



PURCHASING DEPARTMENT  
9501 U.S. Hwy. 441  
Leesburg, FL 34788-8751

**RFQ #23-02**

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES, CONTINUING SERVICES-  
MISCELLANEOUS PROJECTS**

Firms interested in providing Architectural Services to Lake-Sumter State College are hereby notified that a proposal must be hand-delivered or delivered by express mail in a sealed package, **one (1) original and three (3) copies as well as one (1) digital USB flash media in PDF format** to: Lake-Sumter State College, Attention: Tammy Spencer, Director of Purchasing, Williams-Johnson Bldg., Ste. 133, 9501 U.S. Hwy. 441, Leesburg, Florida, 34788, marked RFQ #23-02, ARCHITECTURAL SERVICES: CONTINUING SERVICES-MISCELLANEOUS PROJECTS, no later than **January 03, 2023 @ 2:00 PM.**

The complete package is available on <https://www.lssc.edu/dept/purchasing/> or [www.myvendorlink.com](http://www.myvendorlink.com) websites.



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**Lake-Sumter State College (LSSC)** is requesting sealed, competitive proposals from qualified  
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### 1.3 Scope of Work

In general, the successful firm(s) will be required to provide sufficient information to permit contractors to respond to the College's request for proposals and permit the College to enter into a construction contract. The budget for each project and services requested shall be determined based upon each project's specific scope and requirements. In accordance with 287.055 (2)(g), Florida Statutes, each individual project under the contract shall not exceed \$4,000,000. Each individual study under the contract shall not exceed \$500,000. The architectural services shall include, but are not limited to, all professional services and meetings required for the following:

- Review of existing site conditions
- Preparation of a scope of work statement and preliminary cost estimate
- Coordination with appropriate government agencies
- Design and Construction drawings and specifications that incorporate the necessary sub-consultant discipline such as environmental, architectural, engineering, structural, surveying and any others that will be required. The documents will set forth in detail the requirements for construction of the project
- Assist in the bid process and evaluation of the construction contract
- Administrative review and observation during the construction phase, review of the submittals and shop drawings, review of the project close out documents, and any applicable warranty reviews
- Manage all architectural processes related to Construction Manager at Risk projects.

## SECTION 2 SPECIAL CONDITIONS

### 2.1 Contact Person

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- Award(s) will be made to the firms(s) who present the proposal that best fits the needs of the College.
- Recommendations will be posted for review by interested parties prior to submission through the appropriate approval process. The Notice of Intent to Award will be posted for a period no less than 72 hours. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in Florida Statute 120.53(5) shall constitute a waiver of proceedings.
- All contractors and subcontractors must provide a letter acknowledging compliance to section 274A of the Immigration and Nationality Act at the time the contract is awarded.

### **2.6 Term of Contract**

In accordance with Florida Statute 287.055(g), the College intends to award a Continuing Contract for construction projects in which the estimated construction cost of each individual project under the contract does not exceed \$4,000,000. The College reserves the right to enter into one contract with a single firm for all services, or award multiple contracts to firms, whichever is in the best interest of the College. The continuing services contract does not guarantee that projects will be assigned to the awarded firm(s). The anticipated term of the contract will be three (3) years, with two (2) additional one (1) year terms. The College reserves the right to select the projects to be assigned.

### **2.7 Termination Clause**

If a contract is awarded as a result of this RFQ and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract to the next ranked firm or issue a new RFQ, whichever is determined to be in the best interest of the College. The firm will serve at the will and pleasure of the College. Either party may cancel the contract with thirty (30) days advanced written notice. However, at the College's discretion, a termination for convenience by t. Elege -1(ur)3irTc 06(e



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- Continue and complete all parts of the work that have not been terminated.

### 2.8 **Insurance – Commercial General and Liability Insurance Requirements**

Firms must submit, with their proposal, proof of insurance meeting or exceeding the following requirements:

Each Occurrence Limit	\$ 1,000,000
General Aggregate	\$ 2,000,000
Personal/Advertising Injury	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Fire Damage	\$ 50,000
Medical Payments (any one person)	\$ 5,000

- ◆ Automobile Liability Insurance: \$1,000,000 for Bodily Injury/Property Damage (each accident)
- ◆ Worker's Compensation: Statutory limits and Employer's Liability Insurance of \$1,000,000
- ◆ Professional Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate; for









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**SECTION 4**  
**REQUIRED INTERVIEW**



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### **SECTION 5 REQUIRED FORMS TO BE SUBMITTED ALONG WITH PROPOSAL**

Proposal Contact Information	Page 13
CMBE/WBE Certification	Page 14
Public Entity Crimes	Pages 15-17
Drug-Free Workforce	Page 18

Letter from Bonding Company indicating current bonding capacity at time of submittal.

Certificate of Insurance as evidence of meeting minimum insurance requirements.



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### **PROPOSAL CONTACT PERSON INFORMATION**

Include this sheet as the very first sheet of your proposal. Please complete the form in its entirety.

Legal Name of Proposer

Federal Employee Identification Number

Mailing Address

Contact Persons Name:

Title:

Email Address:

Telephone Number:

Fax Number:

Authorized Signature:

Print



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### CMBE/WBE CERTIFICATIONS

(Please type or print clearly for reproduction purposes)

<b>IDENTIFICATION</b> Company Name			
Address	City	State	ZIP (9-digit)
Phone #	Fax #		Web page address
Contact Person	Title		

Address of









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**PUBLIC ENTITY CRIMES**

convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**attach a copy of the final order**).

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
(Type of identification)

Notary Public - State of \_\_\_\_\_ - My commission expires - \_\_\_\_\_

(Printed, typed and/or stamped Commissioned name of Notary Public)

A person or affiliate who has been placed on the convicted Firm list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a



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### **DRUG-FREE WORKFORCE FORM**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to quality and service are received by the owner for the procurement of services, a qualification statement received from a business that certifies that it has implemented a drug-free workplace program shall be given special preference in the award process. Established procedures for processing tie proposals statements will be followed if none or more than one of the tied vendors have a drug-free workplace program. In order to have a drug free workplace program, a business shall:

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' 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 under a bid a copy of the statement specified in subsection (1).
4. I the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance or no violation of 32.8(i)-of, 7 Tc 0.007 Tw -404



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**SECTION 5**  
**SCHEDULE OF EVENTS**

<b>TIME</b> <small>All times listed are RFO Eastern Standard</small>	<b>DAY/DATE</b>	<b>DESCRIPTION</b>
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### **SECTION 6**

### **STATEMENT OF NON-RESPONSE**

If you are not submitting a Request for Qualifications on this service please complete and return this form to: Lake-Sumter State College, 9501 U.S. Highway 90, Tallahassee, FL 32307-1000