



# Lake Sumter State College

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

## REQUEST FOR QUALIFICATIONS

**RFQ #23-01  
CONTINUING CONSTRUCTION MANAGEMENT SERVICES  
MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING  
\$4,000,000**

To be considered, **prequalified construction firms** must submit hand delivered only (by the firm or express mail delivery service) in a sealed package, **one (1) original and five (5) copies as well as one (1) digital USB flash media in PDF format** of a Statement of Qualifications to: Lake-Sumter State College, Attn: Tammy Spencer, Director of Purchasing, Williams-Johnson Bldg., Ste. 133, 9501 U.S. Hwy. 441, Leesburg, Florida, 34788, marked RFQ #23-01, CONTINUING CONSTRUCTION MANAGEMENT SERVICES: MISCELLANEOUS PROJECTS, no later than **October 28, 2022 @ 2:00 PM**. Statements of Qualifications that arrive after the closing time and date will not be considered. Telephone, facsimile, e-mail or telegraphic Statements of Qualifications will not be accepted. Complete requirements are attached and available on the following website [www.lssc.edu/dept/purchasing.com](http://www.lssc.edu/dept/purchasing.com).

**Note:**

A **non-mandatory** pre-submittal conference will be held at October 14, 2022 @ 2:00PM, on Zoom please see link below.

<https://lssc.zoom.us/j/91043176770?pwd=bjFYdEluUUVranNQelRwZmZ5ZWpEQT09>

Meeting ID: 910 4317 6770 Passcode: 763995

The RFQ will be reviewed and questions will be addressed.

If a Firm requests a copy of this RFQ, but decides not to respond, please complete the Statement of Non-Response (Exhibit C) and return it to the address receiving the Statements of Qualifications.

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Tammy Spencer  
Director of Purchasing

# Request for Qualifications Procedures

*For*

*Continuing Construction Management Services  
Miscellaneous Projects With Budgets Not Exceeding  
\$4,000,000*

This document shall serve to provide interested parties with specific information as to the procedures for selection of Continuing Construction Management Services pursuant to Section 287.055, Florida Statutes: Consultant's Competitive Negotiation Act.

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Additional: Reference Form

**PROJECT NAME:** Continuing Construction Management Services  
Miscellaneous Projects With Budgets Not Exceeding  
**\$4,000,000**

**PROJECT LOCATION(S):** Leesburg Campus, South Lake Campus, Sumter Center

**RFQ NUMBER:** #23-01

### **1.0 DEFINITIONS**

“Lake-Sumter State College”, “LSSC”, or “the College” refers to the District Board of Trustees of Lake-Sumter State College, Leesburg, FL. The College is a political subdivision of the State of Florida.

FIRM refers to a **prequalified construction** partnership, joint venture, corporation or sole-proprietorship licensed in the State of Florida to perform the services requested.

### **2.0 PROJECT DESCRIPTION**

The District Board of Trustees of Lake-Sumter State College, (“LSSC”) located at 9501 U.S. Hwy. 441, Leesburg, Florida is interested in entering into a contract with one (1) or more qualified Firms to perform Continuing Construction Management Services: Miscellaneous Projects With Budgets Not Exceeding \$4,000,000, per the terms, conditions and specifications outlined herein.

Any contract awarded as a result of this RFQ solicitation will be negotiated and executed between the successful firm(s) and the College, in a timely manner and in compliance with all applicable limitations and restrictions of Florida Statutes.

Firms will be evaluated by a Selection Committee on their qualifications and abilities to successfully perform the scope of services per their Statement of Qualifications. A “short-list” of firms will be identified. Further instructions will be forwarded to the short-listed firms at that time. Firms that make the short list will be asked to interview with the Selection Committee. Firms will be ranked and the Committee will forward its recommendation to the Vice President of Finance and CFO for review and ultimately to the District Board of Trustees for final approval.

### **3.0 SCOPE OF SERVICES**

Lake-Sumter State College is soliciting written Statements of Qualifications from **prequalified construction firms** desiring to provide Continuing Construction Management Services for the College at its various sites throughout Lake and Sumter Counties. Lake-Sumter State College intends to award one (1) or more contracts to the firm(s) which is/are deemed most qualified and responsive to this request.

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The Continuing Construction Management Services shall include, but are not limited to the following: pre-construction services (value engineering, cost analysis and scheduling evaluations), bidding and contracting with all subcontractors, coordinating scheduling of the work, supervision of the work and working with the College's Architects and Engineers of Record on the various projects.

### 4.0 SCHEDULE OF RFQ EVENTS

Time	Day / Date	Description
	10/10//2022	Begin Advertising
2:00 PM	10/14/2022	<b>Non-Mandatory</b> Pre-Submittal Public ZOOM Meeting
<b>2:00 PM</b>	<b>10/21/2022</b>	<b>Deadline for Submitting Questions</b>
<b>2:00 PM</b>	<b>10/28/2022</b>	<b>Statement of Qualifications Due</b> Due to the Office of the Director of Purchasing
2:10 PM	10/28/2022	Solicitations Opened and Recorded LSSC Williams Johnson Bldg Room 116
2:00 PM	11/01/2022	Selection Committee meeting to review and shortlist Firms
TBD	11/08/2022	Selection Committee interviews finalists
	11/09/2022	Posting of Award Recommendation
	11/16/2022	District Board of Trustees approval

### 5.0 REQUIREMENTS OF THE CONTINUING CONSTRUCTION MANAGEMENT FIRM:

Firm must comply with the terms, conditions and specifications of the Request for Qualifications (RFQ), as outlined herein.

Firm must be knowledgeable of the requirements of Florida Statutes.

The selected Firm(s) and each of its sub-consultants will be required to meet the insurance requirements of LSSC.

Statements of Qualifications submitted in response to this RFQ, conference attendance and visits to Lake-Sumter State College must be at the sole expense of the Firms, whether or not any contract is awarded, as a result of this Request for Qualifications.

**6.0 STATEMENT OF QUALIFICATIONS**

*Required Information and Format:* To ensure that all Statements of Qualifications are fairly evaluated, scored, and ranked, it is very important that the Statements of Qualifications are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of the submitted Statement of Qualifications.

Statements of Qualifications should be presented in a three (3) ring binder and should be limited to not more than 40 (8.5 inch x 11 inch) pages printed on one side, (excluding covers, Table of Contents, section dividers, etc.). Oversize pages will be counted as two pages. Submissions in excess of 40 pages will not be disqualified; however, clarity, conciseness, and brevity will be taken into consideration during the evaluation process.

Dividers shall divide the sections TAB 1 through TAB 7. Secondary dividers may be used at the Firm's discretion to present information clearly.

**Required Information:**

**TAB 1:** Letter of introduction and interest signed by an officer or partner of the responding Firm. Summarize the Firm and their qualification for the miscellaneous projects and identify principal(s) who will be assigned to the miscellaneous projects.

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Certificate of Pre-qualification

Complete copy of RFQ with all applicable Exhibits completed.  
Exhibits A and B are required

**Prequalification Criteria:**

**TAB 2:** Current copies of General Contractor's License and all applicable licenses required to conduct business in the State of Florida and Lake and Sumter Counties.  
Current copy of State of Florida, Department of State, certification of incorporation.

***IF previously submitted during pre-qualification and no information has been updated/changed, this information may be omitted.***

**Evaluation Criteria:**

**TAB 3:**        Proposed Project Staff and Location of Firm (20%): Firm history, structure, personnel (including proposed project team and experience) and location.

The Firm shall name the actual staff to be assigned to the Miscellaneous Projects, describe their ability and experience and indicate the function of each within their organization and their proposed role on the projects. Identify the professional qualifications and licenses of the individuals who will be assigned to the projects. Demonstrate knowledge of the current State Requirements for Educational Facilities (SREF) and Florida Building Code, covering construction for higher education. Demonstrate knowledge of all local, state and federal codes, standards, and practices. It is the intent that the proposed staff shall be assigned to the projects unless otherwise approved by LSSC. A principal of the Firm as well as the project's management staff shall be present at the time of interview.

Give brief resumes of key persons to be assigned to the projects including, but not limited to, the following:

Name and title

Job assignment for other projects

How many years with this Firm - For sub-consultants, list prior projects your Firm has worked with sub-consultant

How many years with other Firms

Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement

Education

Active registrations (if any)

Identify the location of the office(s) that will be providing the required services. Provide information on the staffing and resources of the main office providing the majority of services.

Identify additional offices of the Firm in the State of Florida, their staff and resources.

Additionally, identify location of subcontractors in the area; list all that apply.

**TAB 4:**        Related Project Experience (30%): Documented experience of the firm in related projects similar in scope and amount (continuing services contracts and projects in which the construction costs do not exceed four million dollars (\$4,000,000).

List the projects, which best illustrate the experience of the Firm and current staff which is being assigned to the College's

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Miscellaneous Projects. (List no more than 10 projects and do not list projects which were completed more than ten years ago). Include the following for each project:

Name and location of the project  
The nature of the Firm's responsibility on the project  
Project owner's representative name, address, telephone and facsimile number  
Project user's representative name, address and telephone number  
Date project was completed or is anticipated to be completed  
Size of project (construction gross square feet)  
Cost of project (construction cost)  
Work for which Firm's staff was responsible  
Present status of the project  
Firm's project manager and other key professionals involved on the project and who of that staff would be assigned to the Project covered by this RFQ

**TAB 5:** References (15%): List of five (5) references with contact information and narrative description of performance specifically for the last five (5) projects of similar size, scope and complexity, budget and cost, their respective dates of completion or anticipated dates of completion and any other relevant data. (Provide only five (5) references as required and use attached **REFERENCE FORM** for each).

The Selection Committee, at its' discretion, may contact references provided by the Firm for additional information or clarification needed regarding the Firm's past performance on projects of this nature. Furthermore, the selection Committee may reserve the right to include their own past experiences with the Firm.

**TAB 6:** Workload (15%): Recent, current and projected workload of the firm; ability to meet time and budget requirements.

Firm shall provide a list of outstanding projects, client names, and status of completion, dollars committed on open projects, and overall workload with other owners.

**TAB 7:** Bonding Capacity, Insurance and Litigation (20%): Bonding Capacity: A letter from the Firm's insurer stating the Firm's bonding capacity for a single job and aggregate capacity is required. (The Firm will be required to bond on the guaranteed maximum price for each miscellaneous project).

***IF previously submitted during pre-qualification and no information has been updated/changed, this information may be omitted.***

Insurance: Provide a copy of the firms' current Certificate of Insurance.



**Litigation:** Describe any and all litigation, major disputes, liens and contract defaults with owners/clients, subcontractors and suppliers in the last five (5) years concerning the firm and the local office, if applicable.

**Firm's Warranty of Ability to Perform:** Firm shall warrant that there is no action suit, proceeding, inquiry, or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the Firm's knowledge, threatened, which would in any way prohibit, restrain, or enjoin the execution or delivery of the Firm's obligations or diminish the Firm's financial ability to perform the terms of any proposed contract with the College.

## **7.0 SELECTION COMMITTEE SCREENING**

**Individual Review:** Selection Committee members shall use the Selection Committee Evaluation Criteria Worksheet (Exhibit D) from the RFQ to document their review and evaluation of each Statement of Qualifications.

**Group Review:** At the scheduled publicly noticed meeting, Selection Committee members shall meet and discuss the Statement of Qualifications. The goal of this review is to allow each Selection Committee member the opportunity to fully discuss the Statement of Qualifications and to bring forth any information known to him or her regarding reasons why a particular statement should or should not be considered. At the conclusion of this meeting, each Selection Committee member shall review his or her evaluations, make any appropriate changes, and submit the Evaluation Worksheet to the Selection Committee Chairman or designee.

The Selection Committee Chairman or designee shall combine the evaluation scores submitted by all Selection Committee members and shall develop a short list recommendation of no less than four (4) Firms based on the total evaluation scores received. The number of Firms to be placed on the short list shall be determined by the Selection Committee members.

The short-listed Firms shall then be invited for interviews before the Selection Committee at a time identified in this RFQ or an alternate time at the Selection Committee convenience.

## **8.0 INTERVIEW AND PRESENTATION**

After Statements of Qualifications have been opened, a short-listed number of Firms submitting Statements of Qualifications in response to the RFQ shall be required, at the request of the LSSC, to make an oral presentation and/or provide written clarifications. Such presentations and/or clarifications will provide an opportunity for the Firm to clarify the Statement of Qualifications. Firms will not be allowed to change their Statement of Qualifications. Oral presentations may be recorded, and both recorded oral presentations and written clarifications will be

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affixed to the Firm's Statement of Qualifications and become a part of it as if originally submitted. Each short-listed Firm shall provide in a sealed package such additional information about the Firm and its operations as may be required by LSSC. If additional information is needed you will be given notice at the time of invitation to oral presentation. The additional information may include the following items:

Financial Capabilities (15%): Financial Statement: For the Firm and/or its equity participants, indicate Working Capital Ratio, Profitability, and Return on Assets Ratio. Include at least one copy of the financial information, including a balance sheet and statement of operations for the last three years in the original submittal. Submittal copies may state, "Included in original." LSSC may require the Firm to submit additional financial information necessary to evaluate the Firm's financial ability to perform the project and to respond to damages in the event of litigation pertaining to errors and/or omissions in the construction of this project.

Overall Approach, Methodology and Knowledge of the Site (30%): The Firm shall provide information regarding its knowledge of the site, local codes and ordinances, local subcontractors and suppliers as an indication of its ability to deliver quality workmanship in an effective and timely manner.

The Firm shall demonstrate verbally and graphically its plan for performing the Project, documenting the services to be provided and showing the interrelationship of all parties.

The Firm shall demonstrate verbally and graphically its plan for performing the Project, documenting the services to be provided and showing the interrelationship of all parties. As part of its services, the Firm shall indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendation of materials to create an optimum value in meeting the design and budget requirements.

Project Team (15%): The Firm shall express the general and specific project related experience and capability of in-house staff and sub consultants and their functions as it relates to the miscellaneous projects.

Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. It shall be understood that it is the intent of LSSC to insist that those key personnel indicated as the project team in this RFQ response actually executes the Project to completion.

If a joint venture, or prime subcontractor arrangement of two (or more) Firms, indicate how the work shall be distributed between the

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associated Firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

Cost Control (10%): Demonstrate how you develop cost estimates and how they are updated; provide specific examples of successful recommendations implemented to maintain project budgets without sacrificing quality. Describe your preconstruction bidding process and explain the benefits to the Owner.

Cost Accounting (10%): Demonstrate how you track costs for all the different expense and budget categories, how they are updated, how they are presented to the Owner and provide specific examples.

Project Scheduling (20%): As part of the project approach, the Firm shall propose a schedule for effectively managing and executing the work in the optimum time.

The Firm shall describe any representative current projects and the projected versus the actual schedule for each.

### Interview:

The Selection Committee shall convene to separately interview the short-listed Firms. As part of its interview, and at the Selection Committee Chairman or designee's discretion, each Firm shall make a short oral presentation. Selection Committee members shall use the Selection Committee Evaluation Criteria Worksheet (Exhibit D) to document their review and evaluation of each Presentation.

After the Selection Committee has interviewed all the short-listed Firms, it shall discuss the interviews and review each presentation. At the end of this discussion, Selection Committee members shall review their Evaluation Criteria Worksheet, make any appropriate changes, and then submit the Worksheets to the Selection Committee Chairman or designee.

The Selection Committee Chairman or designee shall combine the interview evaluation scores submitted by all Selection Committee Members and determine the Selection Committee's ranking of the short-listed Firms based upon the total

scores assigned to each Firm. If the ranking results in a tied score, prior to submission to the Director of Purchasing for approval, the Selection Committee Chairman or designee shall refer to Identical Tie Qualifications Form (Exhibit C). Each Selection Committee member shall re-evaluate the tied Firms in order to break the tie.

Once the Director of Purchasing verifies the ranking recommendation results, the Director shall advise the Vice President of Administration & Finance/CFO of the Selection Committee ranking.

**9.0 GENERAL INSTRUCTIONS**

Statements of Qualifications will be accepted by delivery only (by the firm or express mail delivery service) to: Lake-Sumter State College, Attn: Tammy Spencer, Director of Purchasing, Lake-Sumter State College, Williams-Johnson Bldg., Ste. 133, 9501 U.S. Hwy. 441, Leesburg, Florida, 34788-8751 by October 28, 2022 @ 2:00 PM. The Request for Qualification number, description, and Firm name must be on the outside of the hand delivered and sealed envelope. Furnish the number of copies as instructed in the RFQ.

The response shall contain manual signature of an authorized representative of the responding Firm.

Firms responding to the RFQ shall be available for presentations and interviews to the LSSC Selection Committee per the dates identified in this RFQ.

The contents of the Statements of Qualifications of a successful Firm will become part of its contractual obligations.

Statements of Qualifications shall be typed. All corrections made by the Firm prior to the opening shall be initialed and dated by the Firm. No changes or corrections will be allowed after 10/28/2022 @ 2:00 PM.

Questions: Any questions concerning the RFQ should be directed in writing to: Attn: Tammy Spencer, Director of Purchasing, at: Spencert@lssc.edu. All requests for information shall be submitted no later than 10/21/2022 @ 2:00 PM. Only the interpretation or correction so given by the Director, in writing, shall be binding and prospective Firms are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ and the selection process. All such interpretations and supplemental instructions will be in the form of written Addenda to the RFQ.

Selection Committee members, Board of Trustees and college personnel (except the Director of Purchasing) are not to be contacted prior to the public meeting at which the Board of Trustees will decide to approve or reject the final recommendation presented to it by the President of the College. At the discretion of LSSC failure to comply with this requirement will be grounds for disqualification.

Specifically, this **NO-CONTACT PERIOD** shall commence on the date of the Non-Mandatory Pre-Submittal Meeting for the Request for Qualifications and continue through and include the date the Board of Trustees makes its determination to approve or reject the final recommendations.

Failure to meet any of these requirements may disqualify your Firm from consideration.

Any Firm requiring a special accommodation at the public meetings because of a disability or physical impairment should contact Tammy Spencer, Director of Purchasing, at least three (3) working days prior to any meeting.

If a Firm chooses to appeal any decision with respect to any matter considered at the above cited meeting, it will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. A copy of the agenda may be obtained by writing to: Lake-Sumter State College, Attn: Tammy Spencer, Director of Purchasing, at email address.

#### **10.0 TERMS AND CONDITIONS:**

General Conditions: The District Board of Trustees of Lake-Sumter State College, reserves the right to waive minor, nonmaterial irregularities in any or all Statements of Qualifications and accept or reject, in part or in full, any or all Statements of Qualifications.

It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto Firm that any specific amount of services will be requested or required of Firm pursuant to this RFQ.

Statements of Qualifications which do not comply with these instructions or that do not include the requested data may not be considered.

By making a submission, it is understood and agreed that the submitting entity consents to LSSC contacting any parties referenced in the entities response including but not limited to all project owners and references herein.

Equal Employment Opportunity: The Lake-Sumter State College does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.

The successful Firm shall not discriminate against any person in accordance with Federal, State or local law.

Laws, Ordinances, Rules, Regulations, Permits, and Licenses: The Firm shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees of Lake-Sumter State College and the federal and state

governments which may be applicable to the Firm's operation at LSSC, and shall, at the sole cost of the Firm, obtain and maintain all permits and licenses, necessary to comply with such requirements and standards.

Contract: This RFQ, in entirety, is to be incorporated by reference and will become part of any contract awarded as a result of this Request for Qualifications. In the event the language in the contract itself should conflict with the terms of this RFQ, the contract shall prevail. There is no obligation on the part of the College to enter into any contract as a result of this RFQ. The College reserves the right to enter into one contract with a single vendor for all services, or award multiple contracts to multiple vendors, whichever is in the best interest of the College and

based on the criteria listed in this RFQ. The contract term shall be (3) years with (2) two additional (1) year renewals.

Assignment: Neither this Request for Qualifications nor any duties or obligations assumed under any agreement or contract(s) resulting from this Request for Qualifications shall be assigned by Firm without prior written consent of the College.

Confidentiality: Firms are hereby notified that any part of the Statements of Qualifications, or any other material marked as confidential, proprietary, or trade secret can only be protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

Independent Firm: Nothing herein is intended or shall be construed as in any way creating or establishing the relationship of co-partners between the parties or in any way making the Firm the agent or representative of the College for any purpose in any manner whatsoever. Firm is, and shall remain, an independent contractor with respect to all services performed.

Insurance: Firm shall obtain, maintain, and pay for insurance in the categories listed in the insurance schedule. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule. The insurance shall cover the Firm's entire operations under any contract awarded as a result of this RFQ and shall be effective throughout the effective period of any such contract. It is not the intent of this schedule to limit the types of insurance otherwise required by any proposed contract or that the Firm may desire to obtain.

- ◆ Commercial General and Umbrella Liability Insurance. Insured's shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. CGL insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.
- ◆ Automobile Liability. Insured shall maintain the amount of \$1,000,000 Combined Single Limit. Coverage shall include Non-Owned and Hired Car coverage.
- ◆ Workers' Compensation. Where required by law, Insured shall maintain all statutorily required Workers Compensation coverage. Coverage shall include Employer's Liability, at minimum limits of \$500,000 / \$500,000 / \$500,000.
- ◆ Other – Professional Liability. No less than \$2,000,000 (when applicable) for services provided. If coverage is offered on a claims-made basis, such coverage shall continue for a period of two (2) years after completion of the Project.
- ◆ Certificate of Insurance. Description area of certificate shall describe the event, activity or contract with LSSC and shall include the clause: "Waiver of subrogation

applies.”

- ◆ Certificate Holder shall read:

ATTN: Office of Risk Management and Legal Affairs  
Lake-Sumter State College  
9501 U.S. Hwy 441  
Leesburg, FL 34788-8751

- ◆ Additional Insured. All certificates shall name the College as an additional insured, except Workers Compensation coverage and Professional Liability. Certificates of Insurance shall provide thirty (30) days notice of policy cancellation, non-renewal or a reduction in the limit of liability by an endorsement to the policy.
- ◆ Cancellation: All certificates shall provide for thirty (30) days’ written notice to the College prior to cancellation or material change of any insurance referred to in the certificate.

All insurers shall have a Best’s rating (or equivalent) of AVIII or better and be licensed and admitted in Florida. Prior to the commencement of a grant or contract, Insured shall furnish the College with a certificate of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. The Firm shall not allow any subcontractor to commence work on its subcontract until the subcontractor has obtained equivalent insurance and provided certificates of insurance showing the coverage to the Firm.

All policies required, except Professional Liability, shall be written as primary policies and not contributing to nor in excess of any coverage the College may choose to maintain. Failure of the College to demand a certificate or other evidence of full compliance with these insurance requirements or failure of the College to identify a deficiency from evidence that is provided shall not be

construed as a waiver of Insured’s obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this grant or contract at the College’s option.

By requiring this insurance, the College does not represent that coverage and limits will necessarily be adequate to protect Insured, and such coverage and limits shall not be deemed as a limitation on Insured’s liability under the terms of the grant or contract.

In the event of any claims, costs, losses or damages against the Board of Trustees of Lake-Sumter State College, its officers, trustees, employees or agents, alleging that the Board of Trustees, or Lake-Sumter State College or any of its officers, trustees, employees, or agents, whether past, present or future, were negligent, jointly or severally, regarding any act or omission related to this Request for Qualifications, or any contract entered into pursuant to this Request for Qualifications, the Firm, in the event the College is not found to be solely negligent at the conclusion of the judicial process, agrees to indemnify and hold harmless the College for all costs and attorney’s fees up to and including all trial and

appellate levels. In the event the College is found to be partially or contributorily negligent at the conclusion of the judicial process, the Firm agrees to indemnify and hold harmless the College for all costs and attorney's fees, up to and including

all trial and appellate levels, for that percentage of the verdict in which the College is not found to be negligent; that is, the College's percentage of negligence subtracted from one hundred percent. In the event a settlement is reached before a judicial decision is rendered, Firm agrees to indemnify and hold harmless the College for its share of the settlement agreement, including costs and attorney's fees up to and including all trial and appellate levels. At the conclusion of any judicial process, the College shall provide to the Firm and the Firm shall pay the College the appropriate percentage or amount specified within thirty days.

Qualifications Modification: Statements of Qualifications submitted prior to the opening date may be modified or withdrawn only by notice to the College. Such notice must be received by the Department of Purchasing at the address provided herein prior to the time designated for opening of the Statements of Qualifications. Firm may change or withdraw the Statements of Qualifications at any time prior to opening; however, only letters or other formal written requests for modifications or corrections of a previously submitted Statements of Qualifications; which are addressed in the same manner as the Statements of Qualifications, and are received by the Department of Purchasing or to the scheduled opening time will be accepted. The Statements of Qualifications, when opened, will then be corrected in accordance with such written requests, provided that the written request is contained in a sealed envelope; which is plainly marked A Modification of Qualifications.

Withdrawn Statements of Qualifications may be resubmitted up to the time designated for the receipt of Statements of Qualifications provided that they are then fully in conformance with the requirements of the RFQ.

Open Competition: The College encourages free and open competition among Firms. Whenever possible, specifications, qualification invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the College's needs and the accomplishment of a sound economical operation. The Firm's signature on its Statement of Qualifications guarantees that the Firm,

its agents, officers or employees have not bribed or attempted to bribe or influence in any way an officer, employee or agent of the College.

Public Crimes: 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 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 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 F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.



Prohibition Against Contingent Fees: Submitters of Statements of Qualifications are hereby notified that any contract entered into by LSSC for construction management services will contain a prohibition against contingent fees as follows:

“The Firm warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Firm to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or Firm, other than a bona fide employee working solely for the Firm any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the College shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration, and to disqualify the Firm from future contracts with LSSC for a period up to five (5) years.

Proposed Materials: The material submitted in response to the Request for Qualifications becomes the property of the College upon delivery to the Department of Purchasing and is to be appended to any formal document, which would further define or expand the contractual relationship between the College and the Firm.

Proprietary Material: All rights to proprietary material must be transferable to the College in the event the vendor goes out of business.

Ownership of Work Products: The College will be considered the owner of all work products produced under any contract that results from this RFQ.

RFQ Interpretation: Interpretation of the wording of this document shall be the responsibility of the College and that interpretation shall be final.

Errors and Omissions: The Firm is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the Firm suspect any error, omission, or discrepancy in the specifications or instructions, the Firm shall immediately notify the College, in writing, and the College shall issue written instructions to be followed. The Firm is responsible for the contents of its Statement of Qualifications and for satisfying the requirements set forth in the RFQ.

Firm’s Responsibility: It is understood and the Firm hereby agrees that it shall be solely responsible for all services that it proposes, notwithstanding the detail present in the RFQ.

Proposal Rejection: The College shall have the right to reject any or all Statements of Qualifications and in particular to reject a Statements of Qualifications not accompanied by data required by the RFQ or a Statements of Qualifications in any way incomplete or irregular. Conditional Statements of Qualifications will not be accepted.

Severability: If any provision of a contract resulting from this RFQ is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be

deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement.

Governing Law and Venue: This contract, and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Firm hereby agree that venue shall lie in Lake or Sumter County, Florida.

Lobbying: Firm is prohibited from using funds provided under this RFQ for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

Proposal Abstracts: Recommendation for award 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 not 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 F.S. 120.53(5) shall constitute a waiver of proceedings.

Tabulations: Bidders will receive a copy of the Statement of Qualifications tabulations with recommended awards electronically via email per Florida Statute 120.57(3). NO STATEMENT OF QUALIFICATIONS TABULATION OR AWARD INFORMATION WILL BE GIVEN OVER THE TELEPHONE.



REQUEST FOR Qualifications **23-01**

**EXHIBIT A**

SIGNATURE PAGE  
 LAKE-SUMTER STATE COLLEGE RFQ #23-01  
 CONTINUING CONSTRUCTION MANAGEMENT SERVICES  
 MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING \$4,000,000

(Please type or print clearly for reproduction purposes)

<input type="checkbox"/> <b>IDENTIFICATION</b> Company Name			Type of Service/commodity
Purchasing Address	City	State	ZIP (9-digit)
Remit to 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)	Social Security Number (SSN)		
Are you a 1099 recipient?	If YES, under what name		
<b>OWNERSHIP</b> 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			
<b>If minority owned, check applicable boxes</b>			
<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)			
<b>Attach current MBE/WBE Certifications</b>			
<b>SIZE INFORMATION</b> Please check appropriate box (check one only).			
<input type="checkbox"/> Foreign Owned Business <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Women Owned Business <input type="checkbox"/> Small Business <input type="checkbox"/> Government Entity			
<input type="checkbox"/> Non-Profit Business <input type="checkbox"/> Corporation <input type="checkbox"/> Individual, Self-Employed <input type="checkbox"/> Partnership, Joint Venture, Estate/Trust			
<u>Name (Print):</u>			
<u>Signature:</u>			

All Firms certify by their signature that they have read and understand the conditions and specifications of this Statement of Qualifications and that they have the authority, capacity and capability to perform according to the conditions and specifications of this Request for Qualifications.

**EXHIBIT B****IDENTICAL TIE QUALIFICATIONS FORM**

LAKE-SUMTER STATE COLLEGE RFQ #23-01  
CONTINUING CONSTRUCTION MANAGEMENT SERVICES  
MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING \$4,000,000

Preference shall be given to businesses with drug-free work place programs. Whenever two or more qualifications 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 work place program shall be given special preference in the award process. Established procedures for processing tie qualifications statements will be followed if none or more than one of the tied vendors have a drug-free work place program. In order to have a drug free work place 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 work place 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 work place, the business's policy of maintaining a drug-free work place, 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. In 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 contender 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 work place 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.**

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Vendor's Signature



# REQUEST FOR Qualifications **23-01**

## EXHIBIT C

### STATEMENT OF NON RESPONSE

LAKE-SUMTER STATE COLLEGE RFQ #23-01  
CONTINUING CONSTRUCTION MANAGEMENT SERVICES  
MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING \$4,000,000

If you are not submitting on this service, please complete and return this form to: Lake-Sumter State College, Attn: Tammy Spencer, Director of Purchasing, 9501 U.S. Hwy 441, Leesburg, Florida, 34788-8751.

**Failure to respond shall result in deletion of Firm's name from the qualified Firms list for Lake-Sumter State College.**

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I/We have declined to submit a response to RFQ #23-01 because of the following reasons:

\_\_\_\_\_ Our work schedule did not allow for sufficient time to respond to submit a proposal

\_\_\_\_\_ At this time the Firm is too understaffed to reply to this proposal

\_\_\_\_\_ The Firm does not have the SREF experience to be considered for the award of this proposal

\_\_\_\_\_ Other (specify below)

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT D**

<b>SELECTION COMMITTEE EVALUATION CRITERIA WORKSHEET</b> LAKE-SUMTER STATE COLLEGE RFQ #23-01 CONTINUING CONSTRUCTION MANAGEMENT SERVICES MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING \$4,000,000													
			<b>APPLICANTS</b>										
<b>CRITERIA</b>		<b>MAX</b>	1	2	3	4	5	6	7	8	9	10	11
<b>SUBMITTAL REVIEW</b>													
1	Project Staff & Firm Location	20											
2	Related Project Experience	30											
3	References	15											
4	Workload	15											
5	<b>Bonding Capacity, Insurance and Litigation</b>	20											
<b>SUB- TOTAL SUBMITTAL SCORE</b>		<b>100</b>											
<b>INTERVIEW &amp; PRESENTATION</b>													
1	<b>Financial Capabilities</b>	15											
2	Overall Approach, Methodology and Knowledge of Site	30											
3	Project Team	15											
4	Cost Control	10											
5	Cost Accounting	10											
6	Project Scheduling	20											
<b>SUB-TOTAL INTERVIEW SCORE</b>		<b>100</b>											
<b>TOTAL CUMULATIVE SCORE AND RANKING</b>													
<b>GRAND TOTAL CUMULATIVE SCORE</b>		<b>200</b>											
<b>RANKING</b>													

**CONTINUING CONSTRUCTION MANAGEMENT SERVICES  
MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING \$4,000,000****REFERENCE FORM**

Reference #: \_\_\_\_\_

**Contact Information:**

Contact Name: \_\_\_\_\_ Bus. Phone #: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_ Alt. Phone #: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Narrative description of performance including size, scope and complexity,  
budget and cost:****Respective dates of completion or anticipated dates of completion:****Any other relevant data:****Briefly explain why this project is similar:**