



**HERNANDO
SCHOOL DISTRICT**

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**REQUEST FOR QUALIFICATIONS
NO. 9009-2512-606
For Engineering Services**

HVAC Replacement
Powell Middle School
Hernando County School District
Brooksville, Florida

**REQUEST FOR QUALIFICATIONS
POWELL MIDDLE SCHOOL
HVAC REPLACEMENT
ENGINEERING SERVICES**

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ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS FOR Mechanical Engineering and Related Services Hernando County School Board Powell Middle School HVAC Replacement

RFQ #9009-2512-606

The Hernando County School Board (“HCSB”), Brooksville, Florida, invites qualified firms to submit a letter of interest and supporting documentation relating to professional ENGINEERING SERVICES for Powell Middle School HVAC Replacement. HCSB will negotiate, in accordance with F.S. 287.055, an AIA C103-2015 “Standard Form of Agreement Between Owner and Consultant” contract regarding the fee structure, terms and conditions, etc. with the most qualified firm.

Qualifications are requested as follows:

Mechanical Engineering Services

Submittals must be received before **10:00 AM on Thursday, December 18th, 2025**, at the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Road, Brooksville, Florida 34601 (352-797-7050).

Submittal Requirements and information related to this RFQ are available on the Bid Net website. Interested respondents are **required** to register, free of charge, by visiting: www.bidnet.com

A **non-mandatory** site visit will be held on **Tuesday, December 9th, 2025 at 9:00 AM**. The meeting will convene at the front office of Powell Middle School located at 4100 Barclay Avenue, Brooksville, FL 34609. The purpose of the meeting will be to allow potential respondents to review existing conditions at the campus. Any questions (or responses) asked at this meeting will be for general information only and HCSB will not be bound to any response by any employee of the District. All questions and responses for official record for this RFQ must be asked via the www.bidnet.com posting for this RFQ and must be asked by the deadlines stated in the schedule below.

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES
HERNANDO COUNTY SCHOOL DISTRICT**

I. GENERAL INFORMATION

A. DESCRIPTION

1. Hernando County School Board (HCSB) seeks qualifications from Professional Consultants having a certificate of registration under Florida Statute Chapter 471 as a licensed Engineering firm to provide design services for HVAC projects.
2. HCSB is soliciting a Request for Qualification (RFQ) from engineering firms to provide design, permitting & bidding and contract administration for an HVAC replacement project at Powell Middle School located at 4100 Barclay Avenue, Brooksville, FL 34609. This project may be constructed over multiple fiscal years or in phases due to funding limitations. This RFQ shall be for the entire project. The scope of work will be based on one of the two schemes listed in Appendix C "Design Schemes". The District reserves the right to modify these schemes or add/remove work included in the scope of this project.
3. Submittals will be evaluated by the Professional Service Advisory Committee (Jury Panel) and ranked according to the criteria described herein. The Most Qualified Firm will enter into fee negotiations and be awarded an AIA C103-2015 Agreement in accordance with FS 287.055.
4. HCSB will procure a commissioning agent to engage in pre-commissioning and commissioning services for this project. The engineering firm that is selected for the design under this RFQ will **not be considered** to provide commissioning services **for this project**.

B. MINIMUM QUALIFICATIONS

Respondents must meet minimum qualifications in order to receive consideration. Respondents shall, at a minimum:

1. Be registered in the State of Florida under State Statute Chapter 471 to provide professional Engineering Services.
2. Have been in business operating within the State of Florida for a minimum of three (3) consecutive years under the current name and providing the services advertised under this RFQ.
3. Have successfully completed at least three (3) projects acting as the prime consultant for projects of similar or larger dollar value OR scope. **The anticipated construction cost is Eight-million Five-hundred thousand dollars (\$8,500,000.00).**
4. Successful respondent shall provide a Certificate of Insurance meeting the requirements of the attached Exhibit A "Hernando County School Board Consultant's Insurance Requirements" prior to the execution of the contract. Said Exhibit A shall be referenced in the AIA C 103-2015 agreement.
5. May not be disqualified by Florida Statute 287.133 (2) (a), which states as follows:
"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.”

C. SCOPE OF SERVICES

1. The scope of services may include multiple design phases as described in the terms & conditions. The number of phases and associated deliverables will be determined according to project needs.
2. Related services may be required, including but not limited to architecture, civil engineering, electrical engineering, structural engineering and landscape architecture. For the purpose of this RFQ, the Jury Panel will evaluate the Respondent’s qualifications without consideration of proposed sub-consultants for related services. The Respondent should demonstrate that they have the resources to provide these services however the sub-consultants qualifications will NOT be scored.
3. Awarded firm will act as lead consultant under the terms of the Agreement and will be responsible for all aspects of the project, including budget and scope analysis, design, coordination of documents, bidding, and contract administration (including bi-weekly site visits and warranty inspections)
4. After Board approval of a contract, the successful Respondent will be required to submit deliverables in accordance with HCSD standards which may be found at the following link: [DESIGN SUBMITTAL REQUIREMENTS \(campussuite-storage.s3.amazonaws.com\)](https://campussuite-storage.s3.amazonaws.com)
5. The successful Respondent is expected to conduct bi-weekly meetings during the design phases of the project and attend bi-weekly construction meetings conducted by the Construction Manager. The successful Respondent shall also participate and coordinate with our Commissioning Agent to assure the commissioning process is being followed and concerns are being properly addressed. The successful Respondent is also expected to conduct and document an 11 month warranty inspection.

D. SELECTION PROCESS

1. The ranking and selection of qualified firms will be conducted in two steps in accordance with the Florida Statutes, 287.055, as follows:
 - a. Step 1 – Respondents’ submittals will be scored individually by each juror, based on their understanding of the material. A score sheet similar to Appendix A will be used. An average of the individual jurors’ final scores will be used to rank all respondents’ submittals. The three (3) highest scoring firms will be invited to Interview (Step 2)
 - b. Step 2 – Firms participating in this step shall each begin with a score of zero. All firms shall be given an equal amount of time for the interview. Time slots for the interviews will be assigned at random by the Facilities & Construction Department. Interviews will be scored individually by each committee member using the same or similar score sheet as Step 1. Firms are also encouraged to present their approach to this project and each scheme, along with a budget, in the Step 2 interviews. An average of the individual committee members’ final scores will be used to rank all firms’ interviews. The firm with the highest interview score shall be deemed the most qualified and recommended to the Board for selection pending negotiation of a contract.
2. On behalf of the School Board, the Facilities & Construction Department will negotiate, in accordance with F.S. 287.055, a contract regarding the fee structure, terms and conditions, etc. with the selected firm. If the District is unable to reach a timely agreement with the selected firm, negotiations will proceed with the next highest ranked firm, in turn, and in accordance with F.S. 287.055. The final negotiated contract will be taken to the Board for approval prior to award.
3. For any lump-sum or cost-plus-a-fixed-fee professional service contract that exceeds the maximum amount established by State law for CATEGORY FOUR, which is \$195,000, the Board shall require

the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within (1) year following the end of the contract.

II. SUBMITTAL REQUIREMENTS

A. SUBMITTAL INFORMATION

Due Date & Time: Thursday, December 18th, 2025, 10:00 AM

Copies: Three (3) bound hard copies and one (1) .pdf copy on portable media

Address: Submit to: Facilities & Construction Dept., 8016 Mobley Rd, Brooksville, FL 34601

Comments: Late submittals will not be considered. It is the responsibility of the Respondent to allow sufficient time for submittals to transit through the US Postal Service and the HCSB distribution system to guarantee delivery prior to the deadline.

**Contact: Brian Ragan, Facilities & Construction Department
Hernando County School District
Ragan_b@hcsb.k12.fl.us
352-797-7050**

Submit three bound hard copies and one .pdf portable media copy in a sealed envelope addressed to the Contact listed above. Envelope shall include the proposer's name, address and telephone number along with the RFQ number (#9009-2512-606) on the outside of the envelope. The media copy may be placed in a separate envelope which is placed inside the labeled envelope at the proposers discretion.

B. SCHEDULE FOR RFQ PROCESS

The schedule is as follows:

Advertisement	November 14, 2025 – December 5, 2025
Non-mandatory Site Visit	December 9, 2025 9:00 AM
Final Date for Respondent Questions	December 10, 2025 Midnight
Due Date for HCSB Responses	December 11, 2025 Midnight
Submittals Due	December 18, 2025 10:00 AM
Step 1 Short List Announced	January 15, 2026
Step 2 Interviews	January 26-29, 2025
Step 2 Scores Announced	February 5, 2025

The above schedule is tentative. Revisions will be issued in a timely manner. Information related to this RFQ, including the schedule, will be distributed via the HCSB Bid Net web page.

Respondents are required to register on www.bidnet.com to receive information related to this RFQ.

C. GENERAL INFORMATION

1. Changes and Clarifications:

Changes and clarifications to this RFQ will be issued by addenda. Addenda will be distributed via www.bidnet.com.

Respondents may enter questions at any time prior to the date listed in paragraph II.B. All questions must be entered into www.bidnet.com and HCSB will respond accordingly.

It is the respondent's responsibility to log in and check for updated information.

2. Conditions of this RFQ:

All respondents accept the following conditions:

- a. All submittals shall become the property of HCSB and will not be returned.
- b. Late submittals will not be evaluated.
- c. HCSB is governed by the Public Records Law, Chapter 119, Florida Statute (F.S.). Only trade secrets, as defined by F.S, and financial statements may be exempt from disclosure. Any such confidential materials shall be segregated and clearly marked as Confidential. Blanket requests will not be honored.
- d. HCSB reserves the right to reject any or all proposals if deemed unresponsive to this RFQ or for failure to disclose requested information.
- e. HCSB shall not be liable for costs incurred by respondents in the preparation of submittals or for costs related to any element of the selection and contract negotiation process.
- f. By responding to this RFQ, the respondents acknowledge that they have carefully reviewed the entire RFQ, including appendices and addenda, and furthermore specifically agrees that the Architect-Engineers Agreement and the associated Terms and Conditions are expressly acceptable without reservation.
- g. HCSB reserves the right, without invalidating the respondent's submittal, to request clarification of the information provided.

D. SUBMITTAL FORMAT

Submittals must comply with the following requirements. HCSB retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the District.

1. Three (3) hard copies and one (1) .pdf version on portable media. The .pdf version is to be submitted as a single bound document, including the cover letter (Letter of Interest).
2. Each submittal is to include a Letter of Interest bound into the submittal as page 1. The Letter of Interest is to include the following information:
 - a. Legal name of the Firm
 - b. Mailing Address
 - c. Engineering Discipline(s) for which the Respondent is capable and licensed to perform as a Prime Consultant
 - d. Email address and telephone number of the contact person responsible for communications regarding this RFQ
3. The submittal is to be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of this RFQ. Respondents are asked to concentrate on accuracy, completeness and clarity of content.
4. Submittals are to be 8 ½" x 11", permanently bound, with minimum font size 11 point. Fold out pages may be included for charts, graphs and diagrams, but not for text. Fold out pages may be no larger than 11" x 17" and must fold entirely within the section.
5. Submittal shall be formatted and tabbed in the exact form and numeric sequence stated herein. Each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the package. **Information which is not readily found in its designated section may be assumed to have been omitted.**
6. Specific information upon which the submittal will be judged is as follows. Response to all items shall be complete.

III. EVALUATION CRITERIA

Submittals will be evaluated and scored according to the Evaluation Form provided in Appendix A.

It is the intent of HCSB to select firms who have prior experience with educational projects. Respondents will be judged not only on prior experience but also on their ability to address issues critical to the success of a project, as outlined in this RFQ document. The following must be submitted (in order by Tab) and are elements that will be used to evaluate each respondent's qualifications.

TAB 01 – FIRM QUALIFICATIONS AND CAPABILITIES

Provide a brief overview of the firm's qualifications and experience related to educational HVAC projects or projects performed in a similar environment.

Describe the organization and size of the firm. Establish the lines of authority and communication. Organizational chart may be included.

Describe the firm's in-house capabilities, specifically with regard to experience acting as **Prime Consultant**.

Describe the firm's current and projected workload.

Establish whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act.

TAB 02 – STAFF QUALIFICATIONS

Identify the Principals, project management staff, and other key staff. Provide a brief overview of the individual staff qualifications and relevant experience related to educational HVAC projects or projects performed in a similar environment.

Present unique qualifications or knowledge that staff may offer, for example certification with a recognized green building rating organization, expertise in modeling software, etc.

Describe the level of involvement by key staff in project management and on-site presence, particularly as it relates to representing the HCSB's interests during the construction phase. Also, recognizing the benefits to the Owner of continuity from design through contract close-out, state whether the staff who produce the contract documents will be responsible for **day-to-day** construction administration tasks.

TAB 03 – PRIOR EXPERIENCE AND PERFORMANCE

Present at least three (3) relevant projects performed as prime consultant. Provide information related to the complexity, budget vs cost, and schedule. Include any multi-phased projects on occupied campuses or in similar environments.

Provide names and current contact information for the Owner representative for each project.

Demonstrate success on the above projects. Testimonials and reference letters may be provided.

TAB 04 – PROJECT APPROACH

Describe the firm's policies and procedures with regard to Budget Evaluation and Cost Control:

Ability to produce accurate cost estimates at appropriate intervals.

Ability and willingness to participate in value engineering activities, maintaining the original schedule when a budget overage does not result from Owner-requested scope changes.

Describe the firm's policies and procedures with regard to Quality Control:

Procedure for investigating existing conditions during design.

Ability to write customized specifications for individual projects.

Ability to produce non-engineering specification sections, including Division 1.

Ability to review documents for coordination and code compliance, including the work of consultants, so as to avoid delays resulting from incomplete submittals to the HCSB.

Ability to improve energy efficiency through the use of an integrated design process, life cycle costing, use of an energy standard and energy efficient materials, systems and equipment.

Ability to design for durability and maintainability.

Describe the firm's policies and procedures with regard to Communication and Reporting:

Ability to produce detailed meeting minutes and field reports. **Provide examples.**

Describe the firm's policies and procedures with regard to scheduling design phase tasks:

Ability to manage the work to meet the established schedule.

Ability to evaluate needs and plan design tasks so as to allow adequate review time for environmental agencies, local government, plans examiners, and HCSB reviewers.

Describe the firm's commitment and strategy with regard to project close out:

Continuity through the end of the punch list period.

Track record with regard to timely close-out on educational projects.

Ability to produce quality record documents, specifically providing examples of information recorded other than field-marked changes provided by the Contractor.

Ability to review close out documents for compliance with the Contract Documents.

TAB 05 – WORK LOCATION

Describe the location of the office where design and construction documents will be produced.

Describe how the proximity of the firm's office may affect construction administration tasks and coordination with the HCSB project manager. List any Hernando County residents on staff.

Appendix A

HERNANDO COUNTY SCHOOL DISTRICT
SUBMITTAL EVALUATION FORM
ENGINEERING SERVICES

QUALIFICATION BASED SELECTION

Evaluator #: _____ Date: _____
Name of Firm: _____
RFQ #: 9009-2512-606 _____

SCORE:

Weight x Rating = Score

1. FIRM QUALIFICATIONS AND CAPABILITIES¹

- Experience with educational or similar projects 10 x _____ = _____
- Organizational structure & established lines of communication 10 x _____ = _____
- Documented experience acting as Prime Consultant 10 x _____ = _____

2. STAFF QUALIFICATIONS¹

- Qualifications and relevant individual experience 15 x _____ = _____
- Unique knowledge & abilities of staff 15 x _____ = _____
- Continuity from design to construction administration 15 x _____ = _____

3. PRIOR EXPERIENCE AND PERFORMANCE¹

- Three examples of successful projects 15 x _____ = _____
- Demonstrated success on each of the projects 10 x _____ = _____
- Owner references for each of the projects 10 x _____ = _____

4. PROJECT APPROACH¹

- Budget evaluation & cost control methodology 10 x _____ = _____
- Quality control methodology 10 x _____ = _____
- Documented Communication and Reporting proficiency 10 x _____ = _____
- Proficiency and understanding of project scheduling 10 x _____ = _____
- Approach to Project Close Out 10 x _____ = _____

5. WORK LOCATION¹

- Proximity of firm & availability for Hernando County 10 x _____ = _____

TOTAL SCORE: _____⁴

NOTES:

1. **Criteria:** Evaluator will review all information presented, including unique characteristics and abilities, in order to rate the firm's qualifications in each category.
2. **Weights:** Weights are assigned to establish the relative importance of the listed criteria.
3. **Ratings:** Evaluator will assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score:** Includes the sum of all criteria.

Appendix B

AIA Document C103-215 “Standard Form of Agreement Between Owner and Consultant” is hereby incorporated by reference.

Hernando County School District’s Standard Addendum to Agreements, Affidavit Regarding the Use of Coercion for Labor and Services and Foreign Country of Concern Attestation forms will be included in the AIA C 103-215 and signed by the awarded vendor

Copies of the most current version of these documents are available upon request to the Contact listed in the above RFQ documents.