

**Bay District Schools
Facilities Department
1311 Balboa Ave
Panama City, FL 32401**

**Request For
Statement of Qualifications**



**Construction Management
at Risk**

**Minor Services
Continuing Contract
(\$4,000,000 or less)**

April 23, 2022

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Section 1 - Request for Qualifications Construction Management at Risk

Pursuant to Sections 1013.45(1)(c), 255.05, 287.055, Florida Statutes, Educational Facilities Contracting and Construction Techniques, State of Florida's Consultants' Competitive Negotiations Act, and State Requirements for Educational Facilities 2014, Bay District Schools, is soliciting responses from qualified firms to provide Construction Management at Risk (CM at Risk) professional services for:

Advertisement Construction Management at Risk Continuing Services for Minor Projects Bay District Schools

Bay District Schools, Facilities Department, will receive and consider qualifications from prospective Construction Management Firms for minor services projects (\$4,000,000 or less). Contract timelines will be renewed annually up to five years for successful Construction Management Firms. The firms will work with the Facilities Department and Architect / Engineer of record under guidance of Bay District Schools, Panama City, Florida. The Construction Managements firms will be assigned task orders ranging from but not limited to the following:

**Roofing; Site Improvements/Drainage/Paving; Athletic Field Improvements/Concession
Stands/Restroom Facilities; Safety / Security Upgrades District wide; HVAC Projects; Gym Flooring
Replacement; Renovation / Remodels/ Additions**

Business entities interested in providing **Construction Management at Risk** services to Bay District Schools are hereby notified that one original, seven (7) copies, and one (1) electronic copy of qualification statements for providing the required services must be received by **2:00 PM, CT, May 20, 2022**, at the reception desk of the District Office located at, 1311 Balboa Avenue, Panama City, Florida, 32401, telephone (850) 767-4100.

Information and instructions for completing and submission of the "Statement of Qualifications," and all addenda if issued, may be downloaded from the Bay District Schools web site at <http://www.bay.k12.fl.us/facilities>, RFQ section on the left-hand side of the Facilities home page or obtained from the Facilities Department, Bay District Schools, 1311 Balboa Avenue, Panama City, Florida, 32401. In order to receive notice of supplemental information, responses, addenda, or clarification(s) regarding the RFQ, firms must register a letter of intent via e-mail to Karen Hall (hallkl@bay.k12.fl.us) and/or Sharron Smith (smithsa@bay.k12.fl.us) Only firms formally registered, per above, will be notified.

The Evaluation Team will evaluate submitted proposals and may conduct informal interviews to select qualified firms. Selected qualified firms will make short presentations to the School Board at a date to be determined.

A person or affiliate 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 Section 287.017, F.S., for CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Contractors are subject to the provisions of the Jessica Lunsford Act (Section 1012.465, F.S.) – Background screening requirements for certain noninstructional school district employees and contractors. Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students, or who have access to or control of school funds must meet level 2 screening requirements as described in Section 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the school board.

Bay District Schools reserves the right to waive any informality in the selection process and to reject any or all Statements of Qualifications. Firms are notified that there should be no contact with any School Board member beyond May 20, 2022.

Section 2 – Pre-Qualification Form

Bay District Schools Contractor Pre-Qualification Review

Applicant:

**Business Name, Address
Phone & Fax Number**

Type of Work Submitted for:

Evaluation Criteria:

1. Contractor's License:
2. Financial Resources:
3. Surety Company's Verification:
4. Bonding Capacity:
5. Evidence of Experience:

6. List of Pending Litigation:
7. Certificates of Insurance:
8. Public Entity Crimes:
9. Application Notarized:
10. Comments:

The undersigned have reviewed the qualifications submitted by the above applicant and recommend approval based on the requirements for pre-qualification established by the Bay District Schools.

Date: _____

Lee Walters (Executive Director of Facilities)

Bay District Schools

Dan Fuller (General Manager of Procurement,
Contracting & Materials Management)

Bay District Schools

Josh Balkom (Executive Director of Operations)

Bay District Schools

Jerry Smith (Supervisor of Maintenance)

Bay District Schools

Kyle Rowell (Project Manager)

Bay District Schools

Bay District Schools

Prequalification of Construction Management *

The following application must be submitted in its entirety and approved by the Bay District School Board for any Contractor requesting to engage in business with the Bay District Schools Facility Department for Construction Management Services at Risk for Minor Service Projects with an estimated cost of up to \$4,000,000. The application must be signed and notarized by the applicant. Additional pages may be added to this application if needed.

1. State the applicant's name, location of applicant's principal office, principal owners and how long applicant has been in business. If the applicant is a corporation, please indicate the state where incorporated and date of incorporation.

2. Written verification of the applicant's bonding capacity shall be sufficient financial information provided the verification is from a licensed surety company rated "A" or better in the current A.M. Best Guide and provided the surety company is authorized to do business in the State of Florida.

3. State the contractor trade categories in which applicant performs contracting services and the state and local licenses, including license numbers, held by the applicant.

4. Provide a complete list of construction projects completed by the applicant within the past five (5) years including dates, clients, approximate dollar value and size.

5. Provide certificates of insurance confirming applicant's current workers' compensation, public liability and property damage insurance coverage.

6. List all pending litigation and all litigation within the past five (5) years applicant has been a party to.

7. State five (5) or more references that are familiar with the applicant's construction work.

8. Provide any other information about applicant's experience or ability to perform construction work that the applicant wants to be considered in this application.

9. Applicant is hereby notified that pursuant to Section 287.133, Florida Statutes. A person or affiliate 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 work, may not submit bids on leases of real property to a public entity, may not be considered 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 Section 287.077, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Please state "Yes" if applicant has been convicted of a public entity crime and "No" if applicant has not.

Dated this: _____ day of _____, _____

APPLICANT

BY: _____
 Printed Name

Its: _____

SWORN to and SUBSCRIBED before me this _____ day of _____, 20__, by,

_____(applicant), who is personally known to me or who has produced
 _____ as identification.

Signature of Notary Public (State of Florida): _____

Printed Name of Notary: _____

My Commission Expires: _____

Section 3 – Project Scope

Bay District Schools is soliciting written Statement of Qualifications from Construction Management firms desiring to provide construction management at risk services to the district. Bay District Schools intends to enter into master agreements with the entities that are deemed most qualified and responsive to this request.

The construction management services shall include, but are not limited to the following; Preconstruction services (value engineering, cost analysis, scheduling and evaluations), bidding and contracting with all subcontractors, coordinating scheduling of the work, supervision of the work and working with the Bay District Schools Architect of Record on the project. Bay District Schools will provide Building Code Inspectors through the Facilities Department.

Management of Construction

The Construction Manager (CM) will be responsible for construction management for minor services projects with estimated cost of \$4,000,000 or less. The services required will be in the design phase, bid and award phase, construction phase and post construction phase.

The Construction Manager will work with Architect of Record and the Facilities Team on the project scope, design / specification documents. The Architectural Team will work with Bay District Schools staff and the selected CM to complete the program and work on the construction phasing. The current projects description are but not limited to:

- Roofing
- Site Improvements / Drainage / Paving
- Athletic Field Improvements / Concession Stands / Restroom Facilities
- Safety / Security Upgrades Districtwide
- HVAC Projects
- Gym Flooring Replacement
- Renovation / Remodels/ Additions
- Modular Setup & Demo

The project scope includes working with the Bay District Schools Facilities Team, School Personnel and Design Team (Architectural/Engineering) to advise, coordinate and offer cost savings proposals during the design phase. Secondly, the Construction Manager will openly discuss obstacles of working on an active occupied campus and provide a project timeline for completion. Finally, the Construction Manager will work with the team to develop a construction budget. Upon obtaining project funding, the Construction Manager will submit a Guaranteed Maximum Price (GMP) to be evaluated by the Bay District School Board. Upon agreed GMP and School Board approval, the contractor will commence site work and construction on the school property.

The services required for the construction program include, but are not limited to the following:

A. Design Phase

1. The Construction Manager will be required to work with the Architect of Record.
2. The Construction Manager will be required to participate in Bay District Schools "Direct Owner Purchasing Program".
3. The Construction Manager will submit for approval by the Architect and the Owner's Representatives applicable cost and time savings incentive programs.
4. The Construction Manager will be required to work with and coordinate his activities with any additional contracts or contractors that Bay District Schools provides for the project.
5. The Construction Manager will assist Bay District Schools and the design team during the scope development phase with design options.
6. The Construction Manager will review progress design documents and provide value engineering recommendations in all disciplines including civil, structural, landscaping, mechanical, and electrical as necessary.
7. The Construction Manager will review construction documents to ensure constructability.
8. The Construction Manager will review construction documents to minimize omissions.
9. The Construction Manager will prepare in 16 divisions or more in CSI format, detailed estimates of probable cost of construction and update as needed prior to establishing the Guaranteed Maximum Price. Included with the estimate shall be a detailed list of all assumptions and exclusions in developing the estimate of probable construction cost, and indicate any allowances that are incorporated into the estimate.
10. The Construction Manager will coordinate with the Architect to finalize the Construction Documents.
11. The Construction Manager will prepare, for approval, a schedule of proposed hourly rates to be used in assessing the Construction Manager's fixed fee for his preconstruction services.
12. The Construction Manager will review the budget issues and guarantee a maximum price based on the Documents and successful negotiations with the Owner. The Guaranteed Maximum Price will include the Construction Manager's fees for his construction services.

13. The Construction Manager will establish the master project schedule identifying all different phases and all milestone items keeping in mind the school year dates and hence the limitations.
14. The Construction Manager will coordinate with the Architect and provide to the Owner all permitting applications and requirements as needed.
15. The Construction Manager will prepare and submit for the Owner/Architect review and approval progress reports during the preconstruction phase documenting value engineering, budget and scope issues.

B. Bid and Award Phase

1. The Construction Manager will schedule and conduct pre-bid conferences with the interested subcontractors, material suppliers, and equipment suppliers.
2. The Construction Manager will identify different bid packages that will represent the entirety of the scope of work.
3. The Construction Manager will prepare a subcontractor's prequalification scheme for approval by the Architect and the Owner's Representative. The Owner reserves the right to reject any subcontractor proposed for any of the bid packages prepared by the Construction Manager.
4. The Construction Manager will solicit, advertise, accept, review, and award bids to qualified subcontractors, based on the bid packages identified.
5. The Construction Manager will justify in writing to the Owner, the use of any pre-qualified subcontractors that are not the low bidder.
6. The Construction Manager will contract with all subcontractors, material suppliers and equipment suppliers necessary for the proposed construction works.
7. The Construction Manager will coordinate with the Architect and Owner Representative to schedule and conduct preconstruction meetings with subcontractors.
8. The Construction Manager will set procedures for cost and time control updates.
9. The Construction Manager will provide to the Owner along with the Guaranteed Maximum Price report, a summary indicating all subcontractor bids received which highlights the apparent low bidder upon which the GMP is based, and copies of all scope sheets for each bid package.

C. Construction Phase

1. The Construction Manager will provide for and coordinate with school personnel to accommodate an occupied campus during construction phase.
2. The Construction Manager will be required to participate and require all subcontractors and suppliers to do likewise, in Bay District Schools 'Owner's Direct Purchase Program', communicating and cooperating with Bay District Schools staff and any Bay District Schools additional contractors that Bay District Schools may chooses to employ.
3. The Construction Manager will coordinate surveyors, special consultants and testing lab services contracted by the Owner as required.
4. The Construction Manager shall coordinate and schedule all required inspections prescribed in the District building permit and Florida Building Code, including threshold inspections, and ensure work is not covered or concealed until the inspector has approved the work in place.
5. The Construction Manager shall immediately correct all identified deficiencies by the Owner's construction representatives and inspector, A/E representatives, applicable municipal inspectors, and threshold inspectors.
6. The Construction Manager will coordinate site construction management services including but not limited to: (a) regular job site meetings, (b) maintain daily on site project log and schedule report, (c) oversee quality assurance testing and inspection programs, (d) monitor construction management staff and subcontractor work performance for deficiencies, (e) maintain record copy of all contract documents, (f) change orders and other documentation on site, (g) Oversee construction management staff and subcontractor safety programs.
7. The Construction Manager shall provide to the Owner, monthly project cost accounting reports indicating the status of the subcontract buyouts, expenses in general conditions, forecasted and conformed Owner expense changes, and forecasted savings within the Guaranteed Maximum Price.
8. The Construction Manager will staff this project in a satisfactory manner. As a minimum, the Construction Manager during the construction phase will include: an on-site Project Superintendent with access to a Project Manager, Project Engineer, Project Administrative Personnel, or other support as required for the successful completion of the project.

detailed construction schedules, submittal schedules, inspection schedules and occupancy schedules.

10. The Construction Manager will prepare a schedule of values associated with each bid package identified and submit for approval by the Architect and Owner's Representative. All payment requests must be in accordance with the schedule of values approved.
11. The Construction Manager will process payment requests for approval by the Architect and the Owner's Representative.
12. The Construction Manager will process any change orders for approval by the Architect including a cost estimate of the proposed change.
13. The Construction Manager will process Requests for Information within 10 days and coordinate with the Architect.
14. The Construction Manager will provide construction program accounting and reporting to the district as required.
15. The Construction Manager will coordinate with the Architect the final inspection prior to the Architect's approval and issuance of the Certificate of Substantial Completion.
16. The Construction Manager will provide monthly progress reports to the Owner.

D. Post Construction Phase

1. The Construction Manager will coordinate project close-out, start-up and transition to operation.
2. The Construction Manager will coordinate with the Architect to provide a complete project records including project manual and CAD drawings corrected to show all construction changes, additions, and deletions compared to the Construction Document (CAD disks or drive) and As Built Drawings will be provided to the Construction Manager by the Architect. Two (2) hard copies of close-out documents and four (4) thumb drives will be provided per Bay District Schools standard for project closeout.
3. The Construction Manager will coordinate with the Owner to prepare the Certificate of Final Inspection.
4. The Construction Manager will obtain and review for completeness, have corrected if necessary and submit to the Owner following the Architect's approval all warranties, operations and maintenance manuals, and other such documents.

E. Close-Out Summary

1. The Construction Manager will coordinate and conduct the Building Warranty Inspection to include the two-year roofing warranty inspection.
2. The Construction Manager will complete all punch list items generated by the Architect/Engineer and Owners Construction Representative during their inspection
3. The Construction Manager and Sub-Contractors will participate in Owner contracted commissioning for applicable projects.

Section 4 – Instruction to Submitting Firms

A. General

All submittals shall be prepared in accordance with applicable Florida rules and statutes, including but not limited to Sections 255.103, 287.055, and 1013.45, Florida Statutes.

Bay District Schools utilizes internet, electronic mail (E-Mail) as a format to quickly and accurately exchange information and strongly encourages all interested firms to do likewise. Addenda or subsequent information regarding this RFQ shall only be issued to those firms that have submitted the qualifications package via e-mail to Lee Walters, Facilities Executive Director, at waltell@bay.k12.fl.us and Karen Hall, Capital Projects Contract Manager, at hallkl@bay.k12.fl.us, expressing their intentions of responding to this RFQ. The Facilities and Planning Office shall be provided a contact name, firm they represent, address, phone, and an e-mail address.

The request for statement of qualifications is the first step in the selection process. The School Board has recommended an Evaluation Team to review and determine the list of qualified firms. The Evaluation Team members will review the submittals and ask submitting firms to give an informal presentation and to participate in a roundtable discussion of their qualifications, job-like experience, and project approach. The Team will then make a final short list recommendation to the Board for its consideration. The firms will then present a short presentation to the School Board.

The Facilities Staff will begin negotiations with the highest ranked firms for a Construction Management contract. The Construction Manager shall provide CM at Risk services and a “Guaranteed Maximum Price” (GMP) for the identified project.

B. Form of Qualification Submittal

Submittals from interested firms will be accepted until **2:00 PM CT, May 20, 2022** and must be received by mail or delivered in hand to the:

**Bay District Schools
Facilities Department
1311 Balboa Avenue
Panama City, FL 32401**

Sealed qualifications statements shall be submitted in a package clearly labeled showing the name of the submitting firm.

C. Expenses Incurred in Preparing Responses

Bay District Schools accepts no responsibility for any expenses incurred by those firms offering their services to the School Board in the preparation of a response to either this Request for Qualifications or subsequent requests. All submittal expenses shall be borne by the offering firms / teams exclusively.

D. Construction Manager's Qualifications

Firms submitting a response to this Request for Qualifications must be licensed in the State of Florida as a Certified General Contractor (CGC) according to Chapter 489, Florida Statutes. Corporations must be registered in the State of Florida by the Department of the State, Division of Corporations, at the time of final selection by the Selection Committee. Provide copies of the CGC license and occupational license.

E. Insurance and Bonding Requirements

Selected finalists will be required to show proof of insurance and bonding capacity. Insurance in the form of General Liability, and Worker's Compensation and Employers Liability will be required per Chapter 440, Florida Statutes.

F. Firm Selection Process

The Facilities Evaluation Team will evaluate the CM submittals on their qualifications, job-like experience, and project approach. The Facilities Evaluation Team will then make a final recommendation for multiple company awards to the School Board for its consideration.

The Facilities Department will begin negotiations with the prospective Construction Management Companies and their individual project assignments. The Construction Manager shall provide CM at Risk services and a "Guaranteed Maximum Price" (GMP) for the identified project.

Evaluation Team Members:

- General Manager of Procurement, Contracting, & Materials Management
- Facilities Executive Director
- Executive Director of Operations
- Facilities Project Manager
- Facilities Contract Manager
- Supervisor of Maintenance

Ranking Criteria Considerations

- Financial / Bonding Capacity
- Litigation (past five years)
- Project Team Resumes w/ CM at Risk Experience
- References – Educational Clients
- Methodology / Project Schedule Control
- Owner Direct Purchase Experience
- K-12 Educational Facilities Experience
- Proximity to Project Site
- Previous Projects with Bay District Schools

Do Not Contact Statement

After May 20, 2022, all respondents are hereby cautioned, not to contact any member of the evaluation committee or any School Board Member regarding this request. Such violations may/shall result in a disqualification of the submitted firm. All questions for additional information shall be addressed to Lee Walters, Facilities Executive Director, Bay District Schools. A phone request must be followed up with an email request.

G. Project Schedule

To be determined for each project

H. Project Location

Bay District Schools

I. Project Scope and Budget

To be determined for each project

Section 5 – Statement of Qualifications Format**

The following submittal format is intended to provide the Facilities Evaluation Team with information regarding the qualifications of each proposing construction manager. The proposal is limited to 40 informational pages (single-sided) and shall be presented in a 3 ring binder format. (Table of Contents, section dividers, pre-qualification form, etc. are not considered part of the 40 page limit.) Proposals shall respond to each item of the request in the same order below.

A. Letter of Introduction

B. Table of Contents

C. Proposed Team

Describe your proposed organizational structure for this program, indicating key personnel and their relationship to this project and other team members. Give brief resumes' of key persons to be assigned to the program. Clearly indicate personnel's previous project experience.

D. Firm / Team Experience and Qualifications

1. Type of organization for this project (corporation, partnership, other)
2. Length of time firm has been in business
3. Location of principal offices which will be responsible for implementation of this contract
4. Location of other offices from which resources may be drawn
5. Size, resources and capabilities of responding entity:
 - a) Organizational structure of business entity for this program (partners, associates, consultants, subcontractors).
 - b) Indicate the depth of staff and capabilities from within the organization that can be drawn upon as needed, to include, management, technical, and support staff.
 - c) Describe pre-construction services and support resources.

E. Project / Team Experience

List the projects for which your firm / team has provided or is providing construction management services specific to K-12 construction projects contracted within the last five years. Highlight projects for schools such as: remodel/renovation projects on an occupied campus, HVAC replacement, roofing, athletic field improvement, and additions. In determining which projects are closely related, consider: related size and complexity; how many members of the proposed team worked on the

listed project; and how recently the project was completed. Submit the following information on your projects:

1. Name and location of school program
2. The nature of the firm's responsibilities/work activities, type of construction management services provided (if the applicant provided services as a general contractor, so indicate)
3. Owner's representative name, address and phone number
4. The name and telephone number of the project architect
5. Date completed
6. Size of program (number and type of facilities)
7. Cost of program (original Guaranteed Maximum Price and final construction cost)
8. Schedule Adherence
9. Identify successful dispute resolutions that were solved through partnering.
10. Identify governing authorities over project and outline staff experiences with said agencies. Place special emphasis on experience with the Florida Department of Education

Included in these instructions is a "Performance Reference Survey" form to be completed for no less than three (3) of the project references listed. Submitting firms will ensure that each contact listed as a reference is given a copy of the form, and request the contact individual providing the reference to complete the form email to Mr. Lee Walters at waltell@bay.k12.fl.us or Mrs. Karen Hall, at hallkl@bay.k12.fl.us by the due date stated on the survey.

**** If performance reference surveys have been submitted within one year from the date of this advertisement for projects of similar size and magnitude they do not need to be resubmitted.**

F. Methodology

Applicant's cost control methods, scheduling methods, approach and plan for completing this project, and program for construction quality assurance and schedule adherence.

For two of the projects listed in project experience;

1. Describe the methods of cost control utilized and the resulting benefits.
2. Describe the way in which your firm developed and maintained project schedules. How did you develop schedules and how often were they updated. Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them. Submit an example of a project schedule.

3. Describe the types of records, cost and accounting reports, monitoring systems and information management systems that your firm used in the management of those projects. Provide examples of each report used.
4. Describe the way your firm maintained quality control during the pre-construction and construction phases. Provide specific examples of how these techniques were used.

G. Current Workload

List all projects currently under contract, including the dollar volume and percent complete at the time of this submittal

H. Financial Strength and Bonding Capability

Provide a statement indicating financial capability of the firm to provide the resources required including:

1. A letter of intent from a surety company indicating the applicant's bond ability for projects (performance and payment bond) for an amount at least \$4,000,000 to be acceptable to the Owner as Surety for performance and payment bonds, a Surety Company shall comply with the following provisions:
 - a) The Surety Company must be admitted to do business in the State of Florida
 - b) The Surety Company shall have been in business and have a record of successful continuous operations for at least five years.
 - c) The surety Company shall have at least A.M. Best Company Policyholder's Rating of 'A' and 'Financial Size Category' of Class VIII or higher.
2. Disclose any material changes in the business operations of the firm, including without limitation any bankruptcy proceedings, mergers, acquisitions, or spin-offs and any material pending or threatened litigation, which have occurred within the last five (5) years. If appropriate, discuss the impact of these changes on the firm's financial or managerial ability to perform the task under the proposed capital plan.
3. The name, title, address and phone number of the financial officer of the firm responsible for providing the information in response to this requirement 'G'.

The financial information requested in items 2 and 3, and copies of any rating reports, are not included in the RFQ's 40-page limitation. Proposers wishing to preserve the confidentiality of the information requested by this

question should provide a separate envelope labeled, "Confidential Financials" for the financial documents.

I. Litigation

Identify all litigation in which your firm has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a single client for claims in excess of \$50,000. Include a brief legal description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions that your firm took to attempt to settle the matter prior to and after suit being filed. Also, describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens (in excess of \$50,000), defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against your organization.



PERFORMANCE REFERENCE SURVEY

Facilities Department

Bay District Schools
1311 Balboa Ave
Panama City, FL 32401
Phone: 850-767-4100

The Next Line To Be Completed by The Firm Being Referenced:

Firm Name:

Bay District Schools – Construction Management at Risk- Minor Service Projects

The Bay District Schools is currently evaluating qualifications of various firms to provide the above professional contract services and the below listed firm has listed you as a reference as having performed similar services for your organization. Please take a few moments to complete the following survey and email **your response directly to the Facilities Department: Lee Walters waltell@bay.k12.fl.us or Karen Hall hallkl@bay.k12.fl.us** prior to the submittal date of April 29, 2022 at 2:00 P.M. Your assistance in providing this information is appreciated.

This Section To Be Completed by Reference Provider:

What specific services did this firm provide?

Was the firm responsive to your needs and requests? Yes No

Was there good communication between the client and the firm? Yes No

Was the firm proactive in resolving problems and disputes? Yes No

Was the staff professional and knowledgeable? Yes No

Were the services completed on time and within budget? Yes No

Has this firm ever been awarded a repeat contract by your Organization for similar services? Yes No

Would you award a contract to this firm again for similar services? Yes No

How would you rate the overall performance of the firm:

Excellent Very Good Satisfactory Unsatisfactory

Comments: _____

Name of Person Providing Information:

Title:

Phone:

Company/Agency: