



PURCHASING DEPARTMENT

RFQ # 25-2

# Request for Qualifications

For

Pre-Qualified Architect List

**This document shall serve to provide interested parties with specific information as to the procedures for selection of Professional Services in compliance with F.S. 287.055 Consultant's Competitive Negotiation Act.**

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### **Introduction and General Information**

The College of Central Florida, a richly diverse comprehensive two-year institution with a history of achievement since 1957, transitioned in 2010 to a four-year state college offering baccalaureate degree. The college is dedicated to serving the expanding educational needs of the residents of Marion, Citrus and Levy Counties by providing four-year baccalaureate degrees and continuing to offer traditional associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of the College of Central Florida is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

The District Board of Trustees of the College of Central Florida, located at 3001 S.W. College Road, Ocala, Florida, in accordance with Florida Statute 287.055, is accepting Requests for Qualifications (RFQ) for a Pre-Qualified Architect List for the main Ocala Campus, 3001 S.W. College Road, Ocala, Florida 34474. The services shall include, but not be limited to, architectural and engineering design and educational specifications. Firms shall have a LEED-accredited team member. These specific services are further addressed in the Scope of Work.

Questions regarding responses to this Request for Qualifications should be directed in writing and electronically transmitted to the Purchasing Agent, Jonathan Melo at [MeloJ@cf.edu](mailto:MeloJ@cf.edu) no later than 3:30 p.m. on Monday February 16, 2026. The College will respond in writing, to all who inquire and will be posted on the purchasing website.

Requests for Qualifications (RFQ's) forms are available through the college's purchasing website. Completed RFQs shall be delivered, via email to the College's Purchasing Agent:

Jonathan Melo – [MeloJ@cf.edu](mailto:MeloJ@cf.edu)

Requests for Qualifications submissions will be opened for the sole purpose of recording the names of the submitting firms and to deliver all timely received Requests for Qualifications to the members of the evaluation committee.

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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.

**Any Request for Qualifications received after the specified time and date shall not be considered; additionally, any Request for Qualifications submitted orally, mailed, telephonically, faxed, or modified shall NOT be accepted. All Request for Qualifications must be emailed to the specified address by the specified deadline.**

The District Board of Trustees of the College of Central Florida reserves the right to waive minor, nonmaterial irregularities in any or all qualifications and accept or reject, in part or in full, any or all qualifications.

Again, Request for Qualifications are to be delivered via email to the attention of Purchasing Agent, Jonathan Melo at [MeloJ@cf.edu](mailto:MeloJ@cf.edu)

The Request for Qualifications document is available through the college's purchasing department web site at: <http://www.cf.edu/purchasing>

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**SECTION A**

**PROJECT OVERVIEW**

The College of Central Florida (CF) anticipates the need for professional architectural and engineering services for a variety of current and future projects across its campuses. These projects may include, but are not limited to, the planning, design, renovation, replacement, and construction of educational, instructional, administrative, and support facilities.

Potential projects may involve new construction, building replacement, renovations, deferred maintenance reduction, building system upgrades, space reconfigurations, and modernization of existing facilities. Services may include architectural and engineering design, educational specifications, life safety and code compliance, sustainability considerations, and coordination with information technology, audiovisual, and building automation systems, as applicable.

The College serves a diverse academic and workforce population and may undertake projects that support a wide range of instructional programs, workforce training, and community needs. Facilities may be located on the College's Ocala Campus or other College-owned or operated sites.

This Request for Qualifications is issued solely for the purpose of establishing a Pre-Qualified Architect List in accordance with Florida Statute 287.055 (Consultants' Competitive Negotiation Act). Inclusion on the Pre-Qualified Architect List does not guarantee the award of any specific project. When professional services are required, the College may issue project-specific solicitations or initiate negotiations with one or more firms from the Pre-Qualified Architect List in accordance with applicable statutes and College procedures.

All projects are subject to funding availability, College approval, and applicable regulatory requirements.

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**SECTION B**

**SCOPE OF WORK**

Firms included on the College's Pre-Qualified Architect List may be considered to provide professional architectural, engineering, and related consulting services for a variety of future projects, as required by the College. Services may include, but are not limited to, facility programming, planning and design services, civil, structural, mechanical, electrical, and plumbing engineering, life safety and code compliance, sustainability consultation, construction administration, and coordination with college staff, consultants, and regulatory agencies.

Potential projects may involve new construction, renovation, replacement, modernization, deferred maintenance reduction, or infrastructure improvements for educational, instructional, administrative, or support facilities. Project delivery methods may vary and could include, but are not limited to, Construction Manager at Risk (CMAR), Design-Bid-Build, or other delivery methods authorized by the College.

This Request for Qualifications does not constitute authorization to perform work or a guarantee of any specific project. When professional services are required, the College may issue project-specific scopes of work or solicitations to one or more firms on the Pre-Qualified Architect List in accordance with Florida Statute 287.055 and College procedures. All services are subject to funding availability and College approval.

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**SECTION C**

**SPECIAL CONDITIONS**

**1.0 Definitions**

- 1.1 The College, CF, or College of Central Florida, refers to the District Board of Trustees of the College of Central Florida, Ocala, FL. The college is a political subdivision of the State of Florida.
- 1.2 Firm refers to an individual, partnership, joint venture, corporation or sole-proprietorship.
- 1.3 Proposer refers to the architect and engineering firm submitting a proposal to the college in response to this request for qualifications. Proposer and Firm will be used interchangeably. Proposer and solicitation may be used interchangeably throughout this document. Proposal may be used throughout this document.

**2.0 Taxes and License**

- 2.1 The college does not pay federal, excise, and state sales taxes on college's direct purchases. The applicable tax-exempt numbers are:  
  
Florida Sales Tax: 85-8012739697C-7  
Federal Identification Number: 59-1213999
- 2.2 Professional Architectural and Engineering firms submitting qualifications must be certified, licensed and insured to do business in Florida in compliance with Florida Statutes.

**3.0 Background**

- 3.1 College of Central Florida is a public, degree-granting institution. It invites proposals from qualified, full-service firms providing professional services for architectural design and engineering.

**4.0 Selection Process**

- 4.1 The successful firm will be selected based on the evaluation criteria described in the applicable sections of this Request for Qualification.

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**5.0 Laws, Ordinances, Rules, Regulations, Permits, and Licenses**

5.1 The firm shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees of College of Central Florida and the federal and state governments which may be applicable to the Firm's operation at, College of Central Florida and shall, at the sole cost of the Firm, obtain and maintain all permits, licenses and insurance necessary to comply with such requirements and standards.

**6.0 Contract**

6.1 This Request for Qualification, in its entirety, is to be incorporated by reference and will become part of any contract awarded as a result of this request for qualification. In the event the language in the contract itself should conflict with these specifications, the contract shall prevail.

**7.0 Assignment**

7.1 Neither this agreement nor any duties or obligations under this agreement or resulting contract(s) shall be assigned by Firm without prior written consent of the college.

**8.0 Firm's Expense**

8.1 All qualifications submitted in response to this RFQ, conference attendance and visits to College of Central Florida must be at the sole expense of the firm, whether or not any agreement is signed as a result of this Request for Qualification.

**9.0 Confidentiality**

9.1 The firm is hereby notified that any part of their qualification or any other material marked as confidential, proprietary, or trade secret, is protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

**10.0 Request for Qualifications Response Requirements**

10.1 To ensure that all Requests for Qualifications submissions are fairly evaluated, scored, and ranked, it is very important that the proposals are

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prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

10.2 To be considered, respondents shall submit their Request for Qualifications electronically only in accordance with the requirements of this RFQ. Hard copy submissions will not be accepted. Each Request for Qualifications shall be submitted as a single consolidated PDF file and transmitted via email to the College's Purchasing Agent, Jonathan Melo, at MeloJ@cf.edu, no later than 2:00 P.M. on Friday, February 20, 2026. The electronic submission shall include all required forms, certifications, and supporting documentation identified in this RFQ. It is the sole responsibility of the respondent to ensure that its electronic submission is successfully transmitted and received by the College prior to the stated deadline. Requests for Qualifications received after the closing date and time shall not be considered. Requests for Qualifications should be clear, concise, and well organized. While submissions are not required to be mechanically bound or physically limited in length, the College reserves the right to consider clarity, organization, and brevity as part of its evaluation of responsiveness and completeness. Submissions transmitted by telephone, facsimile, or any method other than the electronic submission process described herein will not be accepted.

**11.0 Firm - Warranty of Ability to Perform**

11.1 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 obligations or diminish the firm's financial ability to perform the terms of any proposed contract with the college.

**12.0 Independent Firm**

12.1 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 purposes in any manner whatsoever. Firm is, and shall remain, an independent firm with respect to all services performed.

**13.0 Insurance Required**

13.1 Firm shall obtain, maintain, and pay for insurance in the categories listed

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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 this Agreement and shall be effective throughout the effective period of this agreement. 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, to include minimum coverage as shown below. 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, advertising injury and liability assumed under an insured contract including the tort liability of another assumed in a business contract.
  - Medical Expenses. (Any one person), No less than \$10,000
  - Valuable Papers and Records. \$25,000
- ◆ 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 \$1,000,000 / \$1,000,000 / \$1,000,000.
- ◆ Professional Liability Insurance. 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 College of Central Florida and shall include the clause: "Waiver of subrogation applies."

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- ◆ Certificate Holder shall read:

College of Central Florida  
c/o District Board of Trustees  
3001 S.W. College Road  
Ocala, FL 34474  
Fax: 352-873-5812
- ◆ Additional Insured. All certificates shall name the College of Central Florida c/o District Board of Trustees 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.

13.2 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.

13.3 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.

13.4 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.

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13.5 In the event of any claims, costs, losses or damages against the Board of Trustees of the College of Central Florida, its officers, trustees, employees or agents, alleging that the Board of Trustees, or College of Central Florida 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 contributory 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.

**14.0 Qualification Modification**

14.1 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 purchasing department via email 72 hours prior to the time designated for opening of the qualification. Firm may change or withdraw the qualification at any time prior to qualification opening; however, no oral modification will be allowed. Only email requests for modifications or corrections of a previously submitted qualification which are addressed in the same manner as the qualification, and are received by the purchasing department prior to the scheduled qualification opening time will be accepted. The qualification, once opened, will be corrected in accordance with the email request, provided that the email subject line is marked "Modification of Qualification."

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Withdrawn qualifications may be resubmitted up to the time designated for the receipt of qualification provided that they are then fully in conformance with the requirements of the Request for Qualification.

**15.0 Open Competition**

15.1 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 this qualification 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.

**16.0 Public Crimes**

16.1 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 qualification 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, firm, 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 ss. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list..

**17.0 Prohibition Against Contingent Fees**

17.1 Firms are hereby notified that the contract entered into by College of Central Florida for professional services will contain a prohibition against contingent fees as follows: "The architect warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect 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 architect any fee, commission, percentage, gift, or other consideration contingent upon or resulting from

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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.

**18.0 RFQ Submission Requirement**

18.1 There is no obligation on the part of the College to make an award as a result of this RFQ. To be considered, respondents shall submit their Statements of Qualifications **electronically only** in accordance with the requirements of this section.

All Statements of Qualifications must be submitted as a **single consolidated PDF file** and transmitted via email to the Purchasing Agent identified in this RFQ. **Hard copy submissions will not be accepted.** Submittals transmitted by facsimile or other delivery methods not expressly permitted herein will not be considered.

Electronic submittals must be received by the College no later than the date and time specified in the RFQ Schedule. Qualifications received after the stated deadline shall not be considered.

The subject line of the email shall clearly identify **RFQ 25-2 – Pre-Qualified Architect List** and the name of the responding firm. It is the sole responsibility of the respondent to ensure that its electronic submission is successfully transmitted and received prior to the deadline.

Questions regarding this RFQ shall be directed via email to:

**Jonathan Melo, Purchasing Agent - MeloJ@cf.edu**

**19.0 Design and Fee Schedule**

19.1 NOTE: Finalist to provide estimated Design and Fee Schedule. The material submitted in response to the Request for Qualifications becomes the property of the college upon delivery to the Procurement Department and is to be appended to any formal document, which would further define or expand the contractual relationship between the college and the firm. All of the material will be considered as part of this Request for Qualifications.

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**20.0 Proprietary Material**

20.1 All rights to proprietary material must be transferable to the college in the event the vendor goes out of business.

**21.0 Ownership of Work Products**

21.1 The college will be considered the owner of all work products produced under the contract that results from this RFQ.

**22.0 RFQ Interpretation**

22.1 Interpretation of the wording of this document shall be the responsibility of the college and that interpretation shall be final.

**23.0 Errors and Omissions**

23.1 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's Director of Purchasing, in writing, and the college shall issue written instructions to be followed. The firm is responsible for the contents of its qualification and for satisfying the requirements set forth in the RFQ.

**24.0 Firm's Responsibility**

24.1 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.

**25.0 Qualification Rejection**

25.1 The college shall have the right to reject any or all qualifications and in particular to reject a qualification not accompanied by data required by the RFQ or a qualification in any way incomplete or irregular. Conditional qualifications will not be accepted.

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**26.0 Performance Inquiry**

26.1 As part of the evaluation, the college may make inquiries to determine the ability of the firm to perform the work. The college reserves the right to reject any qualification if the firm fails to satisfy the college with proper qualifications to carry out the obligations of the contract. Please provide a minimum of three (3) current references, preferably from other educational institutions, that shall include the complete name, address, telephone number, and contact person.

**27.0 Severability**

28.1 If any provisions of the agreement resulting from this RFQ are 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. In the event any provision of this agreement shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

**29.0 Governing Law and Venue**

29.1 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 be in Marion County, Florida.

**30.0 Lobbying**

30.1 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.

**31.0 Americans with Disabilities Act of 1990**

31.1 If special accommodations are required in order to attend the Pre-qualification meeting and/or the qualification opening, contact Mr. Jonathan Melo, Purchasing Agent (352) 237-2111 ext. 1527.

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**32.0 Performance Bond**

32.1 **A performance bond is not applicable for this RFQ but a request for a maximum bondable amount is mandatory.**

**33.0 Protests of Award or Specifications**

33.1 To protest the specifications or the terms and conditions contained in this Request for Qualifications (RFQ), a written notice that includes the solicitation #25-2 titled Pre-Qualified Architect List, with a brief description of the basis for the protest must be filed with the Director of Purchasing (Tony Denis) at 3001 S.W. College Road, Building 1/Room 109, Ocala, Florida 34474 within 72 hours after receipt of this document. For purposes of this section, Saturdays, Sundays and state holidays shall be excluded in the computations of the 72-hour time period. A formal written protest must be filed within 10 calendar days after the date of the notice of protest is filed. The formal written protest must state with particularity all facts and law upon which the protest is based. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

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**SECTION D**

**SIGNATURE PAGE**

PLEASE PRINT

Company Name			
Company Address	City	State	Zip Code
Telephone Number	Email Address		
Print name of legally authorized person to bind the firm	Title		
Signature of legally authorized person to bind the firm			

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**SECTION E**

**STATEMENT OF NON RESPONSE**

If you are not submitting a Request for Qualifications on this service please complete and return this form to: College of Central Florida, 3001 SW College Road, Founders Hall, Room 109, Ocala, FL 34474 Attention: Purchasing Department.

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I/We have declined to submit a Request for Qualification, No. 25-2, for architectural/engineering services because of the following reasons:

- Our work schedule did not allow for sufficient time to respond to submit a qualification
- At this time the Firm is too understaffed to reply to this qualification
- The firm does not have the SREF experience to be considered for the award of this qualification
- Other (specify below)

REMARKS:

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**SECTION F**

**PUBLIC ENTITY CRIMES**

Firms responding to this Request for Qualifications shall execute and submit this required form.

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC  
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to:

(Print name of the public entity)

By

(Print name of entity submitting sworn statement)

whose business address is

and (if applicable) it's Federal Employer Identification No. (FEIN) is: \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

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**SECTION F**

**PUBLIC ENTITY CRIMES**

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime: or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a *prima facie* case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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**SECTION F**

**PUBLIC ENTITY CRIMES**

\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**attach a copy of the final order**).

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

(Type of identification)

Notary Public - State of \_\_\_\_\_ My commission expires \_\_\_\_\_

(Printed, typed and/or stamped Commissioned name of Notary Public)  
A person or affiliate who has been placed on the convicted Firm 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 Firm, Sub-Firm, 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 Section 287.017, for CATEGORY TWO for a period of thirty-six months from the date of being placed on the convicted Firm list.

## Request for Qualifications 25-2 Pre-Qualified Architect List

## SECTION G

## **LIST OF SUB-FIRMS**

**Name of Subfirm**

**Type of Work**

Request for Qualifications 25-2  
Pre-Qualified Architect List

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**SECTION H**

**RFQ SCHEDULE**

<b>Activity, Location</b>	<b>Date &amp; Time</b>
1 <sup>st</sup> Legal Advertisement	Friday, January 28, 2026
2 <sup>nd</sup> Legal Advertisement	Friday, February 6, 2026
3 <sup>rd</sup> Legal Advertisement	Friday, February 13, 2026
Release of Request for Qualifications	Friday, January 28, 2026
Deadline for Questions	Monday, February 16, 2026
Answers to questions posted on the College of Central Florida Purchasing website: <a href="http://www.cf.edu/purchasing">http://www.cf.edu/purchasing</a>	Wednesday February 18, 2026
RFQ Submissions Deadline *	Friday, February 20, 2026
Committee Team Ranking Submissions Due	Friday, February 27, 2026 @ 2:00pm
Recommendation for Award to Vice President of Administration's Office	Friday, March 6 <sup>th</sup> , 2026
Board of Trustees Meeting Location: College of Central Florida Ocala Campus 3001 SW College Rd. Ocala FL 34474	Wednesday, March 25 <sup>th</sup> , 2026
List Posting Date	Thursday, March 26 <sup>th</sup> , 2026

\*Dates subject to change. Please visit <http://www.cf.edu/purchasing> for updates to this schedule.

Request for Qualifications 25-2  
Pre-Qualified Architect List

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**SECTION I**  
**EVALUATION CRITERIA**

The purpose of this Request for Qualifications (RFQ) is to establish a pool of qualified architectural firms for inclusion on the College of Central Florida's **Pre-Qualified Architect List**. This solicitation is issued in accordance with the Consultants' Competitive Negotiation Act (CCNA), Florida Statutes §287.055, and **does not result in the award of a contract**.

Statements of Qualifications will be evaluated by a Selection Committee appointed by the College. Evaluation will be based solely on the written materials submitted in response to this RFQ. **No oral presentations, interviews, or discussions will be conducted** as part of this pre-qualification process. The Selection Committee will evaluate each submittal to determine whether the responding firm possesses the professional qualifications, experience, and capacity necessary to provide architectural services to the College.

Evaluation will be conducted using a weighted scoring approach for the purpose of ranking and managing the Pre-Qualified Architect List. Scoring is intended solely for internal evaluation and list administration purposes and shall not be construed as a competitive selection or contract award.

Firms may be required to achieve a minimum score to be included on the Pre-Qualified Architect List. The College reserves the right to:

- Pre-qualify firms in one or more architectural disciplines
- Establish tiers or rankings within the Pre-Qualified Architect List
- Decline firms that do not meet the College's minimum qualification standards

<b>Evaluation Criteria for Written Proposals</b>		
	<b>Criteria</b>	<b>Weight</b>
<b>Firm Experience</b> Experience providing architectural services for similar projects, including scope, size and complexity.		<b>30%</b>
<b>Project Team &amp; Capacity</b> Availability of key personnel and the ability to support multiple projects		<b>20%</b>
<b>Design Quality &amp; Technical Approach</b> Demonstrated quality of prior work, technical expertise and delivery approach		<b>20%</b>
<b>Past Performance &amp; References</b> Performance history, client references and a record of delivering projects on time and within budget		<b>20%</b>
<b>Familiarity with Public Sector/Higher Education Projects</b> Experience with public owners, higher education facilities and regulatory requirements		<b>10%</b>
<b>TOTAL</b>		<b>100%</b>

Request for Qualifications 25-2  
Pre-Qualified Architect List

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**SECTION J**  
**Standard Form 330 (SF-330) Requirement**

Responding firms shall submit a **completed and signed Standard Form 330 (SF-330), Architect-Engineer Qualifications**, in accordance with the requirements of the Consultants' Competitive Negotiation Act (CCNA), Florida Statutes §287.055.

The SF-330 shall provide comprehensive information regarding the firm's qualifications, experience, organization, and professional capabilities. Firms are responsible for ensuring that all applicable sections of the SF-330 are fully completed, accurate, and current as of the date of submission. Failure to submit a properly completed SF-330 may result in the firm being deemed non-responsive.

Firms shall submit **Part I** of the SF-330 for the prime architectural firm and may include **Part II** for additional offices, key personnel, or subconsultants, if applicable. Information provided in the SF-330 should be consistent with and support the qualifications, experience, and capacity described elsewhere in the Statement of Qualifications.

The SF-330 shall be included as part of the electronic Statement of Qualifications and submitted in the format required by this RFQ.

The Standard Form 330 may be obtained from the General Services Administration (GSA) website at the following link:

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>

Request for Qualifications 25-2  
Pre-Qualified Architect List

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**SECTION K**

**IDENTICAL TIE QUALIFICATION FORM**

**COLLEGE OF CENTRAL FLORIDA  
PROFESSIONAL ARCHITECTURAL AND ENGINEERING 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:

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.

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.

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).

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 contendere 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.

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.

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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Print Name

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Signature

Request for Qualifications 25-2  
Pre-Qualified Architect List

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**SECTION L**

**MANDATORY SUBMITTALS**

Respondents shall submit a complete Statement of Qualifications in accordance with the requirements of this RFQ. **Hard copy submittals will not be accepted.** All required documents must be submitted **electronically via email** as outlined below.

Statements of Qualifications shall be submitted as a **single consolidated PDF file**, unless otherwise specified, and must include all mandatory forms, certifications, and information required by this RFQ. Failure to submit all required information may result in the respondent being deemed non-responsive.

- Submittals shall be emailed to the Purchasing Agent identified in this RFQ.
- The subject line of the email shall clearly reference **RFQ 25-2 – Pre-Qualified Architect List** and the name of the respondent.
- The electronic submittal must be received by the College **no later than the date and time specified in the RFQ Schedule.** Late submittals will not be accepted.
- It is the sole responsibility of the respondent to ensure successful delivery of the electronic submission prior to the deadline.
- Submittals must be addressed to Purchasing Agent Jonathan Melo at [MeloJ@cf.edu](mailto:MeloJ@cf.edu).

Required mandatory submittals include, but may not be limited to, the following:

- Completed and signed **Statement of Qualifications**
- Completed and signed **GSA Standard Form 330 (SF-330)**
- Completed and signed **Vendor Registration and Information Forms** (as identified in this RFQ)
- **Public Entity Crimes Statement**
- **Drug-Free Workplace Certification**
- **Conflict of Interest Disclosure**
- **Proof of licensure** in the State of Florida
- **Insurance information**
- **References**
- Acknowledgement of all **addenda or amendments**, if applicable

Financial information, shall be submitted **electronically as a separate PDF file** and clearly labeled **“Confidential – Financial Information.”** Financial information shall not be included within the main Statement of Qualifications PDF.

Financial materials will be handled in accordance with applicable public records laws and College procedures.

Submittals received after the stated deadline, or submitted in a format not consistent with the requirements of this RFQ, may be rejected at the sole discretion of the College.



## VENDOR REGISTRATION

Date: \_\_\_\_\_

This form should be completed and sent to the Purchasing Department via email: [purchasing@cf.edu](mailto:purchasing@cf.edu).

Office Use: \_\_\_\_\_

A signed W-9 must be submitted with this application.

### 1. COMPANY INFORMATION

Federal Tax ID No. or Ownership SSN: _____			
Company Name d/b/a: _____			
Address: _____			
City: _____	State: _____	ZIP Code: _____	
Telephone: _____	Ext. _____	Fax: _____	
Email: _____	Website: _____		
Person(s) authorized to sign bids and contracts: _____			
Title(s): _____			
Contact Person Name: _____	Title: _____		
Telephone No.: _____	Ext: _____	Fax: _____	
Email: _____			
Remittance Address: _____	City: _____	State: _____	ZIP Code: _____

### 2. TYPE OF ORGANIZATION

<input type="checkbox"/> Individual (1)	<input type="checkbox"/> Partnership (2)	<input type="checkbox"/> Non-Profit (3)	<input type="checkbox"/> Corporation (4)
Incorporated under the laws of the State of: _____			
If publicly traded please provide SEC Code: _____			

### 3. FLORIDA OFFICE OF SUPPLIER DEVELOPMENT (OSD) AND CERTIFIED BUSINESS ENTERPRISE (CBE)

If you are a certified business enterprise (CBE) by the Florida Office of Supplier Development (OSD), please provide the certification number and effective dates in the spaces provided below if applicable.

Check here if not applicable:  Not applicable

#### FLORIDA OFFICE OF SUPPLIER DEVELOPMENT CODES

**IMPORTANT: THIS INFORMATION MUST BE FILLED OUT OR WE CANNOT PROCESS THIS APPLICATION**

Primary CBE Ownership and Designation Code \_\_\_\_\_ Woman & Veteran Owned Code \_\_\_\_\_

OSD Certified?  Yes  No OSD Certification No. \_\_\_\_\_ Effective Date \_\_\_\_\_ to \_\_\_\_\_

### 4. CONSTRUCTION CONTRACTS

Bonding Limits \$ \_\_\_\_\_ Bonding Company: \_\_\_\_\_

**List largest projects completed in the last two years to which you could provide references:**

	Project Name	Contact Person	Location	Contract Value	Telephone
1					
2					
3					

**NOTE:** If requested, contractor should be capable of providing certificates of insurance, namely Workers Compensation and/or General Commercial Liability.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. For inquiries regarding nondiscrimination policies contact the Title IX Coordinator at 352-291-4410 or [compliance@cf.edu](mailto:compliance@cf.edu). Visit CF.edu/TitleIX for details.



## VENDOR REGISTRATION

**HUMAN TRAFFICKING AFFIDAVIT:** In accordance with Section 287.134 of the Florida Statutes, the College is required to ensure that all vendors and contractors comply with state laws prohibiting human trafficking. As part of our commitment to ethical business practices and state compliance, we require vendors to submit a signed Human Trafficking Affidavit affirming they have not been placed on the Scrutinized Companies list for activities related to human trafficking.

I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.

1. I currently serve as (Role) \_\_\_\_\_ of (Company Name) \_\_\_\_\_.
2. (Company Name) \_\_\_\_\_ does not use coercion for labor or services as those terms defined in Florida Statute 787.06.
3. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.
4. Under penalties of perjury, I (Signatory Name and Title) \_\_\_\_\_ declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

### CERTIFICATION

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest, and that I have disclosed the name of any state employee who owns directly or indirectly, an interest of five percent or more in the above firm or any of its branches.

**\*\*Applications not signed or dated will not be entered on the vendor database. \*\***

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Company Name

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Company DBA

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Print Name

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Title

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Signature of Authorized Representative

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Date

Incomplete applications will not be processed or returned.



## **COLLEGE OF CENTRAL FLORIDA NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION, USAGE AND RELEASE**

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law; and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

- **Continuing Education, Corporate Training**

Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

- **Financial Aid**

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

- **Human Resources**

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

- **Workforce Programs**

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

- **Miscellaneous**

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.

- **Release Statement**

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a–6h).

- **Independent Contractors**

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.