

**Submittal Guidelines**  
**RFQu #25-008 Continuing Services Architect**

**Instructions:**

Please provide six (6) hard copies and one electronic version.

Number each page consecutively, including the letter of interest, attached Architectural/Professional Services (APS) forms, questions & answers, and all attachments, licenses, resumes, supplemental information, etc. The entire proposal shall be limited to twenty-five (25) double-sided 8 ½ x 11 legible pages. Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included on those pages. Any pages over the stated limit will not be considered as part of the application.

Download and use the specific project forms where called out. **DO NOT FILL IN FORMS BY HAND EXCEPT WHERE SIGNATURE IS REQUIRED.**

Enclose copies of current Florida licenses for the applicant and all consultants.

Each section should be tabbed using the following:

**Tab 1. Required Documents**

- A. Sign and notarize the provided **form APS-0**
- B. Letter of Interest (*limited to one two-sided page*)
- C. Attach an AUDITED or REVIEWED financial statement, including latest balance sheet and income statement showing current assets, net fixed assets, other assets, current liabilities, and other liabilities. *NOTE: This will not count toward the page limit.* If you are short-listed the above information will be required to be prepared and signed by a public accountant.
- D. Proof of Insurance for the architect indicating coverage as outlined in the following requirements:

*All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, F.S. 287.055, will carry and maintain during the period they are performing such services, and thereafter as referenced below, as a minimum, the following insurance coverage and limits:*

- 1. Professional Liability Insurance in limits not less than One Million Dollars (\$1,000,000) per occurrence, covering errors, omissions or negligent acts, with a per occurrence deductible not to exceed Five Thousand Dollars (\$5,000). Such coverage will be maintained for a period of three (3) years after the date of final payment to the architect or engineer.
- 2. Commercial Comprehensive Liability Insurance (including Blanket Contractual Liability and Completed Operations, Explosion, Collapse and Underground Hazards) in limits of not less than One Million Dollars (\$1,000,000) per occurrence, with no deductible, covering personal injury, bodily injury, and property damage. The Board will be named as additional insured on the policy.
- 3. Comprehensive Automobile Liability Insurance (including owned and non-owned vehicles, if any) in limits of not less than Five Hundred Thousand Dollars



**Architectural/Professional Services**

(\$500,000) per occurrence, covering personal injury, bodily injury, and property damage.

4. Workers' Compensation Insurance in compliance with F.S. 440, Florida Statutes with employer's liability limits at minimum of \$500,000 each accident/\$500,000 disease each employee/\$500,000 disease policy limit.
5. Valuable papers and records insurance in an amount of not less than Twenty-Five Thousand Dollars (\$25,000) per occurrence, with no deductible, to assure the substantial restoration of any plans, drawings, or other similar data related to the architect's or engineer's services which are in the care, custody, or control of the architect or engineer.
6. Certificates evidencing that all of the above insurance coverages and limits are in force will be furnished to the Board before any services are performed, at all renewal times, and will require written notification to the Board at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.
7. All insurance will be with insurers authorized to do business in Florida and all non-self-insured companies will be rated at least a Class VI by Best's Key Rating Guide.
8. If the architect or engineer should fail to provide or otherwise maintain the required insurance coverages and limits, the Board may purchase the insurance and hold the architect or engineer responsible for the cost thereof.

**Tab 2. Applicant Information (use provided forms APS-1 & APS-2)**

- A. *Services to be provided:* using the provided **form APS-1**, provide a list of all disciplines to be part of Basic Services, along with the firm providing each service and the firm's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the firms as a whole, rather than of individuals in the firm. Enter the number of previous projects on which the architectural design Applicant/consultant has worked with each sub-consultant. If the Applicant feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate.
- B. Include an organizational chart indicating where each team member's position falls within each firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy, etc.
- C. *Personnel:* using the provided **form APS-2**, provide the specific individuals that will comprise the team assigned to each project. Also indicate the current and upcoming projects that each team member is involved with and the status or percent (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether or not they are registered, the disciplines of registration/training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience who will be involved on the design team.
- D. Any applicable licenses, affiliations, education and design awards

***The team proposed in this submittal must be available to provide the services for each project and throughout each project. If the Applicant discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the selection committee immediately. The selection committee will determine whether the change in the team***



**would have affected the Applicant's shortlist score. If the change would lower the score, the Applicant may be removed from the shortlist. Once awarded the contract, the Applicant will not be permitted to alter its team without the Owner's written approval.**

### **Tab 3. Design Team Experience**

Submit up to Ten (10) most relevant projects, within the past five (5) years, for which the Applicant – or its composing firms – provided (or is providing) programming, design and construction administration services. In determining which projects are “most relevant” to the project, consider the unique aspects of this Continuing Services agreement, including, the delivery method (ITB/CM), the demands of constructing on a bustling campus, and other project-specific issues as conveyed in the selection criteria outlined in the *Project Description* below. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).

Use the provided **form APS-3** (one two-page form for each of the ten projects) and provide all requested information as follows:

- Total project square footage and budgeted construction costs
- Indicate which firm(s) or staff the project is meant to illustrate the experience of, and state the firm's or person's role in that project as follows:
  - **"Principal"** or **"Prime"** if the project was accomplished by the Applicant or design consultant firm
  - **"Consultant"** or **"Sub-Contractor"** if the project was accomplished as a consultant to another firm
  - **"I.E."** (Individual Experience) if the project represents experience of an individual on the Project Team while working for another firm
- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email and numbers). Add, where applicable, contact information for the current Owner's representative, if different from the Owner's representative at the time the applicant's services were provided. This will be used for the Reference Check. Incorrect information may impact the applicants score.

List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The (10) projects may include those accomplished by one or more of the proposed consultants, but **INCLUDE NO MORE THAN 10 TOTAL PROJECTS. Applicants should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective firms.**



**Tab 4. Litigation**

- Provide information concerning litigation or disputes; circumstances and the outcome for all firms listed on form APS-1 for the last ten (10) years.

**For Tabs 5 & 6, please provide an answer with a restatement of the given questions based on the following Project Description:**

Daytona State College consists of:

- 7 Sites
- 80 Buildings
- Over 1.5 million square feet of building space.

Any remodeling or new construction projects in excess of \$50,000 require the services of a Florida licensed architect and/or engineer.

This contract will be for design and/or engineering services for projects with an estimated construction cost of less than \$4 million or for planning, architectural or engineering studies that do not exceed \$500,000.

The contract will be for 2-years with two 1-year renewable terms.

The selected firm will work under the direction of the Facilities Planning Department or the Facilities Services Department.

**Tab 5. Project Specific Question #1**

How do you determine estimated construction costs for a given project? Describe your firms approach to designing renovation/remodel projects under \$20K. Projects between \$20K & \$65K. Projects Between \$65K & \$150K. Projects over \$150K.

**Tab 6. Project Specific Question #2**

Detail the services you will offer/provide to the College. Explain how your firm will meet the varied aspects of the Scope of Work.

**Tab 7. Design Strategies**

Give a brief description of unique design strategies that your firm has used during design and how it has worked.

**Review of Proposals**

1. The AVP of Facilities Planning, or designee, will serve as Chair and arrange for a review team to study the proposal data for each firm seeking qualification. The review team will include one Vice President or designee, one Academic representative, one College Administrator, one Facilities Services representative and one representative from Facilities Planning.



2. The review team will study the qualifications submitted by applicants in response to the proposal advertisement.
3. After a complete study of all proposals and information, the review team will certify at least four (4) firms as most qualified. The "Short Listing" Form will be completed for each proposal submitted.

**Background Check**

1. The Department of Facilities Planning will conduct a background check of the four (4) firms with the highest numerical score.
2. In the event one of the first four (4) firms does not pass the background check, the firm with the fourth highest score will have a background check conducted and will be added to the final short list to be interviewed.

**Interview and Selection of Qualified Firms**

1. The review team will interview each of the four (4) firms successfully passing the background check. Information about the interview will be sent to the firms prior to the interview. The review team will arrive at a final score for each firm and will then rank the firms and present the ranking to the President.

**Tab 8. Federal Guidelines**

**FEDERAL REQUIREMENTS:** There may be instances when a solicitation is paid in whole or in part by a federal government agency or source. Therefore, we request that proposers certify with their qualification submittal attestations to adhere to Federal Government regulations including but not limited to Federal 2 CFR pt. 200. (See Required Form, Attachment I 'Federal Attestations'). These contract provisions are subject to change without notice. Firms are encouraged to check the below link frequently to learn of any changes made to these contract provisions. <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200-app1>

**AVAILABILITY OF FUNDS:** The obligations of the College under this award are subject to the availability of Federal HEERF/ USDOE / State funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.



**Ranking Form**

Project: SAMPLE

Applicant: \_\_\_\_\_

A rating will be made for each factor using a range of 5 for the highest to 0 for the lowest. Ratings will be multiplied by the weight to compute the factor score. The total of factor scores will be the overall numerical rating of the applicant. The four (4) applicants with the highest scores will qualify for the background check and interview. (Use the guidelines on the following page for rating purposes.)

Factor	Weight	Rating	Score	Comments
Tab 1. Required Documents	X	X	NA	Complete <input checked="" type="checkbox"/> Incomplete <input type="checkbox"/> Reason:
Tab 2. Applicant Information	2			
Tab 3. Design Team Experience	3			
Tab 4. Litigation or Disputes	1			
Tab 5. Project Specific Question #1	1			
Tab 6. Project Specific Question #2	1			
Tab 7. Design Strategies	1			

TOTAL

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**APS-0**

**PROJECT NUMBER:**  
**PROJECT NAME:**  
**APPLICANT NAME:**

RFQu #25-008  
DSC Continuing Services Architect

**ADDRESS OF PROPOSED OFFICE IN CHARGE:**

Is this a Branch Office \_\_\_ Yes \_\_\_ No

**Telephone & Fax Numbers:**

**E-Mail Address (used for RFQ correspondence)**

**Website Address:**

**Federal ID Number:**

Is the Applicant a Joint-Venture? \_\_\_ Yes \_\_\_ No

**How many years has the applicant been providing architectural/engineering design services?**

**Total billings, past three calendar years (arch. design entity)?**

Notarized signature below certifies the following:

- I. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
  - a) All information of a factual nature is certified to be true and accurate (subject to perjury laws, Chapter 837, Florida Statutes).
  - b) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
  - c) The provision of false information could be cause for my firm's disqualification from applying for other Daytona State College work for a period of up to three years.
- II. Applicant acknowledges that:
  - a) If any information provided by the applicant is found to be, in the opinion of the Selection Committee or the College, substantially unreliable, this application may be rejected.
  - b) The Selection Committee may reject all applicants and may stop the selection process at any time.
  - c) The selection of finalists for interview will be made on the basis of information provided herein. Finalists will be ranked based on additional criteria, the interview, and the results of reference checks.
  - d) It is understood that this submittal must be received at Daytona State College Facilities Planning office, Building 540 Daytona Beach Campus, no later than the time & date stipulated in the advertisement.
  - e) Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.
  - f) Incomplete proposals will be disqualified.
- III. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgments and certifications for and on behalf of the applicant.
- IV. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.

SWORN TO AND SUBSCRIBED TO ME, A NOTARY PUBLIC, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

FOR AND ON BEHALF OF THE APPLICANT:

(SEAL)

\_\_\_\_\_  
BY: (full name), (title)



APS-1

SERVICES to be provided:	FIRM Name	Size of Firm	Date of Incorporation	M/WBE Status	# of Projects with Arch. Design Applicant
Architecture					N/A
Mechanical Engineering					
Electrical Engineering					
Plumbing & Fire Protection					
Civil Engineering					
Structural Engineering					
Telecommunications					
Landscape Architecture					
Cost Estimating					
Audio-Visual Design	<i>edit or delete rows as needed</i>				
Security & Access Control	<i>edit or delete rows as needed</i>				
Laboratory Design	<i>edit or delete rows as needed</i>				
Programming	<i>edit or delete rows as needed</i>				
Lighting Design	<i>edit or delete rows as needed</i>				
Acoustical Design	<i>edit or delete rows as needed</i>				
(other specialty discipline)	<i>edit or delete rows as needed</i>				





**APS-2**

PERSONNEL by role and discipline:	Name	Registered? (Yes or No)	Disc. Of Reg./Training	Years with the Firm	Current Projects w/ (% Complete)	City of Residence
Principal-In-Charge						
Design Lead/Principal						
Project Manager						
Project Architect						
BIM Coordinator						
(other)						
Architecture						
Mechanical Engineering						
Electrical Engineering						
Plumbing & Fire Protection						
Civil Engineering						
Structural Engineering						
Telecommunications						
Landscape Architecture						
Cost Estimating						
Audio-Visual Design	<i>edit or delete rows as needed</i>					
Security & Access Control	<i>edit or delete rows as needed</i>					
Laboratory Design	<i>edit or delete rows as needed</i>					
Programming	<i>edit or delete rows as needed</i>					
Lighting Design	<i>edit or delete rows as needed</i>					
Acoustical Design	<i>edit or delete rows as needed</i>					
(other specialty discipline)	<i>edit or delete rows as needed</i>					



**APS-3**

**NOTE: Complete one 2-page form for each of the 10 "most relevant" projects – see instructions.**

**Experience Of (firm and/or person):** \_\_\_\_\_

**Project Information**

Project # and Title: \_\_\_\_\_ Project Location: \_\_\_\_\_

Total Project square footage: \_\_\_\_\_ Budgeted construction cost: \_\_\_\_\_

Role(s) in project (*principal/prime, consultant/sub-consultant, or individual experience*) and services provided:  
\_\_\_\_\_

Current Status: \_\_\_\_\_ Construction Cost: \_\_\_\_\_

Green-Certified (list which)? \_\_\_\_\_ Delivery Method (CM, DB, etc.): \_\_\_\_\_

Design Duration (months): \_\_\_\_\_ Construction Start (NTP) Date: \_\_\_\_\_ Substantial Completion Date: \_\_\_\_\_

**Staffing Information (for this project)**

Principal:	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Design Lead:	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Project Manager.:	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Designer:	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Designer:	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(Other):	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(Other).:	_____	On proposed submittal design team?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Narrative description of facility, including space type(s), major building components, and construction type(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of relevance/similarity to the submittal project (see instructions):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

... APS-3 (Experience & References) continued

**Owner Contact Information**

Owner/Client: \_\_\_\_\_ Contact Person or PM: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Builder Contact Information**

Contractor: \_\_\_\_\_ Contact Person or PM: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Design Partner Information (engineer if this project illustrates experience of architect)**

Firm: \_\_\_\_\_ Contact Person or PM: \_\_\_\_\_  
Design Discipline: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Design Partner Information (engineer if this project illustrates experience of architect)**

Firm: \_\_\_\_\_ Contact Person or PM: \_\_\_\_\_  
Design Discipline: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Design Partner Information (architect if this project illustrates experience of engineer)**

Firm: \_\_\_\_\_ Contact Person or PM: \_\_\_\_\_  
Design Discipline: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Attachment 1 (Tab 8)

ALTERNATE FUNDING SOURCE REQUIREMENTS

(Appendix II to Code of Federal Regulations (C.F.R. Part 200)—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards)

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal Awarding agency.

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

**Architect/Professional Services  
Daytona State College**

Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

\_\_\_\_\_  
**Authorized Signature (REQUIRED)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Company**