



**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ #25-02**

**Architect & Engineering Continuing Services Contract**

Polk State College

Procurement Services Department

999 Avenue H N.E.

Winter Haven, Florida 33881-4299

## Table of Contents

### Section One

Solicitation Description .....	3
Submittal Instructions .....	3
Point of Contact .....	3
Tentative Procurement Schedule .....	4

### Section Two

Scope of Work .....	5
Insurance Requirements .....	6
Submittal Format .....	7
Volume of Work Previously Awarded .....	10
Evaluation of Criteria .....	10
Selection Process .....	11

### Section Three

Definitions .....	12
General Conditions for Submission .....	12

### Section Four

Committee Evaluation Sheets .....	17
Appendices List .....	19
Appendix Forms .....	20

## SECTION ONE

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### SOLICITATION DESCRIPTION

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**Solicitation Number:** RFQ #25-02

**Solicitation Title:** Architect & Engineering Continuing Services Contract

**Issue Date:** July 9, 2025

The purpose of this Request for Qualifications (RFQ) is to select qualified firms to provide high-quality Architect/Engineering (A/E) services for minor projects across all Polk State College locations. The College intends to award master agreement contracts to three to five firms. Contract terms will be three years, with the option to renew them for up to two additional one-year terms. Services will be requested on an as-needed basis by the College's Director of Facilities and coordinated by the College's Project Manager.

Generally, the services will include, but are not limited to:

- a. Preparation of computer-aided construction documents, including all supporting materials, in conformance with applicable building codes and rules and regulations of agencies having jurisdiction.
- b. Creation of as-built Auto-Computer-Aided Design (ACAD) drawings.
- c. Construction administration services for the duration of the project and/or contract.
- d. Preparation of presentation documents utilizing Building Information Modeling (BIM) tools such as Revit, or other 3D presentation software.

Projects will primarily consist of renovation, remodeling, and/or retrofitting of systems within existing facilities. Disaster recovery services may also be awarded, as directed by the Director of Facilities. Professional fees for continuing services contracts shall not exceed \$500,000.00 per minor project, as defined in Florida Statute 287.055. Interested firms should note that a continuing services contract does not guarantee the award of any specific project, nor does it grant exclusivity to perform services for any specific project.

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### SUBMITTAL INSTRUCTIONS

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All questions must be submitted electronically with subject line "RFQ 25-02" to [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu)

Answers to all questions will be provided electronically via BidNet Direct at the following link:

<https://www.bidnetdirect.com/florida/polkstatecollege>

All questions and answers regarding this RFQ during the submittal preparation period will be made available to all respondents as an addendum via BidNet Direct. If any revisions, clarifications, or supplemental instructions are needed, the College will issue a written addendum. All respondents must check BidNet Direct at the link provided above at least seven calendar days prior to the submittal due date to verify whether any addenda have been issued. Submitting firms must sign, date, and return the acknowledgment page of the latest/final addendum with their response. Previous addenda will be deemed received. Hardcopy, fax, or email bid responses will not be accepted.

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### POINT OF CONTACT

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The point of contacts below are not to be called, emailed to, or contacted in any way during the RFQ submittal preparation period, unless the contact is to report possible RFQ documentation errors or technical difficulties with BidNet Direct.

**Procurement Services Official Point of Contact**

- **Name:** Martin Chicas **-Title:** Manager, Procurement Services **-Contact:** 863-298-6838 - [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu)
- **Name:** Angie Armbruster **-Title:** Procurement Services Specialist **-Contact:** 863-669-2918 - [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu)

**TENTATIVE PROCUREMENT SCHEDULE FOR RFQ #25-02**  
**Architect & Engineering Continuing Services Contract**

<b>Date</b>	<b>Item, Location, and Time</b>
July 9, 2025	Request For Qualification (RFQ) released/advertising date
July 16, 2025	Pre-submittal conference <b>Location:</b> Room WLR 106 – <b>Time:</b> 10:00 AM to 11:00 AM.
July 22, 2025	Deadline to submit questions to <a href="mailto:purchasinggroup@polk.edu">purchasinggroup@polk.edu</a>
July 28, 2025	Answers to questions and final addendum posted on <a href="https://www.bidnetdirect.com/florida/polkstatecollege">https://www.bidnetdirect.com/florida/polkstatecollege</a>
August 4, 2025	Due date for submittals to be uploaded on <a href="https://www.bidnetdirect.com/florida/polkstatecollege">https://www.bidnetdirect.com/florida/polkstatecollege</a> , and compliance review (list of submittals will be posted on BidNet)
August 12, 2025	Evaluation Committee shortlisting meeting and score posting <b>Location:</b> Room WAD 236 – <b>Time:</b> 9:00 AM to 4:00 PM
August 13, 2025	Oral presentations, award determination, and ranking recommendation <b>Location:</b> Room WAD 236 – <b>Time:</b> 9:00 AM to 4:00 PM
September 2, 2025	Intent to award
September 22, 2025	College Board of Trustees approval

The above tentative schedule is subject to change. Schedule changes, if required, will be posted on  
<https://www.bidnetdirect.com/florida/polkstatecollege>

## SECTION TWO

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### SCOPE OF WORK

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#### 1 General Professional Services that May Be Requested

- a. Prepare studies, surveys, and specifications utilizing College-supported Microsoft Office suite software.
- b. Provide the owner with 100% AutoCAD drawings utilizing v. 2020 or newer.
- c. Utilize BIM (Building Information Modeling), Revit Architecture, or other 3D modeling software.
- d. Initiate meetings and provide numbered meeting notes and agendas.
- e. Prepare studies, planning activity, and cost estimates as directed by the Project Manager.
- f. Provide services as required for recovery from natural or man-made disasters.
- g. Provide design renderings and color/finish material boards as required.
- h. Submit and respond to DOE requirements.
- i. Ensure all designs and code compliance are in accordance with SREF, building codes, ADA, and regulations having jurisdiction.
- j. Coordinate construction documents release schedule with the project schedule.
- k. Coordinate value engineering analysis and/or construction cost estimates.
- l. Perform document and quarterly affordance reviews.
- m. Verify that the College's standards of construction are incorporated into drawings.
- n. Perform document reviews and quality assurance evaluations.
- o. Clarify and reissue all items not clearly identified on the construction documents.
- p. Manage submittals and approvals with agencies having jurisdiction.
- q. Stamp documents, as required.
- r. Observe construction for compliance with contract documents; notify the Project Manager of discrepancies.
- s. Observe construction for compliance with applicable codes; notify College and CM representative of any discrepancies.
- t. Administer the document closeout process.

#### 2 Coordination – Where Applicable

- a. Utilize Building Information Modeling (BIM) or other software for systems integration, clash avoidance, building information modeling, and presentations.
- b. Establish and implement procedures for information distribution, document reviews, presentations, and approvals at the start of the project.
- c. Provide and coordinate services of mechanical, electrical, plumbing, structural, and other sub-consultants as required.
- d. Review CM's construction cost estimate at each required submittal.
- e. Assist in analyzing the Guaranteed Maximum Price (GMP) and recommend acceptance and/or rejection to the Project Manager.
- f. Attend construction meetings.
- g. Respond in a timely manner to Requests for Information (RFIs) and Construction Change Requests (CCR).
- h. Certify pay requests as provided in the construction contract.
- i. Review and approve shop drawings for conformance with contract documents.
- j. Prepare punch lists and actively participate in punch list reviews and meetings.
- k. Issue the Final Certificate of Completion.
- l. Conduct inspections pertaining to the one-year guarantee provided by the CM.

#### 3 Close-out - Where Applicable

- a. Delivery of "as-built" drawings on flash drive utilizing AutoCAD v. 2020 or newer.
- b. Support CM in the preparation and assembly of close-out documents (to be provided on flash drive and in hard copy).
- c. Provide training, parts, and operational manuals.
- d. Participate with CM in providing training for the College's personnel.
- e. Provide specifications in Microsoft Word v. 2021 or newer.

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## INSURANCE REQUIREMENTS

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Only the firm awarded the contract will be required to provide a Certificate of Insurance at the time of contract execution. Insurance requirements, including the types and amount of coverage, will vary depending on the scope of work. Polk State College will determine the specific insurance requirements, if any, based on the nature of the services to be performed. The awarded contractor must procure and maintain, through the duration of the contract, one or more of the following types of insurance coverage, as applicable:

- Commercial General Liability Insurance
- Environmental/Pollution liability Insurance
- Comprehensive Automobile Liability Insurance
- Workers' Compensation Insurance
- Professional Liability Insurance
- Umbrella/Excess Coverage
- Builders' Risk

### **Certificate of Insurance Requirements and Conditions:**

- List the Polk State College District Board of Trustees as an Additional Insured
- Include a specific endorsement granting Polk State College the same rights to notification of cancellation or non-renewal as provided to the first named insured (this endorsement must be attached to the certificate)
- Extend coverage to all employees and subcontractors of the vendor
- Be completed in full, indicating the producer, insured, carrier's name, and AM Best rating
- Be signed by an authorized representative of the insurance provider
- All policies must be written by insurance companies authorized to do business in the State of Florida.
- Except for Workers' Compensation, policies must be issued by companies authorized by the Florida Department of Insurance and must maintain a minimum rating of "A -" and a Financial Size Category of "VI" or better, as determined by A.M. Best Company.
- Insurance company ratings may be verified by the College at [www.ambest.com](http://www.ambest.com).
- Workers' Compensation policies may be issued by companies authorized as group self-insurers under F.S. 440.57.
- Certificates of Insurance must include a provision stating that cancellation, non-renewal, or reduction in coverage will not be effective until at least 30 days' written notice has been attempted to be provided to Polk State College.
- All subcontractors and sub-consultants must list both Polk State College and the Contractor as Additional Insured on their General Liability policies.
- All insurance policies must be written on Occurrence basis. Claims-made policies are not acceptable unless they include an extended reporting period of at least five years.
- The contractor must not commence work under this Contract until all insurance required has been obtained and approved by Polk State College.

### **Misrepresentation**

Misrepresentation of any material fact, whether intentional or unintentional, regarding the respondent's insurance coverage, policies, or capabilities will be grounds for rejection of the submittal and may result in the rescission of any resulting contract.

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## SUBMITTAL FORMAT

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Polk State College places strong emphasis on accuracy, completeness, and clarity in all submitted responses. Each respondent is required to organize their submittal using clearly identified sections and tabs. All parts, pages, figures, and tables must be consecutively numbered and properly labeled. Failure to adhere to these instructions may result in rejection of the submittal, at the sole discretion of the College.

The submittal must include the following information:

### Tab 01 – Letter of Transmittal

This one-page letter should provide a brief and concise summary of the respondent's commitment to perform the required work in a professional and timely manner. It must also include the following certification statement "**All information submitted is certified to be true and accurate.**" The letter must be signed by an individual who is legally authorized to make such commitments and enter into a contract on behalf of the respondent. The signer's official title or authority must be clearly indicated.

### Tab 02 – Company Information

1. Include a brief introduction of the firm submitting the response, including its history, date incorporated, current personnel, dates personnel joined the firm, office locations, and office opening dates.
2. Complete the Proposer Information form (Appendix A) and submit it in this section.
3. Include the Acknowledgment of Addenda of the last/final addendum issued by the College, if applicable.
4. Submit a completed W-9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
5. Complete the Non-Collusion Affidavit of Prime Proposer form (Appendix B).
6. Complete the Drug Free Workplace form (Appendix C). In accordance with Florida Statute 287.087, when two or more submittals are determined to be equal, a submittal received from a business that completes the attached form certifying that it is a Drug Free Workplace will be given preference in the award process.
7. Identify any subsidiary or affiliated companies in which the respondent's principals have a financial interest. Include a detailed explanation of the nature of the principals' interest in this company and the nature of the business.

### Tab 03 - Minimum Qualifications/Corporate Information/Licenses

1. Complete the Minimum Qualifications form (Appendix D).
2. Provide copies of the following licenses and certifications:
  - a. If respondent is a corporation, provide a copy of the certificate of good standing from the Secretary of State.
  - b. Submit a valid local business license.
3. If the response is submitted under a joint venture or other multi-party arrangement, include a power of attorney designating one principal with full authority to negotiate and execute all contract documents and amendments resulting from this RFQ.

### Tab 04 – Work Plan

The scope of work includes services that may be required throughout the contract term. Please address the following:

1. Describe your team's experience and ability to respond to minor projects within a limited time frame, while maintaining a customer service-oriented approach to meet project needs.
2. Describe your team's experience in developing building programs and conducting feasibility studies.
3. Describe how you will support an existing LEED-certified building/space during this contract term.
4. Describe how you will accomplish the work plan in an occupied building. Explain the necessary precautions based on prior experience.
5. Describe your firm's experience and the resources you bring to the table for disaster recovery.
6. Describe the extent of services performed in-house and through sub-consultants.

### Tab 05 – Workload and Scheduling

1. Given inconsistent funding amounts, describe the availability of the project executive and project architect.
2. Describe the project management, scheduling, and recordkeeping systems utilized by your firm, and how they will be utilized to support this contract.
3. Describe cost control, cost estimating, and value engineering systems utilized by your firm, and how they will be utilized to support this contract.
4. Describe systems utilized to communicate project progress with owners.
5. Describe past projects that have benefited from these systems.
6. You are asked to provide recovery support to the College following natural and/or man-made disasters. Describe similar past experiences such as services provided, equipment provided, and administration with the agency having jurisdiction.

### Tab 06 – Qualifications and Experience of Firm

1. **Company Credentials:** Provide a brief statement of qualifications that includes the firm's size and staffing. Detail any information that would give the respondent an advantage in completing minor projects.
2. **Current and Recently Completed Projects:** Please provide examples of recently completed projects of comparable type, size, and complexity. Projects that best illustrate the experience of the firm and the staff. Include no less than five, and no more than ten projects.
3. **Photos:** Include photos or drawings for each project example provide. Include a before photo (if available), schematic design, and a final photo (or a current photo if the project has not been completed) taken from the same viewpoint as the schematic design.
4. **Applicability:** Clearly indicate that the project was awarded to and performed by your firm. Additionally, provide the final cost for each project example.
5. **Sub-Consultants:** Include qualifications and information for your major sub-consultants. Include a list of previous project experience for the sub-consultants proposed for this contract.

### Tab 07 – Qualification and Experience of the Staff

1. **Organizational Chart:** Provide an organizational chart relevant to this contract, showing key personnel and their roles.
  - a. Indicate each staff member and sub-consultants' assignments and responsibilities. Include photos if possible.
  - b. Specify which positions are full-time and part-time.
  - c. Describe how the organizational structure will ensure clear communication, effective information sharing, coordinated activities, and accountability.
2. **List of Project Staff:** Include a synopsis, in table format, of all personnel who will be assigned to the contract. The columns should be titled: Project Position, Employee Name, Current Title, Number of Years with Firm.
3. **Principal's Credentials:** List experience of each principal within the firm that will be assigned to this contract.
  - a. Include current job description, resume, education/college degrees, licenses, and professional certifications.
  - b. Indicate the number of years with the firm and whether all experience was gained while employed by the firm.
4. **Project Architect's Credentials:** List experience of each architect within the firm that will be assigned to this contract.
  - a. Include current job description, resume, education/college degrees, licenses, and professional certifications.
  - b. Indicate the number of years with the firm and whether all experience was gained while employed by the firm.
5. **Professional Personnel:** Persons available for this contract, including those from sub-consultants. For each of the professional personnel, include the following information:
  - a. Name, title, and assignment (position) for this contract
  - b. Resume which includes:
    1. Number of years with this firm
    2. Number of years with other firms
    3. Experience:
      - a. List all projects



- b. Size of projects (dollar value, square footage, and scope)
- c. List of similar project
- d. Specific project involvement
- 4. Education/degrees earned
- 5. Active registration/certification/licenses
- 6. Current job description or overview of current position
- 7. Other experience and qualifications which are relevant to this contract

#### Tab 8 - Resolution of Litigation

1. Provide a summary of any litigation, claim, or contract disputes which have been finalized or decided by a court of law, filed by or against the firm within the past five years. Include cases related to contractual services provided in the regular course of business, such as breach of contract, deficient services, economic loss due to late completion, personal injury, death, negligence, etc. Exclude traffic accidents, liens, landlord/tenant lawsuits, premises liability claims (e.g., a slip-and-fall on your premises), or improper termination of employment. The summary must include the basis of the lawsuit, litigation, claim, or contract dispute; a brief description of the case; the outcome; and the monetary amounts involved.
2. Include any pending litigation, potential litigation, or known forthcoming disputes.
3. Indicate whether your firm has ever been assessed liquidated or delay damages, and list any sanctions imposed by regulatory or licensing agencies.
4. Complete the Dispute and Disclosure form (Appendix E).

#### Tab 9 - Location

1. Include a simple map showing your firm's location and the specific office that will have direct responsibility for this project, in relation to the project site and the College's Winter Haven Campus. Maps are available at [www.mapquest.com](http://www.mapquest.com) or [www.google.com/maps](http://www.google.com/maps).
2. Identify the geographic location of your home/corporate office. Points will be awarded based on the location of the specific office that will have direct responsibility for this contract:

LOCATION	POINTS
Polk County	5
Bordering County (Hardee, Highlands, Hillsborough, Lake, Osceola, Orange, Pasco, or Sumter)	4
Florida, excluding the above locations	3
Outside of Florida - Continental United States, Hawaii, and Alaska only	2

#### Tab 10 - References – Continental United States, Hawaii, and Alaska only

1. Provide no more than five references from similar projects. Do not include as a reference Polk State College staff or District Board of Trustees (DBOT) members. If possible, include reference letters.
2. Reference information must be submitted on the **References form** (Appendix F).

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**VOLUME OF WORK PREVIOUSLY AWARDED BY POLK STATE COLLEGE**

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CCNA states Polk State College shall consider the volume of work previously awarded to each firm “with the object of effecting on equitable distribution of contracts among qualified firms. Provided such distribution does not violate the principle of selection of the most highly qualified firm.” In accordance with CCNA, F.S. 287.055, (4)(b) the amount paid to each respondent in the past five years will be evaluated. Respondents are NOT required to submit any information for this section.

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**EVALUATION OF CRITERIA**

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The Evaluation Committee will evaluate the respondents submittals based upon the evaluation criteria below. The Evaluation Criteria are intended to provide the Committee with information regarding the qualifications of each proposing firm.

The Evaluation Criteria will be based on a consensus scoring method among the Evaluation Committee members. The submittals will be ranked highest to lowest, with a total maximum score of 100.

Polk State College reserves the right to accept or reject any submittal in the best interest of the College.

Polk State College reserves the right to award the contract to the next most qualified firm if the selected firm does not begin the contractual services within 15 days of signing the contract and/or if an acceptable fee cannot be negotiated.

**EVALUATION CRITERIA FOR ELECTRONIC  
SUBMITTALS**

Criteria for Evaluating Submittals	Maximum Points
<b>Work Plan</b> 1. Depth of understanding that the requested services relate to minor projects with a fee of \$500,000 or less. 2. Meeting standards of a green building that will assist in resource conservation and expense operation.	20
<b>Qualifications and experience of the Firm</b> 1. Company credentials. 2. Completed projects of similar size and complexity. 3. Sub-Consultants emphasizing similar scope of services.	20
<b>Qualifications and Experience of Personnel</b> 1. Organizational chart for personnel assigned to this project. 2. List of project staff. 3. Principal's credentials. 4. Credentials of the project architect's assigned to this contract. 5. Professional credentials for personnel assigned to this contract.	20
<b>Workload and Scheduling</b> 1. Demonstrate resource availability for all trade and non-trade tasks. 2. Resources to support regularly scheduled meetings, cost control, and value engineering. 3. Computer-based communication and management systems.	15
<b>Resolution Litigation</b> 1. Summary of litigation. 2. Pending litigation and potential disputes. 3. Liquidated damages and license sanctions.	15
<b>Location</b> Geographic location of the office that will have direct responsibility for this contract.	5
<b>Volume of Work Previously Awarded</b> Dollar value of fees received from Polk State College over the past 5 years. College generated information.	5

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## SELECTION PROCESS

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### Ranking the Submittals

The submittals received in response to this RFQ will be evaluated and ranked by the Evaluation Committee, which will be comprised of not fewer than five voting members, in accordance with the process and evaluation criteria outlined in the attached rating sheet. Various non-competing professional consultants and representatives from Polk State College's Procurement Services Department may also be present during this process as non-voting members of the committee. A ranking will be established by totaling the scores given to each respondent by all voting members of the Evaluation Committee. Upon completion of the evaluation, the Committee will shortlist the respondents with the highest scores to give an oral presentation at a later date. The shortlisted respondents will be notified via email of the time and location of the interview/presentation. Specific questions or clarifications that the Evaluation Committee would like all of the respondents to address will be included in this notification. If the evaluation criteria for the oral presentations are revised, those changes will also be included in the email.

No information will be released by the College until the selection of the shortlisted firms has been made. All submitting firms will receive notification of the respondents selected. The ranking established for shortlisting will carry forward to the next stage of the process. In accordance with the CCNA, the College reserves the right to conduct or not conduct interviews at its sole discretion.

### Non-Responsive Submittals

Non-responsive submittals will be rejected by Procurement Services and will not be distributed to the Evaluation Committee for consideration. Additionally, the Evaluation Committee may determine that one or more required submittals are so inadequate as to be deemed non-responsive.

A submittal may be considered non-responsive due to any of the following:

1. The respondent does not meet minimum requirements.
1. Failure to follow the required format.
2. Failure to sign the submittal.
3. Failure to acknowledge addenda (unless the changes are not material, e.g., an extension of the due date).
4. Failure to provide required submittals or documentation.

### Identical or Tie Scores

In the event that two or more submittals receive identical scores during the evaluation process, the following criteria, in order of priority, will be used to break said tie:

1. Submission of completed Drug Free Workplace form (Appendix C).
2. Respondent's place of business is located within Polk County.
3. Respondent's place of business is located within the State of Florida.
4. Coin toss.

### Reference Check

Procurement Services will perform a written reference check. A reference questionnaire will be emailed to each reference listed in the submittal, and a summary of the responses will be provided to the Evaluation Committee

### Oral Presentation/Interview

Scores from the initial evaluations will not carry forward to the oral presentation/interview. Oral presentations are tentatively scheduled for the date listed. Each respondent should plan for a 20-minute presentation followed by 20 minutes of Q&A in a sit down format. The Evaluation Committee requests the attendance of individuals who will be directly involved in the contract. If using a PowerPoint presentation, which the College prefers, a flash drive must be provided to the Procurement Services Manager. The College will provide a computer and a screen, though firms may bring their own equipment if desired. Oral Presentations are exempt from the Sunshine Law, F.S. 286.011, and therefore are not open to the public; however, they will be recorded and made available for review.

## Posting and Recommendation

The recommendation for ranking will be posted for review by interested parties electronically via BidNet Direct at the following link: <https://www.bidnetdirect.com/florida/polkstatecollege>, for a period of at least three working days prior to submission for acceptance to the District Board of Trustees.

The Evaluation Committee will make a recommendation to the College President and, upon her approval, to the District Board of Trustees of Polk State College at a regularly scheduled public meeting.

## Negotiation and Award

Polk State College anticipates awarding up to five contracts to the highest-ranked respondents, as judged by the College to be the most advantageous. The RFQ and ranking process do not constitute an offer, agreement, or a contract with the respondent. Once the ranking is approved, negotiations will commence. The contract will become binding upon approval by the appropriate level of authority within the College and execution by all parties. The process will be conducted in accordance with F.S. 287.055, the Consultants' Competitive Negotiation Act (CCNA).

## Protests

Failure to file a protest with Polk State College's Procurement Services Department within 72 hours of the posting of the recommendation for award will constitute a waiver of proceedings.

In accordance with the CCNA, Polk State College reserves the right, at its sole discretion, to conduct or not conduct interviews.

## AFFIRMATION

By submitting a response, the respondent affirms that their submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. Respondent agrees to abide by all conditions of this RFQ and the resulting contract.

## SECTION THREE

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### DEFINITIONS

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- **College:** Refers to Polk State College.
- **CCNA - Florida Statute 287.055:** Consultants' Competitive Negotiations Act. Florida Statute 287.055 which prescribes the process to be utilized when public entities procure services performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper.
- **Request for Qualifications (RFQ):** A formal solicitation issued by an organization seeking professional credentials from qualified firms. It typically outlines the scope of the services required and includes the contractual terms and conditions.
- **Evaluation Committee:** Independent group of College staff established to review the submittals received in response to an RFQ, score them based on set criteria, and make award recommendation. The Procurement Services Manager serves as the non-voting chair of the evaluation committee.
- **Respondent:** Firm submitting their credentials in response to a Request for Qualifications.
- **Submittal:** Credentials prepared and delivered in response to a Request for Qualifications.

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### GENERAL CONDITIONS FOR SUBMISSION

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#### Pre-Submittal Conference

A non-mandatory pre-submittal conference will be open to all interested parties, at which time Polk State staff will be present to answer questions and explain the intent of the RFQ documents. At this meeting, any inaccuracies, inconsistencies, discrepancies, unclear items, or issues with the RFQ document will be addressed. Additionally, any suggested modifications may be presented in writing, or discussed with the College's representatives, as a possible addendum to the RFQ.

## **RFQ Commitment**

Issuance of the RFQ does not constitute a commitment by the College to award a contract.

## **Submittal Acceptance/Rejection**

Polk State College reserves the right to reject all submittals, to waive any informalities and technicalities, or to cancel the solicitation in its entirety, if it is deemed to be in the best interest of the College.

## **Accuracy of Submittal Information**

Any submittal included information, which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect will be disqualified from consideration and the respondent may be disqualified from applying for other Polk State College work for a period of up to three years.

## **Cost of Submittal**

Polk State College accepts no responsibility for any expenses incurred by respondents offering their services in the preparation of a submittal in response to this or any subsequent RFQ. All expenses will be borne by the offering respondent exclusively.

## **Submittal Withdrawal and Ownership**

Submittals may be withdrawn by notifying the College via email prior to the submittal due date. Once received, submittals become the property of the College and will not be returned to the respondent.

## **Awards**

Polk State College reserves the right to make awards at its discretion, prioritizing the best interest of the College. In some cases, an award may be based on the top-ranked respondent and the College being able to agree on final contract terms. If for any reason the top-ranked respondent and College cannot agree on final contract terms, the College may elect to re-open the solicitation, cancel the solicitation, or award it to the second highest ranked respondent, and so on.

## **CCNA**

Polk State College reserves the right to proceed to interview without further discussion of submittals received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).

## **Additional Information**

No additional information may be submitted, or follow-up performed, by any respondent after the stated due date outside of a formal presentation to the evaluation committee, unless specifically requested by the College.

## **Request for Clarifications**

Polk State College reserves the right to request clarification of information submitted and to request additional information from one or more respondents.

## **Contact**

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 Polk State College posting the notice of intended award (excluding Saturdays, Sundays, and state holidays), any employee or officer of the College concerning any aspect of this solicitation, except via email to the authorized College Procurement Services representative.

## **Submission Restrictions – 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 present submittals on a contract to provide any goods or services to a public entity, may not present submittals on a contract with a public entity for the construction or repair of a public building or public work, may not present submittals 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, Florida Statutes - category two for a period of 36 months from the date of being placed on the convicted vendor list. By presenting a submittal, the respondent represents that all restrictions related to public entity crimes stated in Section 287.133(2)(a), Florida Statutes, do not apply to the respondent's firm, their subcontractors or suppliers.

## **Gifts**

Polk State College's District Board of Trustees Rule 3.32 states the following, in part: College employees may not accept or solicit any gift [see Sections 112.312 (12)(a) and 112.312 (12)(b), Florida Statutes] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who is seeking official action by the employee or College or does business (or seeks to do business) with the College.

## **Conflict of Interest**

All respondents must disclose the name of any officer, director, or agent who is also an employee of the College and/or the name of any College employee who owns, directly or indirectly, an interest of five percent or more in the respondent's firm.

## **Public Records**

Polk State College 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 Polk State College upon receipt of a public records request. Upon award recommendation or thirty calendar days after opening, whichever occurs first, Submittals become public records and will be subject to public disclosure consistent with Sections 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Respondents must invoke the exemptions to disclosure provided by law in the response to the RFQ; must identify the data or other materials to be protected; and must state the reasons why such exclusion from public disclosure is necessary. Submittals may be reviewed at the College's Procurement Services Department.

## **License and Permits**

All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes seeking to do business with the College must be on file and in good standing with the State of Florida's Department of State. It will be the responsibility of the Contractor to obtain, at no additional cost to the College, any and all licenses and permits required to complete the contractual services. These licenses and permits must be readily available for review by the College's Manager of Procurement Services.

## **Background Screening Requirements**

As a condition of the award, the successful respondent must, at its expense, ensure that all the respondent's employees and the employees of the respondent's subcontractors who will be permitted access on College grounds when students are present meet the background screening requirements of Section 1012.465, Florida Statutes, (Jessica Lunsford Act). The respondent'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 College's Procurement Services Department at (863) 297-1083. -

## **Substitution of Key Personnel**

The successful respondent must obtain approval from the College prior to reassigning any key staff involved in the performance of this service as shown in the submission. The successful respondent will also obtain approval from the College prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. The College may, with prior written substantiation, require removal of any employee(s) of the successful respondent who the College reasonably deems incompetent, careless, insubordinate, unsuitable, unacceptable, or whose continued employment on the contract it deems contrary to public interest or not in the best interest of the College.

## **Subcontractors**

The respondent is fully responsible for all work performed under the contract resulting from this RFQ. The respondent may, upon receiving prior written consent from the College's Procurement Services Manager, enter into written subcontract(s) for performance of certain of the respondent's functions under the Contract. No subcontract which the respondent enters into with respect to performance of any of its functions under the contract will in any way relieve the respondent of any responsibility.

## **Governing Law and Venue**

Any contract resulting from this RFQ will 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 will lie in the Polk County Courts.

## **Human Trafficking Affidavit**

Upon execution of the Contract, an authorized representative of the Contractor must execute an affidavit under penalty of perjury certifying that the Contractor does not use coercion or forced labor as defined in F.S. 787.06.

## **Force Majeure**

Neither party will be liable for loss or damage suffered as a result of any interruption, delay or failure in performance under the contract resulting from this RFQ, acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

## **Termination**

If the awarded contract is terminated within the first year of the contract period, the College may elect to negotiate/award the contract to the next ranked respondent or to issue a new RFQ, whichever is determined to be in the best interest of the College.

## **Americans with disabilities Act**

The contractor must comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFQ may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

## **Anti-Discrimination Clause**

The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.

## **Equal Employment Opportunity Statement**

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, gender transition, marital status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

## **Unauthorized Employment of Alien Workers**

The College does not intend to award publicly funded contracts to those entities or affiliates who knowingly employ unauthorized alien workers, constituting a violation of the employment provisions as determined pursuant to Section 274A of the Immigration and Nationality Act.

## **News Releases**

News releases pertaining to this procurement or contract must not be made without prior written approval from Polk State College.

## **Architectural/Engineering Services**

Firms submitting a response to this RFQ must be registered in the State of Florida with the Department of State, Division of Corporations, at the time of finalists selection by the Evaluation Committee.

Joint ventures, if selected, will be expected to sign a form of contract making each party jointly and severally liable for its own actions and those of its co-venturer under this contract, or alternatively, to provide a copy of an executed, formal joint venture agreement that binds each party to the other.

## **Affirmation**

By submission of a submittal, the respondent affirms that their submittal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. The respondent agrees to abide by all conditions of this RFQ and the resulting contract.

\*\*\*

**SECTION FOUR**  
**EVALUATION SHEETS, APPENDICES LIST, AND**  
**REQUIRED APPENDIX FORMS**





SELECTION CRITERIA RATING SHEET FOR RFQ SUBMITTAL	
RFQ NO. 25-02	<b>Project Description:</b> Architect & Engineer Continuing Services Contract
<b>Project Location:</b> Winter Haven Campus	
<b>Name of the Firm:</b>	

**INSTRUCTIONS:** Rate the information in each of the following criteria below.

Evaluation Criteria	Maximum Points	Awarded Points
<b>Work Plan</b> 1. Understanding that services relate to minor projects with a fee of \$500,000 or less. 2. Meeting green building standards to assist in resource conservation and operation expense.	20	
<b>Qualifications and experience of the Firm</b> 1. Company credentials. 2. Completed projects of similar size and complexity. 3. Sub-consultants with experience in similar scope of services.	20	
<b>Qualifications and Experience of Personnel</b> 1. Organizational chart for personnel assigned to this contract 2. List of contract staff 3. Principal's credentials 4. Credentials of the project architect assigned to this contract 5. Credentials of personnel assigned to this contract	20	
<b>Workload and Scheduling</b> 1. Demonstrate resource availability for all trade and non-trade tasks. 2. Resources to support regularly scheduled meetings, cost control, and value engineering. 3. Computer-based communication and management systems.	15	
<b>Resolution Litigation</b> 1. Summary of litigation 2. Pending litigation and potential disputes 3. Liquidated damages and license sanctions	15	
<b>Location</b> Geographic location of the office that will have direct responsibility for this project	5	
<b>Volume of Work Previously Awarded</b> Dollar value of fees received from Polk State in the past 5 years. College generated	5	
<b>Total Score:</b>	<b>100</b>	

Scorer Printed Name:

Scorer Signature:

Date:



### SELECTION CRITERIA RATING SHEET FOR RFQ PRESENTATION

<b>RFQ NO.</b> 25-02	<b>Project Description:</b> Architect & Engineer Continuing Services Contract
<b>Project Location:</b> Winter Haven Campus	
<b>Name of the Firm:</b>	

**INSTRUCTIONS:** Rate the information in each of the following criteria below.

Evaluation Criteria	Maximum Points	Awarded Points
<b>Proposed Work Plan</b> 1. Demonstrate verbally and/or graphically your plan for performing this project. 2. Indicate your firm's ability to deliver quality designs in an effective and efficient manner. 3. Clearly indicate the services that will be offered to Polk State College during the contract. 4. Explain the inter-relationship of all parties. 5. Describe how you plan to manage the various sub-consultants to assure a coordinated effort, minimize RFI and avoid equipment and system interferences.	30	
<b>Cost Control / Value Engineering</b> 1. Demonstrate knowledge and experience in the evaluation of building systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements. 2. Explain how BIM and/or available software will be used to ensure a successful project.	25	
<b>Scheduling the Project</b> 1. Explain your scheduling methods and procedures for effectively managing and executing design and construction documents to ensure timely completion of projects. 2. Discuss how you have managed projects involving occupied educational buildings. 3. Identify past scheduling challenges on similar projects, in occupied buildings, and explain how they were addressed.	25	
<b>Knowledge of Site and Local Conditions</b> 1. Demonstrate knowledge of the project site and local conditions. 2. Describe the permitting process required for this contract.	15	
<b>References</b> 1. Results of reference check performed by the College's Procurement Services Department. 2. Letters of reference included in written submittal. 3. Site visits, if any.	5	
<b>Total Score:</b>	<b>100</b>	

Scorer Printed Name:

Scorer Signature:

Date:

Please complete all the required Appendices

APPENDICES LIST		
Appendix	Type	Description
<b>A</b>	Required	Proposer Information
<b>B</b>	Required	Non-Collusion Affidavit of Prime Proposer
<b>C</b>	Required	Drug Free Workplace
<b>D</b>	Required	Minimum Qualifications
<b>E</b>	Required	Dispute and Disclosure Form
<b>F</b>	Required	References
<b>G</b>	Optional	Woman-, Minority-, Veteran-Owned Business Statement



## APPENDIX A

PROPOSER INFORMATION	
Proposer (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: ( <i>check one</i> ) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture	
Contact Person:	Title:
Email Address:	Website Address:
Telephone Number:	Toll-Free Phone Number:
Fax Number:	Cell Phone Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership):  <i>Only required if FEIN is not provided</i>
Incorporated in the State of:	Year:
License #:	

## APPENDIX B

### NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of \_\_\_\_\_ County of \_\_\_\_\_, being first duly sworn, deposes and says that:

He/she is \_\_\_\_\_ of \_\_\_\_\_, Proposer that has submitted the attached Bid;  
He/she is fully informed respecting the preparation and contents of the attached Bid and of all  
pertinent circumstances respecting such Bid.

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of Trustees of Polk State College.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
**Authorized Signature (Officer).**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed or Typed Name**

\_\_\_\_\_  
**Title**



## APPENDIX C

### DRUG FREE WORKPLACE

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (2), notify the employees that, as a condition of working on the commodities or contractual services that are underbid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.

Authorized Signature (Officer)

Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title



## APPENDIX D

### MINIMUM QUALIFICATIONS

1. The submitting firm must meet the following minimum experience qualifications:
  - a. The Principal and/or Project Architect must have a minimum of ten (10) years' experience.
  - b. Must be currently licensed as an architect in Florida.
  - a. The staff assigned to the project must have experience on educational projects.
  - b. The submitting firm must have a Green Globe, LEED, or equivalent accredited professionals on staff.

2. Complete the following items:

a. Years licensed as an architect (Attach a copy):	
b. Number of years of experience of the Principal or Project Architect:	
c. Florida Occupational License Number (Attach a copy):	
d. How many similar educational projects have you successfully completed? (include at least five projects):	
e. Name of staff member with Green Globe, LEED, or equivalent credentials (Attache evidence of staff member's credentials):	

Provide sufficient information (attachments) to clearly show that you meet or exceed the Minimum Qualifications.

\_\_\_\_\_  
**Authorized Signature (Officer)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed or Typed Name**

\_\_\_\_\_  
**Title**



## APPENDIX E

### DISPUTE AND DISCLOSURE

Answer the following questions by checking the box after "YES" or "NO". If you answer "YES", please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

YES ☐ NO ☐

Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five years?

YES ☐ NO ☐

Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years?

If yes, indicate company name, contact name, and telephone number, length of service provided, and reason for early cancellation/termination of contract.

YES ☐ NO ☐

Has your firm filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five years that is related to the services your firm provides in the regular course of business?

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement:

\_\_\_\_\_  
Authorized Signature (Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title





## APPENDIX F

### REFERENCES

Proposer (Company) Name: \_\_\_\_\_

Client Name / Address	Contact Person	Telephone and Email	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	

## APPENDIX G

### WOMAN-, MINORITY-, VETERAN-OWNED BUSINESS STATEMENT

Type of Business: *(Check as applicable)*

- ☐ Black-American Business Enterprise includes primary business ownership by persons having origins in any of the Black racial groups of Africa.
- ☐ Hispanic American Business Enterprise includes primary business ownership by persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ Native American Business Enterprise includes primary business ownership by American Indians, Eskimos, Alaskan Indians, Aleuts, and Native Hawaiians.
- ☐ Asian-Pacific American Business Enterprise includes primary business ownership by persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- ☐ Asian-Indian American Business Enterprise includes primary business ownership by persons whose origins are from India, the Indian Sub-Continent, and Pakistan.
- ☐ Woman-Owned Business Enterprise
- ☐ Veteran-Owned Business Enterprise includes primary business ownership by persons who are currently serving or who has been honorably discharged in the United States Armed Forces.

**Note:** MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least 51 percent owned by minority or women group members, or in the case of a publicly owned business, at least 51 percent of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.

Company Name:

Certified by *(name of Public Entity, if applicable)*:

Certificate Number *(attach copy, if applicable)*:

Polk State College reports M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis.