



**HERNANDO**  
**SCHOOL DISTRICT**

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**REQUEST FOR QUALIFICATIONS**  
**No. 9009-2506-202**  
**For Continuing Architectural Services**

Hernando County School District  
Brooksville, Florida

**REQUEST FOR QUALIFICATIONS  
FOR  
CONTINUING ARCHITECTURAL SERVICES  
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**ANNOUNCEMENT**  
**REQUEST FOR QUALIFICATIONS FOR**  
**Continuing Architectural Services**  
**Hernando County School Board**

**RFQ 9009-2506-202**

The Hernando County School Board ("HCSB"), Brooksville, Florida, invites qualified firms to submit a letter of interest and supporting documentation relating to professional CONTINUING ARCHITECTURAL SERVICES for miscellaneous projects to be awarded on an ongoing basis. Awarded firms will execute an AIA Standard Form of Agreement Between Owner and Architect (AIA B101-17) for continuing services. Projects assigned under this Agreement will be limited to those with an estimated construction cost which does not exceed \$7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1.

Submittals must be received before **10:00 AM on Thursday, August 7, 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](http://www.bidnet.com).

**REQUEST FOR QUALIFICATIONS  
CONTINUING ARCHITECTURAL 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 481 as a licensed Architectural firm to provide design services for districtwide projects.
2. Existing continuing service agreements shall be terminated upon Board 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 a Jury Panel and judged according to the criteria described herein. Qualified Firms will be awarded an Architect-Engineer Continuing Service Agreement. The initial term of the Agreement will be two (2) years with the option for one (1) renewal for a two (2) 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 Architect (AIA B101-2017) and the associated Terms and Conditions, sample forms included in Appendix B.
5. Selected firms will provide Architectural services on an on-call basis for projects throughout Hernando County. The individual projects assigned under this Agreement will be limited to those with an estimated construction cost which does not exceed \$7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1.

**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 481 to provide professional Architectural 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 five (5) projects acting as the prime consultant for projects ranging up to \$7.5 million in value.
4. 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 will include multiple design phases as described in the AIA Standard Agreement between the Owner and Architect. The number of phases and associated deliverables will be determined according to individual project needs.
2. Related services may also be required. These include, but are not limited to, structural engineering, fire protection engineering, HVAC engineering, civil engineering, electrical engineering and communication systems engineering. For the purpose of this RFQ, the jury panel will evaluate architectural qualifications only without consideration of proposed sub-consultants for related services.

### **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. Firms will be ranked and firms ranked the highest will be awarded continuing service agreements (AIA B107-2017). It is anticipated that no fewer than three (3) will be selected to enter into agreements with HCSD. The PSAC may elect to award contracts to more than three (3) firms if it is determined to be in the best interest of the District.
  - 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 or virtual meetings.
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.

## **II. SUBMITTAL REQUIREMENTS**

### **A. SUBMITTAL INFORMATION**

Due Date & Time:	<b>Thursday, August 7th, 10:00 AM</b>
Copies:	<b>Three (3) bound hard copies and one (1) .pdf copy on portable media</b>
Address:	<b>Submit to: Facilities &amp; Construction Dept., 8016 Mobley Rd, Brooksville, FL 34601</b>
Comments:	<b>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.</b>
Contact:	<b>Brian Ragan, Facilities &amp; Construction Department Hernando County School District Ragan_b@hcsb.k12.fl.us 352-797-7050</b>

**All proposals shall be submitted in a sealed envelope labeled with the name of the proposing firm and the following, at a minimum: REQUEST FOR QUALIFICATIONS No. 9009-2506-202 For Continuing Architectural Services**

## B. SCHEDULE FOR RFQ PROCESS

The schedule is as follows:

Advertisement	July 7 – July 28, 2025
Final Date for Respondent Questions	July 29, 2025
Due Date for HCSB Responses	July 31, 2025
Submittals Due	<b>August 7, 2025 at 10:00 AM</b>
Selection Posted	August 18, 2025
Agreements Distributed to Awardees	TBD, approximately August 25, 2025
School Board Award of Contracts	TBD, approximately September 23, 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 Bid Net web page.

Respondents are required to register on [www.bidnet.com](http://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](http://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](http://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.
2. Each submittal is to be accompanied by a Letter of Interest addressed to the Facilities & Construction Department.
3. The submittal is to be no more than 25 double-sided 8 ½" x 11" sized pages in portrait orientation, minimum font size 10 point, permanently bound with spiral or plastic binder.
4. Submittal shall be formatted and tabbed in the exact form and numeric sequence stated herein.
5. 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 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 projects or projects performed in a similar environment.

Present unique qualifications, certifications or knowledge that staff may offer, for example familiarity and/or 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.

**TAB 03 – PRIOR EXPERIENCE AND PERFORMANCE**

Present relevant projects, including information related to the complexity, project cost and schedule, specifically focusing on multi-phased projects on occupied campuses or in similar environments.

Demonstrate success on past projects. Testimonials and similar documentation may be provided.

Provide the names and current contact information for a minimum of three (3) Owner references for completed or ongoing projects, preferably public educational projects.

**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 to control costs during design.

- 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 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, the use of an energy standard and selection of 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.

- Ability to produce thorough and timely field reports during Construction Administration.

- Provide examples to document proficiency in reporting.

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 where the firm's office(s) are located and 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 employees or team members who are residents of Hernando County

## Appendix A

### HERNANDO COUNTY SCHOOL DISTRICT SUBMITTAL EVALUATION FORM ARCHITECTURAL CONTINUING SERVICES

#### QUALIFICATION BASED SELECTION

Evaluator #: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
RFQ #: 9009-2506-202 \_\_\_\_\_

#### SCORE:

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

##### 1. FIRM QUALIFICATIONS AND CAPABILITIES<sup>1</sup>

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> Experience with educational or similar projects               | <u>15</u> x _____ = _____ |
| <input type="checkbox"/> Organizational structure & established lines of communication | <u>10</u> x _____ = _____ |
| <input type="checkbox"/> Current/projected work load, & Small/Minority Business status | <u>10</u> x _____ = _____ |

##### 2. STAFF QUALIFICATIONS<sup>1</sup>

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Qualifications and relevant individual experience.             | <u>15</u> x _____ = _____ |
| <input type="checkbox"/> Unique knowledge & abilities of staff.                         | <u>15</u> x _____ = _____ |
| <input type="checkbox"/> Involvement of staff in project management & on-site presence. | <u>15</u> x _____ = _____ |

##### 3. PRIOR EXPERIENCE AND PERFORMANCE<sup>1</sup>

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Relevant projects of similar scope and complexity. | <u>15</u> x _____ = _____ |
| <input type="checkbox"/> Demonstrated success on past projects.             | <u>15</u> x _____ = _____ |
| <input type="checkbox"/> References.  | <u>10</u> x _____ = _____ |

##### 4. PROJECT APPROACH<sup>1</sup>

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Budget evaluation & cost control methodology.        | <u>10</u> x _____ = _____ |
| <input type="checkbox"/> Quality control methodology.                         | <u>15</u> x _____ = _____ |
| <input type="checkbox"/> Communication, Scheduling and Reporting proficiency. | <u>15</u> x _____ = _____ |

##### 5. WORK LOCATION<sup>1</sup>

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Firms proximity to HCSD and employment of county residents | <u>10</u> x _____ = _____ |
|---|---------------------------|

TOTAL SCORE: \_\_\_\_\_<sup>4</sup>

#### 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**

### **Sample Architect-Engineer Continuing Services Agreement (AIA B101-2017) Sample HCSD Standard Addendum to Agreements**