

 COLLEGE of CENTRAL FLORIDA -an equal opportunity college-	ADDENDUM TO SOLICITATION/OFFER AND AWARD	PAGE 1 of 4 PAGE(S)
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1. ADDENDUM 1	2. EFFECTIVE DATE 2/18/2026	3. SOLICITATION NUMBER RFQ 25-2	4. SOLICITATION DESCRIPTION Pre-Qualified Architects List
5. ISSUED BY: COLLEGE OF CENTRAL FLORIDA TONY DENIS, DIRECTOR OF PURCHASING 3001 SW COLLEGE ROAD FOUNDERS HALLS/BLDG. 1/ROOM 109 OCALA FLORIDA 34478-1388 TELEPHONE: (352) 873-5815 FAX: (352) 291-4423		6. MAIL TO: COMPANY NAME: CONTACT: COMPANY ADDRESS: TELEPHONE:	

7. TYPE OF ACTION REQUESTED

Check one:

- A. THE CHANGE ORDER IS ISSUED TO INCREASE/DECREASE FUNDING AMOUNT AS SET FORTH IN ITEM 8 BELOW:
- B. THE ABOVE NUMBERED SOLICITATION IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES SET FORTH IN ITEM 8 BELOW:
- C. OTHER (Set forth in Item 8 below)

IMPORTANT: BIDDER IS NOT IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY(IES) TO THE ISSUING OFFICE.

8. DESCRIPTION OF ADDENDUM:

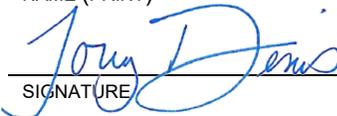
The purpose of this addenda is to clarify and answer the following questions submitted for RFQ 25-2 Pre-qualified Architects List and to introduce attachment 1 (Conflict of Interest Disclosure)

1. Can we list multiple subs per discipline? Are we locked into the subs we submit, or are they merely more of a “suggestion” on who we may use? **Yes, respondents may list multiple subconsultants per discipline. Subconsultants identified in your submittal are not binding; however, any subconsultant utilized for a specific project must meet all College requirements and may be subject to review and approval prior to performing work.**
2. What is the duration of the contract? **The prequalified list will remain in effect through June 30, 2027, unless terminated or modified by the College in accordance with the solicitation documents.**
3. How many firms are you planning on awarding a contract to? The College does not guarantee any minimum or maximum number of awards. **The number of firms placed on the prequalified list will be determined at the College’s discretion based on the evaluation of responses and anticipated needs.**
4. Page 28 of the RFQ, Mandatory Submittals, states that a Conflict of Interest Disclosure must be included in our response. No conflict of interest form has been provided in the RFQ. Would the College like respondents to write their own statement? **Attachment 1 of the Addendum will include the required Conflict of Interest Disclosure form.**

5. Typically, for prequalification submittals, we do not include subconsultants. Is it mandatory to include specific MEP/Structural/Civil subconsultants at this stage? If included, would we be contractually committed to using only those subconsultants? **Respondents may identify subconsultants as part of their qualifications; however, this is not a contractual commitment. The College reserves the right to review and approve subconsultants proposed for any specific project. All subconsultants must meet applicable College requirements at the time of engagement.**
6. Vendor Registration Form, Section 4:
Should architectural firms mark bonding information as "N/A"? Should architectural firms provide three projects in the project table? **Section 4 should be completed to the extent applicable to your firm. If bonding does not apply, indicate "N/A" and provide clarification as appropriate. For the project table, firms should provide relevant project experience. If the firm does not have three qualifying projects, this should be noted in the response.**
7. Would the College like to see qualifications for engineering subconsultants included, or just architectural qualifications? **Respondents may include subconsultant qualifications if they can be accurately represented. The College expects all information submitted to be complete and accurate. If full and verifiable qualifications for subconsultants cannot be provided, respondents should limit their submission to their firm's qualifications.**
8. What type of financial information is requested on page 28? **Financial stability documentation may include, but is not limited to: audited financial statements or balance sheets demonstrating fiscal health; bonding and insurance capacity letters; bank or credit references; and revenue information sufficient to demonstrate the firm's capacity to perform projects of varying size and complexity.**
9. If projects and resumes are included in the SF-330, may we reference that form instead of duplicating the information in the Statement of Qualifications? **Respondents may reference information contained in the SF-330; however, the submission must clearly identify specific page numbers where the required information can be found. It is the respondent's responsibility to ensure that all solicitation requirements are fully addressed.**
10. What time is the submission due on Friday, February 20? **All submissions are due Friday, February 20, 2026, by 2:00 PM EST. Late submissions will not be accepted.**
11. One of the requirements is a "completed and signed statement of qualifications". Is this a form that is provided by procurement, or is this a general statement of qualifications required from the proposing firms? **Please use the signature page on page 18 along with the required documents as your 'statement of qualifications'.**

12. In the Scope of Work, nothing is mentioned about any projects potentially needing to be LEED accredited. If the college does not necessarily intend on having their projects LEED accredited, is the “LEED accredited team member” necessary? **Yes. LEED accreditation is a requirement of the College. Although this solicitation is for the establishment of a prequalified list and does not include a specific project scope, the College requires that firms demonstrate the capability to support sustainability standards consistent with institutional and regulatory expectations. Accordingly, Respondents must identify a LEED-accredited team member as part of their qualifications. Not all future projects may require formal LEED certification; however, firms must have the demonstrated capacity to meet LEED or comparable sustainability requirements should they apply to a particular project. The College reserves the right to establish project-specific sustainability requirements at the time of individual project solicitation or assignment.**
13. Is there any way I can get the answer to this question tomorrow, even un-officially? The reason being is that our office is interested in submitting for the RFQ, but if the LEED certification is required then we won’t be able to submit. Whereas if it is not a requirement then we are eligible to submit and I would like to dedicate as much time into developing our RFQ package as possible. **As this is an active public solicitation, the College must ensure that all Respondents receive the same information at the same time. Accordingly, any clarification regarding solicitation requirements will be issued formally through a written Addendum and posted in accordance with the RFQ instructions. Respondents are encouraged to rely only on the written requirements contained in the RFQ and any formally issued Addenda when preparing their submittal.**

9. AUTHORIZED SIGNATURES REQUIRED

_____		TONY DENIS	DIRECTOR OF PURCHASING
NAME (PRINT)	TITLE	NAME (PRINT)	TITLE
_____			2/18/2026
SIGNATURE	DATE SIGNED	SIGNATURE	DATE SIGNED

Conflict of Interest Disclosure Form

All vendors interested in conducting business with College of Central Florida must complete and return the “Conflict of Interest Disclosure Form” in order to be eligible to be awarded a contract. Please note that all vendors/contractors are subject to comply with College of Central Florida’s conflict interest policies as stated within the certification section below.

If a vendor/contractor has a relationship with a College of Central Florida school official or employee or an immediate family member of a College of Central Florida official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No College of Central Florida official or employee or College of Central Florida employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No College of Central Florida official or employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
3. No retired or separated College of Central Florida official or employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in vendor’s company.
4. No College of Central Florida official or employee is contemporaneously employed or prospectively to be employed with the vendor.
5. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any College of Central Florida official or employee to obtain or maintain a contract.
6. Please note any exceptions below:

Vendor/Contractor Name	Vendor/Contractor Phone Number
Conflict of Interest Disclosure	
Print below the name of College of Central Florida school official, employees or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee _____ <input type="checkbox"/> Interest in vendor company _____ <input type="checkbox"/> Other _____

I certify that the information provided is true and correct by my signature below:

Signature of Authorized Representative
Date
Printed Name of Authorized Representative

This form must be completed and returned with your submitted proposal.