



POLK STATE COLLEGE

RECOMMENDATION TO AWARD

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ# 21-01

Architectural/Engineering Services

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

1. Background

- a. Polk State College issued the Request for Qualification (RFQ) #21-01 for Architectural/Engineering Services in accordance with the Purchasing manual. The purpose of the public solicitation is to select a firm to provide professional services to support the remodel and renovations of the WFA building
- b. Generally, the services include:
 - i. Support the development of the Guaranteed Maximum Price (GMP).
 - ii. Architectural, engineering, and associated services.
 - iii. Utilize energy conservation standards to assist in resource conservation and the expense of operation.
 - iv. Support the College's Direct Material Purchase Program.
 - v. Coordinate with Polk State College staff and Construction Manager in the companion RFQ#21-02.

c. The Evaluation committee:

Voting members		Non voting members	
Dr. Allen Bottorff	Business Services	Mark Lillquist	Procurement
Reggie Webb	Equity and Inclusion	Angie Armbruster	Procurement
Dr. Craig Collins	Fine Arts -Leadership	George Urbano	Facilities
Greg Harris	Faculty Senate		
Robbie Manikis	Project Mgt		
Damon Lawrence	Campus Operations		
James Sharp	Fines Arts Dept-Representative		

2. Advertisement

- a. The RFQ was advertised in the Polk County Democrat.
- b. Posted on the Procurement Department's ITB/RFQ bulletin board.
- c. Posted on the Polk State College website at the Procurement Department's web page RFQ #21-01.

3. Distribution/ Submittals

- a. The RFQ document was available for download from the Polk State College Procurement website.
- b. A non-mandatory Pre-Proposal conference call was conducted on October 25, 2021
- c. Five (5) proposals were received, and ALL five (5) proposal were determined to be responsive and accepted. In alphabetical order:
 - i. DLR group
 - ii. Furr Wegman Banks
 - iii. HKS Architects
 - iv. The Lunz Group
 - v. Rowe Architects
 - vi. Straughn Trout Architects

d. The scores for the written submittals were:

Firm	Score	Action
DLR Group	554.50	shortlisted
FWB	521.40	
HKS	551.50	shortlisted
Lunz	520.50	
Rowe	565.10	shortlisted
STA	594.50	shortlisted

e. The Evaluation Team agreed to a virtual presentation/interview of the four (4) top ranked firms on January 4, 2022

4. Reference Check - The Procurement Department performed a reference check on the firms selected to interview/present. The results of the reference check was shared with the Evaluation Team for scoring during the presentation.

5. A virtual oral presentations/interviews were held on January 4, 2022. The Evaluation Team scored each of the presentations as follows.

Scoring summary

Firm	Score
Rowe Architects	632
STA	624
DLR	569
HKS	496

6. Evaluation Committee recommends approval of the following ranking of A/E firms to provide services in accordance with RFQ#21-01 per the scoring summary noted in the posted document.

The ranking allows for the negotiation to commence with the top tiered firm. Should that effort prove unsuccessful, the next firm in line will be contacted, until such time a contract is negotiated and signed, or re-start of the public solicitation.

- #1. Rowe Architects
- #2. STA
- #3. DLR
- #4. HKS

