining to this procurement or contract shall not be made without prior written approval from Hendry County School Board.
12. Hendry County School Board reserves the right to proceed to interview without further discussion of submissions received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).
13. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Hendry County School Board posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of Hendry County School Board concerning any aspect of this solicitation, except in writing to the authorized Hendry County School Board representative identified in Section 3(b). Violation of this provision may be grounds for rejecting a response.
14. Subsequent to the execution of an Agreement, no reports, information or data given to or prepared by the successful Proposer shall be made available to any individual or organization by the successful Proposer without the prior written approval of Director of Operations.
15. Any contract resulting from this RFQ shall be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida, and venue shall lie in the Hendry County Courts. The parties hereby waive any objections to such

jurisdiction and venue.

16. If attempts for contract negotiations fail with the selected firm, then negotiations will begin with the next highest ranked firm until a successful contract is awarded.
17. As a condition of the award, the successful Proposer affirmatively states that it is registered with and uses E-Verify system, as defined in F.S. 448.095, to verify the work authorization status of all newly hired employees, and consultants.
18. When considering final contract negotiations, the master agreement will include applicable Provisions regarding public access to all records concerning this Contract according to applicable Florida laws including Chapter 119, Florida Statutes.
19. All firms submitting a Proposal in response to this RFQ understand that compliance with Florida Statute 255.065 governing public-private partnerships is mandatory. Should the firm be selected to continue with contract negotiations, F.S. 255.065(7)(a) shall govern the requirements of the comprehensive agreement.

E. Business Licensure with the State of Florida Please submit a copy of Business Licensure with the State of Florida. A copy of the SunBiz web page is also acceptable.

F. Insurance Requirements

Vendors shall furnish a Certificate of Insurance that complies with the insurance requirements listed below. The Certificate of Insurance shall list the deductible to include any self-insured retention (SIR) as well as the type of policy purchased (i.e., claims made or per occurrence) for each of the policies listed below. The following liability coverage limits must not be less than the limits specified. A thirty (30) day advance notice of cancellation is required. The policies must be specifically endorsed to grant Hendry County School Board the same notification rights that it provides to the first named insured as respects cancellation and non-renewal. This endorsement must be attached to the certificate of insurance. Hendry County School Board by and through its Risk Management Department and, in cooperation with the Purchasing Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract. Only insurance companies authorized to do business in the State of Florida with a Best Rating of "B+" or better and a financial size category of "IX" or better according to the latest edition of Best's Key Rating Guide, published A.M. Best Company shall be acceptable.

1. General Liability

COMMERCIAL GENERAL LIABILITY INSURANCE, INCLUDING CONTRACTURAL LIABILITY, TO COVER THE HOLD HARMLESS AGREEMENT SET FORTH HEREIN, WITH LIMITS OF NOT LESS THAN:

EACH OCCURRENCE	\$1,000,000
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AN ADDITIONAL INSURED ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE IS TO BE WRITTEN ON AN OCCURRENCE FORM BASIS. THIS INSURANCE SHALL APPLY AS PRIMARY INSURANCE/NON-CONTRIBUTORY WITH RESPECT TO ANY OTHER INSURANCE OR SELF-INSURANCE PROGRAMS AVAILABLE TO HENDRY COUNTY SCHOOL BAORD. A PER PROJECT AGGREGATE LIMIT ENDORSEMENT SHOULD BE ATTACHED. DEFENSE COSTS ARE TO BE IN ADDITION TO THE LIMIT OF LIABILITY. A WAIVER OF SUBROGATION IS TO BE PROVIDED IN FAVOR OF HENDRY COUNTY SCHOOL BOARD. XCU COVERAGE IS TO BE INCLUDED WHEN INDICATED BY THE SCOPE OF SERVICE. COVERAGE SHOULD EXTEND TO INDEPENDENT CONTRACTORS AND FELLOW

EMPLOYEES. COVERAGE IS TO INCLUDE A CROSS LIABILITY OR SEVERABILITY OF INTERESTS PROVISION AS PROVIDED UNDER THE STANDARD ISO FORM SEPARATION OF INSUREDS CLAUSE.

2. Workers' Compensation

WORKERS' COMPENSATION INSURANCE WITH LIMITS EQUAL TO FLORIDA STATUTORY REQUIREMENTS. EMPLOYERS LIABILITY MUST INCLUDE LIMITS OF AT LEAST \$500,000 EACH ACCIDENT, \$500,000 EACH DISEASE/EMPLOYEE, \$500,000 EACH DISEASE/MAXIMUM. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS. SHOULD SCOPE OF WORK PERFORMED BY VENDOR QUALIFY ITS EMPLOYEES FOR BENEFITS UNDER FEDERAL WORKERS' COMPENSATION STATUTE (EXAMPLE, U.S. LONGSHORE & HARBOR WORKERS ACT OR MERCHANT MARINES ACT), PROOF OF APPROPRIATE FEDERAL ACT COVERAGE MUST BE PROVIDED.

WORKERS' COMPENSATION EXEMPTION FORMS WILL NOT BE ACCEPTED FOR THE PROJECT ARCHITECT, ENGINEER, GENERAL CONTRACTOR, OR SOLE PRACTITIONER THAT INTENDS TO SUB-CONTRACT THE WORK TO OTHER INDIVIDUALS OR COMPANIES. THESE ENTITIES OR INDIVIDUALS ARE REQUIRED TO PURCHASE A WORKERS' COMPENSATION INSURANCE POLICY.

If Workers' Compensation Insurance or Form DWC-250 Notice of Election to be Exempt is not provided, vendor must indicate the reason, by signature, from the following:

3. Professional Liability

WHEN INDICATED BY THE SCOPE OF SERVICES, VENDOR MUST MAINTAIN PROFESSIONAL LIABILITY OR EQUIVALENT ERRORS & OMISSIONS LIABILITY WITH LIMIT OF NOT LESS THAN \$1,000,000 PER OCCURRENCE. FOR POLICIES WRITTEN ON A CLAIMS MADE BASIS, VENDOR SHALL MAINTAIN A RETROACTIVE DATE PRIOR TO OR EQUAL TO THE EFFECTIVE DATE OF THIS CONTRACT. IN THE EVENT THE POLICY IS CANCELED, NON-RENEWED, SWITCHED TO AN OCCURRENCE FORM OR THERE IS A CHANGE IN RETROACTIVE DATE, VENDOR MUST PURCHASE AN EXTENDED REPORTING PERIOD RIDER DURING THE LIFE OF THIS CONTRACT OF NOT LESS THAN 3 YEARS. COVERAGE IS TO APPLY ON A PRIMARY BASIS.

G. Evaluation Criteria

The Selection Committee will evaluate the written proposals to determine who to shortlist and interview based upon Proposal Evaluation Criteria below. After this evaluation process, those firms presenting the most responsive statements may be shortlisted and asked to present a personal interview before the Committee.

Hendry County School Board reserves the right to accept or reject any proposal in the best interest of the School District.

Hendry County School Board reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within fifteen (15) days of signing the contract and/or if an acceptable fee cannot be negotiated.

The following Criteria are intended to provide the Selection Committee with information regarding the qualifications of each proposing Owner's Representative Firm. The submittal shall be organized, tabbed and shall respond to each of the Criteria in the same order listed below.

Written Proposal Format and Evaluation Criteria

1. TAB 1: LENGTH OF TIME IN BUSINESS (0-5 Points)

Rank the firm based on the number of years in business.

2. TAB 2: COMPANY LOCATION (0-5 Points)

Company location and the ability to service the Hendry County area. Rank the firm based on location of home and branch offices.

3. TAB 3: LETTER OF INTEREST (0-15 Points)

Letter of Interest typed on the firm's letterhead and signed by the individual in charge of the proposed project. Include companies understanding of the LaBelle site/needs explanation the anticipated approach to aid in the consultation of completing the LaBelle Highschool Project based on the estimated timeline and due dates.

4. TAB 4: AVAILABILITY TO START AND MEET SCHEDULE (0-10 Points)

Rank the firm based on their current workload, availability, and ability to start and complete the project on time.

5. TAB 5: INSURANCE, BONDING CAPACITY, LITIGATION AND SETTLEMENTS (0-5 Pts.)

Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years. Current copy of sunbiz.org registration.

6. TAB 6: QUALIFICATIONS OF STAFF ASSIGNED TO PROJECT (0-25 Points)

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. TAB 7: PAST PERFORMANCE – THREE (3) PREVIOUS CLIENTS (0-15 Points)

Rank the firm based on their most current three previous clients including project name, address, year completed and reference information.

8. TAB 8: PAST TERMINATIONS- PAST 5 YEARS (0-5 Points)

Provide list of any past terminations with clients in the past 5 years with a description of the project name, address, year completed, and reference information.

9. Tab 9: EXPERIENCE WITH EMPHASIS ON PROJECTS PERFORMED IN FLORIDA IN WHICH THE FIRM HAS PROVIDED OWNERS REPRESENTATIVE SERVICES FOR PUBLICLY FUNDED SCHOOLS (0-15 Points)

Rank the firm based on their previous experience in design and or construction administrative services in the state of Florida.

Written Proposal Submission Possible Points – 100 Points

Presentation/Interview Format and Evaluation Criteria

1. COMPANY LOCATION AND AVAILABILITY (0-15 Points) 15%

Rank the firm based on the proximity to site of project and availability to complete project.

2. EXPERIENCE WITH SIMILAR PROJECTS (0-35Points) 35%

Rank the firm based on their previous experience in design and or construction administrative services in the state of Florida.

3. QUALIFICATIONS OF STAFF ASSIGNED TO PROJECT (0-30 Points) 30%

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.

4. Special Facilities Funded Project Experience (0-20 Points) 20%

Provide at least one example of a project that has been completed by your company using Special Facilities Funding.

Presentation/Interview Possible Points – 100 Points

SECTION 4 -SELECTION PROCESS

Proposal Review

The written Proposals received in response to this RFQ will be evaluated and ranked by a Selection Committee, comprised of not less than five (5) voting members in accordance with the process and evaluation criteria and utilizing the attached Ranking Sheet. Various Professional Consultants, representatives from Hendry County School Board may also be present during this process as non-voting members of the Committee. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Selection Committee. The Committee has the option to select (short-list) and/or award Proposer's who may give a presentation at a later date to the Selection Committee.

No information will be released by the Hendry County School Board after the due date for submission of the Proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the Proposer's selected. The ranking established for short-listing will not carry forward to the next portion of the process. In accordance with the CCNA, Hendry County School Board reserves the right to conduct or not conduct interviews, at its sole discretion.

Presentation/Interview

Presentations are tentatively scheduled for the date listed in the RFQ schedule. Proposers should plan on thirty (30) minutes for introductions and presentations and twenty (20) minutes for questions and discussion in a “sit down” meeting format. The Selection Committee would like those individuals who will be directly involved in the project to attend the presentation/interview. Presentation boards, PowerPoint presentations, and/or 8 ½” by 11” handouts are permissible. One (1) flash drive containing all documents to be used during the presentation shall be given to the committee prior to the start of the presentation. The Selection Committee will evaluate and rank the Proposer based on the qualification submittals and presentations in accordance with the process and evaluation criteria. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Selection Committee for the Presentation/Interview. The ranking by the Selection Committee for the Presentation/Interview will stand alone as the final ranking and will not be combined with the written Proposals.

Evaluation Criteria Rating Sheets

The Selection Committee will evaluate the Proposals received in response to this RFQ based on the Evaluation Criteria included in this document. The Selection Committee will utilize the attached Evaluation Rating Sheets for both the Proposal Review and Presentation/Interview portions of the process.

Recommendation

The Selection Committee will recommend to the Hendry County School Board that an Agreement for services to be negotiated with the firm with the highest total points from the Proposal submission or the Presentation/Interview for the New LaBelle High School in accordance with CCNA provisions. Committee recommendation will be approved at the next scheduled board meeting.