



POLK STATE COLLEGE

RECOMMENDATION REQUEST FOR QUALIFICATIONS (RFQ)

RFQ #16-01

Architect & Engineering Services for Continuing Services Contract

1. Background

- a. Polk State College issued the Request for Qualification (RFQ) 16-01 in accordance with the Purchasing manual. The purpose of the public solicitation is to select three to five firms that will provide architectural & engineering service associated with minor construction renovation and remodeling projects college-wide.
- b. In general, the services include:
 - i. Preparation of documents in support of: minor construction, renovation and remodeling projects.
 - ii. Projects may include a study, or planning activities for a single or grouping of minor construction projects, renovation and remodeling activities
 - iii. Support the College's Direct Material Purchase Program.
 - iv. Coordinate with Polk State College staff and Construction Manager in the companion RFQ #16-02 as directed by the College representative.
 - v. Provide disaster recovery services as directed by the College representative.

c. Evaluation Committee:

Voting members		Non-voting members	
Dr. Martha Santiago	WH Provost	Angie Armbruster	Purchasing
Stephen Hull	Lakeland Provost	Mark Lillquist	Puchasing
Val Baker	Dir. Of Equity and Diversity	George Urbano	Facilities
Greg Harris	Faculty		
Lyndon Belfon	WH Facilities Plant Mgr.		
John Sheffield	Lakeland Facilities Plant Mgr		
Robbie Manikis	Project Manager		

2. Advertisement

- a. The RFQ was advertised in the Polk County Democrat
- b. Posted on the Purchasing Department’s ITB/RFQ bulletin Board
- c. Posted on the Polk State College web-site at the Purchasing Department’s web page RFQ #16-01.

3. Distribution / Submittals

- a. The RFQ solicitation document was advertised June 6, 2016. Notification of the RFQ solicitation document availability was emailed to firms which had requested to be on our bidders list to provide this service.
- b. The RFQ document was available for download from the Polk State College Purchasing website.
- c. A non-mandatory Pre-Proposal conference was held on May 13, 2016.
- d. Eleven (11) proposals were received and the evaluation team accepted ALL proposal. In alphabetical order:

#1	C & K Architects	#7	Lunz Prebor Fowler Architects
#2	Design Styles Architects	#8	Parlier + Crews
#3	Furr Wegman Architects	#9	Rowe Architects, Inc
#4	GLE Associates, Inc.	#10	Straughn Trout Architects
#5	Kirk Curtis Mundy Hunnicutt	#11	WMB Architecture
#6	Le Huu Partners		

- e. The scores for the written submittals were:

	Average Score	Action
C & K Architects	3.69	
Design Styles Architects	3.62	
Furr Wegman Architects	4.10	Shortlist
GLE Associates, Inc.	3.90	
Kirk Curtis Mundy Hunnicutt	3.87	
Le Huu Partners	3.55	
Lunz Prebor Fowler	4.07	Shortlist
Parlier + Crews	3.99	Shortlist
Rowe Architects, Inc	4.18	Shortlist
Straughn Trout Architects	4.25	Shortlist
WMB Architecture	4.03	Shortlist

- f. The Evaluation Team agreed to interview the six (6)) top ranked firms on July 14, 2016,

4. Reference Check - The Facilities and Purchasing Departments performed a reference check of the firms selected to interview/present. The result of the reference checks were shared with the Evaluation Team for scoring during the presentation.
5. Oral presentation were held on July 14, 2016. The Evaluation Team scored each of the presentations.

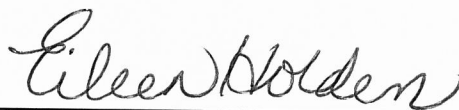
Scoring summary:

	Average Score
Furr Wegman Architects	4.32
Lunz Prebor Fowler	4.19
Parlier + Crews	3.56
Rowe Architects, Inc	3.98
Straughn Trout Architects	4.35
WMB Architects	4.02

6. Evaluation Team recommends approval of the rankings for Architect & Engineering Services RFQ #16-01 per the scoring summary noted in Par. #5 Top Five (5) firms will be selected to commence the contract negotiations. Should the negotiations with any firm not prove successful, the process with that firm, will terminate and notice provided. The process resume with the next firm in line.

- #1 Straughn Trout Architects
- #2 Furr Wegman Architects
- #3 Lunz Prebor Fowler
- #4 WMB architects
- #5 Rowe Architects
- #6 Parlier + Crews Architects

7. RFQ#16-01 Ranking APPROVED



Dr. Eileen Holden

Date