

REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES



**CHIPOLA COLLEGE**

CONTINUING ARCHITECTURAL SERVICES

DUE DATE/ TIME: December 11, 2025 @ 10:00am CST



Deadline for Inquiries  
Date/Time for Proposal

November 26, 2025  
December 11, 2025 @ 10:00am CST

**REQUEST FOR QUALIFICATIONS (RFQs)  
FOR  
ARCHITECTURAL SERVICES  
INFORMATION AND INSTRUCTIONS**

**1 GENERAL INFORMATION**

- 1.1 Chipola College desires to select an architectural firm for continuing professional services in accordance with Florida Statute 287.055(2)(g). Tasks may include but are not limited to architectural design/services for minor construction, renovation, and remodeling projects, and other tasks as required.
- 1.2 The response to the Request for Qualifications (RFQ) must be submitted to Chipola College, Attention: Steve Young, Vice President of Administrative and Business Affairs. Chipola College, 3094 Indian Circle, Marianna, FL 32446, and received by, December 11, 2025 @ 10:00am CST.
- 1.3 Questions pertaining to the selection process should be directed to Steve Young, Vice President of Administrative and Business Affairs. Chipola College, 3094 Indian Circle, Marianna, FL 32446, [youngs@chipola.edu](mailto:youngs@chipola.edu) or 850-718-2203.
- 1.4 Chipola College shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be sent to firms or individuals who have requested Information and Instructions for this RFQ.
- 1.5 Chipola College reserves the right to reject any or all Statement of Qualifications (SOQ) to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 The Project description is: General Architectural Services as needed for minor construction, renovation and remodeling projects.
- 1.7 The ARCHITECT will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter the College will negotiate a contract for the professional architectural services at a fair and reasonable fee with the best qualified firm.
- 1.8 The ARCHITECT will be an integral member of College Project Teams consisting of the ARCHITECT, Chipola College Director of Facilities & Capital Projects and other representatives as designated by the College or required by the consultant.

## **2 - ANTICIPATED SCOPE OF WORK**

After being selected, the ARCHITECT will execute a contract with the College to provide professional architectural consulting services. Tasks may include but are not limited to design/services for minor construction, renovation and remodeling projects, and other tasks as required.

## **3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

3.1 The ARCHITECT will be selected through a qualification-based selection process. Firms interested in providing architectural services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

### 3.2 Qualifications Criteria

#### **3.2.1 Firm's Background and Relevant Firm Experience (25 points)**

- a. Provide a general background and brief history of the Firm and its related experience in providing similar requested services.
- b. List and briefly describe 3-5 projects completed by your firm or currently in progress; include your firm's role, project owner, project location, contact name and title, address, telephone number, and email address.
- c. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.

#### **3.2.2 Team Experience & Qualifications (25 points)**

- a. Provide the firm's organization chart. Briefly describe each team member's role and provide a one-page resume for each KEY staff member.
- b. Provide "team" experience working together on continuing engineering service projects.
- c. Identify proposed sub consultants, if any.

#### **3.2.3 Project Understanding and Approach (25points)**

- a. Discuss your firm's understanding of providing continuing architectural services.
- b. Discuss your firm's typical project approach.
- c. Describe the firm's quality assurance and dispute resolution approach.

#### **3.3.1 Familiarity with Chipola College and Workload (25 points)**

- a. Discuss your firm's familiarity with Chipola College in providing architectural services as identified in the Scope of Work. Include your firm's past experience and knowledge of current and future needs.
- b. Discuss your availability to begin work.

#### **4. REQUIRED DOCUMENTS**

The following executed forms are required:

- Corporate Charter and Professional License
- Individual Professional Licenses
- General, Liability, and Worker's Compensation Certificate of Insurance
- Professional Liability Insurance (\$1 million minimum)

#### **5. SUBMITTAL REQUIREMENTS**

5.1 The SOQ shall include a one (1) page cover letter and a one (1) page table of contents. The number of pages that address the SOQ criteria specified in Section 3 shall not EXCEED fifteen (15) pages. Resumes, Required Documents, and Divider Pages are not included in the 15- page count. Resumes for each KEY team member are limited to no more than one (1) page.

Failure to comply with the following criteria may be grounds for disqualifications:

- Receipt of submittal by the specified cut-off date and time.
- Adherence to the maximum page criteria is critical; each page size (maximum 8-1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

5.2 Chipola College will accept one original and three (3) hard copies of the Statement of Qualifications and other required documents. The Statement of Qualifications must be addressed to Steve Young, Vice President of Administrative and Business Affairs, and delivered or mailed to his attention at Chipola College, 3094 Indian Circle, Marianna, FL 32446 to arrive no later than 10:00am CST on December 11, 2025. Request for Qualifications must be clearly marked "RFQ CC2026-01 – Architectural Services".

#### **6- SELECTION PROCESS AND SCHEDULE**

Chipola College desires to select an architectural firm for continuing services in accordance with Florida Statute 287.055(2)(g) Continuing Contract.

6.1 A minimum 3-member Project Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select one firm based on highest ranked qualifications.

6.2 The highest ranked firm will be recommended to the College for contract award.

6.3 Requests for debriefings or to review Statements of Qualifications submitted, shall be made in writing to the College. All information submitted by firms and related Project Evaluation Committee evaluations and rankings shall be considered confidential until after contract execution and award by the College.

6.4 The College will enter into negotiations with selected firm(s) and execute contract(s) upon completion of negotiations of architectural services for approval by the College.