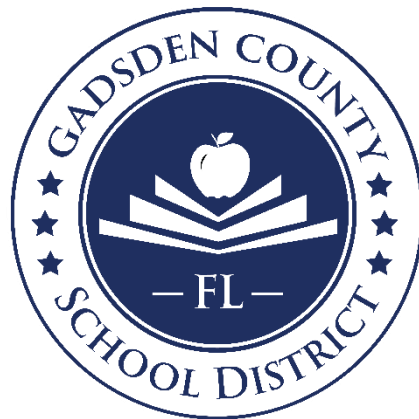


GADSDEN COUNTY SCHOOL BOARD

www.GadsdenSchools.org

Request for Quote

New School Sites Furniture – Nine District Schools



Elijah Key
Superintendent of Schools

Brenton Hudson
Facilities Director

Date Issued: 1/24/2024

Date Due: 2/13/24

RFQ Number: 2023-24-0003

Gadsden County School District Purchasing Department Attn: Andrea Lawson

35 Martin Luther King Jr. Blvd., Quincy

Office: (850)627-9651 ext. 1287

E-mail: lawsona@gcpsmail.com

Request for Quotes (RFQ)
RFQ #2023-24-0003

Release Date: January 24, 2024

New School Sites Furniture - Nine District Schools

Notice is hereby given that the Gadsden County School District intends to select a firm to replace school furniture at nine (9) school sites.

The individual project assigned under this contract will have an estimated cost of approximately \$7,000,000.00.

A Proposal in response to the RFQ must be submitted to Gadsden County School District, Purchasing's Office - **ATTN: Andrea Lawson**, 35ML King Jr. Blvd. Quincy, Florida 32351, no later than 2:00 PM (Eastern Daylight Time) on Tuesday, February 13, 2024.

RFQ #2023-24-0003 – Replacement of School Site Furniture

The responsibility for submitting a response to this RFQ to the Gadsden County School District Purchasing's Office on or before the stipulated time and date will be solely and strictly the responsibility of the Proposer. Gadsden County School District will in no way be responsible for delays caused by the United States Postal Service or by any other delivery service or occurrence. Any proposals received after the stipulated time and date will not be accepted and/or opened, and will be returned to the Proposer.

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SECTION 1 – REQUEST FOR QUOTES (RFQ)

Firms interested in providing quotes to replace school site furniture to Gadsden County School District are hereby notified that a sealed Proposal for providing the requested services in response to the RFQ will be accepted until the time and date listed within the schedule in Section 2 and must be received by mail or delivered by hand to the following location. Proposals received after this deadline will not be accepted.

**Gadsden County School District Department of Fiscal Services
Attn: Andrea Lawson
35 ML King Jr. Blvd.
Quincy, FL 32351**

The Proposal is limited to 70 informational pages and shall be presented in a binder format. Four (4) copies, one (1) original (marked “original”) and four (4) copies of the Proposal shall be signed by a person(s) legally authorized to bind the firm and submitted in a sealed package clearly labeled with the RFQ number and name of the submitting firm. In addition, one (1) flash drive shall accompany the Proposal submittal. All proposal must be sealed with the package labeled clearly “New School Sites Furniture At Risk for Nine Schools” and received by deadline outlined in the schedule.

The format of the Proposal shall be in strict conformance to stipulated criteria in Instructions to Submitting Firms (Section 3) and the Evaluation Criteria (Section 4).

SECTION 2 – SCOPE OF SERVICES

The scope of work is the replacement of classroom furniture at nine (9) district schools:

| | | |
|--|--|---|
| Chattahoochee Elementary 335 Maple St. Chattahoochee, FL 32324 | Gadsden County High School 27001 Blue Star Hwy Havana 32333 | George Munroe Elementary 1830 W. King St. Quincy, FL 32351 |
| Greensboro Elementary 559 Greensboro Hwy Quincy, FL 32351 | West Gadsden Middle School 200 Providence Rd Quincy, FL 32351 | James A. Shanks Middle 1400 W. King St. Quincy, FL 32351 |
| Havana Magnet School 1210 Kemp Road Havana, FL 32333 | Gadsden Elementary Magnet 200 Providence Rd Quincy, FL 32351 | Stewart Street Elementary 749 South Stewart Street Quincy, FL 32351 |

The project will be funded through Gadsden County School District ESSER III funding.

The contract for new school furniture will consist of two phases, collaboration with school site managers/district facilities staff to select appropriate furniture for each classroom and installation of the furniture.

The New Furniture-At Risk selection process for this project will be a two-step qualification-based process. The first step will be the submittal of the written proposals as outlined below and the subsequent evaluation and ranking of the proposals by the selections committee. The second step of the selection process, if used, will be presentations to the selection committee (School Board) by at least the top three ranked firms based on evaluation and ranking of the written proposals.

Schedule

The following dates and activities identify proposed project schedule milestones (subject to modification by Gadsden County School District).

| | |
|--|--|
| Advertisement RFQ | January 24, 2024 |
| Distribution of RFQ Material | January 24 – February 12, 2024 |
| Cut off for Questions | February 12, 2024 |
| Deadline for Receipt of RFQ Material | February 13, 2024 - 2:00 PM EDT |
| Rating of Initial Proposals by Selection Committee | 10:00am EDT, February 14, 2024 |
| Notification to Selected Firms | February 21, 2024 |
| Presentation by Selected Firms | February 27, 2024, 2:00 – 5:00 PM EDT Gadsden County School District Board Room |
| Ranking Submitted for Board Approval | February 27, 2024 |
| Board Approval of Selected Firm | February 27, 2024 |
| Competitive Negotiation Begin | February 28, 2024 |
| Contract Submitted for Board Approval | March 12, 2024 |
| Contract Awarded | March 12, 2024 |

SECTION 3 – INSTRUCTIONS TO SUBMITTING FIRMS

A. Purpose

The intent of this Request for Quotes (RFQ) is to retain a firm to replace school furniture at nine (9) school sites: a) collaborate with building administrators to determine which spaces require furniture replacement; b) order selected furniture; and c) facilitate the proper installation of selected furniture.

B. Questions

Any questions and requests for clarifications or interpretations regarding the RFQ during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted in writing to Interim Director of Facilities Brenton Hudson at HUDSONBRE@gcpsmail.com no later than the date and time listed in Section 2. No questions or clarifications will be considered after that date and time. Questions must be typed or printed. Responses will be posted as an addendum and made available on the Business and Finance page on the GCSD website (www.gadsschools.org).

C. Required Submittal Format

Proposers interested in being considered for these services shall submit a total of four (4) bound copies, including the one (1) bound response marked “Original”, and one (1) flash drive containing all original documents of the required response to the Request for Qualifications (RFQ) and shall be signed by a person(s) legally authorized to bind the firm. To facilitate analysis of its submittal, the firm must prepare its Proposal in accordance with the criteria outlined in Section 4. **Proposals shall respond to each of the Criteria in the same order listed and use tabs to identify each section.** The Proposal is **limited to 60 informational single pages or 30 front and back** and shall be presented in a binder format. Proposals shall be submitted in a sealed package clearly labeled with the RFQ number and the name of the submitting firm.

Gadsden County School District emphasizes that the Proposer should concentrate on accuracy, completeness, and clarity of content. The Proposer must use sections and tabs which are clearly identified and also must number and label all parts, pages, figures, and tables in its Proposal.

If a firm’s Proposal deviates from these instructions, such Proposal may, in Gadsden County School District’s sole discretion, be rejected.

D. General Conditions for Submissions

1. Issuance of the RFQ does not constitute a commitment by Gadsden County School District to award a contract. Gadsden County School District reserves the right to reject any or all submissions received in the response to the RFQ, cancel the RFQ, or waive any technicalities or formalities when and if it is deemed in the best interest of Gadsden County School District to do so.
2. The award of any contract hereunder is subject to the provisions of Chapter 112, Florida

Statutes (including Section 112.313, F.S.). Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of Gadsden County School District. Further, all Proposers must disclose the name of any officer or employee of Gadsden County School District who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches or affiliate companies.

3. 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 36 months from the date of being placed on the convicted vendor list as defined by Section 287.133, F.S. By submitting a proposal, the Proposer represents that restrictions related to public entity crimes stated in Section 287.133(2)(a), F.S. do not apply to either his/her own company, or that of his/her subcontractors or suppliers.
4. Gadsden County School District reserves the right to request clarification of information submitted and to request additional information from one or more firms.
5. All Proposals become the property of the Gadsden County School District upon receipt and will not be returned to the Proposer.
6. Gadsden County School District operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible, but must be disclosed by Gadsden County School District upon receipt of a Public Records Request.
7. By making a submission, the Proposer agrees to comply with all applicable federal, state and local statutes and regulations.
8. Gadsden County School District accepts no responsibility for any expenses incurred by those Proposers offering their services in the preparation of a response to either this RFQ or subsequent requests. All submitting expenses shall be borne by the offering Proposer exclusively.
9. The successful Proposer shall obtain approval from Gadsden County School District prior to reassigning any key staff involved in the performance of this service as shown in the submission.
10. The successful Proposer will also obtain approval from Gadsden County School District prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Gadsden County School District may, with prior written substantiation, require removal of any employee(s) of the successful Proposer whom Gadsden County School District reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or whose continued employment on the contract it deems contrary to public interest or not in the best interest of Gadsden County School District.
11. News releases pertaining to this procurement or contract shall not be made without prior written approval from Gadsden County School District.
12. Gadsden County School District reserves the right to proceed to interview without further discussion of submissions received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).

13. As a condition of the award, the successful Proposer shall, at its expense, ensure that all of the Contractor's employees and the employees of the Contractor's subcontractors who will be permitted access on School grounds when students are present meet the background screening requirements of Sections 1012.465, 1012.467, and 1012.468, F.S. (the Jessica Lunsford Act). Contractor's failure to comply with this requirement will constitute a material breach of the contract. Information regarding the compliance procedure is available by calling the Human Resources Office of Gadsden County School District at (850) 627-9651. All costs to comply with this requirement will be borne by the Contractor.
14. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Gadsden County School District posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of Gadsden County School District concerning any aspect of this solicitation, except in writing to the authorized Gadsden County School District representative identified in Section 3(b). Violation of this provision may be grounds for rejecting a response.
15. Subsequent to the execution of an Agreement, no reports, information or data given to or prepared by the successful Proposer shall be made available to any individual or organization by the successful Proposer without the prior written approval of the Director.
16. Any contract resulting from this RFQ shall be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida and venue shall lie in the Gadsden County Courts. The parties hereby waive any objection to such jurisdiction and venue.
17. If attempts for contract negotiations fail with the selected firm, then negotiations will begin with the next highest ranked firm until a successful contract is awarded and so on, as outlined in Section 287.017(5), F.S.
18. As a condition of the award, the successful Proposer affirmatively states that it is registered with and uses the E-Verify system, as defined in Section 448.095, F.S., to verify the work authorization status of all newly hired employees, contractors, and subcontractors.
19. When considering final contract negotiations, the master agreement will include applicable provisions regarding public access to all records concerning this Contract according to applicable Florida laws including Chapter 119, F.S.

E. New School Site Furniture – At Risk for Nine District Schools

Firms submitting a response to this RFQ must be qualified to do business in the State of Florida at the time of application. Furthermore, if the applicant is a corporation, then the applicant must be registered in the State of Florida by the Department of the State, Division of Corporations, at the time of finalists' selection by the Selection Team. **No Joint Ventures applications will be accepted.**

Insurance Requirements

Vendors shall furnish a Certificate of Insurance that complies with the insurance requirements listed below. The Certificate of Insurance shall list the deductible to include any self-insured retention (SIR) as well as the type of policy purchased (i.e., claims made or per occurrence) for each of the policies listed below. The following liability coverage limits

must not be less than the limits specified. A thirty (30) day advance notice of cancellation is required. The policies must be specifically endorsed to grant Gadsden County School District the same notification rights that it provides to the first named insured as respects cancellation and non-renewal. This endorsement must be attached to the certificate of insurance. Gadsden County School District by and through its Risk Management Department and, in cooperation with the Purchasing Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract.

Only insurance companies authorized to do business in the State of Florida with a Best Rating of “B+” or better and a financial size category of “IX” or better according to the latest edition of Best’s Key Rating Guide, published by the A.M. Best Company, shall be deemed acceptable.

1. General Liability

Commercial general liability insurance, including contractual liability to cover the hold harmless agreement set forth herein with limits of not less than:

| | |
|---|-------------------------------|
| Each Occurrence | \$1,000,000 |
| Personal/Advertising Injury | \$1,000,000 |
| Products/Completed Operations Aggregate | \$2,000,000 |
| General Aggregate | \$2,000,000 |
| Fire Damage | \$1,000,000 Any 1 Fire |
| Medical Expense | \$5,000-\$10,000 Any 1 Person |

An additional insured endorsement must be attached to the certificate of insurance. Coverage is to be written on an occurrence form basis. This insurance shall apply as primary insurance/non-contributory with respect to any other insurance or self-insurance programs available to Gadsden County School District. A per project aggregate limit endorsement should be attached. Defense costs are to be in addition to the limit of liability. A waiver of subrogation is to be provided in favor of Gadsden County School District. XUC coverage is to be included when indicated by the scope of service. Coverage should extend to independent contractors and fellow employees. Coverage is to include a cross liability of severability of interests provisions as provided under the standard ISO form separation of insured clause.

2. Automobile Liability

Business Automobile Liability for any auto (all owned, hired, and non-owned autos) with limits of not less than \$1, 000,000 per accident. In the event vendor does not own any automobiles, Gadsden County School District will accept proof of hired and non-owned auto liability only. Certificate holder must be listed as additional insured. A waiver of subrogation must be provided. Coverage should apply on primary basis.

3. Workers’ Compensation

Workers’ Compensation Insurance with limits equal to Florida statutory requirements. Employers liability must include limits of at least \$500,000 each disease/employee,

\$500,000 each disease/maximum. A waiver of subrogation must be provided. Coverage should apply on a primary basis. Should scope of work performed by vendor qualify its employee for benefits under federal workers' compensation statute (Example, U.S. Longshore and Harbor Workers Act or Merchant Marine Act), proof of appropriate federal coverage must be provided.

If Worker's Compensation Insurance or Form DWC-250 Notice of Election to be Exempt is not provided, then Vendor must indicate the reason by signature from the following:

Vendor is an Independent Contractor

Signature_____

Vendor is an employee in the non-construction industry, who employs less than four part-time or full-time employees.

Signature_____

4. Professional Liability

When indicated by the scope of service, vendor must maintain professional liability or equivalent errors & omissions liability insurance with a limit of not less than \$1,000,000 per occurrence. For policies written on a claims made basis, vendor shall maintain a retroactive date prior to or equal to the effective date of this contract. There is a change in retroactive date, then vendor must purchase an extended reporting period rider during the life of this contract of not less than 3 years. Coverage is to apply on a primary basis.

5. Umbrella/Excess Coverage

Umbrella/excess liability insurance that provides coverage for all underlying policies with limits of not less than \$1,000,000.

F. Evaluation Criteria

The Selection Committee will evaluate the written Proposals to determine who to shortlist and interview based upon the Proposal Evaluation Criteria below. After this evaluation process, those firms presenting the most responsive statements will be shortlisted and asked to participate in a personal interview before the Committee.

Gadsden County School District reserves the right to accept or reject any Proposal in the best interest of the School District.

Gadsden County School District reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within fifteen (15) days of signing the contract and/or if an acceptable fee cannot be negotiated.

The following Criteria are intended to provide the Selection Committee with information regarding the qualifications of each proposing Construction Management firm. The submittal shall be organized, tabbed and shall respond to each of the Criteria in the same order listed below.

Written Proposal Format and Evaluation Criteria

1. TAB 1: LENGTH OF TIME IN BUSINESS (0-15 POINTS)

Rank the firm based on the number of years in business.

2. TAB 2: COMPANY LOCATION (0-20 POINTS)

Rank the firm based on the location of home and branch offices.

3. TAB 3: INSURANCE CARRIER, BONDING CAPACITY, LITIGATION AND SETTLEMENTS (0 TO 15 POINTS)

Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.

4. TAB 4: AVAILABILITY TO START AND MEET SCHEDULE (0 TO 20 Points)

Rank the firm based on their current workload, availability, and ability to start and complete the project on time.

5. TAB 5: PAST PERFORMANCE - FIVE (5) PREVIOUS K-12 CLIENTS (0-10 Points)

Rank the firm based on five of their previous K-12 clients.

6. TAB 6: PREVIOUS EXPERIENCE WORKING ON AN OCCUPIED CAMPUS (0-20 Points)

Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.

Written Proposal Total Possible Points = 100 Points

Presentation/Interview Format and Evaluation Criteria

1. TAB 1: LENGTH OF TIME IN BUSINESS (0-15 POINTS)

Rank the firm based on the number of years in business.

2. TAB 2: COMPANY LOCATION (0-20 POINTS)

Rank the firm based on the location of home and branch offices.

3. TAB 3: INSURANCE CARRIER, BONDING CAPACITY, LITIGATION AND SETTLEMENTS (0 TO 15 POINTS)

Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.

4. TAB 4: AVAILABILITY TO START AND MEET SCHEDULE (0 TO 20 Points)

Rank the firm based on their current workload, availability, and ability to start and complete the project on time.

5. TAB 5: PAST PERFORMANCE - FIVE (5) PREVIOUS K-12 CLIENTS (0-10 Points)

Rank the firm based on five of their previous K-12 clients.

6. TAB 6: PREVIOUS EXPERIENCE WORKING ON AN OCCUPIED CAMPUS (0-20 Points)

Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.

Presentation/Interview Possible Points = 100 Points

SECTION 4 – SELECTION PROCESS

Short-List

The written Proposals received in response to this RFQ will be evaluated and ranked by a Selection Committee, composed of not less than four (4) voting members in accordance with the process and evaluation criteria and utilizing the attached Ranking Sheet. Various Professional Consultants and representatives from Gadsden County School District may also be present during this process as non-voting members of the Committee. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Selection Committee. The Committee has the option to select (short-list) and/or award a minimum of two (2) Proposers who may give a presentation at a later date to the Selection Committee.

No information will be released by Gadsden County School District after the due date for submission of the Proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the Proposers selected. The ranking established for short-listing will not carry forward to the next portion of the process. In accordance with the CCNA, Gadsden County School District reserves the right to conduct or not conduct interviews, at its sole discretion.

Presentation/Interview

Presentations are tentatively scheduled for the date range listed in Attachment A. Proposers should plan on forty (45) minutes for introductions and presentations and twenty (15) minutes for questions and discussion in a “sit down” meeting format. The Selection Committee would like those individuals who will be directly involved in the project to attend the presentation/interview. Presentation boards, PowerPoint presentations, and/or 8 ½” X 11” handouts are permissible. One (1) flash drive containing all documents to be used during the presentation shall be given to the committee prior to the start of the presentation. The Selection Committee will evaluate and rank the Proposer based on the qualification submittals and presentations in accordance with the process and voting members of the Selection Committee for the Presentation/Interview. The ranking by the Selection Committee from the Presentation/Interview will stand alone as the final ranking and will not be combined with the results from the written Proposals.

Evaluation Criteria Rating Sheets

The Selection Committee will evaluate the Proposals received in response to this RFQ based on the Evaluation Criteria included in this document. The Selection Committee will utilize the attached Evaluation Rating Sheets for both the Short Listing and Presentation/Interview portions of the process.

Recommendation

The Selection Committee will recommend to the Gadsden County School District that an Agreement for services be negotiated with the firm with the highest total points from the Presentation/Interview for new PK - 8 School in accordance with CCNA provisions.

**GADSDEN COUNTY SCHOOL DISTRICT CONTRACT MANAGEMENT SERVICE
RFQ 2023-24-0003**

New SCHOOL FURNITURE

ATTACHMENT "A" TIMELINE

| | |
|--|--|
| Advertisement RFQ | January 24, 2024 |
| Distribution of RFQ Material | January 24 – February 12, 2024 |
| Cut off for Questions | February 12, 2024 |
| Deadline for Receipt of RFQ Material | February 13, 2024 - 2:00 PM EDT |
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| Contract Awarded | March 12, 2024 |

RFQ Evaluation Criteria

Written Proposal Format and Evaluation Criteria

1. **TAB 1: LENGTH OF TIME IN BUSINESS (0-15 POINTS)**

Rank the firm based on the number of years in business.

2. **TAB 2: COMPANY LOCATION (0-20 POINTS)**

Rank the firm based on the location of home and branch offices.

3. **TAB 3: INSURANCE CARRIER, BONDING CAPACITY, LITIGATION AND SETTLEMENTS (0 TO 15 POINTS)**

Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.

4. **TAB 4: AVAILABILITY TO START AND MEET SCHEDULE (0 TO 20 Points)**

Rank the firm based on their current workload, availability, and ability to start and complete the project on time.

5. **TAB 5: PAST PERFORMANCE - FIVE (5) PREVIOUS K-12 CLIENTS (0-10 Points)**

Rank the firm based on five of their previous K-12 clients.

6. **TAB 6: PREVIOUS EXPERIENCE WORKING ON AN OCCUPIED CAMPUS (0-20 Points)**

Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.

Written Proposal Total Possible Points = 100 Points

Short-List Evaluation Criteria

Presentation/Interview Format and Evaluation Criteria

1. **TAB 1: LENGTH OF TIME IN BUSINESS (0-15 POINTS)**

Rank the firm based on the number of years in business.

2. **TAB 2: COMPANY LOCATION (0-20 POINTS)**

Rank the firm based on the location of home and branch offices.

3. **TAB 3: INSURANCE CARRIER, BONDING CAPACITY, LITIGATION AND SETTLEMENTS (0 TO 15 POINTS)**

Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.

4. **TAB 4: AVAILABILITY TO START AND MEET SCHEDULE (0 TO 20 Points)**

Rank the firm based on their current workload, availability, and ability to start and complete the project on time.

5. **TAB 5: PAST PERFORMANCE - FIVE (5) PREVIOUS K-12 CLIENTS (0-10 Points)**

Rank the firm based on five of their previous K-12 clients.

6. **TAB 6: PREVIOUS EXPERIENCE WORKING ON AN OCCUPIED CAMPUS (0-20 Points)**

Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.

Presentation/Interview Possible Points = 100 Points