

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:

- a) Proof of the firm being licensed in the State of Florida:
 - 1) A copy of the firm's Florida Department of Business and Professional Regulation's license to practice.
 - 2) If a corporation, a copy of the Florida Secretary of State's Corporation Registration.
- b) If applicable, proof of the firm's certification as Minority Business Enterprise as provided by the Florida Small and Minority Business Assistance Act of 1985.
- c) Proof of professional liability insurance.
- d) A current SF-254 (federal standard form) with all sections completed.
- e) Resumes of the firm's significant owners, officers or principals in charge.

As a prerequisite to being placed on the qualified list, the consultant must submit the required information to demonstrate qualifications. After the consultant satisfies these requirements, the consultant will be certified by the Director of Public Works.

The above information should be submitted to:

Pinellas County Board of County Commissioners
c/o Director of Public Works
440 Court Street
Clearwater, FL 33756

05-01-2002