



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



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Additional: Reference Form



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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:
 - Transect design and Form-based design
 - Traditional neighborhood design and sprawl-repair expertise
 - Campus master planning
 - Facility assessment and planning
 - Infrastructure assessment and planning
 - Light Imprint Design
 - Capital/finance strategy, planning and procurement strategies
 - Public infrastructure grants and planning
 - Mobility planning and parking strategy
 - People-centered design process
 - 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):**
 - Current copies of all applicable licenses required to conduct business in the



4.0 TENTATIVE SCHEDULE OF RFQ EVENTS

Time	Day / Date	Description
	01/05/2024	Begin Advertising
2:00 PM	01/10/2024	<i>Non-Mandatory</i> Pre-Submittal Public ZOOM Meeting
2:00 PM	01/12/2024	Deadline for Submitting Questions

2:00 PM



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References (10%):



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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



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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 its policies or 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



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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:



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the event a settlement is reached before a judicial decision is rendered, Firm agrees



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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 ti



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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: