

## Qualifications Package

A complete submission of the Qualifications Package shall contain three (3) bound copies and a PDF of the full document. All pages shall be single sided. Include sub-consultant team members in package, noting the firm's name and any special status, such, as MBE or DBE (See "Attachment I – TITLE VI/NONDISCRIMINATION ASSURANCE").

### **The following items shall be included in each package:**

1. Name of company, address, telephone and fax numbers, contact person and email address. A list of the specialties for which the consultant is qualified, and the specific staff person(s) tied to said specialties. (1 page maximum)
2. Information on the history of the firm (1 page maximum)
3. A list of recent relevant experience including project or contract name, client, address, telephone number and contact person, including email address, for reference. Include description of experience with the specific specialty as well as the staff person(s) who performed the task(s). (4 pages maximum)
4. A project team summary of each staff person, specialty, education, number of years experience and office location. (1 page maximum)
5. A resume for each team member not to exceed two (2) pages each.
6. Statement of affirmative action and non-discrimination policies. (2 page maximum)
7. Statement of ability to provide the State of Florida's "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion". (1 page maximum)

Excluded: General marketing material is to be excluded from the package, but each submission may list website addresses where this information is clearly visible.

### **Evaluation and Selection:**

No in-person interviews are anticipated. Consultants will be evaluated based upon relevant experience and staff qualified to perform services. Selection will be ranked based upon submitted Qualifications Package by CFRPC staff and approved by the Council. Firms are expected to be selected by March 2024, and shall be executing contracts with the CFRPC by no later than April 2024.

**Continuing Contract:**

Each selected consultant will be asked to submit a list of hourly billable rates for each team member and employee position. A standard Council contract will be executed. The length of the contract will be three (3) years, with the possibility of extension. Certificate of General Liability Insurance and Workers Compensation Insurance in the amount of \$1,000,000 will be required. Each selected consultant shall provide documentation of use of E-Verify.

Entering into a contract with the CFRPC for a continuing services agreement does not constitute guarantees of work task assignments for the duration of the contract.

Other consultant work may occur under separate ongoing or specific duration contracts and are not a part of this solicitation.