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**RECOMMENDATION TO AWARD
 REQUEST FOR QUALIFICATIONS (RFQ)
 RFQ 25-02 – AUGUST 28, 2025**

Architect & Engineering Continuing Services Contract

1. Background

- a. Polk State College issued the Request for Qualifications (RFQ) #25-02 – Architect & Engineering Continuing Services in accordance with the College’s Purchasing Manual. The purpose of this public solicitation is to select qualified architectural and engineering firms to provide high-quality professional services for minor projects across all Polk State College locations.
- b. Generally, the services include the following:
 - i. Preparation of computer-aided construction documents, including all supporting materials, in conformance with applicable building codes and rules and regulations of agencies having jurisdiction.
 - ii. Creation of as-built Auto-CAD drawings.
 - iii. Construction administration services for the duration of the project and/or contract.
 - iv. Preparation of presentation documents utilizing Building Information Modeling (BIM) tools such as Revit, or other 3D presentation software.
- c. Evaluation Committee:

Voting Members		Non-voting Members	
Bert Rivera	Dean, Academic Affairs	Martin Chicas	Procurement
Keith Smith	Facilities Manager	Angie Armbruster	Procurement
Mark Rosebrough	IT Support Specialist	Robbie Manikis	Facilities
Melvin Thompson	Student Services	George Urbano	Facilities
Orlando Velez	Business Services		

2. Advertisement

- a. The RFQ was advertised in the *Winter Haven Sun*.
- b. The RFQ was posted on the Polk State College website on the Procurement Department’s web page - RFQ 25-02.

3. Distribution / Submittals

- a. The RFQ document was available for download from the Polk State College BidNet Direct procurement website.
- b. The RFQ solicitation document availability was emailed to firms that had previously requested to be included on the College’s bidders list.
- c. A pre-proposal conference was held on July 16, 2025.
- d. Seventeen (17) submittals were received. Twelve (12) submittals were determined to be responsive and accepted for evaluation. Five (5) submittals were determined to be unresponsive and were not accepted for evaluation.

Responsive submittals in alphabetical order:	Unresponsive submittals in alphabetical order:
DLR Group	DAG Architects
Fleischman Garcia	KUBO Studios
Furr & Wegman	The Lunz Group
Grace Design	The Slam Collaborative
Gresham Smith	VOLTAIR Consulting
Harvard Jolly - PBK	
Jerel McCants	
Little Diversified	
Rowe Architects	
Song + Associates	
Spiezle Architects	
Wannemacher Jensen	

- e. The scores for the written submittals in ranking order were the following:

Firm	Score	Rank	Action
Harvard Jolly - PBK	480.00	1	Shortlisted
Fleischman Garcia	479.00	2	Shortlisted
Grace Design	477.00	3	Shortlisted
Little Diversified	471.00	4	Shortlisted
Spiezle Architects	471.00	5	Shortlisted
Song + Associates	469.00	6	Shortlisted
DLR Group	468.00	7	Shortlisted
Jerel McCants	465.00	8	
Gresham Smith	463.00	9	
Rowe Architects	461.35	10	
Furr & Wegman	461.65	11	
Wannemacher Jensen	454.00	12	

- e. The Evaluation Committee agreed to a presentation/interview of the seven (7) top ranked firms on August 26, 2025.

- 4. Reference Check - The Procurement Department performed a reference check of the firms to interview/present. The results of the reference checks were shared with the Evaluation Committee via email.
- 5. Oral presentations and interviews were held on August 26, 2025. The voting members of the Evaluation Committee scored each of the presentations and interviews as follows:

Firm	Score
Spiezle Architects	478.40
Fleischman Garcia	475.50
Grace Design	467.75
DLR Group	466.75
Harvard Jolly - PBK	465.00
Song + Associates	463.00
Little Diversified	457.00

- 6. The Evaluation Committee recommends approval of the following ranking of firms to provide services in accordance with RFQ 25-02 per the scoring summary noted in the posted document.

The ranking allows for the negotiations to begin with the top five (5) tiered firms to provide architectural and engineering services. Should that effort with any of the firms prove unsuccessful, the process with that firm will be terminated, and the process will resume with the next firm in line.

- Firm # 1 - Spiezle Architects
- Firm # 2 - Fleischman Garcia
- Firm # 3 - Grace Design
- Firm # 4 - DLR Group
- Firm # 5 - Harvard Jolly – PBK

DocuSigned by:

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President Signature

9/4/2025

Date