

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Selecting Professional Services and Construction Management At Risk	<u>Number</u> 603
Related Policy:	Selecting Professional Services – 6Hx20-6.003	<u>Page</u> Page 1 of 2

I. Purpose

To establish procedures for soliciting and selecting professional services for construction projects estimated to be in excess of Purchasing Category Five or professional fees in excess of Purchasing Category Two as referenced in s. 287.017(1), Fla. Stat. (Ref: s. 287.055, Fla Stat.)

II. Procedure

A. Solicitation

1. The President informs the Board of Trustees that the College will begin the process of requesting professional services for projects as they pertain to the Purpose above.
2. The Director, Facilities Planning and Construction, shall assist the Director, Purchasing, in preparing a request for qualifications (RFQ), which shall be advertised in local newspapers, delineating the scope and extent of services requested. The Director, Purchasing, or designee, will act as secretary through the recording of the Selection and Review Committee meetings.

B. Selection

1. All firms interested in providing professional services will be requested to submit the SF 330 Architect/Engineer Form and related brochures to the College for evaluation purposes.
2. A minimum four- (3) member Review Committee will evaluate all applicants utilizing the College Evaluation Form and adhering to existing State Statutes. The membership of the Review Committee will consist of the Director, Facilities Planning and Construction or designee, and the Vice President, Business Affairs, or designee. The President will appoint one or more additional members to the committee.
3. A minimum of three (3) names of the most qualified firms as listed on a summary sheet will be submitted to the President for his or her review (If less than three submit proposals, than all will be submitted to the President).
4. These firms will be asked to make a presentation to the Selection Committee. The Selection Committee membership will consist of the Review Committee members.. The Director, Facilities Planning and Construction, will determine the order of presentation and the length of time allowed for presentations. Normally the presentations will be 15 to 30 minutes.

5. The Selection Committee will evaluate each firm using the College Evaluation Form provided for interview ratings. The final priority order will be based on the ratings achieved on the interview evaluation by the Selection Committee.
6. The President will submit the final firms in order of rating to the Board for its approval. If the Board approves the recommendation, contract negotiations with the top-ranked firm will begin. If a successful agreement cannot be negotiated with the first firm, that firm will be eliminated from competition, and negotiations will commence with the second firm, and so forth, until a contract has been negotiated.
7. Upon agreement of a negotiated sum, the President will submit a contract to be ratified by the full Board.

Responsible Official	Director, Facilities Planning and Construction
President's Signature: 	Date: 09/22/2025