

**General Information:** Polk State College (PSC) is soliciting for professional engineering services associated with the design, surveying (if needed) specifications, bidding phase and contract administration for the installation of a practice soccer field on the Lakeland Campus. In addition, the selected engineering firm will assist PSC with the preparation and submittal of appropriate regulatory permit(s).

The practice soccer field will be located adjacent to the recently constructed Technology Building. The survey of the area where the field will be located is about two years old, and performed specifically for the technology building. We do not have a survey of the specific area for the practice field.

**1. Schedule:**

- **Quotation due December 1, 2009.**
- Construction grade drawings and specifications completed and delivered on or before **January 31, 2010**
- SWFWMD permit issuance on or before **March 31, 2010**

**2. Quotation Submittals:**

If you are interested in providing these services to PSC, please submit the following items in the following order:

1. Professional Fee (to be paid upon completion of services).
2. Professional Fee for survey, if needed.
3. List of Deliverables that will be provided.
4. Timeline.
5. Name and resume of project manager.
6. Resumes of staff who will be assigned to the project
7. History of similar work.
8. List of references. EMail addresses **MUST** be provided.
9. Sufficient information to clearly show your understanding of the project.
10. Proof of Professional Liability Insurance, with a minimum limit of \$1 million.

### 3. Site visit:

- 3.1 Coordinate any and all site visit of the proposed field location at the Lakeland Campus thru:

John Sheffield  
Facilities Plant Manager  
3425 Winter Lake Road  
Lakeland, FL 33803-9715  
phone: 863-297-1086, ext 6171  
cell: 863-557-0631

### 4. Proposal package for Professional Services:

- 4.1 Enclose a brief history of work on similar soccer field projects.  
4.2 Reference information (please use the form provided).  
4.3 Name and resume of project manager and staff to be assigned to this project.  
4.4 Location of office having responsibility for this project.  
4.5 Deliver quotation with payment terms by December 1, 2009 at 5 p.m. to:

Purchasing Department  
Polk State College  
999 Avenue H, N.E.  
Winter Haven, FL 33881

Or via EMail: [wgeltch@polk.edu](mailto:wgeltch@polk.edu) (also mail original)

Or via Fax: 863-297-1085 (also mail original)

- 4.6 Quotations received after 5:00 pm will not be accepted.

### 5. EMail any questions regarding this RFQ 2009-103 to [gurbano@polk.edu](mailto:gurbano@polk.edu)

### 6. Attachments:

- Scope of Work
- Location Plan SK-90109
- Sample Contract

We look forward to receiving your quotation and qualifications.