



HERNANDO
SCHOOL DISTRICT

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REQUEST FOR QUALIFICATIONS
NO 9009-2412-0004
For Continuing Geotechnical & Material Testing
Engineering Services

Hernando County School District
Brooksville, Florida

**REQUEST FOR QUALIFICATIONS
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ENGINEERING SERVICES
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ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS FOR Continuing Geotechnical & Material Testing Engineering Services Hernando County School Board

RFQ 9009-2412-0004

The Hernando County School Board ("HCSB"), Brooksville, Florida, invites qualified firms to submit a letter of interest and supporting documentation relating to professional GEOTECHNICAL & MATERIAL TESTING ENGINEERING SERVICES for miscellaneous projects to be awarded on an ongoing basis. Awarded firms will execute an AIA Standard Form of Agreement between Owner and Consultant (AIA C103-2015) for continuing services. **Projects assigned under this Agreement will be limited to those with an estimated construction cost not exceeding the limits established by Florida Statute 287.055 (CCNA Act) for continuing contracts OR for study activities for which the fee does not exceed \$500,000.**

Geotechnical & Material Testing Services include:

**Soil Borings & Analysis
Asphalt Coring & Testing
Atterberg Limits Testing
Soils Proctor & Nuclear Density Testing
Concrete Testing
Ground Penetrating Radar
Slip Coefficient Verification Testing
Other Geotechnical & Material Testing Services on an as-needed basis**

Submittals must be received before **10:00 AM on Thursday, January 9th, 2025** at the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Road, Brooksville, Florida 34601 (352-797-7050). **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.

Submittal Requirements and information related to this RFQ are available on the Bid Net website, including the Sample Architect-Engineer Agreement for Continuing Services and the associated Terms and Conditions. Interested respondents are required to register, free of charge, by visiting: www.bidnet.com.

**REQUEST FOR QUALIFICATIONS
CONTINUING GEOTECHNICAL & MATERIAL TESTING
ENGINEERING SERVICES
HERNANDO COUNTY SCHOOL DISTRICT**

I. GENERAL INFORMATION

A. DESCRIPTION

1. Hernando County School Board (HCSB) seeks qualifications from Professional Consultants having appropriate licenses issued by the State of Florida to provide environmental consulting services for districtwide projects.
2. Existing continuing service agreements shall be terminated upon approval of new agreements pursuant to this solicitation. Firms currently under contract must reapply to be considered for these services.
3. Submittals will be evaluated by the Professional Services Advisory Committee (PSAC) and judged according to the criteria described herein. Qualified Firms will be awarded a Continuing Service Agreement. The initial term of the Agreement will be two (2) years with the option for (1) renewal for a three (3) year period, contingent upon mutual agreement.
4. Individual projects will be awarded on an as-needed basis and executed under the AIA Standard Form of Agreement between Owner and Consultant (AIA C103-2015) and the associated Terms and Conditions, Insurance Requirements, sample forms included in Appendix B.
5. Selected firms will provide Geotechnical & Materials Testing Engineering services on an on-call basis for projects throughout Hernando County School District. **The individual projects assigned under this Agreement will be limited to those with an estimated construction cost of no more than \$7.5 million (or current statutory limit) and for study activities for which the fee does not exceed \$500,000 as established by Florida Statute 287.055 for continuing contracts.**

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 469 to provide professional environmental consulting 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. 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 for assigned projects may include multiple tasks, including soil borings, soil analysis & studies, asphalt coring and testing, Atterberg limits tests, soil proctor testing, nuclear density testing, concrete slump tests, concrete compressive tests, ground penetrating radar studies, slip coefficient testing and other miscellaneous geotechnical & material testing tasks and studies. The number of phases and associated deliverables will be determined according to individual project needs.
2. Related services may be required and may be subcontracted. For the purpose of this RFQ, the Jury Panel will evaluate the Respondent's qualifications without consideration of proposed sub-consultants for related services.
3. The Consultant shall, throughout the term of the Agreement, maintain the appropriate licenses and certifications as required pursuant to Chapter 455 Florida Statutes.
4. Any Laboratory used by the Consultant shall maintain the proper accreditations required to comply with all applicable Federal and State regulations.
5. The Consultant shall provide documentation of all licensure and accreditations as part of any and all reports produced under this Agreement.
6. The Consultant shall be responsible to directly supervise the work of subconsultants.
7. Jessica Lunsford Act: Consultants shall comply and the consultant, subconsultants and employees shall be responsible for the costs associated with compliance. By submittal of qualifications, each firm acknowledges that a Hernando County School District badge must be displayed by all employees and sub-consultants of the Consultant when on school sites.

D. SELECTION PROCESS

1. The selection of consultants will be conducted in two stages in accordance with the Florida Statutes, 287.055, as follows:
 - a. Submittals will be screened and scored. The firm will receive one overall score which will be used for ranking within each discipline. Firms will be ranked and firms ranked the highest (within each discipline) will be awarded continuing service agreements (AIA C103-2015). It is anticipated that no fewer than three (3) firms will be selected to enter into an agreement, however HCSD reserves the right to limit the total number of awardees.
 - b. At such time as an awarded firm is being considered for an individual Project Assignment, firms will be invited to discuss their qualifications either in person or by telephone.
2. Award of an agreement does not guarantee that any number or any particular type of project will be assigned to the awarded firm. The Owner reserves the right in its sole discretion to select the projects, if any, to be assigned.

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II. SUBMITTAL REQUIREMENTS

A. SUBMITTAL INFORMATION

Due Date & Time: **Thursday, January 9th, 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**

**PLEASE SUBMIT IN A SEALED ENVELOPE AND INCLUDE NAME OF
COMPANY, ADDRESS AND RFQ NUMBER 9009-2412-0004 ON
ENVELOPE**

B. SCHEDULE FOR RFQ PROCESS

The schedule is as follows:

Advertisement	November 25 – December 16, 2024
Final Date for Respondent Questions	December 17, 2024
Due Date for HCSB Responses	December 20, 2024
Submittals Due	January 9, 2025 at 10:00 AM
Selection Posted	January 27, 2025
Agreements Distributed to Awardees	TBD, approximately February, 2025
School Board Award of Contracts	TBD tentative March 2025 Board Meeting

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 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 Statutes (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. DOCUMENTS

Submittals must comply with the following requirements 1-5. 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.
1. Each submittal is to be accompanied by a Letter of Interest addressed to the Facilities Operations Department. The Letter of Interest is to include the following information:
 - a. Complete legal name of the Firm
 - b. Mailing Address of the office where the services will be performed
 - c. Specific Environmental Consulting Service(s) for which the Respondent is applying
 - d. Name, telephone number and **e-mail address** of the Contact Person for the RFQ process
2. The submittal is to be no more than 25 double-sided 8 1/2" x 11" sized pages in portrait orientation, minimum font size 10 point, permanently bound with spiral or plastic binder. Page count excludes covers, cover page, backings, cover letter or any tabs.
3. Submittal shall be formatted and tabbed in the exact form and numeric sequence stated herein.
4. 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 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 engineering services.

Describe the firm's current and projected workload.

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

Describe the total number of in-house staff and equipment available to provide each of the following services, and how many of those total staff are based in the office which will service HCSB projects, and which services would be subcontracted, if any:

Soil Borings & Analysis
Asphalt Coring & Testing
Atterberg Limits Testing
Soils Proctor & Nuclear Density Testing
Concrete Testing
Ground Penetrating Radar

TAB 02 – PRIOR EXPERIENCE AND PERFORMANCE

Provide information related to specific recent projects with regard to scope of services, complexity, and schedule. Include any multi-phased projects on occupied school sites or in similar environments.

Testimonials and reference letters may be provided to demonstrate success of the above projects.

TAB 03 – APPROACH AND METHODOLOGY

Describe the firm's abilities with regard to communication and reporting, for example: surveys, test reports, recommendations and field reports. Provide examples.

Describe the firm's process for ensuring quality control, including accuracy of reporting and oversight of employees and sub-consultants.

TAB 04 – WORK LOCATION

Describe the location of the office where management staff will be based.

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

TAB 05 – EXCEPTIONS TO DRAFT CONTRACT (NON-SCORED)

All exceptions to the attached draft contract must be included in this section. If exceptions to the draft Contract are not included in the submittal, it will be the District's understanding that your firm will accept the contract presented in this RFQ.

Appendix A

HERNANDO COUNTY SCHOOL DISTRICT SUBMITTAL EVALUATION FORM CONTINUING GEOTECHNICAL & MATERIAL TESTING ENGINEERING SERVICES

QUALIFICATION BASED SELECTION

Evaluator #: _____ Date: _____
Name of Firm: _____
RFQ # 9009-2412-0004 _____

SCORE:

Weight² x Rating³ = Score

1. QUALIFICATIONS AND CAPABILITIES¹

- | | |
|---|--------------------|
| <input type="checkbox"/> Experience with educational or similar projects | 10 x _____ = _____ |
| <input type="checkbox"/> Organizational structure & established lines of communication | 10 x _____ = _____ |
| <input type="checkbox"/> Range of capabilities for which the firm is licensed/certified to perform in house | 10 x _____ = _____ |
| <input type="checkbox"/> Range of other services for which the applicant is licensed to subcontract | 10 x _____ = _____ |

2. PRIOR EXPERIENCE AND PERFORMANCE¹

- | | |
|--|--------------------|
| <input type="checkbox"/> Examples of successful projects and reference contact information | 20 x _____ = _____ |
|--|--------------------|

3. APPROACH AND METHODOLOGY¹

- | | |
|---|--------------------|
| <input type="checkbox"/> Documented proficiency in Reporting | 10 x _____ = _____ |
| <input type="checkbox"/> Process for ensuring quality control | 10 x _____ = _____ |

4. WORK LOCATION¹

- | | |
|--|--------------------|
| <input type="checkbox"/> Proximity of the firm's office to Hernando County | 10 x _____ = _____ |
|--|--------------------|

TOTAL SCORE: _____⁴

NOTES:

- Criteria:** Evaluator will review all information presented, including unique characteristics and abilities, in order to rate the firm's qualifications in each category.
- Weights:** Weights are assigned to establish the relative importance of the listed criteria.
- 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)
- Total Score:** Includes the sum of all criteria.

Appendix B
Contract Documents

Sample Standard Form of Agreement Between Owner and Consultant (AIA C103-2015)
Sample HCSD Standard Addendum to Agreements
Hernando County School District Consultant's Insurance Requirements