

RFQ 18-Q01
NOTICE TO ARCHITECTS
THE OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
PUBLIC ANNOUNCEMENT FOR PROCUREMENT
OF ARCHITECTURAL SERVICES UNDER CONTINUING
ARCHITECTURAL SERVICES CONTRACT

The OCEAN CITY–WRIGHT FIRE CONTROL DISTRICT (the “District”), announces that professional architectural services are required under a continuing contract for projects, in which the estimated construction cost of each individual project under the contract does not exceed \$2,000,000.00, and also for study activity when the fee for such professional services for each individual study under the contract does not exceed \$200,000.00 and for providing routine architectural consultation for the District as may be provided for by contract.

Work to be performed under the continuing contract will include the design, study, planning, documentation and oversight of the construction, renovation and repair of fire district facilities, and other responsibilities as assigned by the District’s Board of Fire Commissioners, the construction cost of which shall not exceed \$2,000,000.00 per project and the professional service fees for study activity which shall not exceed \$200,000.00 per individual study.

This notice is published in accordance with the Consultants Competitive Negotiation Act Chapter 287.055, *Florida Statutes*.

INSTRUCTIONS

Interested persons, firms or corporations who want to be considered for providing the architectural services required, should apply with the Ocean City-Wright Fire Control District, requesting to be certified as qualified to provide professional services by submitting the following documentation:

1. Business entities or individuals interested in providing their services to the District shall submit seven (7) sets of their responses to this RFQ 18-Q01 to be entitled STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES, to the Ocean City-Wright Fire Control District, Station No. 1, 233 Racetrack Road NE, Fort Walton Beach, Florida 32547, on or before 2:00 p.m. CST on October 15, 2018 in order for consideration to be given to your response. All submissions must be sealed in an envelope marked "REPLY TO ARCHITECTURAL SERVICES RFQ 18-Q01."
2. Instructions for completion and submission of the Statement of Qualifications may be obtained free of charge at the Ocean-City Wright Fire Control District, Station No. 1, 233 Racetrack Road NE, Fort Walton Beach, Florida 32547; Telephone (850) 862-1185.

3. A copy of the interested person's or firm's current Florida professional registration license renewal. Individuals and/or firms must be properly registered at the time of application to practice their profession in the State of Florida.
4. **CORPORATIONS ONLY**. Submit copy of current Certificate of Good Standing as a corporation showing validation date by the Florida Secretary of State.
5. The District reserves the right to reject any one or all Statements of Qualification, to waive any informality in any such submissions, and to select and negotiate a contract with a consultant in the best interest of the District. Additionally, the District reserves the right, in its sole discretion, to cancel this Request for Qualifications Solicitation and/or its review of the submissions when it determines that such action is in the best interest of the District. Statements of Qualifications and services offered therein must be valid for a period of sixty (60) days from the submittal deadline.
6. The costs of preparing and submitting Statements of Qualifications are solely those of the responding firms/individuals and the District assumes no responsibility for any such costs incurred by any respondent. Respondents must be authorized to do business in the State of Florida and in Okaloosa County and, if applicable, must possess required professional service registrations and licenses in accordance with applicable State and local laws, regulations and rules.

RESPONSES THAT DO NOT COMPLY WITH THE INSTRUCTIONS SET FORTH ABOVE AND/OR DO NOT INCLUDE THE QUALIFICATION DATA REQUIRED, MAY BE CONSIDERED NONRESPONSIVE AND DISQUALIFIED. ADDITIONALLY, NO EXCEPTIONS SHALL BE MADE FOR ANY RESPONSE NOT RECEIVED AT THE OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT STATION No. 1 BY THE ADVERTISED TIME DEADLINE FOR RECEIPT OF RESPONSES.

RESPONSES WILL NOT BE ACCEPTED BY THE DISTRICT VIA FACSIMILE OR ELECTRONIC MAIL TRANSMISSION.

THE OCEAN CITY-WRIGHT FIRE CONTROL
DISTRICT

By: William Lord, Fire Chief

PROFESSIONAL SERVICES

The Board of Fire Commissioners of the District intends to select one architectural firm to be placed on a continuing contract for the initial term of one (1) year beginning December 1, 2018, which contract may be renewed annually thereafter by the Board of Fire Commissioners in accordance with the terms of the contract.

The plans and specifications for the projects handled under the continuing architectural services contract under this selection process, are subject to use in accordance with the provisions of §287.055(10) *Florida Statutes*. The selection process will be conducted in accordance with the requirements of §287.055 *Florida Statutes*, and a continuing contract for services will be issued by the Board of Fire Commissioners of the District after considering all responses and conducting successful negotiations with a qualified professional firm/individual. Responders may be requested to make a presentation before the District's Board of Fire Commissioners regarding their qualifications, approach to the projects, and ability to provide the required services.

STATEMENT OF QUALIFICATION FORMAT

The response to this Request for Qualifications must be presented in the following order and format and **shall not exceed twenty (20) pages including charts and pictures:**

- A. Letter of Introduction
- B. Table of Contents
- C. Project Experience:

Responding firms/individuals must have at least five (5) years experience with projects involving the planning, design and construction of publicly funded governmental projects which experience should be specifically detailed by listing no fewer than five (5) and no more than ten (10) architectural projects performed within the past three (3) years, with a specific listing of fire station facility projects, if any, to include:

- (i) Name and location of each design project;
 - (ii) the nature of the consultant's responsibilities and work;
 - (iii) client contact name, address and telephone;
 - (iv) date completed; and,
 - (v) size, type and cost of construction program or project for which the architectural services were provided.
- D. Firm/Individual Experience and Qualifications:
 - (i) Type of organization for this contract (corporation, joint venture, partnership, other);

- (ii) length of time firm/individual has been in business providing Architectural Services;
- (iii) states in which the firm or any subsidiary or parent company has done business in the last five years;
- (iv) location of principal office which will be responsible for implementation of this contract;
- (v) location of other offices from which resources may be drawn for this contract; and,
- (vi) size, resources and capabilities of the firm:
 - (a) Names, credentials and experience as related to the scope of work for this project of the principal architect and key personnel of the firm who would be responsible for the delivery of services under this contract; and,
 - (b) depth of staff and capabilities from within the organization which can be drawn upon for this contract.
- (vii) The extent of the design work on this project that will be done by consultants:
 - (a) Provide the name, location and professional discipline of each consultant.
- (viii) Identify any past or pending litigation and claims pending, paid or settled against the responding firm(s), employee(s) and contracted employees, if any, and provide a written statement explaining the nature and extent of the action. Information on past litigation shall be provided for all such litigation since January 1, 2012.
- (ix) Provide proof of Professional Liability and General Liability Insurance Coverages and the amounts of coverage carried by the responding firm/individuals.

E. Approach to Continuing Contract Services:

- (i) Describe the proposed methodology of how the firm/individual would provide and deliver the required scope of services under this RFQ 18-Q01;
- (ii) propose available options for remuneration for services to be rendered on these projects (DO NOT INCLUDE PROPOSED FEE AMOUNTS); and,
- (iii) describe method of communications between the representative of the District and the design team and cost analysis methodology.

F. Proposed Architectural Services Contract:

Provide a draft professional services contract, without compensation amounts, that would be the model for the Agreement between the District and your firm. (NOTE: The proposed contract form is not to be counted in the 20 page limit).

EVALUATION CRITERIA AND SCORING

Selection Criteria: The considerations below, with their weighted scores, will be utilized for evaluating the firms/individuals submitting Statements of Qualifications:

- A. The firm's recent experience, knowledge, and familiarity with the design and construction of architecturally significant fire stations or other public safety facilities that incorporate current trends in design and space utilization. (25%)
- B. The successful experience of the proposed staff to be assigned to this project and their ability to perform the type of work required within budget established by the Fire District. (20%)
- C. The firm's ability to meet time and budget requirements. (20%)
- D. The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project. (15%)
- E. The firm must possess a high ethical and professional standing and must have performed satisfactorily previous contracts with other local governmental clients, including a positive client relationship, commitment to the project budget and sufficient supervision of the construction project. (20%)

All inquiries should be directed in writing to:

William Lord, Fire Chief
Ocean City-Wright Fire Control District
233 Racetrack Road, NE
Fort Walton Beach, FL 32547
Facsimile: (850) 862-6224