



Lake Sumter State College

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

REQUEST FOR QUALIFICATIONS

RFQ #24-02 CAMPUS MASTER PLAN SERVICES

To be considered, **campus master planning consultants** 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: Ross Wilson, Director of Purchasing, Williams-Johnson Bldg., Ste. 133, 9501 U.S. Hwy. 441, Leesburg, Florida, 34788, marked RFQ #24-02, CAMPUS MASTER PLAN SERVICES, no later than **Jan 30, 2024 @ 2:00 PM Eastern**. 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 websites www.lssc.edu/dept/purchasing.com and www.myvendorlink.com.

Note:

A **non-mandatory** pre-submittal conference will be held on Jan 10, 2024 @ 2:00PM; contact Ross Wilson by email to RSVP and receive a link to the meeting.

The RFQ will be reviewed and document questions will be addressed. Questions regarding scope should be emailed.

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.

Ross Wilson
Director of Purchasing

Request for Qualifications

For

Campus Master Plan Services

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

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PROJECT NAME: Campus Master Plan Services

PROJECT LOCATION(S): South Lake Campus

RFQ NUMBER: #24-02

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 **Campus Master Planning Consultant** 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) qualified Firm to perform Campus Master Plan Services for its South Lake Campus, located at 1250 N. Hancock Rd. Clermont, FL 34711, per the terms, conditions and specifications outlined herein.

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 may be identified. Further instructions will be forwarded to the short-listed firms at that time.

Firms that make the short list may be asked to interview with the Selection Committee. Firms will be scored based on qualification criteria outlined in section 8.0.

The College intent is to award a single agreement to the responsive proposer scoring the overall highest evaluation points.

3.0 SCOPE OF SERVICES

Purpose

Lake-Sumter State College seeks to develop a master plan and real estate strategy (the plan) that will define their long-term vision for investment. This plan will provide recommendations and guidance on the future development of the College's South Lake Campus. It will establish a road map for overall design, land use planning, infrastructure, capital projects, and implementation plans and identify appropriate procurement methods. The Strategic Plan 2023-2026 shall be used as a key resource in defining the vision, goals, and objectives for this plan. To that end, the following considerations will ensure that the Plan will...

1. Enable the creation of a vibrant community that is centered on a college-town village that optimizes the use of existing College land and other real estate assets and will enable the successful implementation of the Strategic Plan.
2. Provide guidance for capital projects and campus improvements, with intentional flexibility needed in a setting such as the South Lake Campus.
3. Establish capital planning goals that are aligned with realistic funding capacity.
4. Consider and Identify student housing needs by leveraging both on and off campus opportunities.
5. Create a communication plan to include the surrounding city and community stakeholders in future opportunity development.
6. Provide capital plan recommendations and identify potential funding opportunities.

Campus Context

- The South Lake Campus of LSSC is located at 1250 N. Hancock Rd. in Clermont, FL. The campus is approximately west of N. Hancock Rd., south of Oakley Seaver Drive, and north of Legends Way adjacent to Orlando Health-South Lake Hospital on about 120 acres of land some of which has severe elevation changes. There are about 20 acres of flat land that has not been developed along with about 50 acres that has elevation changes. Downtown Orlando is roughly 20 miles east of the campus location.
- The first building on the South Lake Campus of LSSC was opened for classes in the fall of 1999. Bldg. 1 currently is home to the math emporium and related offices on the 2nd floor and most of the first floor is leased to a charter high school while their campus is being built. This building is about 28,000 sq ft. Bldg. 2, in partnership with the University of Central Florida (UCF), was opened in 2002 and is a 3-story building with about 72,000 sq. ft. UCF currently leases some office space in Bldg. 2. The Cooper Memorial Library opened in 2009 and is about 65,000 sq. ft. and has two levels. The newest building is the Science-Health Partnership (SHP) Bldg. that opened in 2017 and is a 2-story 51,000 sq. ft. building that is home to the allied health academic programs and offices as well as science laboratories for Biology, Anatomy and Physiology, Physics, and Chemistry. The Science-Health Partnership Bldg. has an adjacent chiller bldg. and a new 1,600 sq. ft. Facilities Mgmt. and Grounds Bldg. is being built at this time next to the SHP chiller bldg.

- The South Lake Campus has surface level parking lots near each of the buildings. There are no parking garages nor third party operated parking. The LSSC students prefer the lot between Bldg. 2 and the Science-Health Partnership Bldg. since most of the college courses are scheduled in these buildings. The Cooper Memorial Library is a joint use library with the Lake County Library system and is heavily used by both community members and LSSC students. The library building also has a small café and bookstore in addition to a community room that can be reserved for use. There are three classrooms on the first floor of the library that are currently being leased to the local charter high school.
- LSSC has a 2-year Associates in Nursing (RN) program in the Science-Health Partnership Bldg. The campus also has the Medical Laboratory Tech (MLT) program and, starting in fall of 2024, Respiratory Care (RC) program. The largest number of students are declared in the Associate in Arts (AA) university transfer program.
- Currently, the South Lake Campus of LSSC does not have student housing, but that is a topic the college is interested in exploring.
- On LSSC property on the South Lake Campus there are five softball fields that a third party operates. The LSSC softball and baseball teams currently have their home fields on the Leesburg Campus. There is a cross country trail on LSSC property that is used for practice for the cross country teams, but is not a competition course. The South Lake Campus does have a practice beach volleyball court and an outside basketball court.
- LSSC student enrollment at the South Lake Campus reached its peak in 2018-2019 with 4,851 students enrolled in credit courses and in 2019-2020 there were 4,864 students registered in summer, fall, or spring classes. The on campus enrollment dipped due to COVID and in 2020-2021 there were 1,058 students taking seated classes. This has rebounded to 1,990 and 2,715 students in '21-22 and '22-23 and continues to increase in '23-24

Focus Areas

This planning process is intended to provide a Strategic Master Plan with a 15- to 20-year planning horizon. Specific capital project recommendations, including facility locations, macro-level programming and conceptual massing, should be realistic and achievable within the College's financial capacity, donor expectations, and tolerance for alternate project delivery methods. The plan should address the College's current (seven-year horizon) and future (beyond seven-year horizon) needs regarding each of the following topic areas:

1. **Resource Planning for Power, Water, Environmental Sustainability and Anti-Fragility** (including business continuity considerations). Evaluate and plan for all utilities such as electricity, natural gas, storm, sanitary, water, district cooling, IT/COMM and security to ensure efficient, safe, and reliable operations. Additional detail should be provided for:
 - i. Centralized utilities
 - ii. Storm water
 - iii. Renewable energy
 - iv. Digital twin and smart infrastructure

- v. Waste management
2. **Facility Renewals and Future Development.** Assess all current facilities for macro-level improvements and identify expansion opportunities. Identify gaps in existing real estate portfolio where future development will be necessary. Consideration to be given to all administrative, academic, research, student life, athletics, transportation, and housing facilities. Incorporate existing known capital improvement plans.
3. **Advanced Mobility and Transportation.** Consider current and future opportunities to maximize human-powered mobility, traditional vehicular transportation, and options for implementing electric and autonomous vehicles where possible and most efficient. Provide macro-level input relative to items including parking and transit, facility growth, infrastructure planning, and financial and business planning.
4. **Campus Digital Infrastructure.** Develop comprehensive and connected solutions that are focused on improving the academic outcomes and quality of life of students, faculty and staff and empowering economic opportunities.
5. **Public / Community Engagement.** Create a communication strategy to identify stakeholders within the College community, state university system, local communities, and broader external partner ecosystem. This strategy will be rolled out over the life of the Master Plan to ensure that stakeholders are continually engaged and opportunities for collaborative growth continue to evolve with the growth of the College.
6. **Traditional Town and College Campus.** Create a traditional “town-and-gown” community, integrating the College and College Town with the local urban fabric. Critical to the development of the College and College Town is the proper planning and design of the “neighborhood conditions” where the College/College Town and the immediate city context are entwined. These areas and spaces should be designed with a mix of uses and activities, where students, faculty, administrators and leaders, residents, workers, and visitors can safely walk the streets and other public spaces, share facilities, and meet and engage each other.
7. **Open Space and Recreation.** Create appropriate and careful sequencing of open spaces, with safe circulation patterns. Create and maintain viewsheds, meaningful gateways and thresholds. Provide venues for informal outdoor learning spaces, student to student and student to faculty interaction, and as venues for intellectual contemplation, organized events, and informal activities. Enhance and improve interfaces and thresholds between the College/College Town and surrounding neighborhoods.
8. **Real Estate Capital Project Optimization.** Establish the strategic framework and key performance metrics that the College leadership team can use to guide and evaluate future detailed building and infrastructure project plans and RFPs. Develop a macro-level cost model to level-set CAPEX/OPEX investment needed by the College and can also be used to attract and communicate opportunities with potential partners/stakeholders.
9. **Developer and Public Investment Strategies.** Provide guidance on capitalization and investment strategies that can overlay Master Plan solutions to identify pathways to potential sources of funding and financing. These can include grants and endowment sources, debt financing, alternative financing and funding

solutions through private partnerships and co-location of synergistic uses on campus that may be used to capitalize and unlock the built environment infrastructure needs of the College.

Proposal Content

1. **Project Understanding:** Include a statement of your understanding of the project, your firm's approach to the project, and the steps you will take to perform the scope of work.
2. **Experience:** Provide information that conveys the firm's and/or team's size, history, personnel, special expertise, and experience with similar campus capital planning efforts, including:
 - i. Transect design and Form-based design
 - ii. Traditional neighborhood design and sprawl-repair expertise
 - iii. Campus master planning
 - iv. Facility assessment and planning
 - v. Infrastructure assessment and planning
 - vi. Light Imprint Design
 - vii. Capital/finance strategy, planning and procurement strategies
 - viii. Public infrastructure grants and planning
 - ix. Mobility planning and parking strategy
 - x. People-centered design process
 - xi. Stormwater and sustainable resource management
3. **Past Performance:** Provide three (3) examples of traditional neighborhood and campus planning and design work by your team which were performed or have been completed within the past five (5) years. The College encourages examples that are complete and are of similar scale and complexity to this project.
4. **Proposed Timeline:** Provide an estimated timeline to provide the scope of services. The goal of the proposed timeline is to ensure that all stakeholders have a clear understanding of the project schedule and can plan accordingly. Provide a narrative of your approach to accomplish each step of the process outlined in the timeline including College resources required. Provide the expected deliverables for each step.
5. **Page limit:** Responses shall not exceed twenty (20) pages.
6. **Required forms and documents (Does not count against 20 page limit):**
 - i. Current copies of all applicable licenses required to conduct business in the State of Florida and Lake and Sumter Counties.
 - ii. Current copy of State of Florida, Department of State, certification of incorporation.
 - iii. Provide a copy of the firms' current Certificate of Insurance.
 - iv. Exhibits A and B.
 - v. Provide three (3) references utilizing the attached reference form. The Selection Committee, at its' discretion, may contact references provided for additional information or clarification of information.

4.0 TENTATIVE SCHEDULE OF RFQ EVENTS

Time	Day / Date	Description
	01/05/2024	Begin Advertising
2:00 PM	01/10/2024	Non-Mandatory Pre-Submittal Public ZOOM Meeting
2:00 PM	01/12/2024	Deadline for Submitting Questions
2:00 PM	01/30/2024	Request for Proposals Due Due to the Office of the Director of Purchasing
2:30 PM	01/30/2024	Solicitations Opened and Recorded
2:00 PM	02/09/2024	Selection Committee meeting to review and shortlist Firms
TBD	02/15/2024	Selection Committee interviews finalists (if needed)
	02/16/2024	Posting of Award Recommendation
	02/21/2024	District Board of Trustees approval

5.0 REQUIREMENTS OF THE CAMPUS PLANNING CONSULTANT FIRM:

Firm must comply with the terms, conditions and specifications of the Request for Proposals (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 Proposals.

6.0 Evaluation Criteria:

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

Related Project Experience (30%): Documented experience of the firm in related projects similar in scope and amount.

References (10%): The Selection Committee, at its' discretion, may contact references provided for additional information or clarification of information.

Timeline (10%): The goal of the proposed timeline is to ensure that all stakeholders have a clear understanding of the project schedule and can plan accordingly.

Overall Approach and Understanding of Scope (30%): The Firm shall provide information regarding its knowledge of the site, local codes and ordinances.

7.0 SELECTION COMMITTEE SCREENING (PHASE I)

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.

Using the evaluation criteria specified in this RFQ, the Committee may evaluate and rank responsive Proposals and, at the Committee's sole discretion, proceed to go straight into Phase III, Contract Negotiations.

8.0 INTERVIEW AND PRESENTATION (PHASE II if needed)

In the best interest of the College, the highest ranked firms, as determined in Phase I, may be invited to Phase II Interviews with the Evaluation committee. The focus of Phase II will be on selecting the firm that provides the best value for the College.

Each Proposer may earn up to one hundred (100) points for interviews. This score will be combined with Phase I. The Committee will determine the presentation time period. The Proposer's presentation should summarize its abilities to perform the scope of services as outlined in this RFQ. Shortlisted Firms may be expected to address specific questions by the Evaluation Committee during the Interviews.

Proposed project staff should be present for Interviews.

Interviews will not be open to the public but will be recorded by the College. In addition to Interviews, the College may request feedback from outside consultants or subject matter experts, or discussions relating to Proposer's capabilities and business plan, and/or any other information deemed helpful in making a sound business decision.

The College will not be liable for any costs incurred by the Proposer in connection with such interviews, or presentations (i.e., travel, accommodations, etc.).

Listed below are the main discussion topics and associated weighted value. This is not an exhaustive list of topics and is provided as a minimum set of discussion points. The intent for the interviews is to have an organic, free-flowing informal discussion to gain insight as it relates to the proposed team's ability to provide the technical and functional requirements of this contract.

Team Cohesiveness and Communication (10%): After introductions, briefly discuss the interactions of team members and experiences of working together.

Alignment with Vision & Strategy (35%): Demonstration of how your firm aligns with LSSC's Vision, Mission, and Values; as well as how your firm is able to guide charrette sessions with a vision to create a village within a campus space.

Project Team (25%): 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.

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.

Project Plan (30%): Discuss your plan for completing the project successfully. Include timeline, resources, deliverables, needs, expectations, etc.

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 Finance/CFO of the Selection Committee ranking.

9.0 CONTRACT NEGOTIATIONS (PHASE III)

It is the College's intent to recommend to its District Board of Trustees that College administration be authorized to negotiate and enter into satisfactory agreements with the top ranked proposer as deemed in the College's best interest.

If a satisfactory agreement cannot be negotiated, the College would then formally terminate negotiations and enter negotiations with the next ranked responsive architectural firm until an acceptable satisfactory agreement can be negotiated and entered into.

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

A continuing services contract for Master Planning Services for future planning needs across the College's campus locations (Leesburg, Sumter, South Lake Center and/or Four Corners) may be awarded if deemed in the best interest of the College.

10.0 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: Ross Wilson, Director of Purchasing, Lake-Sumter State College, Williams-Johnson Bldg., Ste. 133, 9501 U.S. Hwy. 441, Leesburg, Florida, 34788-8751 by 01/30/2024 @ 2:00 PM Eastern.. 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 01/30/2024 @ 2:00 PM.

Questions: Any questions concerning the RFQ should be directed in writing to: Attn: Ross Wilson, Director of Purchasing, at: Wilsonr@lssc.edu. All requests for information shall be submitted no later than 01/12/2024 @ 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 Proposals 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 Ross Wilson, 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: Ross Wilson, Director of Purchasing, at email address.

11.0 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 entity's 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 Proposals. 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 through the successful completion of the project.

Assignment: Neither this Request for Proposals nor any duties or obligations assumed under any agreement or contract(s) resulting from this Request for Proposals 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 firms 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 \$1,000,000 (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 Proposals, or any contract entered into pursuant to this Request for Proposals, 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 filed 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 Proposals 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 **24-02**

EXHIBIT A

SIGNATURE PAGE
LAKE-SUMTER STATE COLLEGE RFQ #24-02
CAMPUS MASTER PLAN SERVICES

(Please type or print clearly for reproduction purposes)

<input type="checkbox"/> IDENTIFICATION 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		
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			
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			
SIZE INFORMATION 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			
Name (Print):			
Signature:			

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 Proposals.

EXHIBIT B**IDENTICAL TIE QUALIFICATIONS FORM**LAKE-SUMTER STATE COLLEGE RFQ #24-02
CAMPUS MASTER PLAN SERVICES

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.

Vendor's Signature

EXHIBIT C**STATEMENT OF NON RESPONSE**
LAKE-SUMTER STATE COLLEGE RFQ #24-02
CAMPUS MASTER PLAN SERVICES

If you are not submitting on this service, please complete and return this form to: Lake-Sumter State College, Attn: Ross Wilson, 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 #24-02 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

SELECTION COMMITTEE EVALUATION CRITERIA WORKSHEET													
LAKE-SUMTER STATE COLLEGE RFQ #24-02													
CAMPUS MASTER PLAN SERVICES													
			APPLICANTS										
CRITERIA	MAX	1	2	3	4	5	6	7	8	9	10	11	
SUBMITTAL REVIEW													
1	Project Staff & Firm Location	20											
2	Related Project Experience	30											
3	References	10											
4	Timeline	10											
5	Overall Approach and Understanding of Scope	30											
SUB- TOTAL SUBMITTAL SCORE		100											
INTERVIEW & PRESENTATION (If Needed)													
1	Team Cohesiveness & Communication	10											
2	Alignment with Vision & Strategy	35											
3	Project Team	25											
4	Project Plan	30											
SUB-TOTAL INTERVIEW SCORE		100											
TOTAL CUMULATIVE SCORE AND RANKING													
GRAND TOTAL CUMULATIVE SCORE		200											
RANKING													

CAMPUS MASTER PLAN SERVICES**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: