

REQUIREMENTS FOR THE ESTABLISHMENT OF A CONSULTANTS
QUALIFICATIONS FILE TO PROVIDE ARCHITECTURAL, ENGINEERING,
LANDSCAPING ARCHITECTURAL OR REGISTERED SURVEYING AND MAPPING
SERVICES TO PINELLAS COUNTY

The County encourages consultants desiring to do business with the County to establish a general qualification file with the County for receiving direct notification when consulting services are required. The Department of Public Works Administration shall administer and maintain such files, database, and listing of firms certified to do business with the County. Certification requirements shall include:

1. Proof of the firm being licensed in the State of Florida:
 - a. A copy of the firm's appropriate certification by the State of Florida (i.e. Engineering, Architectural, etc.).
 - b. If a corporation, a copy of the firm's Florida Secretary of State's Corporation Registration.
2. If applicable, proof of the firm's certification as a Minority Business Enterprise as provided by the Florida Small and Business Assistance Act of 1985, or proof of the firm's certification as a Disadvantaged Business Enterprise or Women's Business Enterprise.
3. Proof of professional liability insurance.
4. Current SF-330 (Federal Standard Form), Parts I and II, with all sections completed. SF-330 can be obtained from <http://gsa.gov/forms> - then select Standard Form on the menu and go to the 330.

Resumes of the firm's significant owners, officers or principals-in-charge.

As a prerequisite to being placed on the general qualifications list, the consultant must submit the required information to demonstrate qualifications. When certified, the name of the consultant shall be added to the County's "General Qualification List of Architectural, Engineering, Landscaping Architectural, and Surveying/Mapping Consultants."

The above information should be submitted to:

Connie Hanks
Financial and Contracts Services
Pinellas County Public Works
440 Court Street
Clearwater, FL 33756