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.

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=bjFYdEluUUVranNQelRwdmZ5ZWpEQT09

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 return4 5.1097C

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 p

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

PROJECT LOCATION(S): **Leesburg C**

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	***Non-Mandatory*** Pre-Submittal Public ZOOM Meeting
2:00 PM	**10/21/2022**	**Deadline for Submitting Questions**
2:00 PM	**10/28/2022**	**Statement of Qualifications Due** 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.

Table of Contents

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%):

Lake Sumter
State College

REQUEST FOR

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 Capacity (15%): Financial Statements

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.

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.

i 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 i

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

REQUEST FOR

EXHIBIT C

STATEMENT OF NON RESPONSE

LAKE-SUMTER STATE COLLEGE RFQ #23-01
CONTINUING CONSTRUCTION MANAGEMENT SERVICES

EXHIBIT D

SELECTION COMMITTEE EVALUATION CRITERIA WORKSHEET
LAKE-SUMTER STATE COLLEGE RFQ #23-01
CONTINUING CONSTRUCTION MANAGEMENT SERVICES
MISCELLANEOUS PROJECTS WITH BUDGETS NOT EXCEEDING $4,000,000