

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES May 17, 2016

TARPON SPRINGS CAMPUS (FA 132)
600 KLOSTERMAN RD
TARPON SPRINGS, FL 34683

SPECIAL MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Scott Merry (*Not Attending*)
 - 2. Thomas Lancraft (*Not Attending*)
 - 3. Todd Rickel (*Not Attending*)
- B. Recognitions/Announcements
 - 1. Clearwater Campus Partnership with Helen Gordon Davis Centre for Women – Dr. Stan Vittetoe, Provost, Ms. Ann Madsen, Executive Director, The Helen Gordon Davis Centre for Women, Inc.

III. COMMENTS

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment pursuant to §286.0105 FS

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of April 19, 2016 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel – New Law Summary – Ms. Suzanne Gardner
- C. Faculty Governance Organization (FGO) – Dr. Richard Mercadante, Chair
- D. Career Service Employee Council (CSEC) – Ms. Mary Jo Golley, Chair

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACHIEVEMENT
 - 1. Spring 2016 Student Success Rates - Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

B. BUDGET AND FINANCE

1. Monthly Financial Report - Ms. Janette Hunt, Director of Budget and Compliance (*Presentation*)
2. FY 16/17 Updates and Funding Priorities – Ms. Janette Hunt, Dr. Doug Duncan, Senior Vice President, Administrative/Businesses Services and Information Technology (*Presentation*)
3. Performance Based Funding – Dr. Jesse Coraggio, Dr. Doug Duncan (*Pending Florida Department of Education Information*)
4. Fees (*Action*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Construction:
 - a. St. Petersburg Gibbs Student Success Center Delivery Method – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, Ms. Jamelle Conner, Provost, St. Petersburg Gibbs (*Presentation/Action*)
3. Other
 - a. Re-affirmation of St. Petersburg College, Mission, Vision, and Values – Dr. Jesse Coraggio (*Presentation/Action*)

D. ACADEMIC MATTERS

1. Quality Enhancement Plan – Ms. Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning, Ms. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness, Dr. Jennifer Haber, Professor, Communications (*Presentation*)

VII. CONSENT AGENDA

A. OLD BUSINESS (**items previously considered but not finalized**) - NONE

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Truth Initiative – Tobacco Free Grant (*Action*)
 - b. U.S. Department of Education – TRIO Educational Opportunity Center Program (*Action*)
2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 - NONE

3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION – NONE

VIII. PRESIDENT’S EVALUATION*

IX. PUBLIC ACCESS/UNAGENDAED ITEMS

X. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing - NONE

XI. PRESIDENT’S REPORT

XII. NEXT MEETING DATE AND SITE

June 21, 2016, Epi Center

XIII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting May 17, 2016, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

***No packet enclosure**

Date Advertised: May 6, 2016

Confirmation of Publication

[Notice of meeting](#)



The Helen Gordon Davis

Centre For
Women

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Helping Women Both Personally and Professionally



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Faculty Governance Organization (FGO)

- Organization
- Recent Topics
- Goals for Future

Career Service Employee Council

Recent Accomplishments

- Titan Award Recipients
- CSEC Retiree Emeritus Luncheon
- Growth Plan training for career service employees

In Progress

- Nominations for 2016-18 CSEC Steering Committee Members
- Titan Awards discussion
- New CSEC On-Boarding Guides

Spring 2016 Course Success Rates

*Board of Trustees Meeting
May 17, 2016*

The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.

A, B, C

A, B, C, D, F, W, WF, I

All Students	Number of Grades	Success Rate
Spring 2014	89,600	75.5%
Spring 2015	90,565	76.1%
Spring 2016	86,340	76.4%

Note: Excludes Pass/Fail Grading basis courses and audits

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Course Success Rates

Source: Pulse Business Intelligence System , Campus Success Rates Dashboard, Data extracted May 9, 2016.



	Spring 2014	Spring 2015	Spring 2016	Two Year Diff	One Year Diff
FTIC Students	65.5%	62.7%	64.1%	-1.4%	1.4%
Gender					
<i>Male</i>	63.1%	57.4%	61.2%	-1.9%	3.8%
<i>Female</i>	67.6%	68.3%	66.6%	-1.0%	-1.7%
Ethnicity					
<i>Black/African American</i>	59.6%	50.1%	58.5%	-1.1%	8.4%
<i>Hispanic/Latino</i>	68.8%	65.2%	61.2%	-7.6%	-4.0%
White	66.8%	66.4%	67.1%	0.3%	0.7%
Male/Ethnicity					
<i>Black/African American Male</i>	58.7%	40.6%	57.2%	-1.5%	16.6%
<i>Hispanic/Latino Male</i>	68.9%	61.0%	51.7%	-17.2%	-9.3%
<i>White Male</i>	63.5%	61.9%	64.6%	1.1%	2.7%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Comparison

Source: Pulse Business Intelligence System , Campus Success Rates Dashboard, Data extracted May 9, 2016.

	Spring 2015	Spring 2016	Diff
FTIC Students	63.1%	64.6%	1.5%
Gender			
<i>Male</i>	57.7%	65.6%	7.9%
<i>Female</i>	68.4%	63.4%	-5.0%
Ethnicity			
<i>Black/African American</i>	54.0%	64.8%	10.8%
<i>Hispanic/Latino</i>	57.4%	52.7%	-4.7%
White	68.8%	67.3%	-1.5%
Male/Ethnicity			
<i>Black/African American Male</i>	40.4%	71.4%	31.0%
<i>Hispanic/Latino Male</i>	56.5%	44.4%	-12.1%
<i>White Male</i>	66.0%	67.8%	1.8%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Developmental Courses

Source: Pulse Business Intelligence System, Campus Success Rates Dashboard, Data extracted May 9, 2016.

	Spring 2015	Spring 2016	Diff
FTIC Students	61.2%	61.8%	0.6%
Gender			
<i>Male</i>	55.9%	58.3%	2.4%
<i>Female</i>	67.0%	65.0%	-2.0%
Ethnicity			
<i>Black/African American</i>	49.9%	56.6%	6.7%
<i>Hispanic/Latino</i>	61.6%	58.2%	-3.4%
White	64.5%	65.3%	0.8%
Male/Ethnicity			
<i>Black/African American Male</i>	41.8%	49.6%	7.8%
<i>Hispanic/Latino Male</i>	57.9%	51.4%	-6.5%
<i>White Male</i>	59.1%	63.3%	4.2%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Gateway Courses

Source: Pulse Business Intelligence System , Campus Success Rates Dashboard, Data extracted May 9, 2016.

Developmental Education Results – Spring 2014

Flexible placement

MATHRecommended
Developmental educationEnrolled in college
level course
MAT1033Only 2 out of 10 students
passed with a C or better

Flexible placement

READINGRecommended
Developmental educationEnrolled in college
level course
ENC1101Only 5 out of 10 students
passed with a C or better

Flexible placement

WRITINGRecommended
Developmental educationEnrolled in college
level course
ENC1101Only 5 out of 10 students
passed with a C or better

Developmental Education courses will help build the skills you need to be successful in college.
Learn more: www.spcollege.edu/advising

14-0740-11

- Have a 'choice' regarding taking a placement test or participating in Dev Ed courses.
- Evaluated using a prediction model based on prior performance.
- Provided a *Likely College Ready*, *Dev Ed Recommended*, or *Dev Ed Strongly Recommended* prediction in each developmental education area.

Flexible Placement Students

Courses	All FTIC Students	Likely College Ready	Dev Ed Recommend	Dev Ed Strongly Recommend
Math Recommendations				
MAT 1033 and MAT 1100	54.6%	54.0% (137)	49.3% (67)	33.9% (56)
Developmental Ed Courses	63.3%	66.7% (6)	65.5% (29)	67.5% (40)
Writing Recommendations				
ENC 1101	60.5%	59.4% (224)	47.7% (65)	57.0% (79)
Developmental Ed Courses	66.7%	90.0% (10)	68.4% (19)	41.7% (12)
Reading Recommendations				
ENC 1101	60.5%	57.8% (187)	56.0% (91)	55.6% (90)
Developmental Ed Courses	65.8%	0.0% (1)	44.4% (9)	57.1% (7)

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Prediction Model Outcomes

- The overall college has steadily increased over the last three Spring terms with a 0.3% increase this last Spring.
- FTIC students had a 1.4% increase this last Spring.
- FTIC students improved course success rates in Developmental Education 1.5% (Hispanic students were the exception). Black/African American students increased 10.8%. Black/African American male students increased 31.0%.
- FTIC students improved course success rates in Gateway Courses 0.6% (Hispanic students were again the exception).
- Flex Placement Students perform better when taking the college recommended Dev Ed course.

Noteworthy Observations



Questions?





St. Petersburg College Board of Trustees Monthly Financial Report

Janette Hunt
May 17, 2016

SPC

SPC

Revenue Focus

ST. PETERSBURG COLLEGE

FY15-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Apr 30

Revenue	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Student Tuition & Out-of-State Fees	\$ 56,498,805	\$ 54,861,877	97%	
State Appropriation - CCPF	\$ 54,863,174	\$ 45,873,283	84%	
State Appropriation - Lottery	\$ 14,934,524	\$ 8,960,715	60%	
Performance Funding	\$ 1,202,209	\$ 991,822	82%	
Operating Cost for New Facilities	\$ 172,604	\$ -	0%	
Learning Support Access Fee	\$ 1,831,810	\$ 1,679,362	92%	
Distance Learning Fee	\$ 3,752,441	\$ 3,708,161	99%	
Technology Fee	\$ 2,815,337	\$ 2,650,237	94%	
Lab Revenue Fees	\$ 1,714,401	\$ 1,920,152	112%	
Industry Certifications	\$ 150,000	\$ -	0%	
Other Revenues	\$ 5,397,200	\$ 4,729,052	88%	
Other Student Fees	\$ 1,622,007	\$ 897,707	55%	
Fund Transfers In	\$ 3,568,839	\$ 3,527,304	99%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 2,291,443	\$ -	0%	
Total Revenues - Fund 1x	\$ 152,987,803	\$ 129,799,671	85%	85%

Expense Focus

ST. PETERSBURG COLLEGE

FY15-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Apr 30

Operating Costs	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Personnel & Benefits				
Total Personnel & Benefits	\$ 118,154,416	\$ 98,861,151	84%	84%
Current Expense				
Total Current Expense	\$ 31,771,510	\$ 22,371,661	70%	73%
Capital Spending				
Total Capital Spending	\$ 3,347,196	\$ 1,868,179	55.8%	88%
Total Operating Costs - Fund 1x	\$ 153,273,122	\$ 123,100,991	80%	82%
Total Remaining Funds (Surplus/Deficit)	\$ (285,320)	\$ 6,698,680		

Operating Budget Fund Balance Trends



\$6,698,680



St. Petersburg College
Board of Trustees
FY16/17 Updates & Funding
Priorities

Janette Hunt
May 17, 2016

SPC

Other College Fund Budget Revenue Estimates

Fund 2

- Restricted - Student Activities Fees
\$4,748,846 (\$201K Decrease)

Fund 3

- Auxiliary \$3,570,879 (\$228,140 Increase)

Fund 5

- Student Financial Aid Fee

Fund 7

- Student Capital Improvement Fees
\$10,136,269 (\$521,928 Increase)

SPC

Next Steps

- June 21st BOT Meeting - Approval of FY16/17
 - Operating Fund 1
 - Student Activities Fund 2
 - Auxiliary Fund 3
 - Financial Aid Fund 5

SPC

SPC




Questions?

SPC

May 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Fees

Approval is also sought to eliminate the \$30 graduation application fee. Approval is sought to add a \$5 transcript fee.

In an effort to reduce barriers for students to graduate, it is recommended that the \$30 graduation application fee be eliminated. In 2014-15, this fee generated \$139,710. In lieu of the graduation fee, it is recommended that the College begin to charge a fee for hard-copy transcripts in the amount of \$5 per transcript. In 2014, SPC disseminated 28,088 hard copy transcripts. It is customary for colleges to charge a fee for this official record, and assuming the quantity of transcript requests remain the same, these adjustments result in a net neutral impact to the overall budgeted revenue for FY15-16.

Approval is sought for the following changes to the Lab Fee Schedule.

Florida Statute 1001.64(10) states that each Board of Trustees shall establish fees. In addition to standard tuition and fees, this authorization extends to user fees, as specified in Florida Statute 1009.23(12(a)). User fees can only be charged to the persons receiving the service and shall not exceed the cost of the services provided. Laboratory fees are considered a user fee. They are intended to cover costs associated with a lab course, such as consumables, additional support personnel to offer class, specialized equipment and software, etc.

Lab Fees by Academic Discipline

Changes:

Departments	Courses	Current Lab Fee	New Lab Fee
<i>BUILDING ARTS</i>	ARC1126C-ARC2461, BCN1251C-BCN2055, TAR2057C	\$34.90	\$32.42
<i>COLLEGE OF EDUCATION BACC</i>	EDE4940-EDE4943, EDG4343, ETE3402C-ETE4947, EEX4940, MAE3941-MAE4943, RED3309-RED4519, SCE3941-SCE4943	\$42.80	\$41.28
<i>COMMUNICATIONS (ESL)</i>	EAP1500-EAP1695	\$5.12	\$2.60
<i>COMMUNICATIONS (sign language)</i>	ASL1140C-ASL1160C, INT1000L, ASL2210C	\$17.26	\$17.26

COMPUTER & INFO TECH	CET1600, CET1610, CET2615-CET2615, CET1171C, CET1172C, CTS1303-CTS1334, CTS1411, CTS2370	\$75.00	\$75.00
CRIME SCENE TECH	CJE1640, CJE1643, CJE2645-CJE2672, CJE2673C, CJE2676C	\$30.75	\$30.75
EDUCATION (Early Childhood)	EEC2312, EEC2300	\$10.00	\$7.78
EMERGENCY MANAGEMENT SERVICES (EMS)	EMS1059C, EMS1119L, EMS1411, EMS1522C, EMS2331, EMS2601L, EMS2602L, EMSE2664, EMS2665, EMS1421, EMS2659	\$82.30	\$82.30
ENGINEERING TECH	CET1114C, EET1015-EET2144C, ETD1320C-EDT2392C, ETM1010C, BME1008, EET1084C, ETS2221C-ETS2930, CET1175	\$72.49	\$62.59
FUNERAL SERVICES	FSE2101L-FSE2946	\$62.42	\$30.60
PHYSICAL THERAPIST	PHT1121L-PHT2820L	\$76.79	\$57.45
RADIOGRAPHY	RTE1000-RTE2844L	\$64.00	\$47.43
RESPIRATORY CARE	RET1874L-RET2878L	\$32.80	\$16.55
Science UD (Biology)	BSC3096, BSC3312C, BSC4910, ZOO3203C, ZOO3303C, ZOO3733C, BSC4422C, MCB3020L, PCB4253C, PCB4363C, PCB4454C	\$100.00	\$100.00
SCIENCE (Biological)	BSC1005C, BSC1084C, BSC2010L-BSC2086L, BSC2250C, OCB1000C, MCB2010L, BSC2419-BSC2931, PCB2061	\$27.87	\$27.87
SCIENCE (physical)	AST1022L, CHM1025L-CHM2211L, ESC1000C, GLY2010L, OCE2001L, PHY1048L, PHY1049L, PSC1001C	\$37.85	\$28.20
SCIENCE (wellness & human performance)	HLP1080, HSC2400, PEL2342, PEM1171-PEM2342, PEN2136-PEN2137, PET2622	\$24.02	\$14.95
VET TECH	ATE1110L-ATE2945	\$159.59	\$139.36

Deletions:

DENTAL HYGIENE (UD)	DEH4947	\$20.74
DIGITAL FORENSICS	CJE1660, CJE1678, CJE1665, CJE1666, CJE1661	\$93.00
HEALTH INFO MGMT	HIM1000-HIM2510	\$2.01
HEALTH SERVICES ADMIN	HSC4910	\$23.00
HUMAN SERVICES	HUS2949	\$13.79
MEDICAL LAB TECH	MLT1044L, MLT2807L	\$23.00
NURSING UD	NUR3066C, NUR4636L	\$36.78

O&P (deletion as of January 2017)	PRO3200C, PRO3301C, PRO3310C, PRO4371C, PRO3000C, PRO3500C, PRO3120C	\$434.28
SOCIAL SCIENCE	SLS1301, ETD2382C	\$1.75
CRIME SCENE TECH	CJE1770, CJE1772	\$30.75
COE UD	ETE3402C, ETE3403C, ETE3946, ETE4414C, ETE4434C, ETE4444, ETE4940, ETE4947, MAE4642	\$42.80
FINE ARTS (Applied Music Composition)	MUC1311	\$120.00
SCIENCE (wellness & human performance)	HSC2400, PEL2342	\$24.02
SCIENCE UD (Biology)	ZOO3713C, ZOO4513C, BOT3015C, PCB3023C, PCB3043C, PCB3063C, PBC4723C	\$100.00

Additions:

O&P TECHNOLOGY AS	PRO1010C-PRO2804C	\$302.09
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Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology, Anne M. Cooper, Senior Vice President, Academic & Students Affairs and Tonjua Williams, Vice President, Student Services, recommend approval.

May 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President *WDL*

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effect. Date
St. Louis, Mark	Associate General Counsel	College Attorney DO	3/21/2016-6/30/2017
Hartman,Ariel Elizabeth	Career & Academic Advisor	Enrollment Management DO	4/25/2016-6/30/2017
Muehl,John M	Instructional Design Tech	Instructional Computing SE	4/18/2016-6/30/2017

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effect. Date
Samartzis,Nicoleta Rania	Career & Academic Advisor	Counseling & Advisement TS	5/9/2016-6/30/2017
Benavides,Joseph	Career Outreach Spclst	Associate Provost CL	5/9/2016-6/30/2017
Stevens,Paul J	Senior Web Analyst/Programmer	Online Learning And Services EPI	5/9/2016-6/30/2017

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effect. Date
Ramsey,Lisa K	Custodian	Custodial Services CL	4/25/2016
Mojica,Roxanna	Custodian I	Custodial Services SPG	5/2/2016
Arroyo,Alquimides	Security Officer	Campus Security CL	4/11/2016
Vendetti,Katherine Suzanne	Sr Administrative Svcs Assist	Academic & Student Affairs EPI	4/25/2016
Biglin,Rebecca J	Sr Administrative Svcs Speclst	Facilities Plan & Inst Svcs EPI	4/25/2016
Voorhees,Theodore D	Sr Technlgy Support Specialist	Information Systems EPI	5/2/2016
Hansen,Renee Lin	Student Support Assistant	Provost SE	4/26/2016

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effect. Date
Espino-Hernandez,Enemencia	Lead Custodian	Custodial Services CL	4/25/2016

HIRE Temporary/Supplemental			
Name	Title	Department/Location	Effect. Date
Cather,Matthew D	General Support	Engineering Technology CL	4/18/2016
Avitabile-Muller,Rossella T	Instructor, Temporary Credit	Natural Science SE	5/16/2016
Brachna,Kelsey C	Instructor, Temporary Credit	Mathematics SPG	5/16/2016
Cano,Diana	Instructor, Temporary Credit	Foreign Language TS	5/16/2016
Charboneau,Roxanne P	Instructor, Temporary Credit	Human Services HC	5/16/2016
Harter,Julia M	Instructor, Temporary Credit	Natural Science SE	5/16/2016
Hunter,Lisa A	Instructor, Temporary Credit	Letters TS	5/16/2016
Koymarianos,Kiriaki	Instructor, Temporary Credit	Business Technologies SE	5/16/2016
Krill,Alina	Instructor, Temporary Credit	Natural Science TS	5/16/2016

Whitlock, Shannon A	Instructor, Temporary Credit	Natural Science SPG	5/16/2016
Hughes, Lisa M	Librarian- Temporary	Learning Resources CL	5/2/2016
Crews, Kimberly I	OPS Career Level 1	Learning Resources TS	4/29/2016
Saccardo, Doreen E	OPS Career Level 2	Leepa/Rattner Museum - DO	4/30/2016
Weaver, Katy Lynn	OPS Career Level 2	College Reach Out Program DO	4/26/2016
Crowther, Savannah M	OPS Career Level 3	SPC-Downtown	4/25/2016
Miller, Brandi L	OPS Career Level 4	Central Records DO	5/5/2016
Roberts, Alan M	OPS Professional	Engineering Technology CL	4/18/2016
Duchesneau, Daniel R	Professional Trainer	Emergency Medical Services HC	5/6/2016
Stanley, Terri K	Professional Trainer	Health CE - AC	4/25/2016
Williams, Douglas S	Professional Trainer	Corporate Training E&SS DO	5/13/2016
Kahle, Kelly Ann	Professional Trainer	Fire Science AC	4/12/2016

CORRECTIONS from April's Annual Contract Recommendations

Name	Title	Department/Location	Effect. Date
Johns, Charlotte D	(Acting) Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	07/01/2016-06/30/2017
Woroner, Desiree A	(Interim) Director HR Operations	Human Resources DO	07/01/2016-06/30/2017
Hunt, Janette N	(Interim) Director, Budget & Compliance	Information Tech & Research DO	07/01/2016-06/30/2017
Strickland, Mark F.	(Interim) Provost	Academic & Student Affairs SE	07/01/2016-06/30/2017
Dimmer, Theresa R	Coord, Institutnl Rsrch&Rptng	Institutional Research EPITECH	07/01/2016-06/30/2017
Flansburg, Jill D	Coordinator, FLA Trade Grant	Corporate Training E&SS DO	07/01/2016-09/30/2016
Linek, Philip J	Senior Accountant	Accounting Services EPI	Not Recommended

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Name	Title	Department/Location	Effect. Date
Albrecht, Osiris	Instructor	Foreign Language SE	06/18/2016-07/11/2016

The purpose of this trip is to offer St. Petersburg College students an educational opportunity to learn the Spanish Foreign Language and cultural experience while in Spain. The benefit to the college is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Communications department. Estimated cost to the College is \$5,234.93.

Levin, Roxana	Instructor	Foreign Language TS	06/18/2016-07/17/2016
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The purpose of this trip is to offer St. Petersburg College students an educational opportunity to learn the Spanish Foreign Language and cultural experience while in Spain. The benefit to the college is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Communications department. Estimated cost to the College is \$5,858.94.

Tucker, Eric	Instructor	Ethics TS	06/15/2016-06/22/2016
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The purpose of this trip is to chaperon the SPC Dominican Republic high school service learning program abroad, providing students an opportunity to earn 20 service learning hours abroad. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by EF Tours and the Ethics department. Estimated cost to the College is \$1,491.09.

Jahosky, Michael	Instructor	Fine & Applied Arts SPG	06/12/2016-06/22/2016
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The purpose of this trip is to expose students to ancient Judeo-Christian history, religion, literature, and art while offering SPC courses HUM2270 and HUM2950 in Jerusalem and other sites in Israel. The benefit to the College is to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Humanities and Fire Arts department. Estimated cost to the College is \$4,906.77.

Greene, Marjorie	Instructor	Fine & Applied Arts CL	06/04/2016-06/17/2016
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The purpose of this trip is to gather images and experiences in Eastern culture and art, which will be incorporated in ARH1000. Marjorie Green will lead a docent tour at the Rueven Ruben Studio/Museum sharing her experience in Art History & Painting. The benefit to the College is for Margorie Greene to learn about eastern culture and religion to further her studies and broaden her skill set for teaching ARH1000.

Funded by the Fine and Applied Arts department. Estimate cost to the College is \$1,500.

Lawless, Daniel	Instructor	Letters SPG	05/26/2016-6/2/2016
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The purpose of this trip is for Poetry Readings Plume SPC. The benefit to the College is to promote college writing programs Marilyn Hacker, Marilyn Kallet, Chanti Bizzini, Emmanuel Mosses at Shakespeare & Co.

Funded by the Communications department. Estimate cost to the College is \$3,887.76.


Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology and the Strategic Issues Council Members

May 17, 2016

Agenda Item VI-C.2a

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Request to advertise for professional services for the design and construction of the Student Success Center, St. Petersburg/Gibbs campus.

Authorization is sought to advertise for design and construction services for the new Student Success Center at the St. Petersburg/Gibbs campus.

Given the anticipated profile of this project, both in scope and function, it will be one of the most significant projects ever undertaken by the college. The college is enthusiastic to get started, as an early start will provide many advantages. Therefore, we propose the following method of delivering the project:

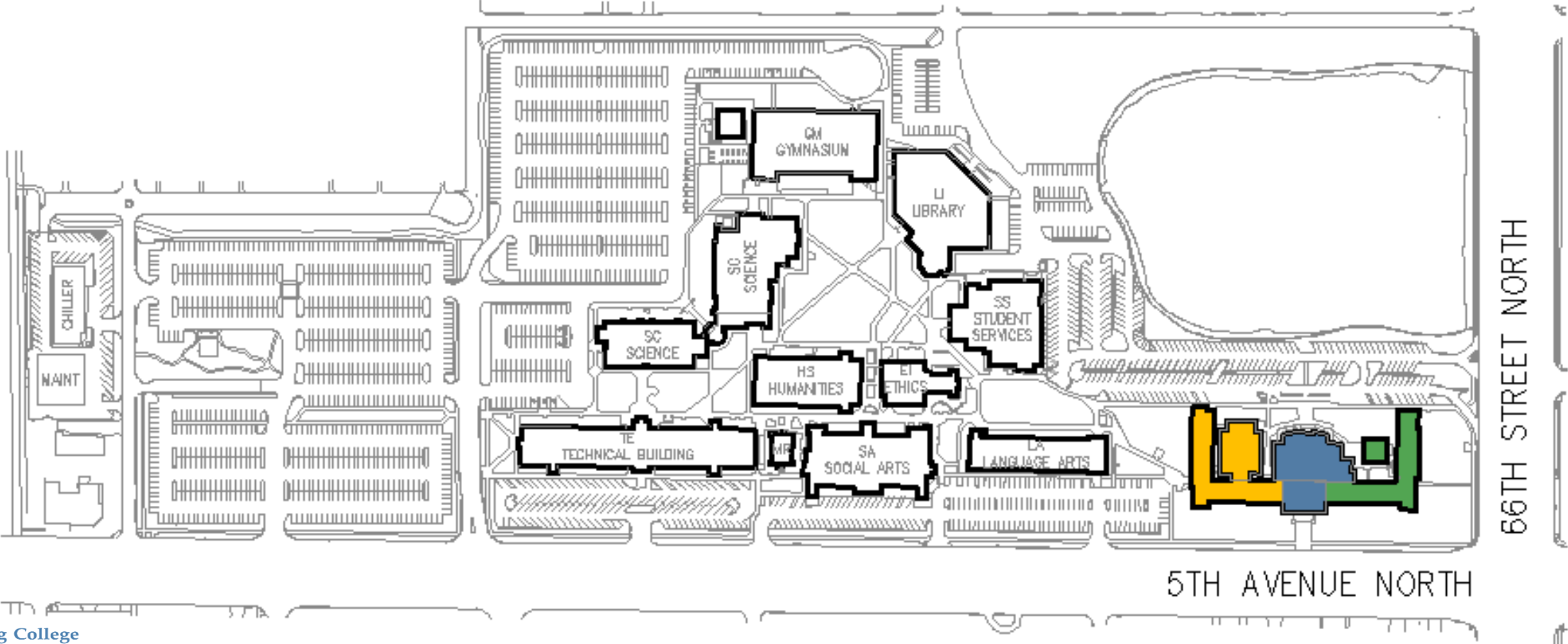
- Engage one of our pre-selected, continuing contract architects and a number of our pre-selected, continuing contract contractors to begin delivering early phases of work at the onset of the funding period, July 1st, 2016. These early scopes would include a significant amount of underground infrastructure relocation, relocating staff and demolition of the east and west wings of the existing Administration building;
- Simultaneous to that infrastructure relocation and selective demolition, we will employ the selection process used for our recent large capital projects to screen and select design and construction professionals for the large phase of the work, specifically the design and construction of the new building.
- This two pronged approach will provide the advantages of getting an early start while methodically selecting the most qualified firms for the large scope of the work. This approach aligns well with the Facilities department's strategic objective of leveraging the strengths of the three respective entities and their interests; the college, the contractor and the designer, with the ultimate goal of delivering the best possible product to our students. Additionally, the simultaneous selection provides the opportunity of having the contractor working alongside the designer during the design phase, which allows for the valuable input related to constructability analysis and value engineering;
- Lastly, this approach gives the college the opportunity of spreading the work among as many firms as possible; various companies for demolition phases, an architectural firm for the design and a construction firm for the building component.

Doug Duncan, Senior Vice-President of Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice-President, Facilities Planning and Institutional Services, recommend approval.

ST. PETERSBURG/GIBBS CAMPUS Student Success Center



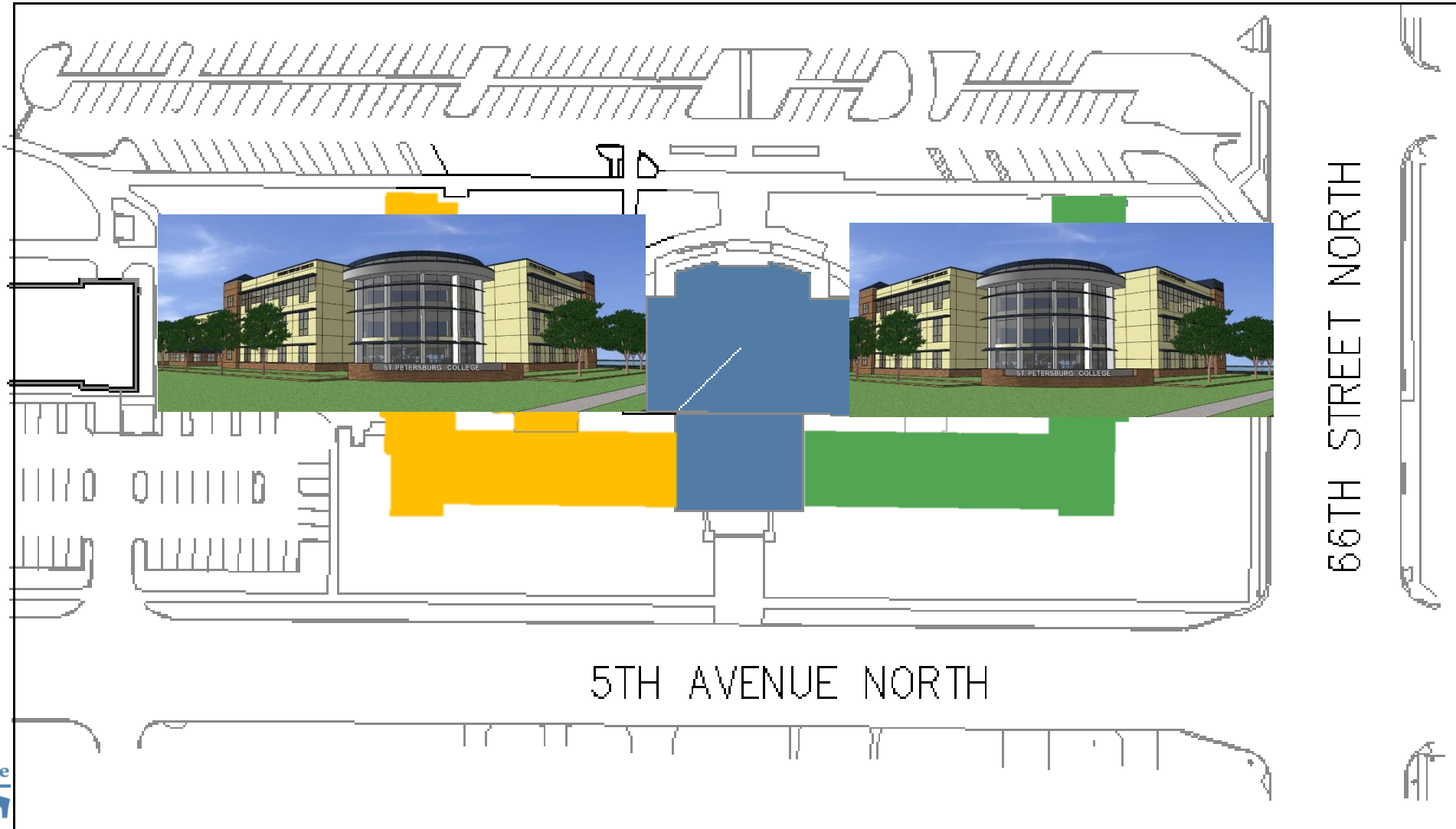
ST. PETERSBURG/GIBBS CAMPUS SITE PLAN



PHASE 2

PHASE 3

PHASE 1



Proposed Schedule

- Phase 1 – August - October, 2016 (East wing demolition);
- Phase 2 – October – December, 2016 (West wing demolition);
- Selection of design and construction professionals - May – August, 2016;
- Design phase – August, 2016 – Spring, 2016;
- New construction phase – Early scopes in January, 2017

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
FACILITIES PLANNING & INSTITUTIONAL SERVICES



CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR
STUDENT SUCCESS CENTER, ST. PETERSBURG/GIBBS CAMPUS

REQUEST FOR STATEMENTS OF QUALIFICATIONS

- EVALUATION PROCEDURES
- EXPERIENCE QUESTIONNAIRE
- PACKET CHECKLIST
- LETTER OF INTENT

**STATEMENTS OF QUALIFICATIONS DUE:
June 23, 2016, 3:00PM E.S.T.**

Physical Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
14025 58th Street North
Clearwater, FL 33760**

Mailing Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
P.O. Box 13489
St. Petersburg, FL 33733**

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PUBLIC NOTICE

LEGAL NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ) FOR CONSTRUCTION MANAGER AT RISK SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANTS' COMPETITIVE NEGOTIATION ACT, PURSUANT TO SECTION 1013.45(c), FLORIDA STATUTES, AND PURSUANT TO THE PROCEDURES SET FORTH IN SECTION 287.055, FLORIDA STATUTES

RFQ #SPC 301-D-17-3 Construction Manager at Risk Services, Student Success Center, St. Petersburg Campus

The Board of Trustees of St. Petersburg College announces Construction Manager at Risk Services will be required by qualified Construction Management firms in the State of Florida to provide pre-design activities, design phase, bid and award phase, construction phase and minimum One-year Warranty for the following:

To provide complete Construction Manager at Risk Services, Student Success Center, St. Petersburg Campus.

Construction services to be provided may include, but are not be limited to: heating, ventilation and air-conditioning (HVAC); roofing; civil; site development; waterproofing; parking and landscaping; classrooms; laboratories; offices; general construction; and related support service areas. The square footage is anticipated to be approximately 60,000 square feet encompassing a two to three story building. All projects are intended to be completed in accordance with college standards including but not limited to "sustainable" design standards.

Total estimated value of project: \$25,000,000

THE FULL SCOPE OF THE PROJECT IS NOT ENTIRELY FUNDED. THE PROJECT BUDGET IS PARTIALLY DEPENDENT ON SUBSEQUENT FUNDING.

Construction Manager at Risk firms interested in competing for the project must apply in writing and must submit the information required by the Request for Qualifications (RFQ) application packet, which includes but is not limited to:

- 1) the firm's history, structure, personnel, licenses, and experience;
- 2) related projects similar in scope or amount completed by the company, including name of client or its representative;
- 3) financial information such as balance sheet and statement of operations;
- 4) project management, scheduling, and cost control systems the company uses for similar projects;
- 5) proposed local and minority business involvement in the project;
- 6) cost control and value engineering techniques;
- 7) and description of litigation, major disputes, contract defaults and liens in the last five (5) years.

The application process also includes:

- 8) a mandatory pre-statement submission conference for any firm interested in being considered for the required services;
- 9) an interview with the three to five shortlisted firms;
- 10) and confirmation of references.

All interested firms must also understand and agree to the following minimum project requirements as set forth in the RFQ:

- 1) Construction schedule to allow issuance of Substantial Completion and Certificate of Occupancy in Spring 2016;
- 2) Bonding capacity based on project amount stated above;
- 3) Early bid package provision for building structural systems at 75% Construction Documents;
- 4) LEED Certification in accordance with §255.2575 F.S.; and
- 5) Utilization plan for subcontractors to maximize the use of local and Minority Business Enterprises (Certified in Accordance with §287.0943 F.S.).

Construction Manager at Risk Firms interested in being considered for selection must obtain the RFQ from the College's Purchasing website: www.spcollege.edu/purchasing. RFQs are expected to be made available on June 1, 2016. Interested firms must also attend a mandatory pre-submission conference from 10:00 a.m.-11:30 a.m. on June 7, 2016, at the St. Petersburg College District Office, located at 6021 142nd Avenue North, Clearwater, FL 33760. (Note: no Statements of Qualifications will be accepted by the College prior to the conference.) Questions concerning the RFQ process and required services will be addressed at the conference. Following the conference, any remaining questions must be sent in writing to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services at Waechter.Jim@spcollege.edu. All questions submitted after the conference must be submitted no later than 3:00 p.m., June 10, 2016 to obtain a response. Responses to questions submitted after the conference will be posted to the College's Purchasing website: www.spcollege.edu/purchasing. Firms interested in being considered for selection must email an electronic (PDF) copy of their Statement of Qualifications to Waechter.Jim@spcollege.edu, or mail a thumb drive or Compact Disc (CD) containing their Statement of Qualifications to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, St. Petersburg College, P.O. Box 13489, St. Petersburg, FL 33733, or hand deliver an electronic copy of their Statement of Qualifications to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, 14025 58th Street

North, Clearwater, Florida 33760. Statements of Qualifications must be received by the College **no later than 3 p.m., June 23, 2016. The College will not be responsible for late submissions or delays in delivery.**

Following review of the Statements of Qualifications by the College's Construction Manager at Risk Screening Committee, three (3) to five (5) shortlisted Firms will be asked to interview with the College's Construction Manager at Risk Selection Team (tentatively) on July 28, 2016. Any addendum to the RFQ will be submitted electronically through the College's Purchasing website. Interested firms are encouraged to check this site often to ensure attainment of the most recent updates. An award is expected to be announced following the College's Board of Trustees meeting on August 16, 2016.

In addition to all other rights of the College under Florida law or the Board of Trustees Rules and College Procedures, the College specifically reserves the following:

- a) The College reserves the right to rank firms pursuant to relative Florida Statutes and Florida Administrative Code sections and to negotiate with the highest-ranking firm.
- b) The College reserves the right to reject any and all Statements of Qualifications.
- c) The College reserves the right to reject the Request for Qualifications and associated process.
- d) The College reserves the right to remedy or waive technical or immaterial errors in the Request for Qualifications or in Statements of Qualifications submitted by the firms.
- e) The College reserves the right to request any necessary clarifications or statement data without changing the terms of the Statement of Qualifications.

All expenses involved in the preparation and submission of Statements of Qualifications to the College, or any work performed in connection therewith, shall be borne by the firm submitting the statement. No payment will be made for any responses received or for any other effort required of, or made by, the firm submitting the statement prior to contract management.

Any actual or prospective proposer who is allegedly aggrieved in connection with the issuance of this Request for Qualifications or pending award of contract, may protest to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, P.O. Box 13489, St. Petersburg, FL 33733. The protest must be filed in accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**By order of the Board of Trustees of St. Petersburg College
St. Petersburg College is an Equal Access/Equal Opportunity Employer**

EVALUATION PROCEDURES

I GENERAL INSTRUCTIONS

- A. A Statement of Qualifications shall not exceed 80 pages including the Experience Questionnaire. All documentation submitted in support of the Statement of Qualifications must be typed or printed. Any corrections made to the documentation by the applicant prior to the designated deadline, must be initialed and dated by the same person signing the Experience Questionnaire.

Each Statement of Qualification must be submitted to:

St. Petersburg College	-or-
Office of Facilities Planning & Institutional Services	(Mailing Address)
14025 58th Street North	P.O. Box 13489
Clearwater, FL 33760	St. Petersburg, FL 33733

Deadline: Each Statement of Qualifications must be received no later than 3 p.m., June 23, 2016. Statements received after the designated deadline will be returned unopened to the submitting firm. The College reserves the right to reject any application deemed to be not in compliance with these instructions.

- B. Interested firms must email a complete Statement of Qualifications in electronic form (scanned PDF's where signatures are required) to Waechter.jim@spcollege.edu or mail or hand deliver a thumb drive or Compact Disc (CD), containing all necessary information. Each Statement of Qualifications must include:
- one (1) copy of the complete audited financial statements with comments, and
 - one (1) copy of the required Unconditional Letter of Intent from the firm's bonding company, and
 - one (1) copy of a Public Entity Crime statement per Section 287.133(2)(a), F.S.
- C. The Experience Questionnaire must contain an original signature of an authorized representative of the responding firm. If the firm is a Corporation, it must furnish proof of good standing by the Florida Secretary of State, Division of Corporations along with one (1) copy of the firm's current Florida License.
- D. The Request for Qualifications Checklist must be completed and included with the complete package. The Checklist must contain an original signature of an authorized representative of the responding firm.
- E. Each firm must respond completely to each of the items on the Experience Questionnaire.
- F. Each firm must be available to attend an interview with the Construction Manager at Risk Selection Team (tentatively) on July 28, 2016.
- G. Questions concerning this Request for Qualifications must be directed in writing to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services at Waechter.Jim@spcollege.edu.
- H. The College is not responsible for any costs incurred by the firms prior to the issuance of an executed contract.

II SELECTION PROCESS

- A. The College's Construction Manager at Risk Screening Committee will include College employees and/or persons recommended by members of the Board of Trustees with background and experience in community leadership. The Screening Committee will be chaired by an appointed member of the Board. It is anticipated the Committee will include five to seven (5-7) members.
- B. The Screening Committee will meet to review all Statements of Qualifications received and accepted and will, through the process outlined in this RFQ, eliminate from further consideration all but three (3) to five (5) firms, based on the selection factors in this RFQ. During this first step of selection, all firms will be evaluated using a non-numerical system and there will be no interviews or rankings conducted by the Screening Committee. (The Screening Committee's work will be non-determinative as to the final selection by the Board of Trustees.) Once the Screening Committee has "shortlisted" three (3) to five (5) firms, the Associate Vice President of Facilities Planning and Institutional Services will contact the shortlisted firms to inform them of their selection to compete in step two of the selection process.
- C. Once the shortlisted Firms have been notified by the College, they will be scheduled for an interview with the Selection Team. The Selection Team will include the College President, and an appointed member of the Board of Trustees. The College President will chair the Selection Team. The Selection Team will evaluate each of the shortlisted firms based on the selection factors (using numerical rating) in this RFQ. The Selection Team will submit in order of preference three (3) firms deemed to be the most highly qualified to perform the required services. The submission will be made through the College President to the Board of Trustees, with a recommendation to negotiate with the highest ranking firm.
- D. When authorized by the Board of Trustees, the Associate Vice President of Facilities Planning and Institutional Services will notify the successful firm of selection and proceed into negotiations. The College will negotiate and enter into a contract for project services with the firm authorized at compensation determined to be fair, competitive and reasonable. In making the determination during the negotiation stage, the College will analyze the proposed cost of services required, giving full consideration to the scope and complexity of the project. The compensation will be on a guaranteed maximum price basis for all costs which will include reimbursable costs plus fixed lump sum fees for project management, overhead and profit.
- E. If the College is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the College determines to be fair, competitive and reasonable, negotiations with that firm will be formally terminated. The College will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the College will then undertake negotiations with the third most qualified firm. Should the College be unable to negotiate a satisfactory contract with the three most qualified firms, additional firms will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.
- F. Upon completion of negotiations, the proposed contract will be presented for consideration and approval by the Board of Trustees, which has exclusive authority for the final award decision.

Interested firms must respond to the following items on the forms provided in the Experience Questionnaire.

A. General Information & Location: (15 points)

Complete the attached Experience Questionnaire accurately. The information contained therein is an essential part of the firm's overview to be considered here. This information contains the key elements as contained in Florida Statutes, including local and corporate location and current and projected workloads.

B. Ability and Financial Capability: (15 points)

Here the Screening Committee (and if the Firm is selected to advance, the Selection Team) will consider the financial condition and past experience of the firm and that of the proposed staff to assign a rating to the firm's ability to perform within the proposed project schedule listed below:

- February 2015 - Completion of Design (Construction Documents)
- April 2015 - Completion and submittal of Guaranteed Maximum Price
- May 2015 - Construction begins
- March 2016 - Substantial Completion of project
- April 2016 - Final Completion and Final Accounting of project

State the firm's ability and plans to perform within this project schedule.

Also, submit the firm's most recent financial statements with an audited report with comments, that are not older than one (1) year. If the most current report has not been audited, the previously audited report, with comments, must accompany the most recent financial statements.

Itemize projects for the previous three (3) year period by:

Contract Name, Contract Amount and indicate any value of uncompleted work (included in Experience Questionnaire)

C. Related Experience: (20 points)

Complete this section of the Experience Questionnaire accurately. Use a separate form for each completed and current project similar to the size and scope of this project. Please indicate the firm's ability as it relates to classroom buildings, LEED or other sustainable building projects, institutional projects, larger in scope and size as well as smaller commercial type projects.

D. Scheduling and Cost Control: (10 points)

Submit the firm's schedule compliance and cost control results for each of the projects listed in Section C. The information should describe the firm's scheduling and methods of cost control systems and demonstrate a plan that would include a system by which donated services and/or materials can be accepted and utilized as part of an overall cost saving strategy.

E. On-Site & In-House Office Staff: (10 points)

Separately describe the specific project related capabilities of the firm's on-site & in-house office staff. Provide a resume of the key personnel who will be in direct support of this project, including, but not limited to the following:

1. Name, title and assignment for this project
2. Number of years with this firm
3. Number of years with other firms
4. Experience
 - a. Types of projects
 - b. Size of projects (dollar value & square footage),

- c. Specific project involvement
- 5. Indicate which projects were fast tracked
- 6. Identify all LEED accredited professionals and projects each LEED AP has completed
- 7. Education
- 8. Active registration
- 9. Other experience and qualifications that is relevant to this project, such as:
 - a. Design Expertise - review and analysis
 - b. Budget Estimating & Cost Control
 - c. Life Cycle Cost Analysis
 - d. Scheduling
 - e. Quality Control - design and construction
 - f. Claims Management
 - g. Project Close-out

With respect to both on-site and in-house office staff, provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

F. Beneficial Community Impact: (30 Points)

Describe the means by which the local community will be included in the construction and/or related services within the entire scope of the project. It is anticipated that the project will reflect a minimum of thirty percent (30%) of the subcontracts and project expenditures will be committed to local community residents and/or businesses. "Local community" means the City of St. Petersburg, Florida, as defined by the City of St. Petersburg, Florida.

Also, relative to Section 255.102, Florida Statutes, describe the firm's plan to comply with the good faith efforts to obtain Minority Business Enterprise (MBE) participation. Up to ten (10) points of this section will be awarded based on the MBE participation plan. If applicable, please include the firm's valid MBE certification from the State of Florida.

G. Insurance Program (No Points Assigned)

Enclosed is a copy of the insurance requirements for this contract. Please review and be prepared to submit Certificate of Insurance on all types of insurance at time of award letter of each component project assigned during the contract period.

H Bonding Requirement: Threshold component (No Points Assigned)

Bonding the Guaranteed Maximum Price contract is a requirement, therefore, provide a written **unconditional statement** as set forth in the precise attached unconditional language used in the **Letter of Intent** form from the firm's bonding company indicating the bonding company's willingness to bond this project if awarded to this firm and attach it to the firm's financial statements. See attached Letter of Intent Form (Appendix B).

I. Public Entity Crime Statement (No Points Assigned)

Provide a Public Entity Crime statement per Section 287.133(2)(a), Florida Statutes, and include it with the firm's complete audited financial statements and Bonding Unconditional Letter of Intent under separate cover from the completed Experience Questionnaire. (See Appendix C)

EXPERIENCE QUESTIONNAIRE

GENERAL INFORMATION & LOCATION

Submitted by: _____
 Address: _____
 Email Address: _____
 Telephone: () _____ Fax: () _____
 Contractor's License #: _____
 Expiration Date: _____

Check One: A Corporation A Partnership An Individual A Joint Venture
***If a Limited Liability Company, please complete this section in accordance with your firm's Federal Income Tax filing status.*

The firm acknowledges that information provided in this Experience Questionnaire is for the express purpose of inducing the College to award a contract to the firm and further the firm acknowledges that the College may at its discretion, by means which the College may choose, determine the truth and accuracy of all statements made by the firm.

ORGANIZATION

Current Firm Name: _____
 How many Years has this Firm been in business? _____
 Previous Firm Name: _____
 How many years had the previous Firm been in business? _____
 Indicate Firm History (chronology), attach additional sheets as needed.

If a **Corporation**: Complete the following:

Date of Incorporation: _____
 State of Incorporation: _____
 President's name: _____
 Vice President's name: _____
 Secretary's name: _____
 Treasurer's name: _____
 Address of Primary Corporate Office: _____
 Address of Office Handling this Project: _____

If a **Partnership**: Complete the following:

Date of Organization: _____
 State whether it is a general or limited partnership:

 Name and Address of Partners:

 Address of Primary Corporate Office: _____

Address of Office Handling this Project:

If an **Individual** Proprietorship complete the following:

Date of Organization:

Name of Owner:

Address of Primary Corporate Office:

Address of Office Handling this

Project:

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and Address of Subsidiary or Affiliated Companies:

Explain in detail the principal's interest in this firm and the nature of the business

1. Is your firm currently pre-qualified with any government agency?

Yes No

If yes, please list agency/agencies:

2. Within the previous seven (7) fiscal years, has your firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes No

If yes, please explain:

3. Within the previous seven (7) fiscal years, has your firm failed to complete a project?

Yes No

If yes, state the name of the project, the firm's responsibilities, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your firm been involved in litigation or legal challenge pursuant to the Florida Administrative Procedures Act (APA)?

Yes No

If yes, state the name of the project, the firm's responsibilities, and explain the nature and current status.

5. Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your firm? Yes No

If yes, state the name of the project, the firm's responsibilities, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your firm declared bankruptcy? Yes No

If yes, please explain:

7. Provide letters of reference and recommendations from previous owners and architects and attach to this questionnaire.

RELATED EXPERIENCE

The next two pages are forms which should be duplicated as necessary to list your firm's completed projects and current projects.

COMPLETED PROJECTS

Major consideration will be given to the successful completion of previous projects comparable in scope and complexity.

List the most recently completed projects that best illustrate the experience of the firm and the current staff being assigned this project. List no less than three (3) nor more than ten (10) projects, nor projects which were completed more than ten (10) years ago. *(Duplicate this page as necessary to list projects)*

Project Description

Project Name: _____
Project Location: _____
Project Scope: _____
Project Size: _____
(gross square feet) _____

LEED Status (or related) _____
Original Contract Amount: \$ _____
Final Contract Amount: \$ _____
Explain Differences in _____
Contract Amounts _____

Firm's Role in the Project

Firm's Responsibility: _____
(Contractor, Project _____
Manager, Design/Build, etc.) _____
Project Staff: _____
Principal in Charge: _____
Project Manager: _____
Other: _____

Project Duration

Completion Dates: _____
Original: _____
Revised: _____
Actual: _____
Explain Differences in _____
Completion Dates: _____

Owner Information

Owner: _____
Contact Person & Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

Architect/Engineer Information

Project Architect/Engineer: _____
Contact Person: _____
Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

CURRENT PROJECTS

List and indicate the status of current projects under contract as of the date of this application. Indicate whether the project is in progress or awarded and not yet begun.

(Duplicate this page as necessary to list projects)

Project Description

Project Name: _____
Project Location: _____
Project Scope: _____

Project Size: _____
(gross square feet) _____

Anticipated LEED _____
Status (or related) _____

Total Amount of Your _____
Contract: \$ _____

Uncompleted Amount of _____
Contract: \$ _____

Firm's Role in the Project

Firm's Responsibility: _____
(Contractor, Project
Manager, Design/Build, etc.) _____
Project Staff: _____
Principal in Charge: _____
Project Manager: _____
Other: _____

Contract Information

Contract Status: _____
(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)
Explanation: _____
Is the Project on schedule? Yes No
If no, please explain: _____
Other: _____

Owner Information

Owner: _____
Contact Person & Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

Architect/Engineer Information

Project Architect/Engineer: _____
Contact Person: _____
Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

PRINCIPAL/OFFICER SIGNATORY PAGE

The enclosed financial information, including the Firm's complete audited financial statements with comments and the bonding company's Letter of Intent, as required by this Request for Qualifications, is a true and accurate representation of the financial status of this firm.

The undersigned certifies that she/he is a principal or officer of the Firm, authorized to sign on behalf of the Firm and certifies that all information included within this application is true and accurate and that all statements of intent or proposed future action (including the assignment of personnel and the provisions of services) will be honored by the Firm if awarded the contract. For and on behalf of the Firm:

(SIGNATURE)

(TYPED NAME)

(TITLE)

Separate Enclosures to Experience Questionnaire:

1. Complete Audited Financial Statements with Comments
2. Letter of Intent
3. Public Entity Crime Statement

APPENDIX

Appendix A	Packet Checklist
Appendix B	Letter of Intent
Appendix C	Public Entity Crime Statement
Appendix D	Article 14: Insurance, Indemnity, and Waiver of Subrogation



CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR
STUDENT SUCCESS CENTER, ST. PETERSBURG/GIBBS CAMPUS

REQUEST FOR QUALIFICATIONS

APPENDIX A: PACKET CHECKLIST

Please confirm that all of the following materials have been submitted by checking off each item below. This checklist shall be included **separately** at the time of submission for staff to verify its completion.

- Electronic Submittals – submit entire packet either by email attachment(s) or deliver on thumb drive or Compact Disc (“CD”). Packets must include all responses to the information requested on the selection criteria document as well as the Firm’s Completed Experience Questionnaire.
- One (1) copy (PDF) of the audited financial statements as described in Section III, B – Ability and Financial Capability, and
- One (1) copy (PDF) of the required Unconditional Letter of Intent from your bonding company described in Section III, H, and
- One (1) copy (PDF) of a Public Entity Crime statement per Section 287.133(2)(a), Florida Statutes, as described in Section III, I.

The undersigned certifies that she/he is a principal or officer of the Firm, or their designee, authorized to sign on behalf of the firm and certifies that all of the aforementioned items have been included with the Firm’s completed applicant package.

For and on behalf of the Firm:

(SIGNATURE)

(TYPED NAME)

(TITLE)

APPENDIX B: LETTER OF INTENT

This exact language must be submitted on surety (bonding company) letterhead. Failure to provide this unconditional Letter of Intent will result in denial of consideration of your Firm for this project. This Letter of Intent must be submitted under separate cover along with your Firm's complete audited financial statements with comments.

DATE: _____

The Board of Trustees
St. Petersburg College
13805 58th St. North
Clearwater, FL 33760

To Whom It May Concern:

In the event that (Contractor Name) _____
_____ is awarded the contract for the construction of the (Project Name)
_____ it is the
intention of the surety company to execute and deliver to the Owner a Public Construction
Bond in accordance with F.S. 255.05, in an amount of one hundred percent (100%) of
contract price on behalf of the above named contractor.

SURETY: _____
NAME

BY: _____
SIGNATURE

NAME

TITLE

APPENDIX C: PUBLIC ENTITY CRIME STATEMENT



**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 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 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 proposal 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 misrepresentations.

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 crime, 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, non-jury 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 submits proposals or applies to submit a proposal 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. (Please indicate which statement applies.)

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

_____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 management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

_____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 management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990. 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 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE 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)

Sworn to and subscribed before me this _____ day of _____ 20_____.

Personally known _____

OR Produced identification _____
(Type of identification)

Notary Public - State of _____

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

APPENDIX D: ARTICLE 14: INSURANCE, INDEMNITY, AND WAIVER OF SUBROGATION

14.1 **Indemnity**

- (1) The Construction Manager agrees to indemnify and hold the Owner harmless from all claims for bodily injury and property damage (other than the Work itself and other property insured under Article 14.2(3)) that may arise from the Construction Manager’s operations under this Agreement in accordance with this provision and that set forth in Article 14.2(5), Indemnification Rider.
- (2) Loss Deductible Clause - The Owner shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Construction Manager and/or subcontractor providing such insurance.
- (3) The foregoing indemnity shall survive the completion and/or termination of this Agreement.

14.2 **Construction Manager’s Insurance**

- (1) The Construction Manager shall not commence any construction Work in connection with this Agreement until he has obtained all of the following types of insurance with coverage, limits, and terms delineated in Article 14.2 and such insurance has been approved by the Owner, nor shall the Construction Manager allow any subcontractor to commence Work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- (2) Workers’ Compensation Insurance - The Construction Manager shall take out and maintain during the life of this Agreement Workers’ Compensation Insurance for all his employees connected with the Work, of this Project and, in case any Work is sublet, the Construction Manager shall require the subcontractor similarly to provide Workers’ Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Construction Manager. Such insurance shall comply with the Florida Workers’ Compensation Law. In case any class of employees engaged in hazardous Work under this contract at the site of the Project is not protected under the Workers’ Compensation statute, the Construction Manager shall provide adequate insurance, satisfactory to the Owner, for the protection of employees not otherwise protected.
- (3) Commercial General Liability Insurance - The Construction Manager shall take out and maintain during the life of this Agreement Comprehensive Commercial General Liability and Comprehensive Automobile Liability Insurance as shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operating under this Agreement whether such operations are by himself or by anyone directly or indirectly employed by him, and the amount of such insurance shall be minimum limits as follows:

- (a) Construction Manager’s Commercial General Liability Occurrence, \$1,000,000 Each
- (b) Automobile Liability Coverage, Occurrence Bodily Injury & Property Damage \$500,000 Each
- (c) Excess Liability, Umbrella Form above \$1,000,000 up to the completed value or GMP For all amounts over and

All policies shall be written on an occurrence basis.

Liability coverage shall also include:

- (a) Pollution Liability;
- (b) Broad Form Property Damage Coverage to include XCU and demolition coverage if excluded;

The Construction Manager's Liability Policy shall include Contractual Liability Coverage designed to protect the Construction Manager for contractual liabilities assumed by the Construction Manager in the performance of this Agreement;

- (c) Boiler/Machinery Coverage -The Construction Manager will purchase and maintain coverage which shall specifically cover such objects during installation and until final acceptance by the owner; and
- (d) Builder's Risk Coverage - The Construction Manager shall take out and maintain during the life of this Agreement Builder's Risk Coverage for all facilities and property connected with the Work of this Project in the amount of the completed value or maximum price.

If any policies are written on a claims made basis, an extended reporting period (i.e., tail insurance) will be required for the duration of the contract.

- (4) Subcontractor's Commercial General Liability Insurance - The Construction Manager shall require each of his subcontractors to procure and maintain during the life of this subcontract, insurance of the type specified above or insure the activities of his subcontractors in his policy, as specified above.
- (5) Indemnification Rider
 - (a) To cover to the fullest extent permitted by law, the Construction Manager shall indemnify and hold harmless the Owner and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Construction Manager, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right to obligation of indemnity which would otherwise exist as to any party or person described in this Article.
 - (b) The obligations of the Construction Manager under this Article 14.2 shall not extend to the liability of Architect, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instruction by Architect, his agents or employees providing such giving or failure to give is the primary cause of the injury or damage.
 - (c) The Construction Manager hereby acknowledges receipt of ten dollars and other good and valuable consideration from the Owner in exchange for giving the Owner the indemnification provided in Article 14.
- (6) Certificate of Insurance - The Owner shall be furnished proof of coverage of Insurance as follows:

Each Project GMP submitted shall require an individual Certificate of Insurance approved by the Owner prior to being issued a Notice to Commence. These shall be completed and signed by the authorized Florida Resident Agent, and returned to the office of Facilities Planning and Institutional Services. This Certificate shall be dated and show:

- (a) The name of the insured Construction Manager, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date.
- (b) The Board of Trustees of St. Petersburg College shall be named as additional insured to the extent necessary to provide coverage under Construction Manager's insurance for the liabilities assumed by Construction Manager under the indemnity provisions of the Agreement.
- (c) Statement that the Insurer will mail notice to the Owner and a copy to the Architect at least 45 days prior to any material changes in provisions, non-renewal, cancellation or termination of the.
 - (1) When cancellation is for nonpayment of premium, at least ten (10) days written of cancellation accompanied by the reason therefore shall be given; and
 - (2) For other than motor vehicle insurance, when such cancellation or termination occurs during the first ninety (90) days during which the insurance is in force and the insurance is canceled or terminated for reasons other than nonpayment of premium, at least twenty (20) days written notice of cancellation or termination accompanied by the reason therefore shall be given except where there has been a material misstatement or misrepresentation or failure to comply with the underwriting requirements established by the insurer,
- (d) Certificate of Insurance shall be in the form as approved by Insurance Standards Office (ISO) and such Certificate shall clearly state all the coverage required in this Section.

14.3 **Waiver of Subrogation**

14.3.1 **Damages Caused by Perils Covered by Insurance** - The Owner and Construction Manager shall waive all rights against each other, for damages caused by perils covered by insurance provided under Article 14.2 to the extent covered by such insurance except such rights as they may have to the proceeds of such insurance held by the Owner and Construction Manager as trustees. The Construction Manager shall require similar waivers from all subcontractors and their sub-subcontractors.

14.3.2 **Loss or Damage to Equipment Covered by Insurance** - The Owner and Construction Manager waive all rights against each other for each party's loss or damage to any equipment used in connection with the Project and covered by any property insurance. The Construction Manager shall require similar waivers from all subcontractors and their sub-subcontractors.

14.3.3 **Property and Consequential Loss Policies** - The Owner waives subrogation against the Construction Manager on all property and consequential loss policies carried by the Owner on adjacent properties and under property and consequential loss policies purchased for the Project after its completion.

14.3.4 **Endorsement of Policies** - If the policies of insurance referred to in this Article require an endorsement to provide for continued coverage where there is a waiver of subrogation, the Owner of such policies will cause them to be so endorsed, failure to obtain proper endorsement nullifies the waiver of subrogation

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
FACILITIES PLANNING & INSTITUTIONAL SERVICES



ARCHITECTURAL SERVICES FOR
STUDENT SUCCESS CENTER, ST. PETERSBURG/GIBBS CAMPUS

REQUEST FOR QUALIFICATIONS

- EVALUATION PROCEDURE
- EXPERIENCE QUESTIONNAIRE
- FORM 330

**QUALIFICATIONS DUE:
June 22, 2016 3:00PM E.S.T.**

Physical Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
Epi Services Building
14025 58th Street North
Clearwater, FL 33760**

Mailing Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
P.O. Box 13489
St. Petersburg, FL 33733**

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PUBLIC NOTICE

LEGAL NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANT'S COMPETITIVE NEGOTIATION ACT, CHAPTER 287.055, LAWS OF FLORIDA

RFQ #SPC 301-D-17-3 Student Success Center, St. Petersburg/Gibbs Campus

The Board of Trustees of St. Petersburg College announces Professional Design Services will be required by qualified Architects registered in the State of Florida to provide planning and design services; complete contract documents (plans and specifications); bid and proposal services; and construction administration for the following project:

To provide complete architectural, engineering and design services, planning and study activities for the Student Success Center, St. Petersburg/Gibbs Campus. Services to be provided may include but not limited to: heating, ventilation and air-conditioning (HVAC); roofing; civil; site development; waterproofing; parking and landscaping; classrooms; laboratories; offices; general construction administration; and related support service areas. The square footage is anticipated to be approximately 60,000 square feet encompassing a two to three story building. All projects are intended to be completed in accordance with college standards including but not limited to "sustainable" design standards.

Estimated Total Project Cost: \$25,000,000

THE FULL SCOPE OF THE PROJECT IS NOT ENTIRELY FUNDED. THE PROJECT BUDGET IS PARTIALLY DEPENDENT ON SUBSEQUENT FUNDING.

Applicants for the project must apply in writing for consideration. Interested architectural firms must submit the information required by the Request for Qualifications (RFQ) application packet, which includes the firm's abilities with respect to the specific project requirements, a synopsis of the firm's qualifications, past educational facility experience, résumés of key personnel, and a current Standard Form 330 (whether or not a form is on file with St. Petersburg College). In addition, the architectural firm selected will be required to provide proof of professional liability insurance as set forth in St. Petersburg College's Board of Trustees Rules and College Procedures – P6Hx23-6.08.

All Architectural firms interested in being considered for selection should obtain the RFQ packet from the College Purchasing website: www.spcollege.edu/purchasing. Request for Qualifications are expected to be made available **June 1, 2016**. Interested firms must also attend a mandatory pre-submission conference from 9:00a.m. -10:00 a.m. on June 7, 2016, at the St. Petersburg College District Office, located at 6021 142nd Avenue North, Clearwater, FL 33760. (Note: no Statements of Qualifications will be accepted by the College prior to the conference.) Questions concerning the RFQ process and required services will be addressed at the conference. Following the conference, any remaining questions must be sent in writing to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services at Waechter.Jim@spcollege.edu. All questions submitted after the conference must be submitted no later than 3:00pm, June 10, 2016 to obtain a response. Responses to questions submitted after the conference will be posted to the College's Purchasing website: www.spcollege.edu/purchasing. Firms interested in being considered for selection must email an electronic (PDF) copy of their Statement of Qualifications to Waechter.Jim@spcollege.edu, or mail a thumb drive or Compact Disc (CD) containing their Statement of Qualifications to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, St. Petersburg College, P. O. Box 13489, St. Petersburg, FL 33733, or hand deliver an electronic copy of their Statement of Qualifications to Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services, 14025 58th Street North, Clearwater, Florida 33760 Statements of Qualifications must be received **no later than 3p.m. June 22, 2016. The College will not be responsible for late submissions or delays in delivery.**

Following review of the Statements of Qualifications by the College's Architectural Services Screening Committee, three (3) to five (5) shortlisted Firms will be asked to interview with the College's Architectural Services Selection Team (tentatively) on July 28, 2016. Any addendum to the RFQ will be submitted Purchasing website. Interested firms are encouraged to check this site often to ensure attainment of the most recent updates. An award is expected to be announced following the College's Board of Trustees meeting on August 16, 2016.

In addition to all other rights of the College under Florida law or the Board of Trustees Rules and College Procedures, the College specifically reserves the following:

- a) The College reserves the right to rank firms pursuant to relative Florida Statutes and Florida Administrative Code sections and to negotiate with the highest-ranking firm.
- b) The College reserves the right to reject any and all Statements of Qualifications.
- c) The College reserves the right to reject the Request for Qualifications and associated process.
- d) The College reserves the right to remedy or waive technical or immaterial errors in the Request for Qualifications or in Statements of Qualifications submitted by the firms.
- e) The College reserves the right to request any necessary clarifications or statement data without changing the terms of the Statement of Qualifications.

All expenses involved in the preparation and submission of Statements of Qualifications to the College, or any work performed in connection therewith, shall be borne by the firm submitting the statement. No payment will be made for any responses received or for any other effort required of, or made by, the firm submitting the statement prior to contract management.

Any actual or prospective proposer who is allegedly aggrieved in connection with the issuance of this Request for Qualifications or pending award of contract, may protest to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, P.O. Box 13489, St. Petersburg, FL 33733. The protest must be filed in accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**By order of the Board of Trustees of St. Petersburg College
St. Petersburg College is an Equal Access/Equal Opportunity Employer**

EVALUATION PROCEDURES

I GENERAL INSTRUCTIONS

- A. A Statement of Qualifications shall not exceed 80 pages including the Experience Questionnaire. All documentation submitted in support of the Statement of Qualifications must be typed or printed. Any corrections made to the documentation by the applicant prior to the designated deadline, must be initialed and dated by the same person signing the Experience Questionnaire.

Each Statement of Qualification must be submitted to:

St. Petersburg College
Office of Facilities Planning & Institutional Services
14025 58th Street North
Clearwater, FL 33760

or
(Mailing Address)
P. O. Box 13489
St. Petersburg, FL 33733

Deadline: Each Statement of Qualifications must be received no later than 3 p.m., June 22, 2016. Statements received after the designated deadline will be returned unopened to the submitting firm. The College reserves the right to reject any application deemed to be not in compliance with these instructions.

- B. Interested firms must email a complete Statement of Qualifications in electronic form (scanned PDF's where signatures are required) to Waechter.jim@spcollege.edu or mail or hand deliver a thumb drive or Compact Disc (CD), containing all necessary information. Each Statement of Qualifications must include:
- one (1) copy of the complete audited financial statements with comments, and
- C. The Experience Questionnaire must contain an original signature of an authorized representative of the responding firm. If the firm is a Corporation, it must furnish proof of good standing by the Florida Secretary of State, Division of Corporations along with one (1) copy of the firm's current Florida License.
- D. The Request for Qualifications Checklist must be completed and included with the complete package. The Checklist must contain an original signature of an authorized representative of the responding firm.
- E. Each firm must respond completely to each of the items on the Experience Questionnaire.
- F. Selection Team date is (tentatively) on July 28, 2016.
- G. Questions concerning this Request for Qualifications must be directed in writing to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services at Waechter.Jim@spcollege.edu.
- H. The College is not responsible for any costs incurred by the firms prior to the issuance of an executed contract.

II SELECTION PROCESS

- A. The College's Architectural Services Screening Committee will include College employees and/or persons recommended by members of the Board of Trustees with background and experience in community leadership. The Screening Committee will be chaired by an appointed member of the Board. It is anticipated the Committee will include five to seven (5-7) members.
- B. The Screening Committee will meet to review all Statements of Qualifications received and accepted and will, through the process outlined in this RFQ, eliminate from further consideration all but three (3) to five (5) firms, based on the selection factors in this RFQ. During this first step of selection, all firms will be evaluated using a non-numerical system and there will be no interviews or rankings conducted by the Screening Committee. (The Screening Committee's work will be non-determinative as to the final selection by the Board of Trustees.) Once the Screening Committee has "shortlisted" three (3) to five (5) firms, the Associate Vice President of Facilities Planning and Institutional Services will contact the shortlisted firms to inform them of their selection to compete in step two of the selection process.
- C. Once the shortlisted Firms have been notified by the College, they will be scheduled for an interview with the Selection Team. The Selection Team will include the College President, and an appointed member of the Board of Trustees. The College President will chair the Selection Team. The Selection Team will evaluate each of the shortlisted firms based on the selection factors (using numerical rating) in this RFQ. The Selection Team will submit in order of preference three (3) firms deemed to be the most highly qualified to perform the required services. The submission will be made through the College President to the Board of Trustees, with a recommendation to negotiate with the highest ranking firm.
- D. When authorized by the Board of Trustees, the Associate Vice President of Facilities Planning and Institutional Services will notify the successful firm of selection and proceed into negotiations. The College will negotiate and enter into a contract for project services with the firm authorized at compensation determined to be fair, competitive and reasonable. In making the determination during the negotiation stage, the College will analyze the proposed cost of services required, giving full consideration to the scope and complexity of the project. The compensation will be on a guaranteed maximum price basis for all costs which will include reimbursable costs plus fixed lump sum fees for project management, overhead and profit.
- E. If the College is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the College determines to be fair, competitive and reasonable, negotiations with that firm will be formally terminated. The College will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the College will then undertake negotiations with the third most qualified firm. Should the College be unable to negotiate a satisfactory contract with the three most qualified firms, additional firms will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.
- F. Upon completion of negotiations, the proposed contract will be presented for consideration and approval by the Board of Trustees, which has exclusive authority for the final award decision.

III SELECTION CRITERIA

(100 Total Points)

Respond to the following items on the forms provided in the Experience Questionnaire.

A. General Information: (10 points)

Complete this section of the Experience Questionnaire accurately. The information contained therein is an essential part of the Firm's overview to be considered here.

B. Ability: (10 points)

Here, the Selection Team will consider the past experience of the firm and that of the proposed staff to assign a rating to the firm's ability to perform. Please indicate Firm's ability to fully perform (including services provided internally).

C. Related Experience: (30 points)

Complete this section of the Experience Questionnaire accurately. Use a separate form for each completed and current project similar to the size and scope of this project. Please indicate Firm's ability as it relates to institutional projects, larger in scope and size as well as smaller commercial type projects.

D. Design Professional Services, Scheduling and Cost Control: (35 points)

Convey your firm's ability to provide scheduling and cost control in architectural design services including but not limited to the following factors:

- Provide information on your current workload and how you would accommodate this project
- Describe in detail the process you will follow from schematic design approval through approval of the final design
- Outline the design schedule that you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.
- Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the Owner realized tangible value.

E. Personnel: (10 points)

List the professional and support positions and number of personnel in each position.

With respect to both office and on-site staff, provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

F. Minority Business Status (5 Points)

Provides points pre-populated by the Facilities Planning & Institutional Services Department for minority business status as designated by the State of Florida. If the Firm is designated as a minority business enterprise by the State of Florida five (5%) percent of the total evaluation points are awarded. If the Firm does not have minority business status as per the state of Florida, zero (0%) percent of the total evaluation points available are awarded. If certified, please provide one (1) copy of your certificate issued by the State of Florida.

G. Insurance Requirements

(No Points Assigned)

In accordance with State Requirements for Educational Facilities [SREF §4.1(1)(f)] and the St. Petersburg College Board of Trustees College Procedures (P6Hx23-6.08), the architectural firm selected under this Request for Qualifications will be required to provide proof of professional liability insurance as applicable to the Estimated Total Project Cost. By signing this application, your firm declares its understanding of these insurance requirements.

EXPERIENCE QUESTIONNAIRE

A. GENERAL INFORMATION

Submitted by: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____
Architect's License #: _____
Expiration Date: _____

Check One:	A Corporation <input type="checkbox"/> A Partnership <input type="checkbox"/> An Individual <input type="checkbox"/> A Joint Venture <input type="checkbox"/> <i>**If a Limited Liability Company, please complete this section in accordance with your firm's Federal Income Tax filing status.</i>
------------	---

The Firm acknowledges that information provided in this Experience Questionnaire is for the express purpose of inducing the Owner to whom it is submitted to award a contract to the Firm and further the Firm acknowledges that the Owner may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Firm.

ORGANIZATION

Current Firm Name: _____
How many Years has this firm been in business? _____
Previous Firm Name: _____
How many years had the previous firm been in business? _____
Indicate Firm History (chronology), attach additional sheets as needed.

If a **Corporation**, complete the following:

Date of Incorporation _____
State of Incorporation _____
President's name: _____
Vice President's name: _____
Secretary's name: _____
Treasurer's name: _____

If a **Partnership**, complete the following:

Date of Organization: _____
State whether it is a general or limited partnership: _____

Name and Address of Partners:

If an **Individual** Proprietorship, complete the following:

Date of Organization: _____
Name of Owner: _____

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and Address of Subsidiary or Affiliated Companies:

Explain in detail the Principal's interest in this Company and Nature of Business

1. Is your Firm currently pre-qualified with any government agency?

Yes No

If yes, please list agency/agencies:

2. Within the previous seven (7) fiscal years, has your Firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes No

If yes, please explain:

3. Within the previous seven (7) fiscal years, has your Firm failed to complete a project?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your Firm been involved in litigation?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

5. Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your Firm?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your Firm declared bankruptcy?

Yes No

If yes, please explain:

7. Provide letters of reference and recommendations from previous owners and architects and attach to this questionnaire.

Yes No

If yes, please explain:

B. ABILITY

Firm Name: _____

Complete the following:

Please provide a completed Federal Form 330 (attached).

Itemize projects for the previous three (3) year period by:
 Contract Name, Contract Amount and indicate any value of uncompleted work.

Contract Name	Contract Amount	Value of Uncompleted Work

C. RELATED EXPERIENCE

The next two pages are forms which should be duplicated as necessary to list your firm's Completed Projects and Current Projects.

COMPLETED PROJECTS

Major consideration will be given to the successful completion of previous projects comparable in scope and complexity.

List the most recently completed projects that best illustrate the experience of the Firm and the current staff being assigned this project. List no less than three (3) nor more than ten (10) projects, nor projects which were completed more than ten (10) years ago. *(Duplicate this page as necessary to list projects)*

Project Description

Project Name: _____

Project Location: _____

Project Scope: _____

Project Size: _____

(gross square feet) _____

LEED Status (or related) _____

Original Contract Amount: \$ _____

Final Contract Amount: \$ _____

Explain Differences in _____

Contract Amounts _____

Firm's Role in the Project

Firm's Responsibility: _____

(Prime Architect, Project
Manager, Design/Build, etc.) _____

Project Staff: _____

Principal in Charge: _____

Project Manager/Architect: _____

Other: _____

Project Duration

Completion Dates: _____

Original: _____

Revised: _____

Actual: _____

Explain Differences in _____

Completion Dates _____

Owner Information

Owner: _____

Contact Person & Title: _____

Address: _____

Email Address: _____

Telephone: () _____ Fax: () _____

Contractor Information

General Contractor /
Construction Manager _____

Contact Person: _____

Title: _____

Address: _____

Email Address: _____

Telephone: () _____ Fax: () _____

CURRENT PROJECTS

List and indicate the status of current projects under contract as of the date of this Application. Indicate whether the project is in progress or awarded and not yet begun. (Duplicate this page as necessary to list projects)

Project Description

Project Name: _____

Project Location: _____

Project Scope: _____

Project Size: _____
(gross square feet)

Anticipated LEED Status (or related) _____

Total Amount of Your Contract: \$ _____

Uncompleted Amount of Contract: \$ _____

Firm's Role in the Project

Firm's Responsibility: _____
(Prime Architect, Project Manager, Design/Build, etc.)

Project Staff: _____

Principal in Charge: _____

Project Manager/Architect: _____

Other: _____

Contact Information

Contract Status: _____
(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)

Explanation: _____

Is the Project on schedule? Yes No

If no, please explain: _____

Other: _____

Owner Information

Owner: _____

Contact Person & Title: _____

Address: _____

Email Address: _____

Telephone: () _____ Fax: () _____

Contractor Information

General Contractor / Construction Manager _____

Contact Person: _____

Title: _____

Address: _____

Email Address: _____

Telephone: () _____ Fax: () _____

D. DESIGN PROFESSIONAL SERVICES, SCHEDULING, & COST CONTROL

Shall be included in the response to the RFQ; however, the format may be determined by the Architectural Firm.

- Provide information on your current workload and how you would accommodate this project
- Describe in detail the process you will follow from schematic design approval through approval of the final design
- Outline the design schedule that you will implement to meet the expected and occupancy dates. Describe the methods you will use to maintain this schedule.
- Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the Owner realized tangible value.

E. PERSONNEL

Shall be included in the response to the RFQ; however, the format may be determined by the Architectural Firm.

F. MINORITY BUSINESS STATUS

Demonstrate Minority Business Status by providing your Certification of Minority Business Enterprise in accordance with Florida Statute 287.0943. If not applicable, please indicate so in this section.

G. INSURANCE REQUIREMENTS

Demonstrate understanding of the insurance requirements through the signature of the Firm's principal or officer by signing the Applicant Signature Page.

APPLICANT SIGNATURE PAGE

The undersigned certifies that he/she is a principal or officer of the Firm, authorized to sign on behalf of the Firm and certifies that all information included within this application is true and accurate and that all statements of intent or proposed future action (including the assignment of personnel and the provisions of services) will be honored by the Firm if awarded the contract. The undersigned also certifies the firm understands the professional liability insurance requirements associated with the Estimated Total Project Costs as outlined in St. Petersburg College Board of Trustees Rules and College Procedures P6Hx23-6.08.

For and on behalf of the Firm

(SIGNATURE)

(TYPED NAME)

(TITLE)

Enclosure Federal Form 330
Minority Business Enterprise Certificate (if applicable)

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
FACILITIES PLANNING & INSTITUTIONAL SERVICES



DESIGN-BUILD SERVICES FOR STUDENT SUCCESS CENTER, ST.
PETERSBURG/GIBBS CAMPUS

REQUEST FOR STATEMENTS OF QUALIFICATIONS

- EVALUATION PROCEDURES
- EXPERIENCE QUESTIONNAIRE
- PACKET CHECKLIST
- LETTER OF INTENT

**STATEMENTS OF QUALIFICATIONS DUE:
June 23, 2016 3:00PM E.S.T.**

Physical Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
14025 58th Street North
Clearwater, FL 33760**

Mailing Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
P.O. Box 13489
St. Petersburg, FL 33733**

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PUBLIC NOTICE

LEGAL NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ) FOR DESIGN-BUILD SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANTS' COMPETITIVE NEGOTIATION ACT, PURSUANT TO SECTION 1013.45(c), FLORIDA STATUTES, AND PURSUANT TO THE PROCEDURES SET FORTH IN SECTION 287.055, FLORIDA STATUTES

RFQ #SPC 301-D-17-3 Student Success Center, St. Petersburg/Gibbs Campus

The Board of Trustees of St. Petersburg College announces Design-Build Services will be required by qualified Design-Build firms in the State of Florida to provide pre-design activities, design phase, bid and award phase, construction phase and minimum One-year Warranty for the following:

To provide complete Design-Build services for Student Success Center, St. Petersburg/Gibbs Campus. Construction services to be provided may include, but not be limited to: heating, ventilation and air-conditioning (HVAC); roofing; civil; environmental and site development; waterproofing; parking and landscaping; classrooms; laboratories; offices; general construction; and related support service areas. The square footage is anticipated to be approximately 60,000 square feet. All projects are intended to be completed in accordance with college standards including but not limited to "sustainable" design standards.

Total estimated value of project: \$25,000,000.

THE FULL SCOPE OF THE PROJECT IS NOT ENTIRELY FUNDED. THE PROJECT BUDGET IS PARTIALLY DEPENDENT ON SUBSEQUENT FUNDING.

Design-Build firms interested in competing for the project must apply in writing and must submit the information required by the Request for Statements of Qualifications (RFQ) application packet, which includes but is not limited to:

1. the company's history, structure, personnel, licenses, and experience;
2. related projects similar in scope or amount completed by the company, including name of client or its representative;
3. financial information such as balance sheet and statement of operations;
4. project management, scheduling, and cost control systems the company uses for similar projects;
5. proposed local and minority business involvement in the project;
6. cost control and value engineering techniques;
7. and description of litigation, major disputes, contract defaults and liens in the last five (5) years.

The application process will also include:

8. a mandatory pre-statement submission meeting for any firm interested in being considered for the required services;
9. an interview and/or presentation with the three to five shortlisted firms;
10. and confirmation of references.

All interested firms will also understand and agree to the following minimum project requirements as set forth in the RFQ:

- Construction schedule to allow Completion in 2015.
- Bonding capacity based on project amount.
- LEED Certification in accordance with §255.2575 F.S.; and
- Utilization plan for subcontractors to maximize the use of local and Minority Business Enterprises (Certified in Accordance with §287.0943 F.S.).

All Design-Build firms interested in being considered for selection must obtain the RFQ packet from the College Purchasing website: www.spcollege.edu/purchasing. RFQs are expected to be made available on June 1, 2016. All firms interested in being considered for selection must also attend a mandatory pre-submission conference from 10:00 a.m.-11:30 a.m. on June 7, 2016, at the St. Petersburg College District Office, located at 6021 142nd Avenue North, Clearwater, FL 33760. (Note: no Statements of Qualifications will be accepted by the College prior to the conference.) Questions concerning the RFQ process and required services will be addressed at the conference. Following the conference, any remaining questions must be sent in writing to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services at Waechter.Jim@spcollege.edu. All questions submitted after the conference must be submitted no later than 3:00 p.m., June 10, 2016 to obtain a response. Responses to questions submitted after the conference will be posted to the College Purchasing website @ www.spcollege.edu/purchasing. Firms interested in being considered for selection must email an electronic (PDF) copy of their Statement of Qualifications to Waechter.Jim@spcollege.edu, or mail a thumb drive or Compact Disc (CD) containing their Statement of Qualifications to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, St. Petersburg College, P.O. Box 13489, St. Petersburg, FL 33733, or hand deliver an electronic copy of their Statement of Qualifications to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, 14025 58th Street North, Clearwater, Florida 33760. Statements of Qualifications must be received by the College **no later than 3 p.m., June 23, 2016. The College will not be responsible for late submissions or delays in delivery.**

Following review of the Statements of Qualifications by the Design-Build Services Screening Committee, three (3) to five (5) shortlisted firms will be asked to interview with the Design-Build Services Selection Team (tentatively) on July 28, 2016. Any addendum to the RFQ will be submitted electronically through the College Purchasing website. Interested firms are encouraged to check this site often to ensure attainment of the most recent updates. An award is expected to be announced following the College's Board of Trustees meeting on August 16, 2016.

In addition to all other rights of the College under Florida law or the Board of Trustees Rules and College Procedures, the College specifically reserves the following:

- a) The College reserves the right to rank firms pursuant to relative Florida Statute and/or Florida Administrative Code and to negotiate with the highest-ranking firm.
- b) The College reserves the right to reject any and all Statements of Qualifications.
- c) The College reserves the right to reject the entire Request for Statements of Qualifications.
- d) The College reserves the right to remedy or waive technical or immaterial errors in the Request for Statements of Qualifications or in Statements of Qualifications submitted.
- e) The College reserves the right to request any necessary clarifications or statement data without changing the terms of the Statement of Qualifications.

All expenses involved in the preparation and submission of Statements of Qualifications to the College, or any work performed in connection therewith, shall be borne by the firm(s) submitting the statement. No payment will be made for any responses received or for any other effort required of, or made by, the firm submitting the statement prior to contract management.

Any actual or prospective proposer who is allegedly aggrieved in connection with the issuance of this Request for Statements of Qualifications or pending award of contract, may protest to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, P.O. Box 13489, St. Petersburg, FL 33733. The protest must be filed in accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**By order of the Board of Trustees of St. Petersburg College
St. Petersburg College is an Equal Access/Equal Opportunity Employer**

EVALUATION PROCEDURES

I GENERAL INSTRUCTIONS

- A. This Application shall not be more than 80 pages including the Experience Questionnaire. The Experience Questionnaire and all forms, reports or statements included in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the applicant prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire.

This application shall be submitted to:

St. Petersburg College
Office of Facilities Planning & Institutional Services
14025 58th Street North
Clearwater, FL 33760

-or-
(Mailing Address)
P.O. Box 13489
St. Petersburg, FL 33733

Deadline: Each Statement of Qualification must be received by no later than 3 p.m., June 23, 2016. Statements received after the designated deadline will be returned unopened to the submitting firm. The College reserves the right to reject any application deemed to be not in compliance with these instructions.

- B. Interested firms must email complete Statements of Qualifications in electronic form (scanned PDF's where signatures are required) to Waechter.jim@spcollege.edu or mail/deliver thumb drive or Compact Disc (CD) containing all necessary information. Each Statement of Qualification must include:
- one (1) copy of the audited financial statements, and
 - one (1) copy of the required Unconditional Letter of Intent from your bonding company, and
 - one (1) copy of a Public Entity Crime statement per Section 287.133(2)(a), F.S.
- C. The Experience Questionnaires must contain an original signature of an authorized representative of the responding firm. If the firm is a Corporation, furnish proof of good standing by Secretary of State, Division of Corporations along with and one (1) copy of the current Florida License.
- D. The Request for Qualifications Checklist must be completed and included with the complete package. The Checklist must contain an original signature of an authorized representative of the responding firm.
- E. Each firm must respond completely to each of the items on the Experience Questionnaire.
- F. Firms responding to this Request for Statements of Qualifications must be available for an interview and/or presentation with the Design-Build Services Selection Team on Tuesday, July 28, 2016.
- G. Questions concerning this Request for Statements of Qualifications should be directed in writing to Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services at Waechter.Jim@spcollege.edu.
- H. The College is not responsible for any cost incurred by the firms prior to the issuance of an executed contract.

II SELECTION PROCESS

- A. The Design-Build Services Screening Committee of St. Petersburg College shall consist of members from College sites (academic, administrative, career); additionally, the Screening Committee will include persons recommended by members of the Board of Trustees with background and experience in community leadership and will be chaired by an appointed member of the Board. It is anticipated that the Committee will include five to seven (5-7) members.
- B. The Screening Committee shall meet to review all Statements of Qualifications received and accepted and shall, through the process outlined in this RFQ, eliminate from further consideration all but three (3) to five (5) firms, based on the selection factors set forth in this RFQ. During this first step of the selection process, all firms will be evaluated using a non-numerical system and there will be no interviews, presentations or rankings conducted by the Screening Committee. (The Screening Committee's work will be non-determinative as to the final selection by the Board of Trustees.) Once the Screening Committee has "shortlisted" three (3) to five (5) firms, the Associate Vice President of Facilities Planning and Institutional Services will contact the shortlisted firms to inform them of their selection to compete in step two of the selection process.
- C. Once the shortlisted firms have been notified by the College, they will be scheduled for an interview with the Selection Team. The Selection Team will include the College President, an appointed member of the Board of Trustees. The College President will chair the Selection Team. The Selection Team will evaluate each of the shortlisted firms based on the selection factors (using numerical rating) in this RFQ. The Selection Team will submit in order of preference three (3) firms deemed to be the most highly qualified to perform the required services. The submission will be made through the College President to the Board of Trustees, with a recommendation to negotiate with the highest ranking firm.
- D. When authorized by the Board of Trustees, the Associate Vice President of Facilities Planning and Institutional Services will notify the successful firm of selection and proceed into negotiations. The College will negotiate and enter into a contract for project services with the firm authorized at compensation determined to be fair, competitive and reasonable. In making the determination during the negotiation stage, the College will analyze the proposed cost of services required, giving full consideration to the scope and complexity of the project. The compensation will be on a guaranteed maximum price basis for all costs which will include reimbursable costs plus fixed lump sum fees for project management, overhead and profit.
- E. Should the College be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the College determines to be fair, competitive and reasonable, negotiations with that firm will be formally terminated. The College will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the College will then undertake negotiations with the third most qualified firm. Should the College be unable to negotiate a satisfactory contract with any of the selected firms, additional firms will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.
- F. Upon completion of negotiations, the proposed contract will be presented for consideration and approval by the Board of Trustees, which has exclusive authority for the final award decision.

III SELECTION CRITERIA (Points only to be used by Selection Team at Step 2)

TOTAL (100 POINTS)

Interested firms must respond to the following items on the forms provided in the Experience Questionnaire.

A. General Information & Location: (15 points)

Complete the attached Experience Questionnaire accurately. The information contained therein is an essential part of the firm's overview to be considered here. This information contains the key elements as contained in Florida Statute, including local and corporate location and current and projected workloads.

B. Ability and Financial Capability: (15 points)

Here the Screening Committee (and if the firm is selected to advance, the Selection Team) will consider the financial condition and past experience of the firm and that of the proposed staff to assign a rating to the firm's ability to perform on the specific project being considered.

Also, submit the firm's financial statement and an audited report, with comments, and not older than one (1) year. If the most current report has not yet been audited, the previously audited report, with comments, shall accompany the most recent financial statement.

Itemize projects for the previous three (3) year period by:

Contract Name, Contract Amount and indicate any value of uncompleted work (included in Experience Questionnaire)

C. Related Experience: (20 points)

Complete this section of the Experience Questionnaire accurately. Use a separate form for each completed and current project similar to the size and scope of this project. Please indicate the firm's ability as it relates to Classroom Buildings, LEED or other sustainable building projects, institutional projects, larger in scope and size as well as smaller commercial type projects.

D. Scheduling and Cost Control: (10 points)

Ability to provide scheduling and cost control. The information should describe the firm's scheduling and methods of cost control systems.

E. On-Site & In-House Office Staff: (10 points)

Separately describe the specific project related capabilities of the firm's on-site & in-house office staff. Provide a resume of the key personnel who will be in direct support of this project, including, but not limited to the following:

1. Name, title and assignment for this project
2. Number of years with this firm
3. Number of years with other firms
4. Experience
 - a. Types of projects
 - b. Size of projects (dollar value & square footage),
 - c. Specific project involvement
5. Indicate which projects were fast tracked
6. Identify all LEED accredited professionals and projects each LEED AP has completed
7. Education
8. Active registration
9. Other experience and qualifications that is relevant to this project, such as:
 - a. Design Expertise - review and analysis
 - b. Budget Estimating & Cost Control
 - c. Life Cycle Cost Analysis
 - d. Scheduling
 - e. Quality Control - design and construction
 - f. Claims Management
 - g. Project Close-out

With respect to both on-site and in-house office staff, provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

F. Beneficial Community Impact (30 points)

Describe the means by which the local community will be included in the construction and/or related services within the entire scope of the project. "Local community" is defined as Pinellas County, Florida.

G. Insurance Program (No Points Assigned)

Enclosed is a copy of the insurance requirements for this contract. Please review and be prepared to submit Certificate of Insurance on all types of insurance at time of award letter of each component project assigned during the contract period.

H. Bonding Requirement: Threshold component (No Points Assigned)

Bonding the Guaranteed Maximum Price contract is a requirement, therefore, provide a written **unconditional statement** as set forth in the precise attached unconditional language used in the **Letter of Intent** form from the firm's Bonding Company indicating the Bonding Company's willingness to bond this project if awarded to this firm and attach it to the firm's Financial Statement. See attached Letter of Intent Form (Appendix B).

I. Public Entity Crime Statement (No Points Assigned)

Provide a Public Entity Crime statement per Section 287.133(2)(a), Florida Statutes, and include it with the firm's Financial Statement and Bonding Unconditional Letter of Intent under separate cover from the completed Experience Questionnaire. (See Appendix C)

EXPERIENCE QUESTIONNAIRE

GENERAL INFORMATION & LOCATION

Submitted by: _____
 Address: _____
 Email Address: _____
 Telephone: () _____ Fax: () _____
 Contractor's License #: _____
 Expiration Date: _____
 Check One: A Corporation A Partnership An Individual A Joint Venture
 ***If a Limited Liability Company, please complete this section in accordance with
 your firm's Federal Income Tax filing status.*

The Firm acknowledges that information provided in this Experience Questionnaire is for the express purpose of inducing the College to award a contract to the Firm and further the Firm acknowledges that the College may at its discretion, by means which the College may choose, determine the truth and accuracy of all statements made by the Firm.

ORGANIZATION

Current Firm Name: _____
 How many Years has this Firm been in business? _____
 Previous Firm Name: _____
 How many years had the previous Firm been in business? _____
 Indicate Firm History (chronology), attach additional sheets as needed.

If a **Corporation**: Complete the following:

Date of Incorporation: _____
 State of Incorporation: _____
 President's name: _____
 Vice President's name: _____
 Secretary's name: _____
 Treasurer's name: _____
 Address of Primary Corporate Office: _____
 Address of Office Handling this Project: _____

If a **Partnership**: Complete the following:

Date of Organization: _____
 State whether it is a general or limited partnership: _____

Name and Address of Partners:

Address of Primary Corporate Office: _____
 Address of Office Handling this Project: _____

If an **Individual** Proprietorship complete the following:

Date of Organization: _____
Name of Owner: _____
Address of Primary Corporate Office: _____
Address of Office Handling this Project: _____

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and Address of Subsidiary or Affiliated Companies:

Explain in detail the Principal's interest in this Company and Nature of Business

1. Is your Firm currently pre-qualified with any government agency?

Yes No

If yes, please list agency/agencies:

2. Within the previous seven (7) fiscal years, has your Firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes No

If yes, please explain:

3. Within the previous seven (7) fiscal years, has your Firm failed to complete a project?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your Firm been involved in litigation or legal challenge pursuant to the Florida Administrative Procedures Act (APA)?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

5. Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your Firm?
 Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your Firm declared bankruptcy?
 Yes No

If yes, please explain:

7. Provide letters of reference and recommendations from previous owners and architects and attach to this questionnaire.

RELATED EXPERIENCE

The next two pages are forms which should be duplicated as necessary to list your Firm's Completed Projects and Current Projects.

COMPLETED PROJECTS

Major consideration will be given to the successful completion of previous projects comparable in scope and complexity.

List the most recently completed projects that best illustrate the experience of the Firm and the current staff being assigned this project. List no less than three (3) nor more than ten (10) projects, nor projects which were completed more than ten (10) years ago. *(Duplicate this page as necessary to list projects)*

Project Description

Project Name: _____
 Project Location: _____
 Project Scope: _____

 Project Size: _____
 (gross square feet) _____
 LEED Status (or related) _____
 Original Contract Amount: \$ _____
 Final Contract Amount: \$ _____
 Explain Differences in _____
 Contract Amounts _____

Firm's Role in the Project

Firm's Responsibility: _____
(Contractor, Project
Manager, Design-Build, etc.) _____
Project Staff: _____
Principal in Charge: _____
Project Manager: _____
Other: _____

Project Duration

Completion Dates:
Original: _____
Revised: _____
Actual: _____
Explain Differences in
Completion Dates: _____

Owner Information

Owner: _____
Contact Person & Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

Architect/Engineer Information

Project Architect/Engineer: _____
Contact Person: _____
Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

CURRENT PROJECTS

List and indicate the status of current projects under contract as of the date of this Application. Indicate whether the project is in progress or awarded and not yet begun.
(Duplicate this page as necessary to list projects)

Project Description

Project Name: _____
Project Location: _____
Project Scope: _____

Project Size: _____
(gross square feet) _____
Anticipated LEED
Status (or related) _____
Total Amount of Your
Contract: \$ _____
Uncompleted Amount of
Contract: \$ _____

Firm's Role in the Project

Firm's Responsibility: _____
(Contractor, Project
Manager, Design-Build, etc.) _____
Project Staff: _____
Principal in Charge: _____
Project Manager: _____
Other: _____

Contract Information

Contract Status: _____
(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)
Explanation: _____
Is the Project on schedule? Yes No
If no, please explain: _____
Other: _____

Owner Information

Owner: _____
Contact Person & Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

Architect/Engineer Information

Project Architect/Engineer: _____
Contact Person: _____
Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

PRINCIPAL/OFFICER SIGNATORY PAGE

The enclosed financial information, the Firm's financial statement and Bonding Company's letter of intent as required by this Request for Qualifications is a true and accurate representation of the financial status of this Firm.

The undersigned certifies that she/he is a principal or officer of the Firm, authorized to sign on behalf of the Firm and certifies that all information included within this application is true and accurate and that all statements of intent or proposed future action (including the assignment of personnel and the provisions of services) will be honored by the Firm if awarded the contract.

For and on behalf of the Firm:

(SIGNATURE)

(TYPED NAME)

(TITLE)

Separate Enclosures to Experience Questionnaire:

1. Financial Statements
2. Letter of Intent
3. Public Entity Crime Statement

APPENDIX

Appendix A	Packet Checklist
Appendix B	Letter of Intent
Appendix C	Public Entity Crime Statement
Appendix D	Article 14: Insurance, Indemnity, and Waiver of Subrogation



DESIGN-BUILD SERVICES FOR STUDENT SUCCESS CENTER, ST. PETERSBURG/GIBBS CAMPUS

REQUEST FOR STATEMENTS OF QUALIFICATIONS

PACKET CHECKLIST

Please confirm that all of the following materials have been submitted by checking off each item below. This checklist shall be included **separately** at the time of submission for staff to verify its completion.

- Electronic Submittals – submit entire packet either by email attachment(s) or deliver on thumb drive or Compact Disc (“CD”). Packets must include all responses to the information requested on the selection criteria document as well as the firm’s Completed Experience Questionnaire.

- One (1) copy (PDF) of the audited financial statements as described in Section III, B – Ability and Financial Capability, and

- One (1) copy (PDF) of the required Unconditional Letter of Intent from your bonding company described in Section III, H, and

- One (1) copy (PDF) of a Public Entity Crime statement per Section 287.133(2)(a), Florida Statutes, as described in Section III, I.

The undersigned certifies that she/he is a principal or officer of the firm, or their designee, authorized to sign on behalf of the firm and certifies that all of the aforementioned items have been included with the firm’s completed applicant package.

For and on behalf of the firm:

(SIGNATURE)

(TYPED NAME)

(TITLE)

LETTER OF INTENT

This exact language must be submitted on Surety (bonding company) Letterhead. Failure to provide this unconditional letter of intent will result in denial of consideration of your Firm for this project. Letter of Intent shall be submitted under separate cover along with Firm's financial statement.

DATE: _____

The Board of Trustees
St. Petersburg College
13805 58th St. North
Clearwater, FL 33760

To Whom It May Concern:

In the event that (Contractor Name) _____
_____ is awarded the contract for the construction of the (Project Name)
_____ it is the
intention of the surety company to execute and deliver to the Owner a Public Construction
Bond in accordance with F.S. 255.05, in an amount of one hundred percent (100%) of
contract price on behalf of the above named contractor.

SURETY: _____
NAME

BY: _____
SIGNATURE

NAME

TITLE

PUBLIC ENTITY CRIME STATEMENT



**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 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 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 proposal 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 misrepresentations.

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 crime, 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, non-jury 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 submits proposals or applies to submit a proposal 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. (Please indicate which statement applies.)

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

_____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 management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

_____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 management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990. 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 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE 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)

Sworn to and subscribed before me this _____ day of _____ 20_____.

Personally known _____

OR Produced identification _____
(Type of identification)

Notary Public - State of _____

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

ARTICLE 14: INSURANCE, INDEMNITY, AND WAIVER OF SUBROGATION

14.1 Indemnity

- (1) The Design-Build Contractor agrees to indemnify and hold the Owner harmless from all claims for bodily injury and property damage [other than the Work itself and other property insured under Article 14.2(3)] that may arise from the Design-Build Contractor's operations under this Agreement.
- (2) Loss Deductible Clause - The Owner shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Design-Build Contractor and/or subcontractor providing such insurance.
- (3) The foregoing indemnity shall survive the completion and/or termination of this Agreement.

14.2 Design-Build Contractor's Insurance

- (1) The Design-Build Contractor shall not commence any construction work in connection with this Agreement until he has obtained all of the following types of insurance with coverage, limits, and terms delineated in Article 14.2 and such insurance has been approved by the Owner, nor shall the Design-Build Contractor allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- (2) Worker's Compensation Insurance - The Design-Build Contractor shall take out and maintain during the life of this Agreement Worker's Compensation Insurance for all his employees connected with the Work, of this Project and, in case any Work is sublet, the Design-Build Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Design-Build Contractor. Such insurance shall comply with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous Work under this contract at the site of the Project is not protected under the Worker's Compensation statute, the Design-Build Contractor shall provide adequate insurance, satisfactory to the Owner, for the protection of employees not otherwise protected.
- (3) Commercial General Liability Damage Insurance - The Design-Build Contractor shall take out and maintain during the life of this Agreement Comprehensive General Liability and Comprehensive Automobile Liability Insurance as shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operating under this Agreement whether such operations are by himself or by anyone directly or indirectly employed by him, and the amount of such insurance shall be minimum limits as follows:
 - (a) Design-Build Commercial General Liability \$1,000,000 Each Occurrence,
 - (b) Automobile Liability Coverage, \$500,000 Each Occurrence,
Bodily Injury & Property Damage Combined Single Limit
 - (c) Excess Liability, Umbrella Form For all amounts over and
above \$1,000,000. Up to
completed value or GMP

The Board of Trustees, St. Petersburg College shall be named as additional insured on all insurance policies except workers' compensation. Insurance clause for both BODILY INJURY AND PROPERTY DAMAGE shall be amended to provide coverage on an occurrence basis.

All policies shall be written on an occurrence base.

Liability coverage shall also include:

- (a) Pollution Liability;
- (b) Broad Form Property Damage Coverage to include XCU and demolition coverage if excluded;
- (c) Contractual Liability Coverage
Designed to protect the Design-Build Contractor for contractual liabilities assumed by the Design-Build Contractor in the performance of this Agreement;
- (d) Boiler/Machinery Coverage – The Design-Build Contractor will purchase and maintain coverage which shall specifically cover such objects during installation and until final acceptance by owner; and
- (e) Builder's Risk Coverage – The Design-Build Contractor shall take out and maintain during the life of this Agreement Builder's Risk Coverage for all facilities and property connected with the Work of this Project in the amount of the completed value or maximum price.
- (f) Professional Liability Coverage - \$1,000,000. per occurrence.

If any policies are written on a claims made basis, an extended reporting period (i.e., tail insurance) will be required for the duration of the contract.

(4) Subcontractor's Insurance – The Design-Build Contractor shall require each of his subcontractors to procure and maintain during the life of this subcontract, insurance of the type specified above or insure the activities of his subcontractors in his policy, as specified above.

(5) Indemnification Rider

- (a) To cover the fullest extent permitted by law, the Design-Build Contractor shall indemnify and hold harmless the Owner and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Design-Build Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless or whether or not is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right to obligation of indemnity which would otherwise exist as to any party or person described in this Article.
- (b) The obligation of the Design-Build Contractor under this Article 14.2 shall not extend to the liability of Architect, his agents or employees, arising out of (1) the preparation or approval of approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or

instruction by Architect, his agents or employees providing such giving or failure to give is the primary cause of the injury or damage.

- (c) The Design-Build Contractor hereby acknowledges receipt of ten dollars and other good and valuable consideration from the Owner in exchange for giving the Owner the indemnification provided in Article 14.
- (6) Certificate of Insurance – The Owner shall be furnished proof or coverage of Insurance as follows: The GMP submitted shall require an individual Certificate of Insurance approved by the Owner prior to being issued a Notice to Commence. These shall be completed and signed by the authorized Florida Resident Agent, and returned to the office of Facilities Planning and Institutional Services. This Certificate shall be dated and show:
 - (a) The name of the insured Design-Build Contractor, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date.
 - (b) The Board of Trustees of St. Petersburg College shall be named as additional insured to the extent necessary to provide coverage under Design-Build Contractor’s insurance for the liabilities assumed by Design-Build Contractor under the indemnity provisions of the Agreement.
 - (c) Statement that the Insurer will mail notice to the Owner and a copy to the Architect at least 45 days prior to any material changes in provisions, non-renewal, cancellation or termination of the.
 - (1) When cancellation is for nonpayment of premium, at least ten (10) days written of cancellation accompanied by the reason therefore shall be given; and
 - (2) For other than motor vehicle insurance, when such cancellation or termination occurs during the first ninety (90) days during which the insurance is in force and the insurance is cancelled or terminated for reasons other than nonpayment of premium, at least twenty (20) days written notice of cancellation or termination accompanied by the reason therefore shall be given except where there has been a material misstatement or misrepresentation or failure to comply with the underwriting requirements established by the insurer,
 - (d) Certificate of Insurance shall be in the form as approved by Insurance Standards Office (ISO) and such Certificate shall clearly state the coverage required in this Section.

14.3 Waiver of Subrogation

14.3.1 Damages Caused by Perils Covered by Insurance - The Owner and the Design-Build Contractor waive all rights against each other, for damages caused by perils covered by insurance provided under Article 14.2 to the extent covered by such insurance except such rights as they may have to the proceeds of such insurance held by the Owner and Design-Build Contractor as trustees. The Design-Build Contractor shall require similar waivers from all subcontractors and their sub-subcontractors.


14.3.2 Loss or Damage to Equipment Covered by Insurance - The Owner and Design-Build Contractor waive all rights against each other for loss or damage to any equipment used in connection with the Project and covered by any property insurance. The Design-Build Contractor shall require similar waivers from all subcontractors and their sub-subcontractors.

4.3.3 Property and Consequential Loss Policies - The Owner waives subrogation against the Design-Build Contractor on all property and consequential loss policies carried by the Owner on adjacent properties and under property and consequential loss policies purchased for the Project after its completion.

14.3.4 Endorsement of Policies - If the policies of insurance referred to in this Article require an endorsement to provide for continued coverage where there is a waiver of subrogation, the Owner of such policies will cause them to be so endorsed, failure to obtain proper endorsement nullifies the waiver of subrogation.

May 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: St. Petersburg College Mission, Vision, and Values

Approval is sought for the reaffirmation of the attached Mission, Vision, and Value Statements for St. Petersburg College. This current version was the result of an extensive review and development process performed by the Strategic Issues Council and Committees that was reviewed at the Strategic Board Workshop in December 2012 and later approved by the Board of Trustees at the January 2013 Board meeting.

The Southern Association of Colleges and Schools (SACS) requires that the College review their mission statement periodically. Per these requirements, the College performs this review every three years. The current review began in May 2012 to streamline the Mission statement and also create vision and value statements which considered the following:

- Mission: What is our purpose? Why do we exist? Who do we serve? What makes us unique?
- Vision: What/Where/Who do we want to be in the future?
- Values: What are the ideals most important to us?

Three proposals were developed by the Academic Affairs Committee, Student Support Committee, and Systems Support Committee and then presented to the Strategic Issues Council. These committees and councils were comprised of Faculty, Students, Career staff, and Administration staff. All three proposals had common themes which served as the foundation for the final proposed Mission, Vision, and Value statements.

The graphical representation (on the next page) reflects the essence of those recommendations and has been used to communicate the Mission, Vision and Values throughout the College over the last three years.



Mission Statement

Promote student success and enrich our communities through education, career development and self-discovery

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, and Sabrina Crawford, Executive Director, Institutional Research and Effectiveness, recommend approval.



Mission Statement

Promote student success and enrich our communities through education, career development and self-discovery

The background of the slide features a large, light blue watermark of the St. Petersburg College seal. The seal is circular with a scalloped edge and contains the text "ST. PETERSBURG COLLEGE" around the top and "LUX ET VERITAS" at the bottom. In the center of the seal is a shield with a lamp of knowledge and an open book.

Quality Enhancement Plan QEP Topic Selection Recommendation

Sabrina Crawford, IE Executive Director
Jennifer Haber, QEC Lead Faculty
Heather Roberson, CETL Director

Board of Trustees – May 17, 2016

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 2018 Accreditation Reaffirmation

- 10-year review of an institution's **continuous improvement**
- **Report due in March 2017 with On-Site Review in October 2017**
- **3 Concurrent Timelines**
 - Compliance Report (84 Standards)
 - Quality Enhancement Plan (QEP)
 - Administrative Unit Assessment

What is a Quality Enhancement Plan (QEP)?

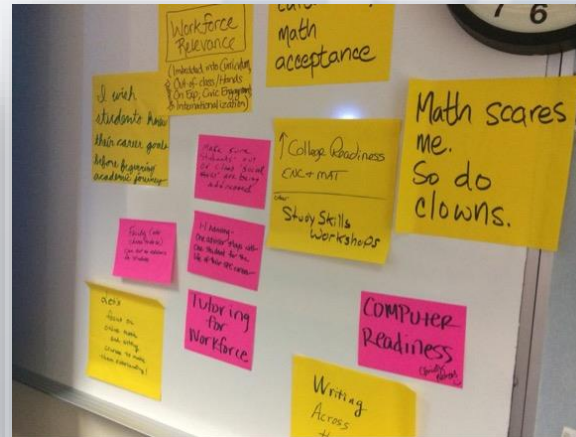
- **Carefully designed** course of ACTION.
- Collaborative process.
- **Well-defined** focused topic or issue related to enhancing student learning and/or the environment that supports student learning.



***The QEP Document is submitted to SACSCOC
in August 2017***

Faculty-driven effort to determine broad-based topic areas focused on identifying:

- Stakeholder feedback
- Population that the QEP should serve
- Evidence to support the objective



Stakeholder Survey Results

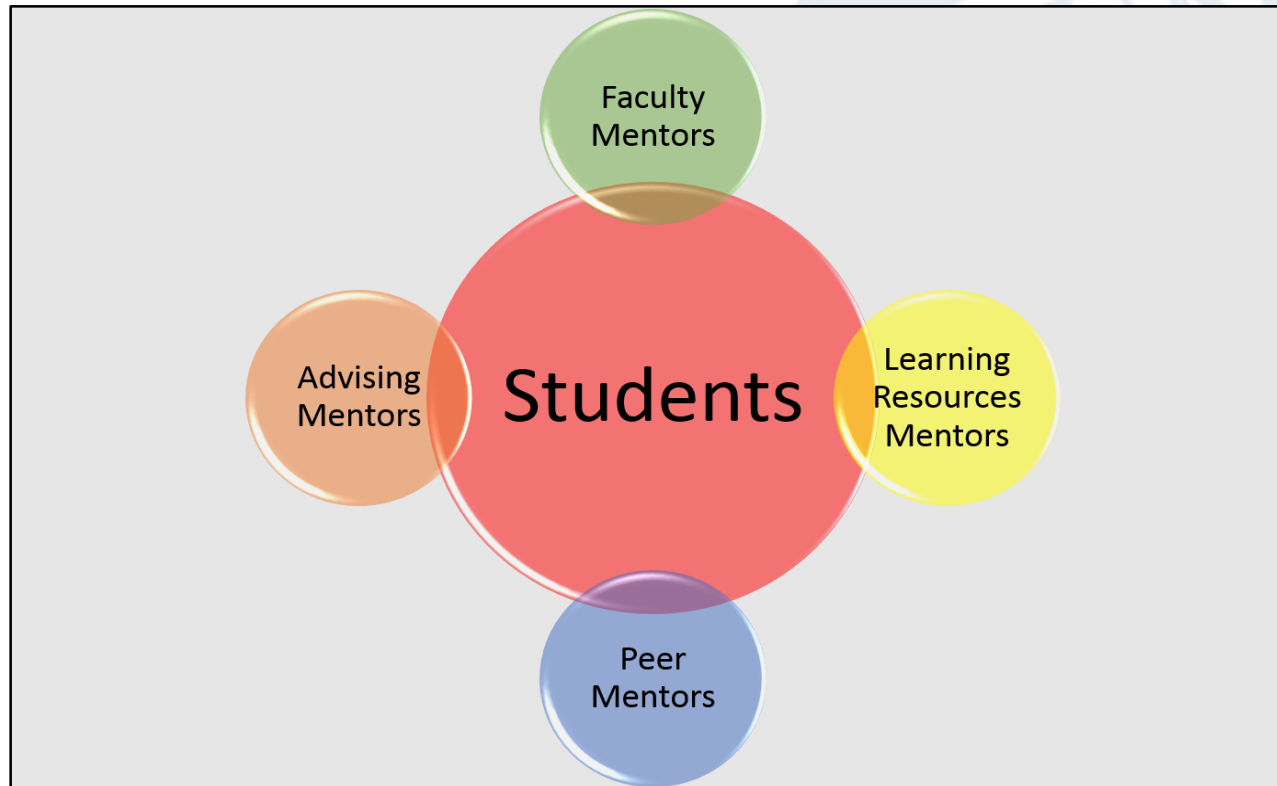
What is SPC's greatest area of need involving student learning or the environment in which students learn?

Topic:	All Stakeholders	
	Count	Percent
College Readiness for Long-term Success	311	35%
Strengthening Writing	216	24%
First-year in College Experience	188	21%
Online Engagement for Enhanced Learning	177	20%
Total responses	892	100%

College Readiness for Long-term Success

- Incorporates First-Year Experience ideas of learning communities and mentoring.
- Support for fundamental skills and/or sequencing in Math, Reading and/or Writing.
- Faculty-led learning communities/student cohort groups (mentoring).
- Coaching for college success skills (study skills, time management, personal responsibility, and life/school balance).

SPC's version of a First-Year Experience that impacts student learning for college readiness through faculty-led communities.



**Learning and Academic Survival Tools =
LAST-ing Success**

- **First time in college students (FTIC).**

student population fall 2015: 3,563

- **Returning to college students (Readmit).**

student population fall 2015: 2,444

- **Flexible placement students who opt out of Developmental Education courses (Flex-Opt-Out).**

student population fall 2015: 1,379

Support retention and persistence (students finish what they start)

Faculty need to play a significant role in a student's first-year that will ultimately provide students with the resources and skills to support long-term success along their academic and career pathways in the general education areas of:

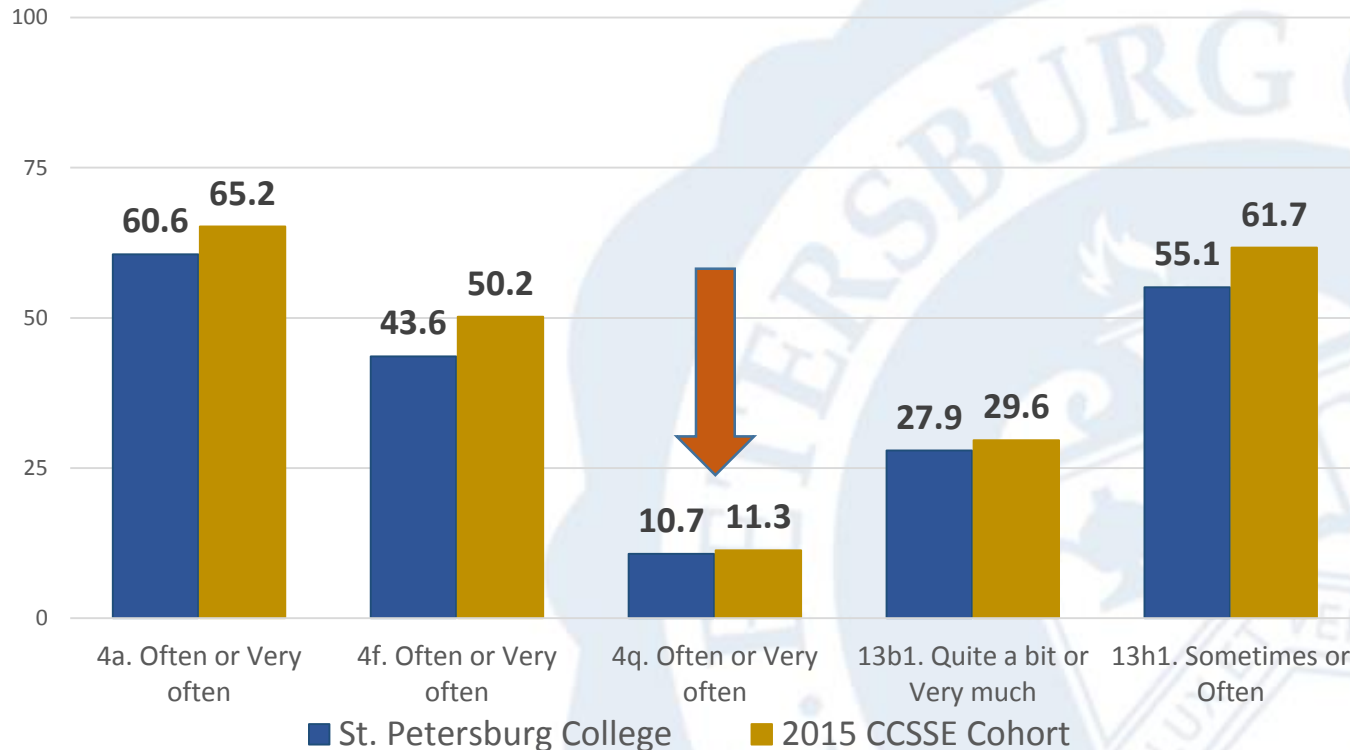
Communication

Quantitative Skills

Information Literacy

CCSSE Data 2015

10.7% of students have worked with instructors outside the classroom.



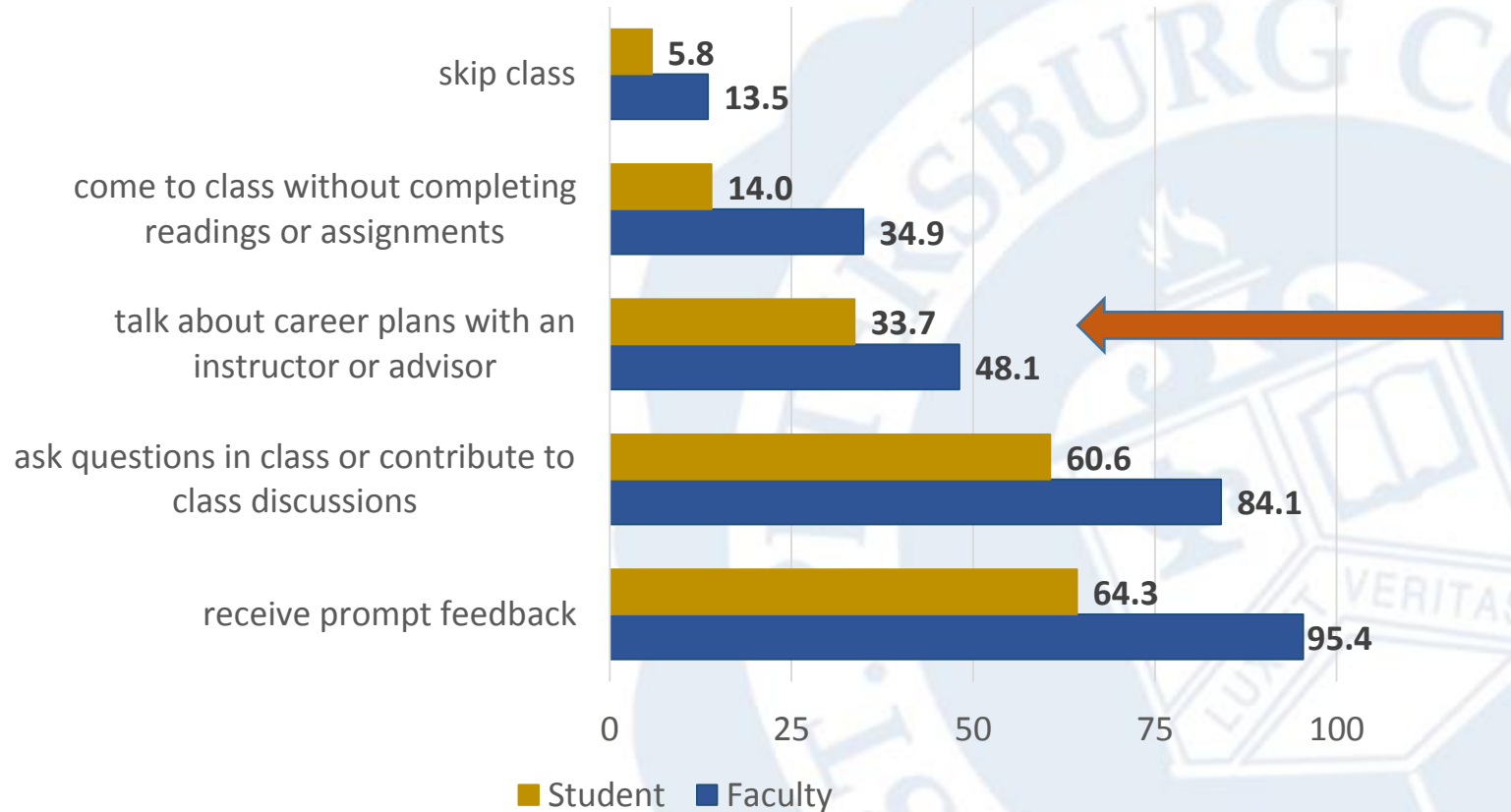
Benchmark

Active and Collaborative Learning
Active and Collaborative Learning
Student-Faculty Interaction
Support for Learners
Student Effort

Item Number and Description

4a. Asked questions in class or contributed to class discussions
4f. Worked with other students on projects during class
4q. Worked with instructors on activities other than coursework
13b1. Frequency: Career counseling
13h1. Frequency: Computer lab

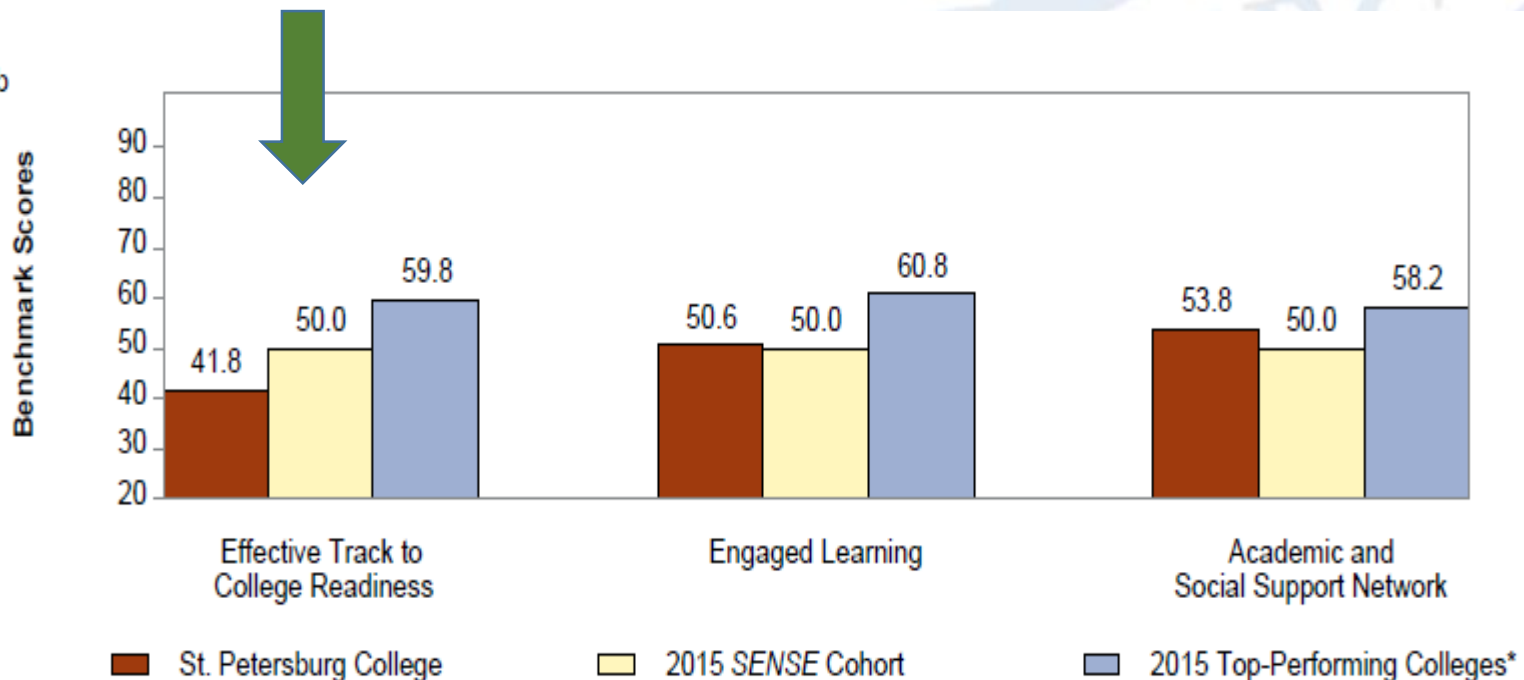
CCSSE Data 2015 - Differing Faculty and Student Perceptions



33.7% of students have talked to an advisor or faculty about career aspirations.

SENSE 2015 – Benchmarks of Effective Educational Practice with Entering Students

Figure 1b



*Top-Performing Colleges are those that scored in the top 10 percent of the cohort by benchmark.

Fall 2015 Success Rates

Source: BI PULSE Student Success Dashboard

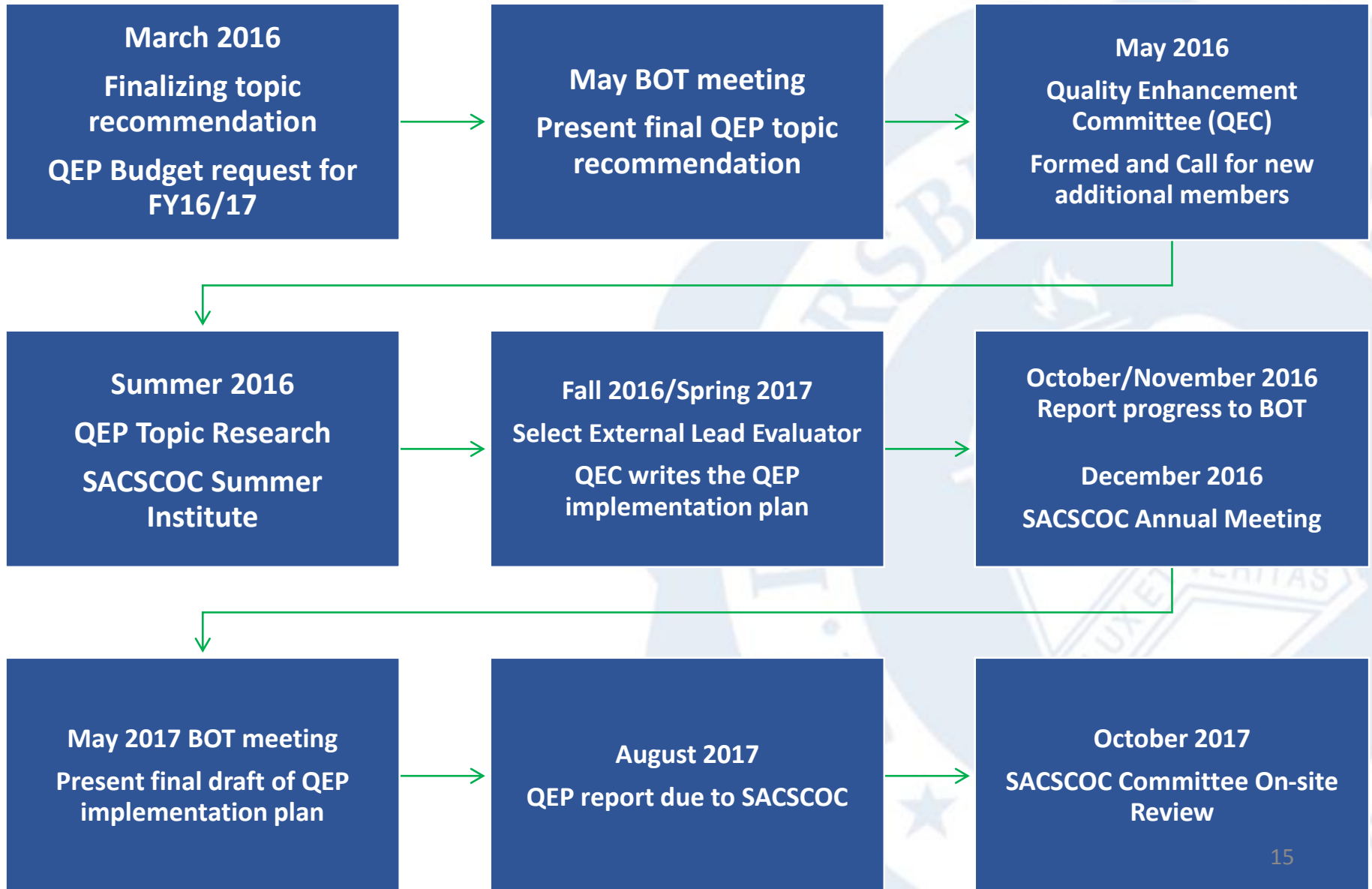
	Basic Computer & Info Literacy	Computer Applications	Comp I	Intermediate Algebra	Explore Math & Quant Reasoning
	CGS 1070	CGS 1100	ENC 1101	MAT 1033	MAT 1100
All Students	76.8%	71.3%	74.5%	60.9%	74.5%
Flexible Opt Out	65.3%	53.7%	58.9%	43.0%	56.5%
FTIC	71.0%	66.4%	69.7%	59.4%	66.4%
Readmit	80.0%	71.8%	68.8%	56.0%	78.6%

Those highlighted in orange represent a minimum of 5% below all students.

Changes/Outcomes in Behavior

Faculty	Students
Engage in student development within and outside the classroom	Develop college-readiness skills
Improve pedagogical practices to support student learning	Apply college-readiness skills to strengthen student learning
Build a collaborative environment with advisors and other support staff	Improve self-efficacy to continue persistence and support completion of academic and career goals

Next Steps




Questions?



May 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Truth Initiative—Smoke-Free and Tobacco-Free Community College Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Truth Initiative Foundation, by St. Petersburg College for the Smoke-Free and Tobacco-Free Community College Grant. Permission is also sought to accept an estimated \$10,000 in funding over a nineteen-month period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The Truth Initiative, America's largest non-profit public health organization dedicated to smoking and tobacco cessation, has allocated funding to assist community colleges in advocating for, adopting, and implementing a 100% smoke-free or tobacco-free policy. This grant would support SPC's work in moving toward a 100% tobacco-free policy, which was approved by the SPC Board of Trustees at the March 2016 meeting, and is targeted for implementation on August 1, 2016. A taskforce led by Provost Jamelle Conner and comprised of SPC students, staff, and faculty has been instrumental in assessing and developing support for the new tobacco-free policy and would continue to direct activities under this project, including development of new policy language and implementation across all SPC campuses. The Tobacco-Free grant would serve to enhance SPC's current efforts toward aligning with the American College Health Association and US Department of Health and Human Services' policy recommendations for 100% tobacco-free campuses, allowing SPC to join the more than 50 community college Truth Initiative awardees and 300 college campuses nationwide that have committed to tobacco-free policies.

The estimated period of performance will be from June 15, 2016 through December 31, 2017. The total project budget is projected to be \$10,000 over a nineteen-month period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Support Services; Suzanne L. Gardner, General Counsel; Jamelle Conner, Provost, St. Petersburg/Gibbs campus, recommend approval.

Attachment
jm0502161

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: May 17, 2016

Funding Agency or Organization: Truth Initiative

Name of Competition/Project: Smoke-Free and Tobacco-Free Community College Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 6/15/16 **End:** 12/31/17

Administrator: Jamelle Conner

Manager: TBD

Focus of Proposal:

The Truth Initiative will assist selected community colleges in developing and adopting 100% smoke-free or tobacco-free policies, with additional support via cessation resources and guidance for implementation. Over a nineteen-month period, the College will engage in continued assessment and activities to support the adoption and implementation of 100% tobacco-free policy, including: 1) development of tobacco-free policy language for approval and adoption by the Board; 2) education and engagement of all students, faculty, staff, and related parties on new policy measures and the dangers of tobacco use; 3) tobacco cessation referrals and workshops for staff and student smokers wanting to quit; and 4) installation of new tobacco-free signage and removal of cigarette trash cans on all campuses. Program activities will be led by Provost Jamelle Conner and the Tobacco-Free SPC Taskforce, comprised of administrators, faculty, staff, and students, who will work with relevant departments such as Marketing, Human Resources, Student Life and Leadership, and Facilities to assist with appropriate implementation and transition for all campuses. Funding is requested to support printing of informational posters and flyers, new campus tobacco-free signage, refreshments for tobacco cessation informational workshops, and tobacco cessation educational and marketing materials.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Printing	\$ 1,000
Supplies	\$ 2,000
Other (food for workshops, signage)	<u>\$ 7,000</u>
Total Budget	<u>\$ 10,000</u>

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind)

matches listed below) \$ 10,000
 Total amount from funder: \$ 10,000
 Amount/value of match: Cash: N/A
 In-kind: N/A

Required match or cost sharing: No Yes
 Voluntary match or cost sharing: No Yes
 Source of match/cost sharing: N/A
 Negotiated indirect cost: N/A
 (Fixed) administrative fee: N/A
 Software/materials: N/A
 Equipment: N/A
 Services: N/A
 Staff Training: N/A
 FTE: N/A
 Other: N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Outstanding Service
2. Leadership and Empowerment
3. Student Focus

Strategic Initiative(s):

1. Community Initiatives
2. Engagement Beyond the Classroom

May 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Education – TRIO Educational Opportunity Center Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Educational Opportunity Center (EOC) Program Grant. Permission is also sought to accept an estimated \$1,180,000 in funding over a five-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The purpose of the Educational Opportunity Center (EOC) program is to increase the percentage of low-income and first generation individuals who successfully pursue postsecondary education opportunities. This program would provide information regarding financial and academic assistance available for qualified adults who want to enter or continue to pursue a program of postsecondary education, as well as offer and assist in improving the financial and economic literacy of program participants. Services will be provided to 1,000 low-income and first-generation individuals annually. As a result, participants will be equipped to successfully enter into post-secondary education academically and financially. SPC is proposing to create the Pinellas County EOC, partnering with various community organizations to assist with the identification and service of target groups and those underrepresented in postsecondary including Hispanic serving organizations, the Department of Corrections and non-profits serving youth aging out of foster care.

The estimated period of performance will be from September 1, 2016 through August 31, 2021. The total project budget is projected to be \$1,180,000 over a five-year period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Linda Hogans, Executive Director Special Programs, recommend approval.

Attachment

ks0502162

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: May 17, 2016

Funding Agency or Organization: U.S. Department of Education

Name of Competition/Project: Educational Opportunity Center (EOC)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 9/1/16 **End:** 8/31/21

Administrator: Linda Hogans

Manager: TBD

Focus of Proposal:

St. Petersburg College’s Educational Opportunity Center (EOC) Program will provide services to 1,000 individuals per year across Pinellas County who seek to enter or continue to pursue a higher education, with a concentration on those who have been identified as low-income and first-generation college students. The program has been designed to include an array of high-quality services tailored to each individual. Facilitated by dedicated Postsecondary Advisors (PSA), the primary program activities include: a comprehensive public information campaign, support completing financial aid and college applications, academic tutoring, preparation for college entrance exams, guidance regarding alternative educational programs, assistance with course selection, information on and assistance with federal student financial aid and college admissions and educational and financial counseling services. To ensure proper administration and monitoring of these activities, the PSAs and participants will collectively develop a personalized roadmap, an Individual Education Plan (IEP), which will assess barriers and apply strategies to support them as meet their educational goals.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 715,980
Fringe	\$ 250,595
Travel	\$ 40,520
Supplies	\$ 5,995
Other (Licenses, printing, computer leases)	\$ 79,500
Indirect Costs	<u>\$ 87,410</u>
Total Budget	<u>\$ 1,180,000</u>

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind)

matches listed below)	\$ 1,180,000
Total amount from funder:	\$ 1,180,000
Amount/value of match:	Cash: N/A
	In-kind: N/A

Required match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		
(Fixed) administrative fee:	N/A		
Software/materials:	N/A		
Equipment:	N/A		
Services:	N/A		
Staff Training:	N/A		
FTE:	N/A		
Other:	N/A		

College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1. Student Focus
	2. Academic Excellence
	3. Outstanding Service
	4. Partnership

Strategic Initiative(s):	1. Community Initiatives
	2. Marketing and Strategic Communication
	3. Strategic Enrollment Growth