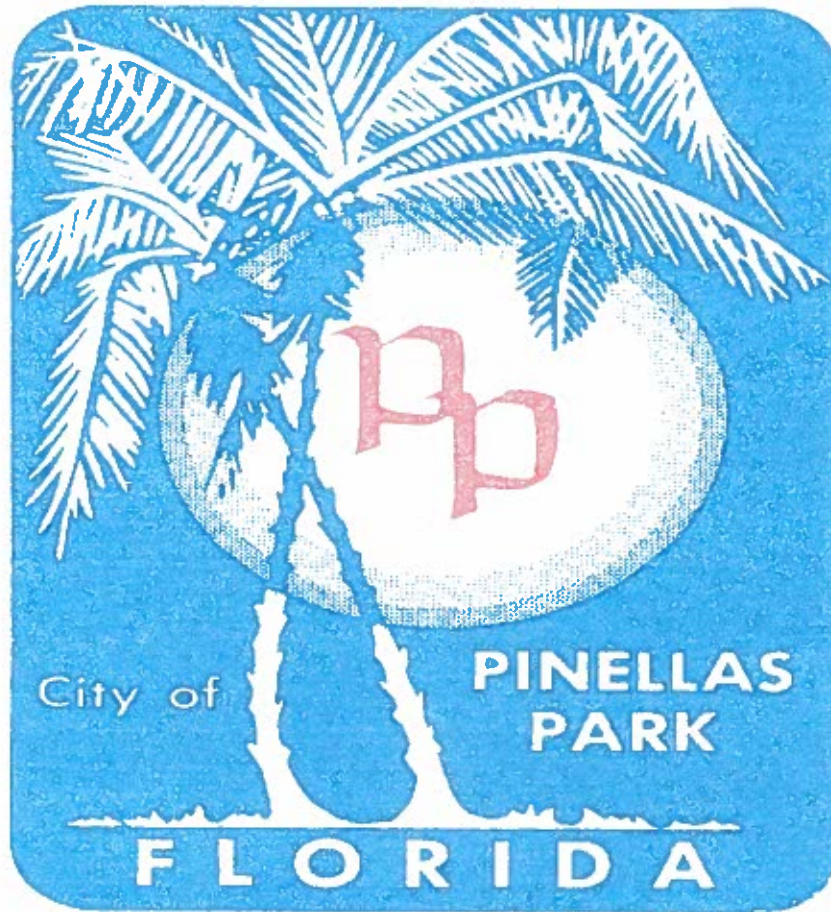


# **CITY OF PINELLAS PARK**



**RFP 17/025**

## **PLANNING CONSULTANT**

**COMMUNITY REDEVELOPMENT PLAN UPDATE  
AND  
CRA EXTENSION**

**RFP**  
**COMPONENT SECTIONS**

Advertisement for RFP

Notice of RFP

PROPOSAL RESPONSE – Cover Sheet

APPENDIX I – Insurance Specifications

APPENDIX II – Public Entity Crimes

APPENDIX III – Non-Collusion Affidavit

Rate Form

Standard 330 Form(s)

Scope of Services

Community Redevelopment Agency Background

City of  
**PINELLAS PARK**

PURCHASING DIVISION  
P.O. BOX 1100  
PINELLAS PARK, FL 33780-1100



**FLORIDA**

PHONE • (727) 369-5712

FAX • (727) 369-7883

[purchasing@pinellas-park.com](mailto:purchasing@pinellas-park.com)

**CITY OF PINELLAS PARK  
ADVERTISEMENT  
REQUEST FOR PROPOSAL 17/025**

Notice is hereby given that the City of Pinellas Park will accept Request for Proposals (RFP) until **3:00 P.M., FRIDAY, NOVEMBER 03, 2017** for:

**PLANNING CONSULTANT  
COMMUNITY REDEVELOPMENT PLAN UPDATE  
AND  
CRA EXTENSION**

The City of Pinellas Park is seeking proposals from interested firms who possess expertise in community redevelopment planning to provide and perform any/all services required to support an update and amendment of the CRA plan and request for CRA extension.

Instructions to obtain RFP package:

<http://www.pinellas-park.com/>

Business, scroll down to BIDS/RFP, click on RFP and select RFP and RFP 17/025.

**ALL INQUIRIES(QUESTIONS):** All inquiries MUST be submitted to: [purchasing@pinellas-park.com](mailto:purchasing@pinellas-park.com)

City of Pinellas Park, Purchasing Division

To appear as a **FULL RUN** in the Tampa Bay Times **Friday, OCTOBER 20, 2017.**



**CITY OF PINELLAS PARK  
NOTICE  
REQUEST FOR PROPOSAL 17/025**

Notice is hereby given that the City of Pinellas Park will accept Request for Proposals (RFP) until **3:00 P.M., FRIDAY, NOVEMBER 03, 2017** for:

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COMMUNITY REDEVELOPMENT PLAN UPDATE  
AND  
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The City of Pinellas Park is seeking proposals from interested firms who possess expertise in community redevelopment planning to provide and perform any/all services required to support an update and amendment of the CRA plan and request for CRA extension.

**ALL INQUIRIES(QUESTIONS):** All inquiries MUST be submitted to: [purchasing@pinellas-park.com](mailto:purchasing@pinellas-park.com)

The RFP responses shall be either hand-delivered or delivered by carrier service to the City of Pinellas Park, Purchasing Division, 8000 60<sup>th</sup> Street North, Pinellas Park, FL 33781. Any RFP responses received after the specified time and date will not be considered. Unsealed RFP response envelopes will not be accepted.

**Note: PLAINLY MARK THE FRONT OF YOUR RFP ENVELOPE**  
**"RFP 17/025 – PLANNING CONSULTANT CRA"**

**ALL RESPONSES MUST BE SEALED – DO NOT EMAIL/FAX/ETC., ANY RESPONSES**

**ALL PROPOSERS MUST SUBMIT ONE(2) ORIGINAL AND SIX (6) COPIES OF YOUR PROPOSAL AND ANY/ALL REQUESTED FORMS AND ATTACHMENTS.**

**EX PARTE COMMUNICATION CLAUSE**

Please note that to ensure proper and fair evaluation of proposals, upon the initial hand-out of the RFP package **the City prohibits ex parte communication initiated by the proposer to any Council Member or Evaluation Committee Member.**

**Communication between a proposer and the City will be communicated through the City of Pinellas Park, Purchasing Division only @ [purchasing@pinellas-park.com](mailto:purchasing@pinellas-park.com)**

Ex parte communication may be grounds for disqualifying the offending proposer from consideration or any future proposal.

In the very front of your proposal please insert the **PROPOSAL RESPONSE COVER SHEET**.  
(Response Cover Sheet is located in front of Appendix I)

The following forms must be completed and inserted within the back of your proposal, under a tab labeled "FORMS"

**INSURANCE REQUIREMENTS**

Please see the City's Insurance and Hold Harmless requirements, listed as **Appendix I, which must be submitted with your proposal.**

**PUBLIC ENTITY CRIMES**

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 services 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 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Please complete **Appendix II, Public Entity Crimes Statement, which must be submitted with your proposal.**

**NON-COLLUSION CLAUSE**

By offering a submission to the RFP, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers and has not colluded with any other proposers or parties to this competitive proposal whatsoever. Also, the proposer certifies, and in the case of a joint competitive proposal each party thereto certifies as to its own organization, that in connection with the competitive proposal. Please see Non-Collusion Affidavit, **Appendix III, which must be submitted with your proposal.**

**STANDARD FORM(S) 330**

Please complete these form(s) and place in the form(s) section of your proposal.

**NON-WARRANTY OF SPECIFICATIONS**

Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures to risk and verification of all information herein shall rest solely with the proposers. Neither the City nor its representatives shall be responsible for any error or omission in this RFP, nor for the failure on the part of the proposer to determine the full extent of the exposures. The City does not warrant the confidentiality of proposals submitted in response to this Request for Proposal. All proposals are subject to Florida's public records law and must be open to viewing by anyone who requests to see them. Proposers requiring confidentiality should not submit a proposal for this RFP.

All proposals shall be prepared and submitted in accordance with the provisions of this RFP. However, the City may waive any informalities, irregularities, or variances, whether technical or substantial in nature, and/or reject any or all proposals at its discretion. If all such proposals are rejected, then the City of Pinellas Park may, in its discretion, authorize the

acceptance of new proposals under such terms and conditions as it deems appropriate. Any proposal may be withdrawn prior to the proposal opening. Once opened, however, no firm may withdraw a proposal for a period of 90 days from the opening date.

Costs of preparation of a response to this request for proposal are solely those of the proposer. The City assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the City bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

All proposals shall remain the property of the City of Pinellas Park and none shall be returned.

## **PROPOSAL EVALUATION AND SELECTION**

The proposals will be evaluated and ranked by the appointed Evaluation Committee according to the criteria set forth in this RFP. **Please prepare your proposal responses in the order of the proposal format below** to assist the Evaluation Committee in rating your proposal response package.

Using the evaluations and rankings as a guide and any/all other obtainable information, the Evaluation Committee will select the proposal which it deems to be in the City's best interest. The Evaluation Committee may require competing firms to make oral presentations of their proposals and to answer specific questions about them. The successful firm will be notified in writing by the City of Pinellas Park.

### **PROPOSAL FORMAT:**

Proposers must respond in the format delineated below.

1. **Firm's capabilities to perform the work; ( 20 points)**

Provide a description and history of the firm focusing on the following:

- a. *Number of years in business;*
- b. *The sufficiency of financial resources and ability of proposer to perform this contract;*
- c. *Planning experience;*
- d. *Amount of direct experience with Community Redevelopment Areas processes and procedures;*

2. **Firm's or Individual's adequacy of personnel; ( 10 points)**

- a. ***Include a listing of the project manager and all other key staff, by position, to be assigned to provide the required services;***
- b. *Provide an organizational chart outlining the methods of operation, operational structure and services;*
- c. *This description should fully and completely demonstrate and incorporate a list of personnel, consultants and sub-consultants that will be assigned to this contract. Include their certifications and specialties in planning and land development;*

3. Firm's or Individual's past record; ( 15 points)
  - a. *Present a written statement that includes experience of the Consultant in providing the services described herein. Provide specific planning related work experience and experience working on Community Redevelopment Plans for local governments;*
  
4. Firm's or Individual's Experience: ( 15 points)
  - a. *Document knowledge and experience, Include references from at least five (5) clients with three (3) of the five clients being located in Florida in which the firm has performed similar work including the contact name, address, e-mail address, telephone number and date of the contract;*
  
5. Firm's or Individual's willingness to meet required time and budget requirements: ( 10 points)
  - a. **Approach to this project** (sequence of events, estimated time frame, and identification of Consultant's role, CRA and City's role in the sequence of events;
  
  - b. *Explanation of the ability to accomplish proposed work/sequence of events within a given time frame and budget;*
  
6. Firm's or Individual's Location: ( 5 points)
  - a. The location of the Firm's/Individual's office/employee's from which the Contract will be performed;
  
7. Firm's or Individual's projected work loads and work previously awarded by the CRA and/or the City to the firm's or individual's submitting proposals: ( 3 points)
  - a. *List current and projected work loads;*
  
  - b. *List contracts previously awarded by the CRA and/or the City of Pinellas Park to your firm;*  
*For the purpose(s) of considering an equitable distribution of the award of contracts, **provided such distribution does not violate the principle of selection of the most highly qualified firms.***
  
8. Firms or Individual's use of local labor or materials/supplies within the City: ( 10 points)
  - a. *Attach list of businesses considered;*
  
9. Firm's or Individual's certification as a MBE (Minority Business Enterprise)/ MWBE (Minority of Women Owned Business): ( 3 points)
  - a. **Attach Certificates to be considered.**
  
10. Recent community redevelopment planning experience: ( 9 points)
  - a. *List **recent experience with** Community Redevelopment Plan development, adoption and /or extension;*

- b. *Knowledge of local and state planning procedures, knowledge of local and state CRA legislation and planning procedures, including but not limited to Chapter 163 Part III F.S.;*

*The last section of your RFP proposal should be the "FORMS" section, which must contain the completed forms requested above.*

Once the Evaluation Committee completes the rating process, an agenda item will be submitted to City Council for negotiations. The successful firm(s) will be notified in writing by the City of Pinellas Park.

City of Pinellas Park  
Purchasing Division



**RFP 17/025  
PLANNING CONSULTANT  
COMMUNITY REDEVELOPMENT PLAN UPDATE  
AND  
CRA EXTENSION**

**PROPOSAL RESPONSE COVER SHEET**

*Please complete this form and attach it to the front of your proposal:*

---

**(Firm Name)**

---

**(Signature of Authorized Agent)**

---

**(Print/Type Name and Title of Authorized Agent)**

---

**(Address)**

---

**(City, State, Zip Code)**

---

**(Telephone Number)**

**(Fax Number)**

---

**(Email Address)**

---

**(Date)**

## APPENDIX I

-1-

October 16, 2017

PROJECT #FRP 17/025  
PLANNING CONSULTANT FOR CRA PLAN UPDATE & CRA EXTENSION

### CITY OF PINELLAS PARK INSURANCE REQUIREMENTS

#### A. GENERAL CONDITIONS

The Consultant shall not commence work under this Contract until all insurance required has been obtained and such insurance has been approved by the City's Human Resources Department, nor shall the Consultant allow any subcontractor to commence work on a subcontract until similar insurance required of the subcontractor has been so obtained and approved.

The cost of all insurance shall be included in the Consultant's bid.

Companies issuing the insurance policy, or policies, shall have no recourse against the City for payment of premium or assessments for any deductibles; all are the sole responsibility of the Consultant.

The Consultant's insurance coverage shall be primary for operations under this contract. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

The Consultant's policy clause "Other Insurance" shall not apply to any insurance currently held by the City of Pinellas Park, to any such future coverage, or to the City's Self-Insurance Retentions of whatever nature.

The term "City of Pinellas Park" shall include all Authorities, Boards, Bureaus, Commissions, and individual members; Divisions, Departments, and Offices of the City; the Mayor, Vice Mayor and Councilmen; and employees thereof in their official capacities and/or while acting on behalf of the City of Pinellas Park.

The insurance required shall provide protection for the Consultant and subcontractors, respectively, against damage claims which may arise from operations under this Contract, whether such operations be by the insured or by anyone directly or indirectly employed by Consultant, and also against any of the special hazards which may be encountered in the performance of this contract.

# APPENDIX I

-2-

October 16, 2017

PROJECT #RFP 17/025  
PLANNING CONSULTANT FOR CRA PLAN UPDATE & CRA EXTENSION

## B. LIMITS OF INSURANCE

### GENERAL LIABILITY

Type - Commercial General Liability (CGL), Occurrence Basis

Limits - \$2,000,000 General Aggregate  
- \$1,000,000 Products Completed/Operations Aggregate  
- \$1,000,000 Personal and Advertising Injury  
- \$1,000,000 Each Occurrence

### PROFESSIONAL LIABILITY - ERRORS AND OMISSIONS

Type - Professional Liability, Occurrence or Claims Made Basis

Limits - \$ 1,000,000 General Aggregate  
\$ 1,000,000 Each Occurrence

### AUTOMOBILE LIABILITY

Type - Any Auto, Hired autos, and Non-Owned Autos

Limits - \$ 1,000,000 Combined Single Limit

### WORKERS' COMPENSATION

Type - Workers' Compensation and Employer's Liability

Limits - Statutory, Workers' Compensation  
\$100,000 Each Accident  
\$500,000 Disease - Policy  
\$100,000 Disease - Each Employee

### EXCESS OR UMBRELLA LIABILITY

When used to reach minimum limits shown for General Liability and Automobile Liability, the primary (underlying) policy limits shall not be less than \$500,000. The primary policy and any excess or umbrella policies shall be with the same insurance carrier. The coverage shall not be more restrictive than the primary policy coverage, including but not limited to coverage trigger, defense, notice of occurrence/accident/circumstances, and notice of claim and extended reporting period.

## APPENDIX I

-3-

October 16, 2017

**PROJECT #RFP 17/025  
PLANNING CONSULTANT FOR CRA PLAN UPDATE & CRA EXTENSION**

Five (5) original signed copies of Certificates of Insurance outlining insurance coverage are to be forwarded to the City's Risk Human Resources Department for approval prior to beginning any work for the City. The following shall be included in all Certificates of Insurance:

**C. CERTIFICATE OF INSURANCE**

1. Under heading "DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES" shall read:  
"City of Pinellas Park" is named as an Additional Insured (Owner) as respects the project: Planning Consultant for CRA Update & CRA Extension (Required for General Liability, Excess / Umbrella Liability)
  
2. Under heading "CERTIFICATE HOLDER" shall read:

City of Pinellas Park  
ATTN: HUMAN RESOURCES  
5141 78th Avenue North  
Pinellas Park, FL 33781

**D. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In addition to the foregoing insurance requirements, the CONTRACTOR shall execute and deliver an indemnification and hold harmless agreement to the City as shown on following page.

**APPENDIX I**

October 16, 2017

PROJECT # FRP 17/025  
PLANNING CONSULTANT FOR CRA PLAN UPDATE & CRA EXTENSION

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

PROJECT/SERVICE CONTRACT NAME: Planning Consultant for CRA Plan Update & CRA Extension

By this agreement, \_\_\_\_\_, hereinafter "CONSULTANT", agrees, for a specific consideration, the receipt and sufficiency of which are hereby acknowledged, to indemnify, hold harmless, and/or defend the City of Pinellas Park, its agents and employees, from any and all claims, demands, suits, and actions, including attorney's fees and all costs and expenses of litigation and judgments of every kind brought against the City of Pinellas Park or its agents or employees, as a result of loss, damage, or injury to any person(s) or property occasioned wholly or in part by any act, or failure to act, on the part of the CONSULTANT, its agents, servants, or employees. Further, CONSULTANT shall be responsible to the City of Pinellas Park for any damages caused by the CONSULTANT'S negligence, wrongdoing, misconduct want or need of skill, or default or breach of contract, guarantee or warranty.

Date \_\_\_\_\_

Consultant \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

President, Vice-President, or Treasurer

**CORPORATE SEAL**

**APPENDIX II**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)

by \_\_\_\_\_  
(print individual's name and title)

for \_\_\_\_\_  
(print name of entity submitted sworn statement)

whose business address is:

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has not FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

**APPENDIX II**

- 5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contract for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attached a copy of the final order)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1(ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally known \_\_\_\_\_

OR Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification) My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

**APPENDIX III  
NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says  
that he is \_\_\_\_\_ of \_\_\_\_\_.

The party making the foregoing Proposal or Bid; that such Proposal/Bid is genuine and not collusive or sham: that said proposer/bidder is not financially interested in or otherwise affiliated in a business way with any other proposer/bidder on the same contract; that said proposer/bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any other proposers/bidders or person, to put in a sham proposal/bid or that such person shall refrain from proposing/bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the proposal/bid or affiant or any other proposer/bidder, or to fix any overhead, profit or cost element of said proposal/bid, or that of any other proposer/bidder, or to secure any advantage against the City of Pinellas Park, Florida, or any person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such proposer/bidder has not directly or indirectly submitted this proposal/bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_

Affiant

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public



**RFP 17/025  
 PLANNING CONSULTANT  
 COMMUNITY REDEVELOPMENT PLAN UPDATE AND CRA EXTENSION**

<b>SAMPLE RATE FORM</b>						
1. Firm's or individual's capabilities to perform the work; <span style="float: right;"><b>(20 points)</b></span>						
2. Firm's or individual's adequacy of Personnel; <span style="float: right;"><b>(10 points)</b></span>						
3. Firm's or individual's past record; <span style="float: right;"><b>(15 points)</b></span>						
4. Firm's or individual's experience; <span style="float: right;"><b>(15 points)</b></span>						
5. Firm's or individual's willingness to meet required time and budget requirements; <span style="float: right;"><b>(10 points)</b></span>						
6. Firm's or individual's location; <span style="float: right;"><b>( 5 points)</b></span>						
7. Work previously awarded by the CRA/City to all Firm's or Individuals submitting proposals, for the purpose of considering an equitable distribution of the award of contracts ; <span style="float: right;"><b>( 3 points)</b></span>						
8. Firm's or individual's use of local labor or materials/supplies within the City of Pinellas Park; <span style="float: right;"><b>(10 points)</b></span>						
9. Firm's or individual's as an MBE (Minority Business Enterprise)/MWBE (Minority of Women Owned Business); <span style="float: right;"><b>( 3 points)</b></span>						
10.Recent CRA planning experience; <span style="float: right;"><b>( 9 points)</b></span>						
<b>TOTAL</b>						

# ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157  
Expires: 10/31/2014

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

## PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

## GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

## INDIVIDUAL AGENCY INSTRUCTIONS

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

## DEFINITIONS

**Architect-Engineer Services:** Defined in FAR 2.101.

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Defined in FAR 36.102.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

## SPECIFIC INSTRUCTIONS

### Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. **Title and Location.** Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. **Public Notice Date.** Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. **Solicitation or Project Number.** Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

**Section B. Architect-Engineer Point of Contact.**

4-8. **Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address.** Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

14. **Years Experience.** Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. **Firm Name and Location.** Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. **Education.** Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. **Current Professional Registration.** Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. **Other Professional Qualifications.** Provide information on

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**Section C. Proposed Team.**

9-11. **Firm Name, Address, and Role in This Contract.** Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

**Section D. Organizational Chart of Proposed Team.**

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

**Section E. Resumes of Key Personnel Proposed for This Contract.**

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. **Name.** Self-explanatory.

13. **Role in This Contract.** Self-explanatory.

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Prescribed by GSA - FAR (48 CFR) 53.236-2(b)

19. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

**Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.**

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. **Example Project Key Number.** Start with "1" for the first project and number consecutively.

21. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. **Year Completed.** Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction,

**STANDARD FORM 330 (6/2004) PAGE 2 OF INSTRUCTIONS**

if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities. requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

#### Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

#### Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

#### Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

**SAMPLE ENTRIES FOR SECTION G (MATRIX)**

PERSONNEL (From Section E, Block 12)	CONTRACT (From Section E, Block 13)	(Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						
26. NAMES OF KEY	27. ROLE IN THIS	28. EXAMPLE PROJECTS LISTED IN SECTION F									

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

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**Part II - General Qualifications**

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See the " **General Instructions** " on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. **Solicitation Number.** If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. **Firm (or Branch Office) Name and Address.** Selfexplanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **DUNS Number.** Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. **Ownership.**

a. **Type.** Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. **Small Business Status.** Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. **Point of Contact.** Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. **Name of Firm.** Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. **Former Firm Names.** Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. **Employees by Discipline.** Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. **Profile of Firm's Experience and Annual Average Revenue for Last 5 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

**List of Disciplines (Function Codes)**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

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## List of Experience Categories (Profile Codes)

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Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries ( <i>Planning &amp; Relocation</i> )	F03	Fire Protection
C03	Charting; Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building ( <i>low rise</i> ) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams ( <i>Concrete; Arch</i> )	H09	Hospital & Medical Facilities
D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization ( <i>Process &amp; Facilities</i> )	H11	Housing ( <i>Residential, Multi-Family, Apartments; Condominiums</i> )
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (Profile Codes)

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<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers ( <i>Self-Supporting &amp; Guyed Systems</i> )
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

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<b>Code</b>	<b>Description</b>
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies



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# ARCHITECT - ENGINEER QUALIFICATIONS

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## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

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### A. CONTRACT INFORMATION

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1. TITLE AND LOCATION *(City and State)*

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2. PUBLIC NOTICE DATE

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3. SOLICITATION OR PROJECT NUMBER

---

### B. ARCHITECT-ENGINEER POINT OF CONTACT

---

4. NAME AND TITLE

---

5. NAME OF FIRM

---

6. TELEPHONE NUMBER

---

7. FAX NUMBER

---

8. E-MAIL ADDRESS

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### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

**D. ORGANIZATIONAL CHART OF PROPOSED TEAM**

*(Attached)*

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**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

**19. RELEVANT PROJECTS**

a. (1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED

	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/>	Check if project performed with current firm
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/>	Check if project performed with current firm
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/>	Check if project performed with current firm
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/>	Check if project performed with current firm
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/>	Check if project performed with current firm

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT  
*(Include scope, size, and cost)*

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25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT



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H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

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**I. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

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31. SIGNATURE

32. DATE

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33. NAME AND TITLE

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**RFP 17/025  
REQUEST FOR PROPOSALS  
SCOPE OF SERVICES**

**PLANNING CONSULTANT  
COMMUNITY REDEVELOPMENT PLAN UPDATE AND CRA EXTENSION**

**Scope of Services**

The Pinellas Park Community Redevelopment Agency (CRA) desires to update and amend the 1990 Pinellas Park Community Redevelopment Plan (CRP) to reflect current market, demographic, and mobility trends and community priorities, and to seek a 10-year extension of the CRA, currently scheduled to sunset on January 1, 2020. The City of Pinellas Park will evaluate submitted proposals and forward its decision to the CRA for final approval and award.

Amendments to the adopted CRP must meet the standards and requirements of Chapter 163, Part III, Florida Statutes, as amended, and shall be based in part on the original 1988 Finding of Necessity for Redevelopment and Resolution 15-28 of November, 2015 finding that blighted conditions continue to exist within the Community Redevelopment Area. Amendments to the CRP shall also be consistent with the adopted Comprehensive Plan, Land Development Code, and zoning, or suggest appropriate plan and code amendments to achieve consistency with the CRP.

The amended Plan should provide for continued redevelopment by updating and amending the vision, goals, and objectives of the CRP; establishing priorities for rehabilitation, restoration, infrastructure improvement, and redevelopment; and establishing a work-plan and timeframe for the use of public resources to accomplish these activities by 2030. The CRP may include recommendations for the acquisition and disposition of land, the designation of special overlays within the CRA, or the exploration of new financing mechanisms that support specific CRP objectives.

**Community Redevelopment Agency Background**

The City of Pinellas Park is located in the geographic center of Pinellas County, Florida. Since its incorporation on October 15, 1914, Pinellas Park has grown from a small community of approximately 600 residents and hundreds of acres of farm land, to a major industrial and office employment center with more than 50,000 residents. The City's central location provides convenient access to transportation, creating opportunities for businesses and residents not found elsewhere in Pinellas County.

The Pinellas Park Community Redevelopment District, established in 1988, encompasses approximately 1,339 acres of land extending generally along the east-west Park Boulevard corridor from 34th Street on the east to 67th Street on the west. The boundaries of the District remain the same as originally adopted.

The Pinellas Park Community Redevelopment Plan was adopted by the City Council by Ordinance 2046 on August 16, 1990. Since its inception, the CRA's broad goals have been to enhance the CRD's business and residential appeal through continued infrastructure, safety,

and visual improvements; to market the CRD and facilitate investment to attract quality retail, office and residential development; to maintain a safe environment and quality of life for our residents and visitors; and to preserve the small town character our residents have come to know.

The CRA TIF, established in 1990 and reset in 1997, is scheduled to sunset on January 1, 2020. The CRA Plan update and amendment will establish redevelopment goals for a proposed extension of the CRA to 2030, addressing far-reaching changes anticipated over the next decade as a result of the adoption of a new Countywide Plan; planned FDOT Gateway Expressway project; development of a multi-jurisdictional Forward Pinellas Gateway Master Plan to establish transportation and infrastructure priorities; the SPOTlight initiative to address safety, accessibility, and business access on US 19; and growing market demand for multifamily housing and multimodal transportation.

The CRA Plan, boundary map, and related documents can be accessed online at [www.pinellas-park.com/residents/cra.php](http://www.pinellas-park.com/residents/cra.php).