



Lake Sumter State College

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**. Statements of Qualifications that arrive after the closing date will not be considered. Telephone, facsimile, e-mail or telegraphic Statements of Qualifications will not be accepted.

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



Request for Qualifications 23-02 Architectural Services

Lake-Sumter State College (LSSC) is requesting sealed, competitive proposals from qualified architectural firms interested in entering into an agreement to provide architectural services for its Main Campus, located in Leesburg, Florida, as well as the South Lake Campus located in Clermont, Florida, and the Sumter Center located in Sumterville, Florida.

Interested respondents are advised to thoroughly familiarize themselves with all details contained herein. LSSC reserves the right, at its' discretion, to waive any informalities in the selection process and to reject any or all proposals submitted for consideration. LSSC also reserves the right to award a contract to one or more qualified firms.

The intent of this Request for Qualifications (RFQ) is to select one or more State of Florida licensed architectural firms to provide architectural services for projects located on all campuses of LSSC. The goal is to provide services that are further described on the Scope of Work page of the RFQ. The size, scope and complexity of projects under this contract will be determined based upon specific requirements established by the Selection Committee.

LSSC reserves the right to award this contract based on non-economic factors if it is in the best interest of the College.

With the exception of the designated liaison, all firms and their agents are hereby placed on notice that they are not to contact members of the District Board of Trustees or staff affiliated with LSSC. Public meetings of the Selection Committee are the only acceptable forum for the discussion of merits of products/services requested by this RFQ. Written correspondence in regards to the RFQ is to be submitted to the designated liaison.

The staff member designated as the liaison for this RFQ is Tammy Spencer, Director of Purchasing & Accounts Payable, (352) 365-3502; e-mail SpencerT@LSSC.EDU.



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SECTION 1 **SCOPE OF WORK**

1.1 Request for Qualifications Specifications

The purpose of this RFQ is to obtain the services of one (1) or more qualified architectural firms to enter into an agreement to provide architectural services to LSSC.

Services will be performed at the following locations:

Lake-Sumter State College, Leesburg Main Campus
9501 US Highway 441
Leesburg, Florida 34788

Lake-Sumter State College, South Lake Campus
1250 N. Hancock Road
Clermont, Florida 34711

Lake-Sumter State College, Sumter Campus
1405 County Road 526A
Sumterville, Florida 33585

Campus maps can be found on our website <https://www.lssc.edu/about-us/locations/>.

1.2 Minimum Qualifications

Firms must demonstrate sufficient capacity, resources and experience to be considered for projects under this RFQ. The following criteria must be met:

- Present evidence that they are currently registered with or hold an unexpired certificate as a licensed architect. The firm must be properly registered with the State of Florida, Department of State, Division of Corporations, and must hold a current State Corporate Charter Number in accordance with Chapter 607, Florida Statutes.
- Must submit proof of insurance that demonstrates meeting the minimum requirements specified herein.
- Must submit proof of bonding capacity available at the time of submittal.
- Must have a minimum of three (3) years of architectural experience from an educational facility in Florida.



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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

For any information regarding the specifications and requirements of the RFQ, contact the Director of Purchasing, Tammy Spencer, via email at SpencerT@lssc.edu.

All questions shall be in writing. The RFQ title/number shall be referenced on all correspondence.

2.2 Change of Proposal

Any firm who desires to change their proposal shall do so in writing. Any request for changes shall be received prior to the date and hour of the Proposal Opening. The firm's name and the RFQ number shall appear on the envelope.



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2.3 Withdrawal of Proposal

A proposal may be withdrawn prior to the date and hour of the Proposal Opening. The request to withdraw a proposal must be in writing. Any proposal not withdrawn shall, upon opening, constitute an irrevocable offer for the period of ninety (90) days after the date of the Proposal Opening.

2.4 Method of Evaluation and Short List Interview

- A committee appointed by the Vice President of Finance and Chief Financial Officer shall meet to review the responses for compliance with the requirements of the RFQ. The Committee's evaluation shall be on the basis of the professional services offered by the firm in accordance with the following criteria:

• Architectural Team	35
• Previous Firm/Team Experience	25
• Services and Quality Control	20
• Previous Experience with LSSC Projects	10
• References	<u>10</u>
Total Points	100

2.5 Evaluation Method and Finalists Interview

A committee appointed by the Vice President of Finance and Chief Financial Officer shall meet to review the presentations and to recommend a ranked short list of finalists to the College's District Board of Trustees for consideration. The scoring criteria are as follows:

• Needs Assessment	25
• Overall Approach and Methods	20
• Schedule and Cost Control Abilities	20
• Proposed Project Staff Functions	20
• Financial Statements and Fee Structure	<u>15</u>
Total	100



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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 the College may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole. The College shall be liable for goods or services delivered and accepted. In the event of termination by either party, the firm will have, in no event, any claim against the College for lost profits or compensation for lost opportunities.

After a receipt of a Termination Notice and except as otherwise directed by the College, the firm shall:

- Stop orders and/or work on the date of termination
- Terminate and settle all orders and/or sub-contracts relating to the performance of the terminated work; the costs incurred for canceled projects will be billed to the College
- Transfer all work in progress, completed work, and other materials related to the terminated work as directed by the College



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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 deductible programs a performance bond is required; errors and omissions will require a deductible of \$10,000.

2.9 **Conflicts of Interest**

The College’s Conflict of Interest guidelines apply to this contract. Firms must be aware that no person having a conflict of interest with the College shall be employed with the College without full disclosure and approval by the District Board of Trustees of LSSC.

Firms must submit, prior to the signing of the contract, a Certificate of Insurance, including LSSC as an additional insured. This shall guarantee all required insurance remain current and in effect throughout the term of contract.

2.10 **Confidentiality**

The firm is hereby notified that any part of their qualifications or any other materials marked as confidential, proprietary, or trade secret, is protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).



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2.11 Purchasing Agreements with Other Agencies

All firms submitting a response to the RFQ agree that such response also constitutes an offer to all public entities within the State of Florida under same conditions, for same price, and for the same effective period, unless an exemption is submitted with the proposal. The exemption should be submitted on a separate form with the Statement of Qualifications and labeled Exemption to Purchasing Agreements with other Public Agencies. Each public agency desiring to accept these proposals, and make an award thereof, shall do so independently of any other public agency. Each agency shall be responsible for its own purchases and shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by the virtue of this RFQ.

SECTION 3 REQUIRED PROPOSAL CONTENT AND FORMAT

Firms shall submit one (1) original and three (3) copies as well as one (1) digital USB flash media in PDF format. The proposal, limited to forty (8.5 x 11) pages printed on one side excluding covers and dividers, which shall include, but not limited to, the following seven (7) sections:

1. Proposal Contact Person Information (See Attached Form)

This form should be the first page of the proposal. The contact person indicated should be someone the College may contact for any questions related to the RFQ.

2. Architectural Team

- Provide an organizational chart, as it relates to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability. Indicate which positions are full-time and part-time.
- Provide details on the qualifications of the individuals who will perform the support work on the project. List experience of each support person assigned to this project including current job description, resume, college degrees, and professional certificates. Indicate the number of years with this company and if all experience was obtained while employed with the firm.
- List experience of each principle within the firm assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Indicate the number of years with this company and if all experience was obtained while employed with the firm.
- Include proof of the required insurance.
- Include proof of bid bond capacity available at the time of this RFQ submittal (100% Performance Bond and 100% Payment Bond are required upon award of each guaranteed maximum price (GMP) contract amendment).



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3. Firm's Past Experience

- Provide a brief statement of qualifications that includes the firm's size, geographical location in relation to the project, and the office that will provide support for this project. Detail any information that would give the firm an advantage in completing this project.
- Respondents should submit any information they deem appropriate for evaluation of past performance.
- Include a list of all existing clients.

4. Team Experience

- Provide a brief statement of qualifications that includes the firm's size, geographical location in relation to the project, and the office that will provide support for this project. Detail any information that would give the firm an advantage in completing this project.
- Provide the project names, locations, scopes, and owners name for recently completed projects that best illustrate the experience of the firm and the current staff assigned.

5. Services and Quality Control

- List the services that the firm can perform with in-house staff. Detail how you maintain high quality design and enforce high quality construction which complies with the specifications of the project.
- Explain how quality assurance would be measured and monitored.

6. Previous Experience with LSSC Projects

- Identify the specific projects your firm has completed or currently in process to complete with LSSC.
- Points will be based on the following criteria:
- Two (2) or more projects: ten (10) points
- One (1) project: five (5) points
- Zero (0) projects: one (0) point

7. Contract Forms

All contract forms must be completed (with all blanks filled in), executed and properly notarized as appropriate.



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SECTION 4 REQUIRED INTERVIEW CONTENT AND FORMAT

1. Needs Assessment

- Each firm will be expected to demonstrate their process of discovery of any site conditions, permit conditions, supply chain issues, market conditions, and any other local conditions that have bearing on the project during the presentation.
- Each firm shall specify their level of experience in state requirements for educational entities and changing codes.

2. Overall Approach and Methods

- The firm is expected to reflect the approach and methods the team will use during the design and construction phases of the project during the presentation. The method(s) used to illustrate the approach and methods of the session are to be similar to the approach the Contract Manager will use throughout the project.

3. Schedule and Cost Control Abilities

- The firm is to use the presentation to demonstrate how costs and scheduling of project deliverables will be managed throughout the project.

4. Proposed Project Staff Functions

- The firm is to demonstrate throughout the presentation which employees will perform the different functions required during the project.
- It is strongly encouraged that key personnel attend and participate in the presentation and demonstrate to the committee the functions that each individual will perform during the project.

5. Financial Statements

- One copy of the firm's audited financial statements for the last three (3) years is required.
- The College may require the firm to submit additional financial information, if necessary, for evaluation.

6. Fee Structure

- List the firms' fee schedule such as, but not limited to, hourly design rates, project fees and other fees conducive to the services provided.



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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 Name and Title:



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CMBE/WBE CERTIFICATIONS

(Please type or print clearly for reproduction purposes)

IDENTIFICATION			
Company Name			
Address	City	State	ZIP (9-digit)
Phone #	Fax #		Web page address
Contact Person	Title		
Address of Parent Company	City	State	ZIP (9-digit)
Federal Employer Tax Identification No (9-digit) OR (FEIN)			
Are you a 1099 recipient?	If YES, under what name		
OWNERSHIP: Please check all applicable boxes Company is at least 51% owned, controlled, and actively managed by <input type="checkbox"/> Minority Person(s) <input type="checkbox"/> Woman/Women <input type="checkbox"/> Service Disabled American Veteran(s)			
If minority owned, check applicable boxes <input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian Pacific American (includes oriental) <input type="checkbox"/> Asian Indian American (includes India, Pakistan, and Bangladesh) <input type="checkbox"/> Native American (includes American Indian, American Eskimo, American Aleut, and Native Hawaiian)			
Attach current MBE/WBE Certifications (Note: Lake-Sumter State College requires certification of MBE's by the National Minority Supplier Development Council or an affiliate council, or a state or local government agency.)			

Signature

Print Name

Date



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PUBLIC ENTITY CRIMES

Any person submitting a qualification in response to this solicitation must execute the information below in accordance with 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with your qualification.

THIS FORM **MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to:

(Print name of the public entity)

By _____
(Print name of entity submitting sworn statement)

Whose business address is

And (if applicable) it's Federal Employer Identification No. (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.



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PUBLIC ENTITY CRIMES

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 - (a) A predecessor or successor of a person convicted of a public entity crime: or
 - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and



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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 public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Firm, Sub-Firm, 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 Section 287.017, for CATEGORY TWO for a period of thirty-six months from the date of being placed on the convicted Firm list.



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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 law of the United States or any state for a violation occurring in the work place no later than five days after such conviction.
5. Impose a sanction on, or require the 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 section 287.087 Florida Statutes.

As the person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

Firm's Signature



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SECTION 5
SCHEDULE OF EVENTS

TIME <small>All times listed are Eastern Standard</small>	DAY/DATE	DESCRIPTION
	12/05/2022	Begin Advertising
2:00 PM	12/12/2022	Deadline for Questions
2:00 PM	01/03/2023	RFQ's due to LSSC - Purchasing Department
2:10 PM	01/03/2023	Public Bid Opening*
2:00 PM	01/06/2023	Proposal Review & Evaluation Meeting
5:00 PM	01/06/2023	Short Listed Firms Listed on Website
TBD	01/12/2023	Finalists Interviews**
5:00 PM	01/13/2023	Recommendation(s) for Award Posted
	01/18/2023	Final ranking approved by Board of Trustees and approval to negotiate and execute a contract.

Lake-Sumter State College reserves the right to change any dates herein and will notify all firms through an addendum if necessary.

* Williams-Johnson Bldg., Room 133, Lake-Sumter State College, 9501 U.S. Highway 441, Leesburg, FL

** TBD



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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 441, Williams-Johnson Building, Room 133, Leesburg, FL 34788, Attention: Purchasing Department.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

I/We have declined to submit RFQ 23-02 for Architectural Services because of the following reasons:

____ Our work schedule did not allow for sufficient time to respond to submit a Qualification

____ At this time the Vendor is too understaffed to reply to this qualification

____ The Vendor does not have the experience to be considered for the award of this proposal

____ Other (specify below)

REMARKS: _____
