



DESIGN-BUILD
QUALIFICATIONS –BASED SELECTION PROCESS
(QBS)
RFP/QBS #FY 2008-2009-003

**REDEVELOPMENT OF APPROXIMATELY 2.34 ACRES
WITHIN THE CITY OF
HALLANDALE BEACH, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY**

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UNABLE TO SUBMIT REQUEST FOR PROPOSAL (RFP) FOR QUALIFICATOINS-BASED SELECTION PROCESS (QBS) We sincerely hope this is not the case. If your firm cannot submit a RFP/QBS at this time, please provide the information requested in the space provided below and return:

**WE _____ HAVE RECEIVED THE RFP/QBS
COMPANY NAME**

REQUEST FOR PROPOSAL/QBS PROCESS DUE DATE: FRIDAY, MARCH 13, 2009 @ 4:00 PM – RFP #FY2008 2009-003 - FOR THE REDEVELOPMENT OF APPROXIMATELY 2.34 ACRES WITHIN THE CITY OF HALLANDALE BEACH, FLORIDA COMMUNITY REDEVELOPMENT AGENCY

WE ARE UNABLE TO RESPOND TO THE RFP AT THIS TIME DUE TO THE FOLLOWING REASONS:

COMPLETE INFORMATION BELOW:

SIGNATURE:	
TITLE:	
STREET ADDRESS: (OR)	
P.O. BOX:	
CITY:	
STATE:	ZIP CODE:
TELEPHONE/AREA CODE: ()	
EMAIL ADDRESS:	

**RETURN THIS UNABLE TO SUBMIT FORM ONLY TO:
CITY OF HALLANDALE BEACH
GENERAL SERVICES DEPARTMENT
400 SOUTH FEDERAL HIGHWAY, ROOM 242
HALLANDALE BEACH, FL 33009**

VENDOR NOTE: PLEASE SUBMIT TO THE OFFICE OF THE CITY CLERK'S AT 400 SOUTH FEDERAL HIGHWAY, HALLANDALE BEACH, FLORIDA 33009.

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NOTICE TO PROPOSERS

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a) FLORIDA STATUTES,
PUBLIC ENTITY CRIME INFORMATION**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for 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, suppliers, 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 Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

By: _____

Title: _____

Signed and Sealed _____ day of _____, 2009

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SPECIFICATIONS**ITEM: DESIGN-BUILD REQUEST FOR PROPOSAL – QUALIFICATIONS-BASED SELECTION PROCESS (QBS) FOR THE REDEVELOPMENT OF APPROXIMATELY 2.34 ACRES WITHIN THE CITY OF HALLANDALE BEACH, FLORIDA****I. INTRODUCTION:**

The City of Hallandale Beach, Community Redevelopment Agency (the "CRA) desires to stimulate and create physical, economic and social improvements in the Northwest Area of Hallandale Beach, Florida. The City of Hallandale Beach intends to pre-qualify, evaluate and determine which firm(s) are qualified to participate in a redevelopment project of City-owned land located along Dixie Highway and NW 1st Ave, between NW 5th Street and NW 6th Street, approximately 2.34 acres see attached map provided as Exhibit 1, hereinafter the "Property".

Pursuant to the Florida Consultants Competitive Negotiation Act (CCNA) Florida Statutes Chapter 287 and Ordinance 2000-29 of City of Hallandale Beach, qualifications for the selection of a design-build firm or team to provide professional design, engineering and construction services are requested. Qualified firms must show proof of certification as required by Florida Statutes 489.119; 471.023; 481.219 and 481.319.

Selection of the design-build firm or team shall be pursuant to Florida Statutes, Chapter 287.055, Consultant Competitive Negotiations Act and Sections 23-226 through 23-228, Design-Build Procurement Method, Hallandale Beach Code. The selected Design-Build firm must meet the requirements as specified in Florida Statutes and Hallandale Beach Code. This procurement involves the Qualifications-based selection process (QBS) of the Design-Build Procurement Method as described in Section 23-227(1) and (2) of the City's Code of Ordinance. The City's licensed design professional representative is the City Engineer.

Qualifications-Based Selection Process (QBS)

1. The qualification-based selection (QBS) is a two-phase, simplified procurement process not requiring the creation and submission of a "design criteria package."
2. Design-Build Firm Selection
 - If the City uses the qualifications based selection (QBS) method, the City shall employ or retain a licensed design professional appropriate to the project to serve as its representative.
 - The QBS method shall include the qualification and selection of no fewer than three design-build firms, based on the qualifications, availability, past work of the firms including partners or members of such firms.
 - The selection of three firms shall be made by the City Manager and/or designee and presented to the City Commission for final approval of one firm.

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The City of Hallandale Beach, Florida, on behalf of the Community Redevelopment Agency (CRA) is seeking to select a design build firm or team to provide professional design, engineering and construction services for the “turn-key” redevelopment of the Property. The redevelopment of the Property shall be for:

- Mixed Use that includes Affordable Commercial, Office, Medical and/or Housing; or
- Affordable Multi Family or Townhouse use or combination; or
- Affordable Commercial, Office, or Medical use.

The City of Hallandale Beach estimated Annual Median Household Income (AMI) for 2007 is \$36,000 annually. The City of Hallandale Beach/CRA would prefer a development that targets a variety of income levels with a focus on the 80% and 120% AMI.

For information pertaining to this Request for Proposal (RFP), contact the General Services Department at (954)457-1331 or (954)457-1332 or Fax: (954)457-1342. General Services Department will answer questions in writing, either via fax or e-mail and advise all parties that received this RFP. Email: General_Services_Office@hallandalebeachfl.gov.

III. PURPOSE AND INTENT OF REQUEST FOR PROPOSAL (RFP):

The goal of this redevelopment is to ensure that the components of this project are affordable for the end user. The intent is for this project to be the catalyst for an affordable neighborhood that is a great place to live and responds to the needs of the community. The City of Hallandale Beach and the CRA believe that the development should:

- Be a natural extension of existing redevelopment efforts;
- Include a mix of housing types and income targets to encourage a healthy diverse community;
- be integrated with the immediate surroundings;
- present an attractive gateway into the community;
- employ sustainable principles (i.e. environmental elements, etc);
- represent a timeless quality development where people want to live;
- take advantage of surrounding public transit routes; and

The City of Hallandale Beach may be willing to contribute the land and may be willing to consider other subsidies if necessary to insure a high quality development. The City of Hallandale Beach believes that the parcel could be developed immediately but would like to select a design-build firm to 1). Create a reasonable schedule, 2). Develop a site plan and product that addresses the City of Hallandale Beach’s needs while respecting the goals and values articulated in the Redevelopment Plan (provided as Exhibit 2) and 3). Develop and market the project.

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It is anticipated that a firm whose specialty and primary area of expertise is in design-build construction will head the selected Project Design-build Team, which should also include an urban/designer/planner and a landscape architect all with extensive experience in these projects.

IV. MINIMUM QUALIFICATIONS:

Firms must provide the following documents for their proposals to be considered responsive:

- Standard Form 330 Architect – Engineer Qualifications.
- Documents required per Florida Statutes 489.119; 471.023;481.291;481.319 as applicable.
- Complete site evaluation inspection scheduled for date, time and location as outlined on page 10 of this RFP. Firms will be required to sign-in at site inspection for confirmation of attendance.
- Firm must have at least three (3) years experience as requested on page 8.

V. SUMMARY SCOPE OF SERVICES:

The following services will be required from the successful firm:

- Planning Services
- Design Services (Architectural, Landscaping Architect, Urban Designer)
- Building and Construction Services
- Construction Administration Services
- Additional Services

Permits and Licenses:

All permits and licenses necessary for the project of the work undertaken pursuant to the this RFP shall be secured and paid for by the awarded contractor unless otherwise negotiated with the City.

Planning Services:

The purpose of this task is to establish a consensus design concept for the referenced project that meets the needs of the City and stays within the established schedule and cost parameters.

Design Services:

These services involve performing a variety of tasks to verify, to the extent practicable, existing conditions and the accuracy of existing drawings to be used for development of the design. In addition, the selected firm will follow the City standards for the preparation of construction documents, inclusive of drawings, specifications, and cost estimates. Review submittals will be prepared at the 50% and 90% design completion stages for City Departmental staff level review and at the final design completion state for permitting. The selected firm will work with the City to adjust/revise project scope as may be deemed necessary to meet established budgets as the design evolves through the stages of completion. The selected firm will also be responsible for reviewing and receiving approvals of its construction documents from all jurisdiction permitting agencies and boards prior to finalization. To facilitate the implementation of public information

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dissemination, the selected firm will provide electronic files of all project documents as directed by the City. City in-house Departments shall be required to respond in writing to all review comments. Presentation formats will be directed by the City.

Note that the selected firm shall establish and maintain an in house Quality Assurance/quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, and constructability of designs.

Maintenance of the Site During Construction

It shall be the contractor's responsibility to locate and protect all underground utilities that may be in conflict with the project development. Any underground utilities, and above ground infrastructures such as sidewalks and pavement damaged by the contractor's operations shall be repaired to the satisfaction of the City or utility owner as soon as possible at the contractor's expense. At the completion of the project the contractor shall be responsible for the removal of all debris, excess and unused materials and dispose of off site.

Building and Construction Services:

The contractor shall start construction/conversion once the design is completed, permitted and approved by the City Manager.

Public Construction Retainage:

All construction must disclose all license fees, permit fees, impact fees, or inspection fees, payable by the contractor to the City as per Florida Statute 281.80 Public Bid Disclosure Act. Applicable retainage for this project will be in accordance with Florida Statutes 255.078 Public Construction Retainage.

Construction Administration Services:

The contractor shall perform a variety of tasks associated with the administration of the construction contract and construction management of the project. These shall include attendance at the pre-construction conference, attendance at weekly construction meetings, specialty site visits, project closeout reviews including substantial and final punch list development and project certification, warranty administration. The City will provide day-to-day construction consultation and observation service on the project.

Warranty:

All project related warranties will be included in the Agreement executed by the contractor and the City of Hallandale Beach.

Environmental Responsibility:

The selected contractor is responsible for any additional cost as it relates to additional environmental testing and or remediation of the properties. An Environmental Phase I was conducted on the main subject parcel by the City of Hallandale Beach and an Environmental Phase I and II has been conducted on the west adjacent property and is provided as Exhibit 3.

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Community Involvement:

The selected contractor is responsible for advertising and hosting community meetings to discuss the proposed contractor. The number of community meetings will be discussed during contract negotiations.

Demolition:

The selected contractor is responsible for the demolition of any existing structures on the development site. The contractor shall be responsible for the removal of all debris, excess materials and dispose of properly off site.

Land Use and Zoning:

The City will assist the selected contractor with all necessary land entitlements for the property.

Additional Services

No additional services are envisioned at this time. However, if such services are required during the performance of the work, they will be negotiated in accordance with contract requirements, and awarded according to the City's procurement process.

VI. SUBMITTAL FORMAT AND REQUIREMENTS:

The qualified firm shall submit the required information at the time of submittal of their proposal. Failure to provide the required information, in the following format, will affect the evaluation of the submittal.

1. Introduction Letter:

- Firms must be properly licensed in the State of Florida and hold applicable licenses for Broward County.
- Information, narrative letter pertinent to your firm's Scope of Services response.

2. Project, Experience and References:

- Firms must have been providing the specified design-build service for a minimum of three (3) years.
- Provide information indicative of experience in other projects relating to the scope of service.
- Interested teams must demonstrate their experience in construction administration expertise, based on the successful completion of projects of similar size and complexity for other governmental and/or private entities.
- Relevant expertise and experience in the design, construction and marketing of new single family, owner occupied affordable housing of all types and commercial spaces.
- Evidence of builder's creativity in providing attractive, affordable homes for first time owners and the business community.
- Capacity to design and construct a building that would be certified by the Florida Green Building Coalition or another recognized entity that certifies Green Buildings.

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- Evidence of creativity in design that addresses neighborhood compatibility, pedestrian friendliness, energy conservation and the use of high quality materials.
 - Evidence of design according to Crime Prevention through Environmental Design (CPTED) standards.
 - Ability to construct 25 units per acre or more on the site.
 - Ability to prepare and secure grant funding to subsidize the cost of the development to ensure it is affordable, such as (CWHIP) Community Workforce Housing Initiative Program, or similar program funding.
 - Ability to hire local qualified companies and residents during the development of the project.
 - The proposals submitted shall depict (3) different conceptual drawings.
3. A reference list for the contractor/architects and each sub-consultant directly relating to similar projects demonstrated.
4. **Team Organization, Management and General Qualifications:**
- Multiple firms or joint venture teams shall clearly identify the roles, responsibilities of firm's participants.
 - Team and project management structure shall be provided.
 - The principal within the firm that would be responsible for the project shall be identified.
 - The offeror shall demonstrate the current financial, scheduling and staffing capacities to undertake the proposed redevelopment.
 - A complete Standard Form 330 shall be included with your submittal and shall include ALL sub-consultants stated in the project team for all sections.
5. **Individual Qualifications:**
- Firm shall specifically identify the lead person(s) that would be assigned to provide services. Resumes of the team personnel shall be included with your submittal.
6. **Recent, Current and Projected Workloads:**
- Firm shall identify and list types of developments recently completed, current and projected workload schedule.
 - Evidence of collaboration with public, private and non-profit entities that would lead to a reduction in the price to the home and/or business owner.
 - Amount, type and use of any incentive from City, CRA; such as reduction of land cost.
 - Ability to mitigate the noise of the nearby trains to the City's approval.
7. **Budget Requirements:**
- Firms shall explain process and history of meeting client's budgetary requirements.

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VII. ADDITIONAL BACKGROUND INFORMATION:

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 35,000. The City's fiscal year begins October 1st and ends September 30th.

It is preferred that all questions be submitted in writing, either via fax or email. Fax questions to (954) 457-1342 or email to General_Services_Office@hallandalebeachfl.gov.

VIII. SCHEDULE OF EVENTS

The schedule of events related to this REQUEST FOR PROPOSALS shall be as follows:

RFP Document issued	January 26, 2009
Site Evaluation	February 11, 2009
Evaluation of Qualifications	To be determine

All dates are tentative. City reserves the right to change scheduled dates

IX. CONTACT:

All firms are hereby instructed not to contact any member of the City of Hallandale Beach City Commission, City Manager or staff member other than the contact person indicated in Section II. Any such contact shall be cause for rejection of your submittal.

X. INSTRUCTIONS, SUBMISSION AND RECEIPT OF RESPONSES:

- A. Responses must be received on or prior to the specified time and due date.
- B. Unless otherwise specified firm **MUST** use the form(s) furnished by the City. Failure to do so may be cause for rejection. Removal of any part of the RFP forms may invalidate Firm's responses. Firms may submit supplemental information at their discretion if same enhances understanding of the Qualification.
- C. Responses having any erasure or corrections **MUST** be initialed by the firm in INK. Responses shall be signed in INK; all forms must be typewritten or printed with pen and ink.

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- D. A SITE VISIT IS SCHEDULED FOR WEDNESDAY, FEBRUARY 11, 2009 AT 10:00 A.M. PROPOSALS WILL NOT BE ACCEPTED FROM PROPOSERS WHO DID NOT DO A SITE VISIT. IT WILL BE THE SOLE RESPONSIBILITY OF THE SUBMITTER TO INSPECT THE CITY'S LOCATION(S) PRIOR TO SUBMITTING THE STATEMENT OF QUALIFICATIONS. NO VARIATION IN CONDITIONS SHALL BE PERMITTED BASED ON A CLAIM OF IGNORANCE. SUBMISSION OF A RESPONSE WILL BE CONSIDERED EVIDENCE THAT THE SUBMITTER HAS BECOME FAMILIAR WITH THE NATURE AND EXTENT OF THE WORK, AND THE EQUIPMENT, MATERIALS, AND LABOR REQUIRED.
- E. WRITTEN QUESTIONS SHOULD BE RECEIVED NO LESS THAN TEN (10) CALENDAR DAYS PRIOR TO THE DATE OF THE RECEIPT OF PROPOSALS. THERE SHALL BE NO OBLIGATION ON THE PART OF THE CITY TO RESPOND TO QUESTIONS RECEIVED LESS THAN TEN (10) CALENDAR DAYS PRIOR TO PROPOSAL'S RECEIPT. SUBMIT TO THE CITY OF HALLANDALE BEACH, GENERAL SERVICES DEPARTMENT AT 400 SOUTH FEDERAL HIGHWAY, ROOM 242, HALLANDALE BEACH, FL 33009 VIA FAX: 954-457-1342.
- F. DUE DATE/TIME FOR REQUEST FOR PROPOSALS SUBMITTAL:
PLAINLY MARK ON THE OUTSIDE OF THE ENVELOPE, THE RFP NUMBER AND DATE AND TIME FOR RFP RECEIPT. IT WILL BE THE SOLE RESPONSIBILITY OF THE FIRMS TO ENSURE THAT THE RFP REACHES THE OFFICE OF CITY CLERK OFFICE CITY OF HALLANDALE BEACH ON OR BEFORE FRIDAY, MARCH 13, 2009 @ 4:00 PM

NUMBER OF SUBMITTAL COPIES: THOSE SEEKING QUALIFICATION SHALL SUBMIT SIX (6) COMPLETE SETS, ONE ORIGINAL AND FIVE COPIES OF THE SUBMITTAL COMPLETE WITH ALL SUPPORTING DOCUMENTATION (I.E. PHOTOGRAPHS, DRAWINGS, AND EXHIBITS) THE RFP PACKAGE SUBMITTED IN SEALED ENVELOPES AND MAILED AND/OR HAND DELIVERED TO:

CITY OF HALLANDALE BEACH
CITY CLERK'S OFFICE
400 SOUTH FEDERAL HIGHWAY, ROOM 242
HALLANDALE BEACH, FL 33009

NOTE: FAILURE TO COMPLY ALL ITEMS STATED IN THE RFP MAY BE CAUSE FOR REJECTION.

G. ADDENDA TO RFP:

The City of Hallandale Beach and City Commission Community Redevelopment Agency (CRA) reserve the right to amend this RFP with additional clarifying information prior to receipt of proposals.

Only written Addenda will be binding. Please indicate receipt of Addenda.

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For purposes of evaluation, any variances from the RFP **MUST** be indicated, no matter how slight. If variations are not stated in the responses, it will be assumed that the responses fully comply with City's RFP.

I. TAXES:

The City of Hallandale Beach, Florida is exempt from any taxes imposed by the State of Florida and/or Federal Government. State Sales Tax Exemption Certificate No. 16-04199765-54C; United States Treasury Department, I.R.S. No. 59-6000333, applies and appears on each City of Hallandale Purchase Order. Exemption Certificates provided on request.

J. FAILURE TO SUBMIT RESPONSES:

If you do not submit a response, please return the form, "**UNABLE TO SUBMIT A RESPONSE**", stating thereon and request that your name be retained on the City mailing list. Otherwise, your name will be removed from the City's mailing list.

K. CONE OF SILENCE:

Pursuant to Municipal Code Chapter 23, Section 23-105, "Award of Contract" (Ordinance 2008-09), public notice is hereby given that a "Cone of Silence" is imposed concerning this City's competitive purchasing process, which generally prohibits communications concerning the RFP from the time of advertising. No company and/or firm may discuss procurement for goods or services with members of the City Commission per City Administrative Policy #2019.004/R11 – Purchasing Procedures, City (Municipal) Code of Ordinances and City Charter.

L. ENCLOSURES:

Public Entity Crime Form
One (1) complete set of General Instructions
Specifications and Qualification Forms
Architect – Engineer Qualifications – Standard Form 330
Form Contract - Will be provided to the awarded firm
Exhibit 1 – Redevelopment Site Map – Property
Exhibit 2 – Community Redevelopment Area Plan
Exhibit 3 and 3A - Environmental Phase I and Phase II

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M. CONTACT/ADDITIONAL INFORMATION:

Proposers responding to this RFP are to address all inquiries to:

City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, FL 33009
Contact: (954) 457-1331 OR (954)457-1332
Fax: (954)457-1342
Email: General_Services_Office@hallandalebeachfl.gov.

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XI. EVALUATION OF PROPOSALS

The objective of the evaluation is to determine which firm(s), in the opinion of the City, are qualified to perform the work required for the project. This process is an objective process and firms retain responsibility for adequately demonstrating ability to meet requirements.

The responses will be reviewed by the Selection Evaluation Committee responsible for selecting the most qualified firms. The City will evaluate responses from firms deemed to be the most qualified in accordance to items A-F below.

Additional information or clarification may be requested.

If further information is desired, responders may be requested to make additional written submissions or oral presentations to the selection evaluation committee.

In determining whether a firm is qualified, the City shall consider the factors below items (A – F).

A.	Experience and References	
B.	Team Organization Management and General Qualifications	
C.	Individual Qualifications	
D.	Completion of Form 330	
E.	Past, Current and Projected Performance	
F.	Financial Capabilities	

The following ratings will be used when considering the above items A-F:

1 =	Unsatisfactory
2 =	Poor
3 =	Average
4 =	Very good
5 =	Excellent

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XII. ARCHITECT – ENGINEER QUALIFICATIONS – STANDARD FORM 330:

ARCHITECT-ENGINEER QUALIFICATIONS	OMB No.: 9000-0157
<p>Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.</p>	
<p>PURPOSE</p> <p>Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).</p> <p>The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.</p> <p>The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.</p> <p>GENERAL INSTRUCTIONS</p> <p>Part I presents the qualifications for a specific contract.</p> <p>Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:</p> <ol style="list-style-type: none"> 1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work. 2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team. <p>INDIVIDUAL AGENCY INSTRUCTIONS</p> <p>Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of</p>	<p>pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.</p> <p>DEFINITIONS</p> <p>Architect-Engineer Services: Defined in FAR 2.101.</p> <p>Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.</p> <p>Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.</p> <p>Firm: Defined in FAR 36.102.</p> <p>Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.</p> <p>SPECIFIC INSTRUCTIONS</p> <p>Part I - Contract-Specific Qualifications</p> <p style="padding-left: 20px;">Section A. Contract Information.</p> <ol style="list-style-type: none"> 1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request. 2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract. 3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract. <p style="padding-left: 20px;">Section B. Architect-Engineer Point of Contact.</p> <p>4-B. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.</p>
<p>AUTHORIZED FOR LOCAL REPRODUCTION</p>	<p>STANDARD FORM 330 (6/2004) PAGE 1 OF INSTRUCTIONS Prescribed by GSA - FAR (48 CFR) 53.238-2(b)</p>

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Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number
Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

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25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)												
		1	2	3	4	5	6	7	8	9	10			
Jane A. Smith	Chief Architect	X		X										
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X									
Tara C. Donovan	Chief Elec. Engineer	X	X		X									

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

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Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Airborne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>); Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalination (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage		
J01	Judicial and Courtroom Facilities	R01	Radar; Sonar; Radio & Radar Telescopes
L01	Laboratories; Medical Research Facilities	R02	Radio Frequency Systems & Shieldings
L02	Land Surveying	R03	Railroad; Rapid Transit
L03	Landscape Architecture	R04	Recreation Facilities (Parks, Marinas, Etc.)
L04	Libraries; Museums; Galleries	R05	Refrigeration Plants/Systems
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Remote Sensing
M01	Mapping Location/Addressing Systems	R08	Research Facilities
M02	Materials Handling Systems; Conveyors; Sorters	R09	Resources Recovery; Recycling
M03	Metallurgy	R10	Risk Analysis
M04	Microclimatology; Tropical Engineering	R11	Rivers; Canals; Waterways; Flood Control
M05	Military Design Standards	R12	Roofing
M06	Mining & Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities (Silos; Fuels; Transport)	S02	Security Systems; Intruder & Smoke Detection
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S03	Seismic Designs & Studies
N01	Naval Architecture; Off-Shore Platforms	S04	Sewage Collection, Treatment and Disposal
N02	Navigation Structures; Locks	S05	Soils & Geologic Studies; Foundations
N03	Nuclear Facilities; Nuclear Shielding	S06	Solar Energy Utilization
O01	Office Buildings; Industrial Parks	S07	Solid Wastes; Incineration; Landfill
O02	Oceanographic Engineering	S08	Special Environments; Clean Rooms, Etc.
O03	Ordnance; Munitions; Special Weapons	S09	Structural Design; Special Structures
P01	Petroleum Exploration; Refining	S10	Surveying; Platting; Mapping; Flood Plain Studies
P02	Petroleum and Fuel (Storage and Distribution)	S11	Sustainable Design
P03	Photogrammetry	S12	Swimming Pools
P04	Pipelines (Cross-Country - Liquid & Gas)	S13	Storm Water Handling & Facilities
P05	Planning (Community, Regional, Areawide and State)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P06	Planning (Site, Installation, and Project)	T02	Testing & Inspection Services
P07	Plumbing & Piping Design	T03	Traffic & Transportation Engineering
P08	Prisons & Correctional Facilities	T04	Topographic Surveying and Mapping
		T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

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List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

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ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.							
				<input type="checkbox"/> CHECK IF BRANCH OFFICE			
b.							
				<input type="checkbox"/> CHECK IF BRANCH OFFICE			
c.							
				<input type="checkbox"/> CHECK IF BRANCH OFFICE			
d.							
				<input type="checkbox"/> CHECK IF BRANCH OFFICE			
e.							
				<input type="checkbox"/> CHECK IF BRANCH OFFICE			
f.							
				<input type="checkbox"/> CHECK IF BRANCH OFFICE			

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

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E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <i>(Complete one Section E for each key person.)</i>			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED
		PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE

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H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

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A. List the three most recent projects related to the scope of this future project which the firm completed, with the most recent first.

1.	Name:
	Location:
	Cost of Project:
	Type and Value of Incentive, if any:
	On Leased or Purchased Property:
	How are Project/Facility Managed and Operated:
	Date Completed:
2.	Name:
	Location:
	Cost of Project:
	Type and Value of Incentive, if any:
	On Leased or Purchased Property
	How are Project/Facility Managed and Operated:
	Date Completed:
3.	Name:
	Location:
	Cost of Project:
	Type and Value of Incentive, if any:
	On Leased or Purchased Property
	How are Project/Facility Managed and Operated:
	Date Completed:

B. Have you ever failed to complete work awarded to you? If so, give details:

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SUPPLEMENTAL INFORMATION: REFERENCES

1.	Name:
	Address:
	City/State/Zip Code:
	Phone/Contact:
2.	Name:
	Address:
	City/State/Zip Code:
	Phone/Contact:
3.	Name:
	Address:
	City/State/Zip Code:
	Phone/Contact:
4.	Name:
	Address:
	City/State/Zip Code:
	Phone/Contact:
5.	Name:
	Address:
	City/State/Zip Code:
	Phone/Contact:
1.	Payment Terms:
2.	Years in Business:
3.	PROPOSAL Valid for 120 days from date of bid opening

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RESPONSES SUBMITTED BY:

COMPANY:
ADDRESS:
CITY & STATE:
ZIP CODE:
TELEPHONE:
DATE OF RFP:
FACSIMILE NUMBER:
E-MAILED ADDRESS:
FEDERAL ID NUMBER:
NAME & TITLE PRINTED:
SIGNED BY:

WE (I) the above signed hereby agree to furnish the item(s), service(s) and have read all attachments including specifications, terms and conditions and fully understand what is required.

The REQUEST FOR PROPOSAL, Qualification Forms, and/or any other pertinent documents form a part of this RFP and by reference made a part hereof. Signature indicates acceptance of all terms and conditions of the REQUEST FOR PROPOSAL, pages 1 through 32.