

**TALLAHASSEE CLASSICAL SCHOOL**

***REQUEST FOR QUALIFICATIONS***

**RFQ #22-001**

**Architectural / Engineering & Construction Management Services for  
Master Planning of Campus, Professional Services for Design and  
Construction Administration of all Facilities, New Construction, and  
Renovation and Additions to Existing Facilities & Replacement of TCS  
Facilities Project**

Issued By:

Board of Trustees  
Tallahassee Classical School  
Tallahassee, Florida 32311

Date of Issue: December 1, 2022

Responses Due: December 15, 2022 by 2:30 PM EST

**Note: A mandatory Pre-Proposal meeting will be held on December 5, 2022 at 10:00 a.m. EST in the Conference Room of Tallahassee Classical School, Tallahassee, FL 32311.**

*This space is left intentionally blank*

**TABLE OF CONTENTS**

**1.0 INTRODUCTION ..... 5**

1.1 Intent ..... 5

1.2 Qualifications Required ..... 5

1.3 Overview ..... 5

1.4 Respondent's Responsibilities ..... 5-6

1.5 Submission Deadline ..... 6

1.6 Pre-Submission Meeting ..... 6

1.7 RFQ Schedule ..... 6

1.8 Terms of Agreement ..... 6

**2.0 OVERVIEW OF THE PROJECT ..... 7**

2.1 Components of Project Overview ..... 7

2.2 Tax Savings program ..... 7

2.3 Right to Cancel ..... 7

**3.0 NOT USED**

**4.0 REQUIREMENTS FOR RFQ SUBMISSIONS ..... 14**

4.1 Overview ..... 14

4.2 Economy of Preparation ..... 14

4.3 Format of RFQs ..... 14-15

4.4 Additional Information ..... 15

4.5 Addendum to RFQ ..... 15

4.6 Responsibility for Knowledge of Addenda ..... 15

4.7 Point of Contact/ Prohibition of Communications ..... 15

4.8 Communications Restrictions ..... 16

4.9 RFQ Point of Contact ..... 16

4.10 Inquiries / Questions ..... 16

4.11 Communications - Other Exceptions to Prohibitions ..... 16-17

**5.0 RFQ CRITERIA ..... 17**

5.1 Criteria One ..... 17-18

5.2 Criteria Two ..... 18

5.3 Criteria Three ..... 18-19

5.4 Criteria Four ..... 19-20

5.5 Criteria Five ..... 20

5.6 Criteria Six ..... 20

**6.0 SUBMISSIONS OF RFQs ..... 20**

6.1 # of Copies ..... 20

6.2 Delivery Address ..... 20

6.3 RFQ Label / Envelope ..... 20

6.4 Late Submittals ..... 20

6.5 Incurred Expenses ..... 20

6.6	Interviews .....	21
6.7	Requests for Additional Information .....	21
6.8	Public Opening of RFQs.....	21
6.9	Award Presentation .....	21
6.10	Vendor Protests .....	21
6.11	Negotiations.....	21
<b>7.0</b>	<b>RFQ SUBMISSIONS -ADDITIONAL TERMS .....</b>	<b>21</b>
7.1	Overview of Process .....	21
7.2	Acceptance of Evaluation Methodology.....	21
7.3	Requests for Additional Information .....	21-22
7.4	Requests for Modifications.....	22
7.5	Acceptance of RFQ Modifications.....	22
7.6	RFQs Binding.....	22
7.7	Alternate RFQs.....	22
7.8	Addendums & Amendments to RFQ.....	22
7.9	Proprietary Information.....	22
7.10	Property of TCS.....	22
7.11	Respondent's Warranty .....	22
7.12	Proposer's Certification Form .....	22
7.13	Public Entity Crime Form .....	23
7.14	Drug-Free Workplace Certification Form.....	23
7.15	Americans with Disabilities Act.....	23
7.16	Minority Owned/Women/Disable Veterans Owned Businesses .....	23
7.17	Local Merchant Preference.....	23
<b>8.0</b>	<b>EVALUATIONPROCESS.....</b>	<b>24</b>
8.1	Evaluation Committee .....	24
8.2	Rating System .....	24
8.3	Presentations .....	24
8.4	Right to Reject all RFQs.....	24
8.5	Evaluation Committee meeting.....	24
<b>9.0</b>	<b>EVALUATION CRITERIA AND FORMS .....</b>	<b>25</b>
9.1	Evaluation Form.....	25
9.2	Evaluation Committee Communications .....	25
<b>10.0</b>	<b>TERMS &amp; CONDITIONS OF CONTRACT .....</b>	<b>25</b>
10.0	Contract Required.....	26
10.1	Contract Term.....	26
10.2	Execution of Agreement .....	26
10.3	Performance Schedule.....	26
10.4	Independent Contractor Status; Indemnity.....	26
10.5	Time is of the Essence.....	26
10.6	Copyright; Confidential Information.....	26
10.7	Assignment .....	26
10.8	Termination for Convenience .....	26

10.9	Termination for Default .....	26
10.10	Florida Prompt Payment Act.....	27
10.11	Right to Audit Records .....	28
10.12	Public Records Access .....	28-29
10.13	Fiscal Year Funding .....	29
10.14	Piggyback / Purchase Contracts with Other Govt Agencies .....	29
10.15	Insurances & Bonds .....	29
10.16	Insurances Required .....	30
10.17	Bonds Required.....	31
<b>11.0</b>	<b>STANDARD FORMS .....</b>	<b>31</b>
11.1	Attachment A: Proposer's Certification.....	32
11.2	Attachment B: Addendum Page .....	33
11.3	Attachment C: Drug Free Workplace .....	34
11.4	Attachment D: Public Entity Crime Form.....	35-37
<b>12.0</b>	<b>NOTICE TO PROPOSERS .....</b>	<b>38</b>

*This space is left intentionally blank*

## **1.0 INTRODUCTION**

1.1 **INTENT:** Tallahassee Classical School Board of Trustees (TCSBOT) is soliciting a Request for Qualifications (RFQ) for the selection of an Architect/Engineer (A/E) and Construction Manager (CM) (Team) to develop a Campus Master Plan, a Program for the future facilities for the School, recommendations for new buildings, as well as the repairs, renovations, additions and/or replacement of those School facilities, the initial Project Budget, and Project Schedule, and the implementation of a Construction Plan. In addition, the Team will provide construction services to implement the Program recommendations as approved by TCSBOT. The selected Team will consist of a team capable of completing all work articulated in the aforementioned program, as well as the design and construction phases of the project.

1.2 **QUALIFICATIONS REQUIRED:** Teams desiring to submit their Response to the Request for Qualifications (RFQ) for this project must demonstrate experience and qualifications in the tasks described above, and detailed within this RFQ, with appropriate experienced key personnel in the programming, design, and construction of educational facilities.

1.2.1 Teams of respondents must demonstrate past experience with all team members in the completion of a similar project.

1.2.2 RFQ responders must also demonstrate their ability to meet the selection criteria outlined elsewhere in this RFQ.

1.2.3 Principal firms must be licensed to practice architecture in the State of Florida. For other proposed professional services, such as surveying and engineering, as applicable, principal firms or their sub-consultants must be certified to practice in the State of Florida pursuant to the applicable provisions of the Florida Statutes.

1.3 The information in this Request for Qualifications outlines the scope of work, guidelines for proposal preparation, selection procedure, and contract requirements for firms interested in providing services. This RFQ has been prepared and will be administered in accordance with Section 287.055, Florida Statutes, Consultants' Competitive Negotiations Act.

### **1.4 RESPONDENT'S RESPONSIBILITIES:**

1.4.1 The respondent will be responsible for demonstrating their ability to manage a team of professionals experienced in the disciplines related to Master planning, land use planning, and architectural design/construction management as well the preconstruction and construction services team specific to the Construction Manager.

1.4.2 The respondent shall provide not less than three (3) references of successful past

experience in completing similar projects.

1.4.3 The RFQ will include a list of the firms included on the team. The list must include the proposed architectural and the proposed construction manager. **Each team member may only be associated with one Request for Qualifications**

1.4.4 Any entity appearing in more than one team will disqualify the RFQ submission and will not be considered.

1.4.5 The TCSBOT's intent for this team approach is to ensure that the Team is ultimately responsible to the TCSBOT for the timely and successful completion of this project and has expressed complete control over the performance of each team professional.

1.4.6 The Respondent will work directly with TCSBOT Chair and the designated TCS Facility Committee personnel and/or staff in a cooperative role to accomplish the work required.

1.5 **ANSWER TO REQUEST FOR QUALIFICATIONS**  
**SUBMISSION DEADLINE: December 1, 2022 at 2:30 pm EST.**

1.6 **PRE-SUBMISSION MEETING: Those interested in responding to the Request for Qualifications (RFQ) must attend the Pre-Proposal Meeting on December 1, 2022. The meeting will be held in the TCS conference room at 10:00 am.**

1.7 **RFQ SCHEDULE:** The following identifies the RFQ process schedule:

<b>RFQ PROCESS</b>	<b>DATE</b>
RFQ Solicitation Issued	December 1, 2022
Pre-Submission Mandatory Meeting	December 5, 2022
Last Day to Submit Written Questions	December 6, 2022 by 4:00 pm EST
Statements of Qualification (RFQs) Due	December 15, 2022 by 2:30 pm EST
Initial Evaluation Committee Meeting	December 16, 2022
Short-List Firm Presentations (Optional)	December 19-21, 2022
Board of Trustees Final Evaluation Meeting	December 22, 2022
Award Announcement (Tentative)	December 22, 2022 by 1 pm EST

## 1.8 **TERM OF AGREEMENT:**

- 1.8.1 Services shall commence upon conveyance of a fully executed agreement between the TCSBOT and the successful respondent.
- 1.8.2 Authorization of performance of services by the selected firms(s) under the basic agreement shall be in the form of written task assignments signed by the firm and executed and issued by the TCSBOT. Each phase shall be negotiated at the time of the development of the scope of work. Each task assignment shall describe the services required; state the commencement and completion date of and establish the amount and method of payment. The task assignment will be issued under and incorporate the terms of the basic agreement. TCSBOT makes no covenant or promise as to the number of available projects or that the firm will perform any project for the TCSBOT during the life of the basic agreement.

## 2.0 **OVERVIEW OF THE PROJECT**

### 2.1 The project will consist of three components:

- 2.1.1 **Master Planning Phase:** Upon authorization by the TCSBOT, the first component will require the Team to evaluate the existing school and its facilities inventory and operational assessment, perform workshops with the designated personnel to determine the future needs of the school ultimately developing a Program that will articulate the needed future facilities, develop a preliminary budget for the future facilities, and prepare an initial schedule for the implementation of the identified items contained in the Program, to review the current condition of the listed facilities and the current funding capability of TCSBOT.
- 2.1.2 **Design / Pre-Construction Phase:** Following TCSBOT approval and direction, the Team will prepare design documents while working with staff and holding workshop update meetings with TCSBOT. This phase will include complete design documents, construction documents, the development of a Guaranteed Maximum Price (GMP) for the construction budget at each design stage, and value engineering.
- 2.1.3 **Construction Phase Services:** In the third & final component, the Team will coordinate and manage all construction services to complete the project(s) within the TCSBOT budget and schedule requirements.

2.2 It is the intent of the TCSBOT to take advantage of the tax savings program available through Owner direct purchases of materials for this project, where significant cost savings may be experienced. The Respondents shall be familiar with this process.

2.3 The TCSBOT reserves the right to proceed or cancel any of the components of the project. By making a submittal to the TCSBOT, Teams agree that all risks from such action shall be born entirely by the Team submitting qualifications and no remuneration of any kind shall be made by the TCSBOT to the Team for damages real or perceived.

**3.0 is intentionally deleted**

#### **4.0 REQUIREMENTS FOR RFQ SUBMISSION:**

**4.1** Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications addressing all questions and formatted as directed in Sections 4.2 and 4.3.

**4.2 ECONOMY OF PREPARATION.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of this Request for Qualifications. Emphasis shall be on quality, completeness, clarity of content, and responsiveness to the requirements.

**4.3 FORMAT: Submitted RFQs shall be contained in one three-ring binder. The page count for the RFQs shall not exceed 80 pages in length** (two-sided pages shall count as two pages). The page count shall not include required forms listed in Section 11 of this RFQ, covers, section dividers, or Items 4.3.1 through 4.3.3 of this section. Page size is 8-1/2" x 11" paper. 11" x 17" shall be counted as two sheets each.

To provide a degree of consistency in the review of the Request for Qualifications, respondents are requested to prepare their RFQs in the standard format specified below (Sec 4.3.1-4.3.7).

4.3.1 TITLE PAGE: Proposer should identify the RFQ subject, name of the Respondent's Firm, name and title of contact person for SOQ with their address, telephone number, fax number, email address, and date of submission.

4.3.2 TABLE OF CONTENTS: The table of contents should be organized by discrete sections corresponding to the criteria listed in Section 5.0 and the same order, with a clear and complete identification by section and page number of the materials submitted.

4.3.3 EXECUTIVE SUMMARY: The purpose of the Executive Summary is to provide an overview of the Proposer's qualifications to perform the Scope of Services. At a minimum, the Executive Summary should contain the



following information:

- A brief statement of the Proposer's understanding of the project and required services.
- A brief statement that the Proposer meets the minimum qualifications criteria set forth in this RFQ.
- A positive commitment to perform the services within the time period specified.
- Identification of the firms that comprise the Proposer's team and a discussion of each firm's role in the project.
- Names and contact information for the person(s) authorized to represent the Proposer.
- Name and corporate headquarters address of Proposer;
- Description of the Proposer's team and legal structure (corporation, joint venture, subcontractors);

4.3.4 **STATEMENT OF UNDERSTANDING:** Proposers must submit a brief narrative outlining the firm's understanding of TCSBOT goals included in this RFQ.

4.3.5 **SECTIONS:** Separate and identify each criteria response listed in Section 5 of this RFQ by Section. Any additional information submitted shall be included as an attachment to this document and shall be identified by tab for reference.

4.3.6 **COMPLETENESS.** All information required by the Request for Qualifications must be supplied to constitute a legitimate RFQ.

4.3.7 **Submit one (1) original (marked original on the cover) and five (5) complete, individually bound, identical copies of the Request for Qualifications, along with one (1) electronic copy provided on either flash drive or CD.**

**4.4 PROHIBITION OF COMMUNICATION.** To ensure fair consideration for all Respondents, the TCSBOT prohibits communication to or with any department, bureau, or employee during the submission process, **except as provided below.**

4.81 Additionally, the TCSBOT prohibits communications initiated by a Respondent to the TCSBOT Member(s), TCS official or employee(s) evaluating or considering the RFQs prior to the time an award decision has been made. **If a Respondent initiates communications, that act may be grounds for disqualifying the Respondent from consideration for award of the RFO.**

#### **4.5 RFQ SOLE CONTACT:**

4.5.1 Contact Restrictions for Respondents: All questions or requests for additional information regarding this proposal MUST be directed to the designated TCSBOT Chair indicated in Sec 4.10 below. Prospective Respondents shall not contact any member of the TCS Office or other TCS employees regarding this proposal prior to the award recommendation by TCSBOT. Any such contact shall be cause for rejection of your submittal.

#### **4.6 All respondents shall direct ALL communications and inquiries ONLY to:**

**Barney T. Bishop, III, Chairman TCSBOT**

**Tallahassee Classical School**

**41411 Artemis Way**

**Tallahassee, Florida 32311**

**Phone: (850) 510-9922**

**Email: [bbishop@tlhclassical.org](mailto:bbishop@tlhclassical.org)**

#### **4.7 INQUIRIES:**

4.7.1 Questions - A Respondent shall address any questions regarding the interpretation of the RFQ or the process to the TCSBOT Chair, in writing and in sufficient time before the period set for the receipt and opening of Request for Qualifications (RFQ). Questions will be answered at the pre-Proposal Meeting; if clarification questions are submitted after this meeting, then all interested parties that attended the meeting will be notified at the same time of the answer to the question for clarification.

#### **4.8 OTHER EXCEPTIONS TO PROHIBITION OF COMMUNICATION.**

4.8.1 Point of Contact - The TCSBOT Chair, or a designee, may initiate any necessary communication with a respondent to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the RFQs. This is only AFTER all responses to the RFQ have been received and opened.

4.8.2 Discussion of RFQs - The TCSBOT Chair, or a designee, may discuss an RFQ directly with the responsible Respondent to get clarification and assure a full understanding of, and responsiveness to, the solicitation requirements.

4.8.3 All Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of RFQs and such revisions may

be permitted after submission prior to award for the purpose of obtaining best and final offers.

4.8.4 In conducting such discussions, there shall be no disclosure of any information derived from RFQs submitted by competing Respondents except as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes.

## **5.0 RFQ CRITERIA (SIX CRITERIA):**

5.1 CRITERIA ONE: Respondent's statement of qualifications and availability to undertake the project.

5.1.1. Provide a statement of interest for the Project including a narrative describing the respondent's unique qualifications as they pertain to this particular Project.

5.1.2 Provide the following information:

- Legal Name of the company
- Date of Firm formation
- Date of opening a primary office, and, if applicable, any branch and local offices.
- Contact Person with phone number, fax number, and e-mail address.
- Alternate Contact Person with phone number, fax number, and e-mail address.
- Number of years in business as the current entity
- Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
- Number of employees by skill group
- Annual revenues

5.1.3 Provide evidence of your firm's financial strength including the current financial statement.

5.1.4 Provide evidence of your firm's ability to meet all bonding and insurance requirements required by the TCSBOT. The DB will be required to provide 100 percent performance and payment bonds for the full value of the contract. A letter from the Respondent's Surety shall be provided indicating their willingness to provide all necessary performance and payment bonds for this Project along with a statement of the bonding capacity of the firm. In addition, the Respondent shall provide the current rating of the Surety, as determined by the latest edition of A.M. Best, as well as the U.S.

Department of Treasury Surety list.

## 5.2 CRITERIA TWO: Qualifications of Team Members

- 5.2.1 Describe your management philosophy for the A/E and CM delivery method.
- 5.2.2 Include a list of firms included on the team. The list must include a comprehensive list of the proposed Architect and their consultants as well as the proposed CM. Each team member may only be associated with one proposal. Any entity appearing in more than one team proposal will disqualify the respondent's proposal and will not be considered.
- 5.2.3 Provide an organization chart of the proposed team members, including key individuals, for both the design and construction phases of the Project.
- 5.2.4 For the proposed Team, provide a one (1) page resume for each team member and the key individuals from each team that will be directly involved in the Project.

## 5.3 CRITERIA THREE: Respondent's Performance on Past Representative Projects

- 5.3.1 Provide descriptions of examples listing three (3) similar projects for which you have provided or are providing services that are most related to this project. An example must include a project where the proposed Architect and CM firms in the team have completed the project together.
  - 5.3.1.1 Provide the following information for each project listed:
    - Project name, location, contract delivery method, and description
    - Color images of projects
    - Construction cost,
    - Dates services were performed for the project
  - 5.3.1.2 Provide References for each project listed in Section 5.3.1 above, identify the following:
    - The Client's name and their representative during the design and construction phases of the project, provide contact information, including telephone number. •
    - Each team member's name and their representative during the design and construction phases, provide contact information, including telephone number.

- 5.3.3 Describe the functions and percentages of local subcontractor and supplier involvement on related past projects submitted via Section 5.3. Provide the approach, disciplines, and percentages of local subcontractor and supplier participation proposed for this Project.
- 5.4 CRITERIA FOUR: Respondent's Ability to establish budgets and control costs.
  - 5.4.1 Describe your methodology for working with the Team and the Client to deliver a sound project budget and to maintain that budget throughout the design and construction process for the Project.
  - 5.4.2 Describe your cost estimating methods. From any of the projects listed in response to Section 5.3.1, describe how the cost estimates were developed, how often they were updated, and the degree of accuracy achieved.
- 5.5 CRITERIA FIVE: Respondent's ability to meet schedules.
  - 5.5.1 Describe how you will develop, maintain, and update the project schedule during design and construction phases of the Project.
  - 5.5.2 Describe your experiences in dealing with difficult and dynamic project schedules.
  - 5.5.3 Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three (3) projects listed in response to Section 5.3.1, provide examples of how these techniques were used.
  - 5.5.4 Provide a proposed schedule to complete the required components of the proposal.
- 5.6 CRITERIA SIX: Statement of Understanding.
  - 5.6.1 Provide a statement of understanding of the project requirements as described in this RFQ. The Team should provide this section to clearly outline their understanding of the project and specifically how their past experience as a team will best qualify the Team for the project.
  - 5.6.2 By submitting a SOQ, the Respondent certifies that they have fully read and understand the RFQ's method and has full knowledge of the scope, nature, and quality of work to be performed.

**6.0 SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ):**

6.1 RFQ SUBMISSIONS: **Submit sealed SOQs - one (1) original and five (5) complete copies, along with one (1) electronic copy, to the TCSBOT no later than 2:30 p.m. EST, December 15, 2022. SOQs will NOT be accepted after 2:30 pm EST.**

6.2 Deliver RFQ Submissions to:

**Board of Trustees  
Barney T. Bishop III, Chair  
Construction & Facilities  
Committee  
Tallahassee Classical School  
4141 Artemis Way  
Tallahassee, FL 32311**

6.3 **Submitted envelopes should be marked on the outside envelope: "A/E & CM Services for RFQ 22-001 "Design/Build Services for a Master Campus Project".**

6.4 INCURRED EXPENSES: The TCSBOT is not responsible for any expenses, which Respondents may incur in preparing and submitting SOQs called for in this Request for Qualifications.

6.5 INTERVIEWS: The TCSBOT reserves the right to conduct personal interviews or require presentations of any or all Respondents prior to selection. The TCSBOT will not be liable for any costs incurred by the Respondent in connection with such interviews/presentations (i.e., travel, accommodations, etc.).

6.6 REQUESTS FOR ADDITIONAL INFORMATION: The Respondent shall furnish such additional information as the TCSBOT may reasonably require. The TCSBOT reserves the right to make investigations of the qualifications of the Respondent as it deems appropriate.

6.7 VENDOR PROTESTS: Respondents who do not agree with the TCSBOT recommendation for award are afforded the opportunity to protest the recommendation by submitting written notice to the TCSBOT Chair within three (3) business days of award. Any protests must cite specifically the issue(s) that are being contested (i.e., is it the scoring process, whether the response was submitted on time, etc.)

6.8 NEGOTIATIONS. The TCSBOT reserves the right to enter into contract negotiations with the awarded Respondent. If the TCSBOT and the selected Respondent cannot negotiate a successful contract, the TCSBOT may terminate said negotiations and begin

negotiations with the next selected Respondent. This process will continue until a contract has been executed or all Respondents have been rejected. No Respondent shall have any rights against the TCSBOT arising from such negotiations.

## **7.0 SOQS SUBMISSIONS -ADDITIONAL TERMS**

7.1 The RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the TCSBOT. Selection will be based upon qualifications and the Respondent's proposed plan. Based on the evaluation criteria established for the project, each properly submitted Statement of Qualifications will be reviewed, evaluated, and ranked by the TCSBOT. Based on this ranking, the TCSBOT will select the highest ranked firm to prepare a recommendation of award to TCSBOT.

7.2 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, the Respondent accepts the evaluation process as outlined in Section 8 and acknowledges and accepts that determination of the most qualified firm(s) offering the best value to the TCSBOT may require subjective judgments by the TCSBOT.

7.3 REQUESTS FOR ADDITIONAL INFORMATION: The Respondent shall furnish such additional information as the TCSBOT may reasonably require. The TCSBOT reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

7.4 REQUESTS FOR MODIFICATION: The TCSBOT reserves the right to request at any time before award that the Respondent modify their SOQs to meet the needs of the TCSBOT more fully.

7.5 ACCEPTANCE/REJECTION/MODIFICATION TO SOQS: The TCSBOT reserves the right to negotiate modifications to SOQs that it deems acceptable, reject any and all SOQs, and to waive minor irregularities in the procedures.

7.6 SOQS BINDING: All SOQs submitted shall be binding for ninety (90) calendar days following opening.

7.7 ADDENDUM AND AMENDMENT TO REQUEST FOR QUALIFICATIONS: If it is necessary to revise or amend any part of this Request for Qualifications, the TCSBOT Chair will post any revisions by written Addendum on TCS Website. **It is the responsibility of interested firms to check for and include any addenda prior to submitting their answer to the RFQ.**

7.8 PROPRIETARY INFORMATION: In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Respondents should be aware that Request for Qualifications and the responses thereto are public records and subject to public inspection. If a Respondent

believes that any information contained in a proposal is confidential or proprietary and exempt from public disclosure, the Respondent shall identify specifically any such information contained in their SOQs and cite specifically the applicable exempting law and exclusion.

7.9 PROPERTY OF TCSBOT: All SOQs received from Respondents in response to this Request for Qualifications will become the property of the TCSBOT and will not be returned to the Respondents. In the event of a contract award, all documentation produced as part of the contract will become the exclusive property of the TCSBOT.

#### 7.10 RESPONDENT'S WARRANTY

The Respondent acknowledges and warrants that no one was paid a fee, commission, gift, or other consideration contingents upon receipt of an award for the services and/or supplies specified in this Request for Qualifications.

#### 7.11 PROPOSER'S CERTIFICATION FORM

7.11.1 Each Respondent shall complete the "Proposer's Certification" form included with this Request for Qualifications and submit the form with the SOQ. The form must be acknowledged before a public notary and have the notary seal affixed. SOQs will be rejected if the Proposer's Certification is not submitted with the proposal.

7.11.2 By submitting a proposal, the proposer certifies that he has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

#### 7.12 PUBLIC ENTITY CRIMES FORM

A person or affiliate, as defined in § 287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.01 of the Florida Statutes for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.

#### 7.13 DRUG-FREE WORKPLACE CERTIFICATION FORM

By submitting the Drug Free Workplace Form as part of this Request for Qualifications, you are certifying that your company is a drug-free workplace in accordance with § 287.087 of the Florida Statutes.



#### 7.14 LOCAL MERCHANT PREFERENCE:

7.14.1 If all bids/proposals received in response to a competitive procurement are for the same total amount or unit price, quality and service being equal, the procurement shall be awarded to the local merchant.

### 8.0 EVALUATION PROCESS

8.1 EVALUATION COMMITTEE: An Evaluation Committee as established by the TCSBOT Chair will review and evaluate each Statement of Qualifications submitted in response to this RFQ based on the evaluation criteria and weighting identified herein. Submissions will be evaluated to determine those that best meet the needs of the TCSBOT.

8.2 RATING SYSTEM: The Evaluation Committee will rate all SOQs utilizing the Weighted Rating System shown in Section 9. The average of the Total Weighted Ratings assigned by the Evaluation Committee members will be used to rank the proposals

8.3 PRESENTATIONS: The Evaluation Committee will evaluate and rank all firms. After evaluation and ranking of submittals, the TCSBOT may at its sole discretion, elect to forego further consideration of firms and recommend the highest ranked firm to the TCSBOT for award.

8.3.1 Due to the strict time constraints of the project, presentations are not anticipated. However, at the sole determination of the TCSBOT, the three (3) top ranked firms based upon submittal evaluations, may be required to make a presentation of their SOQs. If the TCSBOT desires presentations, this will provide an opportunity to clarify or elaborate on the SOQ, but will not, in any way provide an opportunity to change any items in the original SOQ. Each Respondent will be notified in writing at least three (3) days in advance of the presentation date if a presentation is necessary.

8.3.2 If presentations are elected, the TCSBOT Chair shall schedule the time and location of these presentations and notify the selected firms. Presentations shall be limited to 30 minutes, including the question-and-answer period. The presentations shall assist the Evaluation Committee in selecting the most qualified firm(s) for this project. A new scoring sheet shall be prepared, based on the identical criteria, and weighing below, for each presenter. The scores from the submittal and from the presentation shall be averaged to determine the final ranking. Based on the final scoring of the Evaluation Committee after the last presentation, a recommendation shall be made by

the Evaluation Committee to the TCSBOT to begin negotiations with the highest ranked firm.

8.4 The TCSBOT reserves the right to reject all SOQs. In the event the TCSBOT does so, it shall provide in writing to all Respondents the reasons for its rejection.

8.5 **The Evaluation Committee will meet at a time to be determined.**

**9.0 EVALUATION CRITERIA**

9.1 QUALIFICATION STATEMENT EVALUATION FORM:

<b>9.1.1 EVALUATION FORM-RFQ 22-001</b>			
	<b>ASSIGNED WEIGHT</b>	<b>RATING*</b>	<b>WEIGHTED RATING</b>
Respondent's statement of Firm's financial qualifications and availability to undertake the project.	5%	0 to 5	
Qualifications of DB Team.	25%	0 to 5	
Respondent's performance on past representative projects.	20%	0 to 5	
Respondent's ability to establish budgets and controls costs.	20%	0 to 5	
Respondent's ability to meet schedules.	10%	0 to 5	
Statement of Understanding	20%	0 to 5	
<b>TOTAL WEIGHTED RATING:</b>			
<b>Total Points 100 points</b>			
<b>PRESENTATION EVALUATION CRITERIA</b>	<b>ASSIGNED WEIGHT</b>	<b>RATING*</b>	<b>WEIGHTED RATING</b>
Presentation/Q &A (For Short-Listed Firms)	50%	0 to 10	
<b>FINAL WEIGHTED RATING:</b>			

\* Ratings:

- 0 Not responsive; Included no information on the subject criteria
- 1 Poor
- 2 Fair
- 3 Average
- 4 Good

## 5 Excellent/Superior

9.2 The TCSBOT Chair, or a designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to rate the submissions properly and accurately.

**10.0 TERMS AND CONDITIONS OF CONTRACT: CONTRACT REQUIRED.** The TCSBOT and the successful Respondent(s) shall enter into a Contract for Services that will include, but not be limited to and may be superseded by such Contract, the following terms, and conditions.

10.1 **CONTRACT TERM.** The term of the contract shall be based on the phases of the Project and are contingent upon TCSBOT approval at each phase.

10.2 **EXECUTION OF AGREEMENT.** Within fifteen (15) calendar days after issuance of the Notice of Award, the successful Respondent will execute the Contract for Services and simultaneously provide any required bonds, indemnities, and insurance certificates, not previously submitted. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

10.3 **PERFORMANCE SCHEDULE:** The Respondent shall commence performance within ten (10) days of receipt of Notice to Proceed.

10.4 **INDEPENDENT CONTRACTOR STATUS; INDEMNITY.** At all times the Respondent will be an independent contractor and shall, therefore, agree to indemnify and save harmless the TCSBOT, its officers, agents, and employees, from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions, and costs of action, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the Contract whether by act or omission of the proposer, its agents, servants, employees or others, or because of or due to the mere existence of the Contract between the parties.

10.5 **TIME IS OF THE ESSENCE.** A condition that time is of the essence for the proper provision of services of the Contract and that the successful Respondent(s) will conduct all required work diligently and as specified by the TCSBOT.

10.6 **COPYRIGHTED, CONFIDENTIAL INFORMATION.** If applicable, the Respondent shall pay all royalties and assume all costs arising from the use of any invention, design, process materials, equipment, product, or device which is the subject of patent rights or copyrights. Proposer shall, at its own expense, hold harmless and defend the TCSBOT against any claim, suit or proceeding brought against the TCSBOT which is based upon a claim, whether rightful or otherwise, that the goods or services, or any part thereof,

furnished under the contract, constitute an infringement or any patent or copyright of the United States. The Respondent shall pay all damages and costs awarded against the City.

10.7 ASSIGNMENT. The successful Respondent(s) may not assign, transfer, or otherwise dispose any rights or obligations of the Contract without prior written consent of the TCSBOT.

10.8 TERMINATION FOR CONVENIENCE. The TCSBOT may at any time, at its sole discretion, without cause, terminate the Contract for its convenience by written notice to the successful Respondent. If terminated for convenience, the TCSBOT will calculate the outstanding payments due the Respondent and make that payment pursuant to the Prompt Payment Act.

10.9 TERMINATION FOR DEFAULT. Successful Respondent will be in default under the Contract if they commit a material breach of the Contract and as otherwise specified in the Contract.

#### 10.10 FLORIDA PROMPT PAYMENT ACT

10.10.1 PROPER INVOICE. For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor or other invoicing party shall include at least the following information:

10.10.1.1 A description, including quantity, of the goods or services provided to the TCSBOT reasonably sufficient to identify the goods or services.

10.10.1.2 The amount due, applicable discounts, and the terms of payment.

10.10.1.3 The full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number.

10.10.1.4 The purchase order or contract number as supplied by the TCSBOT.

10.10.1.5 Identification by office, division, or department of to whom the goods or services were delivered or provided.

10.10.2 DELIVERY OF INVOICE. As stipulated in the project prime agreement.

10.10.3 DELIVERY ACCEPTANCE REQUIRED. An invoice will not be considered proper unless there has been delivery, installation, or provision of the goods or services to the correct location as stipulated in the project prime agreement.

10.10.4 INVOICE DISPUTE PROCEDURE. As stipulated in the project prime agreement.

#### 10.11 INSURANCES REQUIRED

A successful Respondent must provide evidence of insurance coverage, to be specified in the Contract and delivered at the time of execution of the Contract, which is equal or exceeds the TCSBOT minimum standards for this type of service. As outlined below, such insurance shall be written by a company licensed to do business in the State of Florida and have an A.M. best rating of at least A-.

##### 10.11.1 WORKERS COMPENSATION

Coverage A - To be in conformity with Florida

Statutes Coverage B - \$500,000/\$500,000/\$500,000

##### 10.11.2 COMMERCIAL GENERAL LIABILITY

10.16.2.1 Each occurrence for:

Bodily Injury/Property Damage	\$1,000,000
Products/Completed Operations	\$1,000,000

10.16.2.2 Annual Aggregate for:

Bodily Injury/Property Damage	\$2,000,000
Products/Completed Operations	\$2,000,000

10.16.2.3 All coverage above shall include the following provisions: the TCSBOT shall be an additional insured; the policy shall not be cancelled unless the TCSBOT is given at least thirty (30) days advanced notice; contractual liability; and any coverage's which are eliminated, restricted, or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.

##### 10.11.3 COMMERCIAL AUTOMOBILE LIABILITY

10.11.3.1 Combined single limit for bodily injury and/or property damage: \$1,000,000.

10.16.3.1 This coverage shall include the following provisions: The TCSBOT shall be an additional insured; the policy shall not be cancelled unless the TCSBOT is given at least thirty (30) days advanced notice; contractual liability; any coverage's which are eliminated, restricted, or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated; and symbol "2" (Any Auto) or the equivalent shall be used to designate which autos are insured.

10.11.4 PROFESSIONAL LIABILITY  
The Respondent shall carry professional liability insurance in an amount of not less than \$2,000,000.00.

## 10.12 BONDS REQUIRED

10.12.1 PERFORMANCE BOND /LETTER OF CREDIT The Contractor will execute and deliver to the TCSBOT, with the contract, a Performance Bond, or Unconditional Irrevocable Letter of Credit payable to the TCSBOT, in the face amount equal to the value of the contract as surety for faithful performance under the terms and conditions of the Contract.

10.12.1.1 If the Bond is on an annual coverage basis, renewal of each succeeding year shall be submitted to the TCSBOT thirty (30) days prior to the termination date of the existing Bond.

10.12.1.2 The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida, and having a resident agent. If a letter of credit is chosen, it must be in a form acceptable to the TCSBOT, drawn on a bank acceptable to the TCSBOT, and issued in favor of the TCSBOT.

10.12.1.3 Surety companies providing any bond must be listed in the latest Federal Register of the U.S. Department of Treasury, Circular 570, entitled "Surety Companies Acceptable on Federal Bonds", or otherwise acceptable to the TCSBOT.

## 10.12.2 LABOR & MATERIAL PAYMENT BONDS

10.12.2.1 Labor & Material Payment Bonds equal to one hundred percent (100%) of the Contract price will be required.

10.12.2.2 Labor & Materials Payment Bonds shall accompany the contract be signed, sealed, and dated no earlier than the contract effective date and specifically refer to the contract by date.

## **11.0 STANDARD FORMS**

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- PROPOSER'S CERTIFICATION
- ADDENDUM PAGE
- DRUG FREE WORKPLACE
- PUBLIC ENTITY CRIME FORM

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED.

*This space is left intentionally blank*

11.1 ATTACHMENT A

**PROPOSER'S CERTIFICATION (RFQ 22-001)**

I have carefully examined the Request for Qualification, and any other documents accompanying or made a part of this **SOQ**.

I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Statement of Qualifications on behalf of this consulting firm as its act and deed.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting an SOQ for this project; no officer, employee or agent of the TCSBOT or of any other proposer interested in said submittal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS: \_\_\_\_\_

**BY:** \_\_\_\_\_

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Acknowledged and subscribed before me on the \_\_\_ day of \_\_\_\_\_,

2022, by \_\_\_\_\_ as the \_\_\_\_\_ of

[business] \_\_\_\_\_

\_\_\_\_\_

Signature of Notary

Notary Public, State of \_\_\_\_\_



Personally Known \_\_\_\_\_

-OR-

Produced Identification of: \_\_\_\_\_

*End of Attachment A*

**11.2 ATTACHMENT B**

**ADDENDUM PAGE (RFQ 22-001)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No. \_          Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

**FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE SUBMITTAL.**

NAME OF BUSINESS: \_\_\_\_\_

BY: \_\_\_\_\_

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: \_\_\_\_\_

*End of Attachment B*

11.3 ATTACHMENT C

DRUG-FREE WORKPLACE FORM

The undersigned vendor, on \_\_\_\_\_, 2016, in accordance with section 287.087, Florida Statutes, certifies that [business] \_\_\_\_\_ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.
7. **Check one:**  
\_\_\_\_\_ As the person authorized to sign this statement; I certify that this firm complies fully with above requirements.  
  
\_\_\_\_\_ As the person authorized to sign this statement; this firm does not comply fully with the above requirements.

NAME OF BUSINESS: \_\_\_\_\_

BY: \_\_\_\_\_

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: \_\_\_\_\_

*End of Attachment C*

**11.4 ATTACHMENT D**

**PUBLIC ENTITY CRIME FORM**

**REQUEST FOR QUALIFICATIONS - RFQ # 22-001 PREQUALIFICATION  
AND SELECTION FOR GENERAL CONSULTING SERVICES**

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 with Bid, SOQ, or Contract

\_\_\_\_\_

2. This sworn statement is submitted \_\_\_\_\_  
whose business address is:

\_\_\_\_\_

\_\_\_\_\_

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

3. My name is \_\_\_\_\_ and my relationship to  
the entity named above is \_\_\_\_\_

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(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 with the United  
States, including, but not limited to, any bid or contract for goods or services to be  
provided to any public entity or any agency or political subdivision of any other  
state or of the United States and involving antitrust, fraud, theft, bribery, collusion,  
racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph  
287.133(a)(b), Florida Statutes, means 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 records 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.

6. 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 of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. 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 the state or of the United States with the legal power to enter into a binding contract for 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.

8. 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 officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the 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 July 1, 1989. (Please attach a copy of the final order)

\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Company)

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

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 2022, and is personally known to me, or has provided \_\_\_\_\_ (driver's license/military id) as identification.

\_\_\_\_\_

Notary Public

My Commission expires: \_\_\_\_\_

*End of Attachment D*

## 12.0 NOTICE TO PROPOSERS

TALLAHASSEE CLASSICAL SCHOOL,  
TALLHASSEE, FLORIDA  
RFQ# 22-001

Date: DECEMBER 1, 2022

The Board of Trustees, Tallahassee Classical School will accept sealed proposals at Tallahassee Classical School until December 1, 2022 at 2:30 PM, EST for the following:

RFQ 22-001- A/E & CM Services for Master Plan, Programming, New Construction, Renovation/Replacement of Campus Wide Project

---

Please note: A mandatory Pre-Proposal meeting will be held on December 5, 2022 at 10:00 a.m. at TCS (Cafeteria) located at 4141 Artemis Way, Tallahassee, FL 32311.

The TCSBOT reserves the right to waive informalities in any RFQ; to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received, that in its judgment will be in the best interest of the TCSBOT.

Mark outside of envelope: RFO 22-001 -A/E & CM Services for Master Plan, Program, New Construction, Renovation / Replacement of Campus Wide Project

**Note: Any bidder failing to mark the outside of the envelope, as set forth herein may not be entitled to have their proposal considered.**

**Address responses and deliver to:**

Barney T. Bishop III, Chair  
Board of Trustees  
Construction & Facilities  
Committee  
Tallahassee Classical School  
4141 Artemis Way  
Tallahassee, FL 32311



*This page left intentionally blank*

