



**POLK STATE COLLEGE**  
**Procurement Services Department**  
999 Avenue H, Northeast  
Winter Haven, Florida 33881-4299

**ARCHITECTURAL/ENGINEERING SERVICES**

**Request for Qualifications (RFQ)**

**RFQ 21-01**

**Building #4, Winter Haven Fine Arts Building (WFA)**  
**Winter Haven Campus**

**Issued: October 8, 2021**

**Project Procurement Webpage:**

<https://www.polk.edu/purchasing/bids-rfps/rfq-21-01-for-architect-engineering-services-building-4-wfa-remodel-renovation/>

**REQUEST FOR QUALIFICATIONS (RFQ)**

Firms interested in providing Architectural/Engineering Services to Polk State College are hereby notified that a sealed Proposal for providing the requested services in response to this Request for Qualifications (RFQ) must be received by mail or delivered by hand to the following location by **4:00 p.m. on November 5, 2021**. Proposals received after this deadline will not be accepted.

**Polk State College**  
**Procurement Services Department**  
**Attn: Mark Lillquist, FCCM - Director**  
**999 Avenue H, Northeast**  
**Administration Building, Room WAD-139**  
**Winter Haven, Florida 33881-4299**

The Proposal is limited to 70 informational pages, excluding tabs, and shall be presented in a binder format. Eleven (11) copies labeled “copy”, one (1) original marked “original” of the Proposal, shall be signed by a person(s) legally authorized to bind the firm and submitted in a sealed package clearly labeled with the Request for Qualifications (RFQ) number and the name of the submitting firm. In addition, two (2) flash drives shall accompany the Proposal submittal and shall contain the combined PDF version of the hard copy submittal.

The format of the Proposal shall be in strict conformance to stipulated criteria in Instructions to Submitting Firms and the Evaluation Criteria.

## **INSTRUCTIONS TO SUBMITTING FIRMS**

The intent of this Request for Qualifications (RFQ) is to secure Architectural/Engineering Services to renovate and remodel an existing, fully operational fine arts facility on the Winter Haven Campus of Polk State College. The Winter Haven Fine Arts Building (WFA, Building #4) is a single story, 75,000 square foot building housing the College's fine arts programs, gallery, and theater as well as classrooms, laboratories, and academic support spaces that accommodate the related academic need of those programs. The scope of this renovation and remodel is to reconfigure all existing support spaces programs and to better align spaces for operational and instructional efficiencies. All building infrastructure and systems will also be renovated/replaced as they are beyond their useful life. It is anticipated that with this project completed, students and instructors will be able to make use of a modern, state-of-the-art teaching and learning environment. Further, this project will be designed to Green Globes or equivalent standards to assist in resource conservation and to reduce the operational expenses of the building.

The building is a full occupied and functioning building and is on an active College campus. To the extent possible, disruption of classes and activities will be kept to a minimum. However, temporary relocation may be necessary at the direction of the College's leadership. Of note, the theatre lobby area, theatre seating and stage, control room, gallery, and theatre stair accessway were recently remodeled under separate contracts. These spaces should be included in this RFQ to assure continuity of the project's overall design, ingress/egress, and selected materials. The full extent to which these spaces are remodeled and/or renovated will be discussed and options agreed upon during the programming effort.

### **Questions**

Any questions, requests for clarifications or interpretations regarding this Request for Qualifications (RFQ) during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted in writing to **Mark Lillquist - Director, Procurement Services** via email to [mlillquist@polk.edu](mailto:mlillquist@polk.edu) no later than the date and time listed on Appendix A. No questions or clarifications will be considered after that date and time. Questions must be typed or printed. Responses will be posted as an addendum and made available on the Procurement Services Department page at [www.polk.edu/procurement/](http://www.polk.edu/procurement/).

Should any revisions/clarifications/supplemental instructions be needed, Polk State will issue a written addendum to all Proposers who received an RFQ package from Polk State College's Procurement Services Department.

Proposer shall sign, date, and return the acknowledgment page of the latest/final addendum with their Proposal. Previous addenda will be deemed received. It is the Proposer's responsibility to contact Polk State College's contact person in the event that a previous addendum is not received.

All Proposers should check the website at least seven (7) calendar days before the date fixed for receiving the proposals to ascertain whether any addendum has been issued.

See Appendix A for **Procurement and Selection Timeline**.

### **Required Submittal Format**

Proposers interested in being considered for the services shall submit a total of eleven (11) copies marked "Copy", one (1) hardcopy response marked "Original" of the Proposal and shall be signed by a person(s) legally

authorized to bind the firm. In addition, two (2) flash drives shall accompany the Proposal submittal and shall contain the combined PDF version of the hard copy submittal.

To facilitate analysis of its submittal, the firm must prepare its proposal in accordance with the criteria outlined in the section on Evaluation Criteria. Proposals shall respond to each of the Criteria in the same order listed and use tabs to identify each section. The Proposal is limited to 70 informational pages, excluding tabs, and shall be presented in a three-ring binder format. Proposals shall be submitted in a sealed package clearly labeled as follows:

***Company Name***  
**Return Address**  
**RFQ No. 21-01 for A/E Services –**  
**WFA Building #4 Renovation/Remodel**  
**Due: November 5, 2021 @ 4:00 pm**

Polk State College emphasizes that the Proposer concentrate on accuracy, completeness, and clarity of content. The Proposer must use sections and tabs that are clearly identified and must number and label all parts, pages, figures, and tables in its proposal. For consistency and ease of review, the following divider tabbed sections shall be used in the submittal:

1. Basic Information
2. Minimum Qualifications/ Corporate Information / Licenses
3. Work Plan
4. Workload and Scheduling
5. Cost Control
6. Qualification/Experience of Firm
7. Qualification/Experience of Project Personnel
8. Information and Communications
9. Resolution of Litigation and Disputes
10. Location
11. References

Additional information, within the 70 informational page limit, excluding tabs, can be included in a *tab section 12* at the discretion of the firm. Please include your company name and logo on both the cover and on the spine.

If a firm's proposal deviates from these instructions, such proposal may, in Polk State College's sole discretion, be rejected.

#### General Conditions for Submissions

Issuance of the Request for Qualifications (RFQ) does not constitute a commitment by Polk State College to award a contract. Polk State College reserves the right to reject any or all submissions received in the response to the Request for Qualifications (RFQ), cancel the Request for Qualifications (RFQ), or waive any technicalities or formalities when and if it is deemed in the best interest of Polk State College to do so.

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes (Florida Statute 112.313). Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate, or agent who is also an officer or employee of Polk State College. Further, all Proposers must disclose the name of any officer or employee of Polk State College who owns, directly or indirectly, any interest in the Proposer's

firm or any of its branches or affiliate companies.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. (F.S.287.133). By submitting a proposal, the Proposer represents that all restrictions related to public entity crimes stated in Section 287.133(2) (a), Florida Statutes do not apply to either his/her own company, or that of his/her subcontractors or suppliers.

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

All Proposals become the property of the Polk State College upon receipt and will not be returned to the Proposer.

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 30 calendar days after opening, whichever occurs first, proposals become public records and shall be subject to public disclosure consistent with Chapter 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Proposers 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. Proposals may be reviewed at the Procurement Services Office.

By making a submission, the Proposer agrees to comply with all applicable federal, state, and local statutes and regulations.

Polk State College accepts no responsibility for any expenses incurred by those Proposers offering their services in the preparation of a response to either this Request for Qualifications (RFQ) or subsequent requests. All submitting expenses shall be borne by the offering Proposer exclusively.

The successful Proposer shall obtain approval from Polk State College prior to reassigning any key staff involved in the performance of this service as shown in the submission.

The successful Proposer will also obtain approval from Polk State College prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Polk State College may, with prior written substantiation, require removal of any employee(s) of the successful Proposer who Polk State College reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or who's continued employment on the contract it deems contrary to public interest or not in the best interest of Polk State College.

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

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

As a condition of the award, the successful Proposer shall, at its expense, ensure that all the Proposer's employees and the employees of Proposer's subcontractors who will be permitted access on school grounds when students are present meet the background screening requirements of Section 1012.465 Florida Statute, (Jessica Lunsford Act). Proposer'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 Procurement Services Department of Polk State College at (863) 297-1083. All costs to comply with this requirement will be borne by the Proposer.

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 Polk State College concerning any aspect of this solicitation, except in writing to the authorized Polk State College Procurement Services Department representative. Violation of this provision may be grounds for rejecting a response.

Subsequent to the execution of an Agreement, no reports, information or data given to or prepared by the successful Proposer shall be made available to any individual or organization by the successful Proposer without the prior written approval of the Director, Facilities Planning, Construction, and Campus Operations.

Any contract resulting from this Request for Qualifications (RFQ) shall 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 shall lie in the Polk County Courts. The parties hereby waive any objection to such jurisdiction and venue.

#### Registration

Proposers who obtain RFQ documents from other sources or directly from the website, and who plan to submit for the work, must officially register with Polk State College's Procurement Services Department to be placed on the mailing list for any forthcoming addenda or official communications.

Polk State College shall not be responsible for providing addendum to submitting firms who receive RFQ documents from other sources.

Failure to register as a prospective submitting firm may cause your submittal to be rejected as non-responsive if your Proposal does not include an addendum acknowledgment for the most current addendum.

#### EEO Statement

Polk State is committed to assuring equal opportunity in the award of contracts, and therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin, or gender.

#### Architectural/Engineering Services

Firms submitting a response to this Request for Qualifications (RFQ) must be registered in the State of Florida by the Department of the State, Division of Corporations, at the time of finalists' selection by the Evaluation Team. Joint ventures, if selected, will be expected to sign a form of contract making each venture

jointly and severally liable for its actions and its co-venture's actions under this contract, or alternatively to provide a copy of an executed, formal joint-venture agreement that so binds each to the other.

Insurance Requirements

If selected, Vendors shall furnish a Certificate of Insurance that complies with the insurance requirements listed below. The Certificate of Insurance shall list the deductible to include any self-insured retention (SIR) as well as the type of policy purchased (i.e., claims made or per occurrence) for each of the policies listed below. The following liability coverage limits must not be less than the limits specified. A thirty (30) day advance notice of cancellation is required. The policies must be specifically endorsed to grant Polk State College the same notification rights that it provides to the first named insured as respects cancellation and non-renewal. This endorsement must be attached to the certificate of insurance. Polk State College by and through its Chief Risk Officer and, in cooperation with the Procurement Services Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract.

Certificates of Insurance must list Polk State College District Board of Trustees as additional insured.

Policies must be written by an insurance company authorized to do business in Florida.

Policies other than Worker's Compensation shall be issued only by companies authorized by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A - " or better and a Financial Size Category of "VI" or better according to the A.M. Best Company.

- Ratings may be verified by Polk State College at [www.ambest.com](http://www.ambest.com).

Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

General Liability

COMMERCIAL GENERAL LIABILITY INSURANCE, INCLUDING CONTRACTUAL LIABILITY, TO COVER THE HOLD HARMLESS AGREEMENT SET FORTH HEREIN, WITH LIMITS OF NOT LESS THAN:

EACH OCCURRENCE	\$1,000,000
PERSONAL/ADVERTISING INJURY	\$1,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE	\$2,000,000
GENERAL AGGREGATE	\$2,000,000
FIRE DAMAGE	\$100,000 ANY 1 FIRE
MEDICAL EXPENSE	\$5,000-\$10,000 ANY 1 PERSON

AN ADDITIONAL INSURED ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE. COVERAGE IS TO BE WRITTEN ON AN OCCURRENCE FORM BASIS. THIS INSURANCE SHALL APPLY AS PRIMARY INSURANCE/NON-CONTRIBUTORY WITH RESPECT TO ANY OTHER INSURANCE OR SELF-INSURANCE PROGRAMS AVAILABLE TO POLK STATE COLLEGE. A PER PROJECT AGGREGATE LIMIT ENDORSEMENT SHOULD BE ATTACHED. DEFENSE COSTS ARE TO BE IN ADDITION TO THE LIMIT OF LIABILITY. A WAIVER OF

SUBROGATION IS TO BE PROVIDED IN FAVOR OF POLK STATE COLLEGE. XCU COVERAGE IS TO BE INCLUDED WHEN INDICATED BY THE SCOPE OF SERVICE. COVERAGE SHOULD EXTEND TO INDEPENDENT CONTRACTORS AND FELLOW EMPLOYEES. COVERAGE IS TO INCLUDE A CROSS LIABILITY OR SEVERABILITY OF INTERESTS PROVISION AS PROVIDED UNDER THE STANDARD ISO FORM SEPARATION OF INSURED'S CLAUSE.

Automobile Liability

BUSINESS AUTOMOBILE LIABILITY FOR ANY AUTO (ALL OWNED, HIRED, AND NON-OWNED AUTOS) WITH LIMITS OF NOT LESS THAN \$1,000,000 PER ACCIDENT. IN THE EVENT VENDOR DOES NOT OWN ANY AUTOMOBILES, POLK STATE COLLEGE WILL ACCEPT PROOF OF HIRED AND NON-OWNED AUTO LIABILITY ONLY. CERTIFICATE HOLDER MUST BE LISTED AS ADDITIONAL INSURED. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS.

Workers' Compensation

WORKERS' COMPENSATION INSURANCE WITH LIMITS EQUAL TO FLORIDA STATUTORY REQUIREMENTS. EMPLOYERS LIABILITY MUST INCLUDE LIMITS OF AT LEAST \$500,000 EACH ACCIDENT, \$500,000 EACH DISEASE/EMPLOYEE, \$500,000 EACH DISEASE/MAXIMUM. A WAIVER OF SUBROGATION MUST BE PROVIDED. COVERAGE SHOULD APPLY ON A PRIMARY BASIS. SHOULD SCOPE OF WORK PERFORMED BY VENDOR QUALIFY ITS EMPLOYEE FOR BENEFITS UNDER FEDERAL WORKERS' COMPENSATION STATUTE (EXAMPLE, U.S. LONGSHORE & HARBOR WORKERS ACT OR MERCHANT MARINE ACT), PROOF OF APPROPRIATE FEDERAL ACT COVERAGE MUST BE PROVIDED.

WORKERS' COMPENSATION EXEMPTION FORMS WILL NOT BE ACCEPTED FOR THE PROJECT ARCHITECT, ENGINEER, GENERAL CONTRACTOR, OR SOLE PRACTITIONER THAT INTENDS TO SUB-CONTRACT THE WORK TO OTHER INDIVIDUALS OR COMPANIES. THESE ENTITIES OR INDIVIDUALS ARE REQUIRED TO PURCHASE A WORKERS' COMPENSATION INSURANCE POLICY.

If Worker's Compensation Insurance or Form DWC-250 Notice of Election to be Exempt is not provided, vendor must indicate the reason, by signature, from the following:

- 1) Vendor is an Independent Contractor.

Signature \_\_\_\_\_

- 2) Vendor is an employer in the non-construction industry, who employs less than four part-time or full-time employees.

Signature \_\_\_\_\_

### Professional Liability

WHEN INDICATED BY THE SCOPE OF SERVICE, VENDOR MUST MAINTAIN PROFESSIONAL LIABILITY OR EQUIVALENT ERRORS & OMISSIONS LIABILITY WITH LIMIT OF NOT LESS THAN \$5,000,000 PER OCCURRENCE. FOR POLICIES WRITTEN ON A CLAIMS MADE BASIS, VENDOR SHALL MAINTAIN A RETROACTIVE DATE PRIOR TO OR EQUAL TO THE EFFECTIVE DATE OF THIS CONTRACT. IN THE EVENT THE POLICY IS CANCELED, NON-RENEWED, SWITCHED TO AN OCCURRENCE FORM OR THERE IS A CHANGE IN RETROACTIVE DATE, VENDOR MUST PURCHASE AN EXTENDED REPORTING PERIOD RIDER DURING THE LIFE OF THIS CONTRACT OF NOT LESS THAN 3 YEARS. COVERAGE IS TO APPLY ON A PRIMARY BASIS.

### Umbrella/Excess Coverage

UMBRELLA/EXCESS LIABILITY INSURANCE THAT PROVIDES COVERAGE FOR ALL UNDERLYING POLICIES WITH LIMITS OF NOT LESS THAN \$5,000,000.

### Misrepresentation

Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities shall be grounds for rejection of the Proposal and rescission of any ensuing contract.

### Termination

If the awarded contract is terminated or canceled within the first year of the contract period, Polk State may elect to negotiate & award the contract to the next ranked Proposer or to issue a new RFQ, whichever is determined to be in the best interest of Polk State.

## **PROPOSAL**

### No Submittal

If not submitting your firm's qualifications, respond by returning only the **Statement of No Submittal** (Appendix B), and give us feedback in the space provided. The form may be emailed to [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu) or sent via regular mail to the address on the cover of this RFQ.

### Basic Information – Tab 01

Proposers shall include the following information/submittals:

1. Letter of Transmittal: This one-page letter will summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional and timely manner. Additionally, it should include the statement-

**All information submitted is certified to be true and accurate.**



The letter must be signed by an official authorized to make such commitments and legally enter a contract with Polk State College and must indicate the official's title or authority.

2. Proposer Information: Please complete the **Proposer Information form**, Appendix C, and submit in this section of the Proposal.
3. Acknowledgment of Addenda: Include the acknowledgment page (signed and dated) of the last/final addendum issued by Polk State College, if applicable.
4. W-9 Form: Submit a completed W-9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
5. Drug-Free Workplace: If applicable, provide a statement concerning the Proposer's status as a **Drug Free Workplace** (DFW), Appendix D. In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
6. History of Firm: Include a chronological history of your firm. Include items such as:
  - a. Date incorporated
  - b. Date when Project Architect joined the firm
  - c. Dates that the current partners/officials joined the firm
  - d. New satellite office(s) opening dates
  - e. Completion dates of major projects
  - f. Any "firsts" or important events experienced by the firm.
7. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the Principals' interest in this company and nature of business.

#### Minimum Qualifications/ Corporate Information / Licenses – Tab 02

1. Minimum Qualifications / Licensing / Corporate Information: In order to be considered for selection, the Proposer must have a minimum set of qualifications. Complete the **Minimum Qualifications form**, Appendix E, and submit in this section of the Proposal. Please be sure to provide sufficient information and attachments to clearly demonstrate that your firm meet or exceed the minimum qualifications.
2. Provide copies of licenses as follows:
  - If Proposer is a corporation, provide a copy of the certificate from the Secretary of State verifying that the Proposer's corporate status is in good standing.
  - Local business license.
3. Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents and amendments resulting from negotiations/award of this RFQ.

### Work Plan – Tab 03

1. The Project Description and Scope of Work includes information for the services needed by Polk State College. Describe how your firm will provide the services.
2. Provide a summary of your approach to the project including estimated time schedule. In addition, describe the services that will provide to Polk State College in support of the project.
3. Describe Strategies, systems, and technology to be utilized to assure work plan compliance.
4. Describe how an occupied building and campus will or will not impact your design and its implementation.

### Workload and Scheduling – Tab 04

1. Schedule and Budget Compliance: Please complete the **Schedule and Budget Compliance form**, Appendix F, and submit in this section of the Proposal. Indicate schedule compliance and budget over-runs/savings for each project with similar complexity and type that your firm has completed in the last five (5) years.
2. Describe your workload and availability of personnel to support this project.

### Cost Control – Tab 05

1. Describe cost control methods (software, systems, personnel, etc.) that will be used to ensure the final cost (Guaranteed Maximum Price) will stay within budget.
2. Provide examples and describe projects that have utilized the cost control methods describe herein.

### Qualification/Experience of Firm (and sub-consultants) – Tab 06

1. Company Credentials: Provide a brief statement of qualifications that includes the firm's size/staffing. Detail any information that would give the Proposer an advantage in completing this project.
2. Current and Recently Completed Projects: Please provide examples of your projects that are comparable type, size, and complexity and that best illustrate the experience of the firm and the staff being assigned to this project. Include no less than five (5) and no more than ten (10) projects
3. Photos: Include photos/drawings for each of the projects. Include a before photo (if available), schematic design, and final photo (or a current photo if the project is not yet complete) from the same viewpoint of the schematic design.
4. Applicability: Clearly indicate that the project was awarded to, and performed by, your firm. In addition, please provide final project cost for each example provided.
5. Sub-Consultants: Include your major sub-consultants' qualifications/information, with a list of previous project experience of the sub-consultants proposed for this project.

## Qualification/Experience of Staff – Tab 07

1. Organizational Chart: Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships.
  - a. Indicate each staff member and sub-consultants' assignments and responsibilities.
  - b. Include photos of key staff, if possible.
  - c. Indicate which positions are full-time and part-time.
  - d. You may use either 8½" x 11" (letter size) or 11" x 17" paper (folded to fit 8½" x 11") for your organizational chart.
  - e. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
2. List of Project Staff: Include a synopsis, in table format, of all personnel who will be assigned to the project. 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 project.
  - a. Include current job description, resume, education/college degrees, licenses, and professional certifications.
  - b. Designate number of years with firm and whether all experience is while employed by the Proposer's firm.
4. Project Architect's Credentials: List experience of each principal within the firm that will be assigned to this project.
  - a. Include current job description, resume, education/college degrees, licenses, and professional certifications.
  - b. Designate number of years with firm and whether all experience is while employed by the Proposer's firm.
5. Professional Personnel: Designate persons that will be assigned to this project, including those from sub-consultants. For each of the professional personnel (including the Project Architect), provide the following information):
  - a. Name, title, and assignment (position) for this project
  - b. Resume which includes:
    - i. Number of years with this firm
    - ii. Number of years with other firms
    - iii. Experience:
      1. List all projects
      2. List of similar projects
      3. Size of projects (dollar value and square footage/scope)
      4. Specific project involvement
    - iv. Education/degrees earned
    - v. Active registration/certification/licenses
    - vi. Current job description or overview of current position
    - vii. Other experience and qualifications relevant to this project

6. Support Personnel: Provide details on the qualifications of the individuals who will perform the support (non-clerical) work on the project.
  - a. List experience of each support person in the firm assigned to this project including current job description, resume, college degrees, and professional certificates/certifications.
  - b. Designate number of years with firm and if all experience occurred while employed by the firm.

#### Information and Communications – Tab 08

1. Identify meeting schedule(s) that will be used during the term of the contract.
2. Detail the communication systems / software that will be utilized for this project. Describe projects utilizing these systems and software.
3. Describe the functions and capabilities of your computer-based project management / scheduling and information systems that will be utilized for this project. Describe projects utilizing these systems.
4. Indicate if a website will be provided specifically for the project as an informational tool. Describe projects that have utilized the A/E-based website.

#### Resolution of Litigation – Tab 09

1. Summary of Litigation: Provide a summary of any litigation, claim(s), or contract dispute(s) which have been finalized/decided by a Court of Law, which were filed by or against the Proposer in the past five (5) years (complete and submit a **Disputes Disclosure form**, Appendix G).
2. The summary shall include:
  - a. The basis of the lawsuit, litigation, claim, or contract dispute (ex: Breach of Contract),
  - b. A brief description of the case.
  - c. The outcome.
  - d. The monetary amounts involved.
3. The disclosure can be limited to:
  - a. Cases which are related to contractual services provided in the regular course of business.
  - b. The regional/district office that will be supporting this Contract.
4. Guideline: What information to include/exclude.
  - a. In the “Resolution of Litigation” section of your Proposal, include:
    - i. The parties to the lawsuit.
    - ii. The basis of the lawsuit (ex: Breach of Contract, Alleged Surveying Error, Improper Design).
    - iii. The monetary amount claimed/requested.
    - iv. The monetary amount settled/paid.
    - v. Identify if it is a third-party lawsuit.
  - b. Include lawsuits such as:
    - i. Breach of Contract.
    - ii. Deficient services.

- iii. Oversight in design / design defects.
  - iv. Defects or deficiencies (ex: You are a surveyor, and there was a boundary dispute involving a survey you performed.)
  - v. Errors or omissions.
  - vi. Economic loss due to late completion of your services/delays.
  - vii. Personal injury/death due to negligence regarding your services.
  - viii. Negligence (regarding your services).
  - ix. Negligence in insuring reasonable care during performance of services.
  - x. Negligence in overseeing projects.
  - xi. Negligence in overseeing maintenance of traffic if it is specifically your contractual duty.
  - xii. Accidents due to negligence in your design.
- c. Exclude lawsuits such as:
- i. Traffic accidents on or off the project site due to an employee being involved in an accident (as the driver of an involved vehicle).
  - ii. Liens/lawsuits filed by you due to non-payment (by your client) after attempts to collect outstanding accounts receivable have been unsuccessful.
  - iii. Third-party lawsuits/lawsuits where you were dismissed from the case because you were not directly involved in the problem.
  - iv. Landlord/tenant lawsuits.
  - v. Cases where you were granted summary judgment and released from the lawsuit.
  - vi. Improper termination of employment.
  - vii. Negligence cases such as a slip-and-fall on your office premises.
5. Pending Litigation: Include any information regarding your firm being involved in any potential or pending litigation.
  6. Potential Disputes: List any pending or forthcoming disputes that are known.
  7. Liquidated Damages: Indicate whether your firm has ever been assessed liquidated damages or delay damages. Include details.
  8. Sanctions: List any regulatory or license agency sanctions.
  9. Lost Accounts/Clients: Provide a complete list of all accounts lost (early termination or non-renewal). Include contact names and telephone number, length of service at each account, and reason for loss. This list can be limited to the regional/district office which will be supporting this contract and may be limited to the past five (5) years.
  10. Canceled Accounts: Provide a complete list of all accounts canceled/terminated by the Proposer prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the Proposer chose to cancel the contract. This list can be limited to the regional/district office that will be supporting this contract and may be limited to the past five (5) years.
  11. Contract Denial: Indicate if your firm has been denied a contract award by a public entity on which you submitted the low bid. Explain in detail.

Location – Tab 10

1. Include a simple/small map that shows your firm’s location relative to the project and Polk State’s Winter Haven Campus. Maps are available at [www.mapquest.com](http://www.mapquest.com) or [maps.google.com](http://maps.google.com).
2. Identify the location of the specific office that will have direct responsibility for this project.
  - a. Identify the county where this office is located.
  - b. Include number of miles and drive-time to/from the project site and Polk State’s Winter Haven Campus.
3. Identify the geographic location of your home/corporate office.
4. Points will be awarded based on the specific office having direct responsibility for this project:

Location	Points
Polk County	5
Bordering County (Hardee, Highlands, Hillsborough, Lake, Osceola, Orange, Pasco, or Sumter)	3
Florida, excluding the above locations	2
Outside of Florida	1

References – Continental United States, Hawaii, and Alaska only – Tab 11

1. Provide the following from at least five (5) references, Appendix H. If possible, include reference letters from the Client on each of the three most closely related projects that the firm has completed.
2. Do not include as a reference Polk State College staff or District Board of Trustees (DBOT) members.
3. The Evaluation Team considers both the information provided by the references and the percentage of replies received.

Volume of Work Previously Awarded by Polk State College

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 proposer in the past 5 years will be evaluated.

Proposers are NOT required to submit any information for this section.

Accuracy of Proposal Information

Any Proposer which submits in its proposal to Polk State College any information which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect, shall be disqualified from

consideration and may be disqualified from applying for other Polk State College work for a period of up to three (3) years.

All photos, images, schematics, and drawings of buildings, included in the Proposal, must cite the source.

### **EVALUATION CRITERIA**

The Evaluation Team (E-Team) will evaluate the written proposals to determine who to shortlist and interview based upon Proposal Evaluation Criteria below. After this evaluation process, those firms presenting the most responsive statements will be shortlisted and asked to present a personal interview before the E-Team.

Polk State College reserves the right to accept or reject any proposal 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 successful firm does not begin the contractual services within fifteen (15) days of signing the contract and/or if an acceptable fee cannot be negotiated.

The following Criteria are intended to provide the Evaluation Team with information regarding the qualifications of each proposing Architectural/Engineering Services firm. The submittal shall be organized, tabbed, and shall respond to each of the Criteria in the same order listed on the following page:

<b>Evaluation Criteria for Written Proposals</b>	
<b>Criteria for Evaluating Written Proposals</b>	<b>Maximum Points</b>
<b>Work Plan</b> a. Project phases, integrating input from multiple stakeholders b. Meeting standards of a green building that will assist in resource conservation and the expense of operation c. Use software to assist in communicating design and clash detection.	<b>10</b>
<b>Workload and Scheduling</b> a. Current workload b. History of schedule and budget compliance c. Availability d. Scheduling	<b>5</b>
<b>Cost Control</b> a. Cost control methods b. Use of value engineering	<b>10</b>
<b>Experience of Firm</b> a. Company credentials b. Completed projects of similar scope c. Sub-consultants emphasizing similar scope of services	<b>25</b>
<b>Experience of Project Personnel</b> a. Organizational chart for personnel assigned to this project b. List of project staff c. Principal's credentials d. Credentials of the Project Architects assigned to this project e. Professional personnel credentials for personnel assigned to this project f. Support (non-clerical) personnel's credentials for personnel assigned to this project	<b>25</b>
<b>Information and Communications</b> a. Regularly scheduled meetings b. Computer-based communications systems c. Computer-based management systems d. Website	<b>10</b>
<b>Litigation and Disputes</b> a. Summary of litigation b. Pending litigation and potential disputes c. Liquidated damages and license sanctions d. Lost or cancelled accounts e. Contract denial	<b>5</b>
<b>Location</b> a. Geographic location of the office that will have direct responsibility for this project	<b>5</b>
<b>Volume of Work Previously Awarded</b> a. Dollar value of fees received from Polk State in the past 5 years. College will generate this information.	<b>5</b>



## **SELECTION PROCESS**

### **Short-List**

The written Proposals received in response to this Request for Qualifications (RFQ) will be evaluated and ranked by the Evaluation Team, comprised of not less than five (5) voting members in accordance with the process and evaluation criteria and utilizing the attached Ranking Sheet. Various (non-competing) Professional Consultants and representatives from Polk State College Procurement Services Department may also be present during this process as non-voting members of the Committee. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Evaluation Team. The Committee has the option to select (short-list) and/or award a minimum of two (2) Proposer's who may give a presentation at a later date to the E-Team.

No information will be released by Polk State College after the due date for submission of the Proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the Proposer's selected. The ranking established for short-listing will carry forward to the next portion of the process. In accordance with the CCNA, Polk State College reserves the right to conduct or not conduct interviews, at its sole discretion.

Non-Responsive proposals will be rejected by the Procurement Services Department and will not be distributed to the E-Team for consideration. Additionally, the E-Team may determine that one or more required submittals/documentation are so inadequate as to be determined to be non-responsive. A proposal may be non-responsive due to:

1. Late submission.
2. Proposer does not meet minimum requirements.
3. Failure to follow the required format listed.
4. Failure to sign the proposal.
5. Failure to acknowledge addenda (unless all changes are not materiel, ex: extending the due date).
6. Failure to provide required submittals / documentation.
7. Failure to register as a prospective submitting firm.

The list of short-listed Proposers will be posted on the dedicated Webpage and the ITB/RFQ bulletin board in the Procurement Services Department.

The short-listed Proposers will be notified, as follows:

1. A letter will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
2. Specific questions/clarifications that the E-Team would like for all Proposers to address will be included in this notification.
3. Should the Evaluation Criteria for the Oral Presentations be changed, the revisions will be included in the letter.

### **Oral Presentation/Interview**

Scores from the written evaluation will not be brought forward to the oral presentation / interview. Only preference of position in interview order will be advantaged by short-listed ranking.

Oral presentations are tentatively scheduled for the date listed in Appendix A. Proposers should plan on fifteen (15) minutes for introductions and presentations and thirty (30) minutes for questions and discussion in a “sit down” meeting format. The Evaluation Team would like those individuals who will be directly involved in the project to attend the presentation/interview. It is requested that the Proposers not prepare large presentation boards or PowerPoint presentations; 8 1/2” x 11” handouts are permissible. The E-Team will evaluate and rank the Proposer based on the qualification submittals and oral presentations in accordance with the process and evaluation criteria. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the E-Team for both the evaluation of the Written Proposal and the Oral Presentation/Interview.

The Oral Presentations are exempt from the Sunshine Law, FS 286.011, and therefore, are not open to the public. However, they will be recorded and made available for review.

### Identical or Tie Scores

In the event two (2) or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

1. Drug Free Workplace (Appendix D)
2. Flip of a coin.

### Evaluation Criteria Rating Sheets

The Selection Committee will evaluate the Proposals received in response to this Request for Qualifications (RFQ) based on the Evaluation Criteria included in this document. The Evaluation Team will utilize the attached Evaluation Rating Sheets for both the Short Listing and Oral Presentation/Interview portions of the process.

### Recommendation

The Evaluation Team will recommend to the College President and, upon her approval, then to the District Board of Trustees of Polk State College that an Agreement for Architectural/Engineering services be negotiated with a minimum of two (2) Proposers with the highest total points (the sum of the scores given to each firm by all voting members of the Selection Committee) in accordance with CCNA provisions.

The recommendation for ranking that moves to the District Board of Trustees will be posted for review by interested parties at the Procurement Services Department and on the dedicated webpage prior to submission to the District Board of Trustees for final acceptance of ranking.

The recommendation will remain posted to the dedicated webpage and the ITB/RFQ bulletin board in the Procurement Services Department for a period of at least three (3) working days.

### Negotiation and Award

Polk State anticipates award to the highest ranked Proposer, judged by Polk State to be the most advantageous. Final approval of the ranking of Proposer(s) shall be by Polk State's District Board of Trustees at a regularly scheduled public meeting.

The RFQ and ranking process does not constitute an offer, agreement, or a contract with the Proposer. Once the ranking is approved, negotiations will commence with the top-ranked firm. Failure to complete negotiations with the firm ranked first will result in negotiations with the firm ranked second, and so on.

The Contract will become binding upon approval by the appropriate level of authority within Polk State College and executed by the parties.

The process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA).

Protests

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

**AFFIRMATION**

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

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**POLK STATE COLLEGE**

**SELECTION CRITERIA RATING SHEET – WRITTEN PROPOSAL**

**ARCHITECTURAL/ENGINEERING SERVICES  
BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
WINTER HAVEN CAMPUS  
RFQ #21-01**

<b>Name of Firm:</b>		
<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Printed Name &amp; Signature of Scorer</b>		

INSTRUCTIONS: Rate the information in each of the following sections.

<b>Tab</b>	<b>Factor</b>	<b>Awarded Points</b>	<b>Max Points</b>
<b>3</b>	<b>Work Plan</b> d. Project phases, integrating input from multiple stakeholders e. Meeting standards of a green building that will assist in resource conservation and the expense of operation f. Use software to assist in communicating design and clash detection.		<b>10</b>
<b>4</b>	<b>Workload and Scheduling</b> e. Current workload f. History of schedule and budget compliance g. Availability h. Scheduling		<b>5</b>
<b>5</b>	<b>Cost Control</b> c. Cost control methods d. Use of value engineering		<b>10</b>
<b>6</b>	<b>Experience of Firm</b> d. Company credentials e. Completed projects of similar scope f. Sub-consultants emphasizing similar scope of services		<b>25</b>
<b>7</b>	<b>Experience of Project Personnel</b> g. Organizational chart for personnel assigned to this project h. List of project staff i. Principal’s credentials j. Credentials of the Project Architects assigned to this project k. Professional personnel credentials for personnel assigned to this project l. Support (non-clerical) personnel’s credentials for personnel assigned to this project		<b>25</b>
<b>8</b>	<b>Information and Communications</b> e. Regularly scheduled meetings f. Computer-based communications systems g. Computer-based management systems h. Website		<b>10</b>

9	<b>Litigation and Disputes</b> f. Summary of litigation g. Pending litigation and potential disputes h. Liquidated damages and license sanctions i. Lost or cancelled accounts j. Contract denial		5
10	<b>Location</b> b. Geographic location of the office that will have direct responsibility for this project		5
-	<b>Volume of Work Previously Awarded</b> b. Dollar value of fees received from Polk State in the past 5 years. College will generate this information.		5

**POLK STATE COLLEGE**

**SELECTION CRITERIA RATING SHEET – ORAL PRESENTATION/INTERVIEW**

**ARCHITECTURAL/ENGINEERING SERVICES  
BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
WINTER HAVEN CAMPUS  
RFQ #21-01**

<b>Name of Firm:</b>		
<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Printed Name &amp; Signature of Scorer</b>		

**INSTRUCTIONS:** Rate the information in each of the following sections.

Factor	Awarded Points	Max Points
<b>Project Work Plan:</b> a. Demonstrate verbally and/or graphically your plan for performing this project. b. Indicate your firm’s ability to deliver quality designs in an effective and efficient manner. c. Clearly indicate the services that will be offered to Polk State College during the contract. d. Explain the inter-relationship of all parties. e. Describe how you plan to manage the various sub-consultants to assure a coordinated effort, minimize RFI and avoid equipment and system interferences.		<b>30</b>
<b>Cost Control / Value Engineering:</b> a. 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. b. Explain how BIM and/or available software will be used to ensure a successful project.		<b>25</b>
<b>Scheduling the Project:</b> a. Explain scheduling methodology for effectively managing and executing the design and construction documents to ensure timely completion of the project. b. Describe procedures for validating the CM’s proposed schedule c. Identify past scheduling challenges with similar projects in occupied buildings and how they were remediated.		<b>25</b>
<b>Knowledge of the Site &amp; Local Conditions:</b> a. Demonstrate knowledge of the project site and local conditions. b. Describe the permitting process required for this project.		<b>15</b>
<b>References:</b> a. Tabulated results of written reference check performed by Polk State College Procurement Services Department. b. Letters of reference included in written submittal. c. Site Visits, if any, performed by E-Team.		<b>5</b>

## APPENDICES LIST

Appendix	Type	Description
<b>A</b>	Informational	Procurement and Selection Timeline
<b>B</b>	As applicable	Statement of No-Proposal
<b>C</b>	Required	Proposer Information
<b>D</b>	As applicable	Drug Free Workplace Form
<b>E</b>	Required	Minimum Qualifications Form
<b>F</b>	Required	Schedule and Budget Compliance Form
<b>G</b>	Required	Dispute and Disclosure Form
<b>H</b>	Required	References
<b>I</b>	As applicable	Woman-, Minority-, Veteran-Owned Business Statement

## POLK STATE COLLEGE

## PROCUREMENT AND SELECTION TIMELINE

**ARCHITECTURAL/ENGINEERING SERVICES  
BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
WINTER HAVEN CAMPUS  
RFQ #21-01**

<b>Advertisement/RFQ Released</b>	<b>October 8, 2021</b>
<b>Pre-proposal Conference and Cutoff for Questions</b>	<b>10:00 a.m.; October 25, 2021 Conference Call No. 877.919.7704; Access Code 5631844</b>
<b>Posting of Final Addendum</b>	<b>4:00 p.m.; October 29, 2021</b>
<b>Proposals Due</b>	<b>4:00 p.m.; November 5, 2021 Winter Haven Campus, Administration Building, WAD 138</b>
<b>Bid Opening</b>	<b>Immediately Following Proposals due . . . Winter Haven Campus, Administration Building, WAD 236</b>
<b>Written Qualification Review Meeting/Shortlist by Evaluation Team</b>	<b>November 29, 2021 Winter Haven Campus, Multi-Services Building, WMS 124</b>
<b>Reference Checks Conducted</b>	<b>December 1, 2021</b>
<b>Oral Presentation / Interview with Evaluation Team</b>	<b>December 8, 2021 Winter Haven Campus, Multi-Services Building, WMS 124</b>
<b>Recommendation of Architectural/Engineering Services Contract to District Board of Trustees</b>	<b>January 24, 2022</b>
<b>Negotiation of Architectural/Engineering Services Contract</b>	<b>January 25, 2022 - February 11, 2022</b>



POLK STATE COLLEGE

STATEMENT OF NO-PROPOSAL

ARCHITECTURAL/ENGINEERING SERVICES  
 BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
 WINTER HAVEN CAMPUS  
 RFQ #21-01

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via email to [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu), or mail to:

Polk State College  
 Procurement Services Department  
 999 Avenue H, Northeast  
 Winter Haven, Florida 33881-4299

We, the undersigned, have declined to propose on the above-referenced RFQ for the following reason(s):

- Scope of Work or Terms & Conditions are too restrictive *(please provide feedback below)*
- Unable to meet requirements *(please provide feedback below)*
- RFQ was unclear *(please provide feedback below)*
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Unable to meet insurance requirements
- Other *(please provide feedback below)*

Remarks and Feedback:

Please remove us from your Vendor Database

Company:		Date:	
Signature:		Printed Name:	

## POLK STATE COLLEGE

<b>PROPOSER INFORMATION</b>
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**ARCHITECTURAL/ENGINEERING SERVICES  
BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
WINTER HAVEN CAMPUS  
RFQ #21-01**

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

POLK STATE COLLEGE

DRUG FREE WORKPLACE FORM

ARCHITECTURAL/ENGINEERING SERVICES  
BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
WINTER HAVEN CAMPUS  
RFQ #21-01

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

\_\_\_\_\_ does:  
*(Name of Business)*

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 (1), 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 (5) 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

POLK STATE COLLEGE

MINIMUM QUALIFICATIONS FORM

ARCHITECTURAL/ENGINEERING SERVICES  
 BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
 WINTER HAVEN CAMPUS  
 RFQ #21-01

The Submitting Firm shall meet the following minimum experience qualifications:

- a. The Principal and/or Project Architect must have a minimum of ten (10) years' experience as an architect.
- b. Currently licensed as an architect in Florida.
- c. Staff assigned to the project should have experience on the educational projects.
- d. The Submitting Firm must have a LEED Accredited Professional on staff.

Complete the following items and submit with your Submittal:

a. Year Licensed as an architect _____ Type of Licensee:	
b. Number of years of experience of the Principal or Project Architect	#
c. Florida Occupational License Number (attach copy)	#
d. How many similar educational projects have you successfully completed? <i>(Include at least two in the reference form)</i>	#
e. Attach evidence of staff member's Green Globe, LEED, or equivalent credentials. Name of staff member: _____	

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



POLK STATE COLLEGE

DISPUTE AND DISCLOSURE FORM

ARCHITECTURAL/ENGINEERING SERVICES  
 BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
 WINTER HAVEN CAMPUS  
 RFQ #21-01

Answer the following questions by placing an "x" or check "✓" in 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 <input type="checkbox"/> NO <input type="checkbox"/>	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 (5) years?
YES <input type="checkbox"/> NO <input type="checkbox"/>	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 (5) years?  If yes, indicate company name, contact name, and telephone number, length of service provided, and reason for early cancellation/termination of contract.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) 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

POLK STATE COLLEGE

REFERENCES

ARCHITECTURAL/ENGINEERING SERVICES  
 BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
 WINTER HAVEN CAMPUS  
 RFQ #21-01

<b>Proposer:</b>			
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:	

POLK STATE COLLEGE

WOMAN-, MINORITY-, VETERAN-OWNED BUSINESS STATEMENT

ARCHITECTURAL/ENGINEERING SERVICES  
 BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
 WINTER HAVEN CAMPUS  
 RFQ #21-01

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 fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) 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.



**END OF REQUEST FOR QUALIFICATIONS PACKAGE**

**ARCHITECTURAL/ENGINEERING SERVICES  
BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
WINTER HAVEN CAMPUS  
RFQ #21-01**