

# REQUEST FOR QUALIFICATIONS

## PLANNING AND ARCHITECTURAL SERVICES

PROJECT: Planning and Design of an Arts Education Center - City of Temple Terrace, Florida

NON-MANDATORY PRE-BID CONFERENCE: **JULY 16, 2007, 10AM**

PRE-BID CONFERENCE LOCATION: City Council Chambers  
City Hall, 1st floor  
11250 N. 56<sup>th</sup> Street  
Temple Terrace, FL 33617

NOTE: Arts Center building tour included as part of pre-bid conference

RFQ SUBMISSION DATE/TIME: **JULY 31, 2007, 4:45PM**

SUBMISSION LOCATION: Ms. Lisa Burns  
City Clerk  
City of Temple Terrace  
City Hall, First Floor  
11250 N. 56<sup>th</sup> Street  
Temple Terrace, FL 33617

NOTE: Submissions received after this date and time will be automatically disqualified. Please submit **ten** copies of RFQ responses and limit submissions to 100 pages, including attachments.

PURSUANT TO FLORIDA STATUTES 287.055, THE CITY OF TEMPLE TERRACE INVITES QUALIFIED FIRMS TO SUBMIT LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS FOR THE ABOVE PROJECT.

SCOPE OF WORK: The City of Temple Terrace, FL is planning to consolidate all of its arts programs, currently located in four City buildings, into an existing City-owned 21,000 square foot building (former grocery store) in the Temple Terrace redevelopment area, and is seeking one firm to develop a program and plan for the project, to evaluate the condition of the existing building, to provide architectural drawings for the renovated Arts Education Center, and to provide construction phase services. An additional scope item may include advice on fund raising for the arts. The budget for the project is \$2.5 million to \$4.0 million over a two-year period. Various elements of the arts project may include: a community theatre, dance classrooms, ceramics program, arts and crafts center, lobby and concession area, choral and theatre rehearsal areas, and other uses as deemed necessary. The new entry to the future arts center will face north, and associated parking will be in a structured garage to be built north and adjacent to the proposed arts center.

## EXPERIENCE REQUIREMENTS:

1. Completion of arts projects for other government agencies.
2. Experience in building, evaluation and renovation.
3. Ability to design within a budget, to prepare cost estimates, and bid jobs successfully.
4. Talent to work with an arts project in a public environment, and experience with arts fund-raising programs.
5. Experience working on projects that involve public/private partnerships and strict timelines.
6. Applicants should have both public and private sector experience since the City's arts project is part of a larger mixed-use development with the City's development partner.
7. Construction Management capabilities.

In addition to the above criteria, the applicants will be judged on their approach to the City's project and on the experience of the whole team, including but not limited to planning, architecture, civil engineering, surveying, mechanical/electrical engineering, structural engineering, construction management, and project management capabilities.

**ADDITIONAL SUBMITTAL REQUIREMENTS:** As part of the maximum 100 page submittal, please include a letter of interest that refers to the RFQ, five "similar project" references with full contact information, project approach suggestions for the Temple Terrace project, and a sample professional services contract that could be used by Temple Terrace. Other requested information includes professional registration information or other proof of your firm's eligibility for selection under FS 287.055, resumes and qualifications of experience of all key personnel proposed to work on the project, identification of the firm's office that will be coordinating the work, completed "Public Entity Crime Form"(attached) and any supplemental materials. As noted earlier in this document, limit submissions to 100 pages (including attachments) and submit 10 copies of the RFQ response.

**OTHER INFORMATION:** Interested firms should refer to the City's website, [www.templeterrace.com](http://www.templeterrace.com), for information on the City's redevelopment plan, and specifically, the City Council approved conceptual site plan prepared by the Pinnacle/Ram Development team. Also, copies of the floor and elevation plans for the building are available on CD in the Community Services Department for pickup. The contact persons for the project are Ralph Bosek, Community Services Director, and his assistant, Lisa Cosky, by phone at 813-989-7131 or by fax at 813-983-3171. Contact personnel e-mails are [rbosek@templeterrace.com](mailto:rbosek@templeterrace.com) and [lcosky@templeterrace.com](mailto:lcosky@templeterrace.com). Interested firms are asked not to call Temple Terrace elected officials, selection committee members, or other employees of the City, but direct all inquiries to the designated contact personnel. All questions answered to any firm will be collated and distributed to all interested firms who attend the non-mandatory pre-bid conference. Oral interviews will be scheduled with at least three firms, provided there is sufficient response to the RFQ request. Scoring by the selection committee will be made of both the written and oral components of the selection process. CITY STAFF WILL SHORTLIST AND RANK AT LEAST THREE FIRMS, AND CITY COUNCIL WILL APPROVE THE FINAL RANKING. The City of Temple Terrace reserves the right to reject any and all submittals, to waive any informalities or irregularities in the review process and to award the contract in the best interest of the City of Temple Terrace.

# CITY OF TEMPLE TERRACE, FLORIDA

## **SPECIAL CONDITIONS**

### **FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

Under Section 287.133(3) (a) of the State of Florida Statutes, all Vendors are required to submit on Form PUR 7068 a sworn statement to be signed in the presence of a notary public or other officer authorized to administer oaths.

No public entity shall accept any bid from, award any contract to, or transact any business, in excess of the threshold amount provided in section 287.017, F.S. for Category Two (currently \$10,000), with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3) (f), F.S. No public entity which was transacting business with a person at the time of the commission of a public entity crime which resulted in that person being placed on the convicted vendor list shall accept any bid from, award any contract to, or transact any business with any other person which is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

Effective July 1, 1989, prior to entering into a contract, in excess of the threshold amount for Category Two (currently \$10,000), to provide goods or services to a public entity, a person shall file a sworn statement with the contracting officer of that public entity on Form PUR 7068 to be promulgated by the Department of General Services by rule.

Form PUR 7068 is attached to this notice and must be returned with your bid package.

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)  
whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crimes, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes** means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement.  
(indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who,  
after first being sworn by me, **(name of individual signing)**

affixed his/her signature in the space provided above on

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

My commission expires:

Form PUR 7068 (Rev. 04/10/91)