REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
PROFESSIONAL SERVICES

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

RFSOQ No. FWC 16/17-83

The Florida Fish and Wildlife Conservation Commission (FWC) is soliciting Statements of Qualifications from qualified professional services firms with specific expertise in the preparing of Environmental Impact Statement (EIS) under the National Environmental Policy Act of 1969 (NEPA); design for mechanical dredging of organic sediments and upland disposal facilities for the project listed below, in accordance with Section 287.055, Florida Statutes.

Statements of Qualifications are to be sent to:
Florida Fish and Wildlife Conservation Commission
Purchasing Office
2590 Executive Center Circle, Suite 100
Tallahassee, Florida 32301
Phone: (850) 488-6551

The application shall be plainly marked on the outside with: Project Number and the response due Date and Time.

Project Number: FWC 16/17-83
Project Name: East Lake Tohopekaliga Drawdown and Habitat Enhancement
Questions Deadline: 5:00PM EST, February 22, 2017
Response Due Date: 2:00PM EST, March 3, 2017

1. Project Information
1.1. Project Location:
Access to East Lake Tohopekaliga is available in the city of St. Cloud, Osceola County on Lakeshore Drive. See Attachment-A.

1.2. Contact Person:
Direct all questions/inquiries to:
Ms. Ruth Heggen, Procurement Manager
Florida Fish & Wildlife Conservation Commission
Tallahassee Purchasing Office
2590 Executive Center Circle, Suite 100
Tallahassee, Florida 32301
Phone (850) 488-6551
ruth.heggen@myfwc.com
2. **Estimated Budget**
   The Commission has an estimated budget for the Fiscal Year 2016-2017 is $300,000.

3. **Term**
   The contract will be effective for a period three (3) years from execution of a contract resulting from this RFSOQ.

4. **Description of Work Being Procured:**
   4.1. Provide proposal per the attached Statement of Work drafted by the U.S. Army Corps of Engineers (Attachment A).

   4.2. FWC is developing a comprehensive Habitat Management Plan for East Lake Tohopekaliga (Osceola County, Florida); restoration of degraded aquatic habitat is one of the many components of securing Florida as the undisputed Bass Fishing Capital of the World.

   4.3. Renovation would include dewatering of the lake (gravity and pump-down), removal of aquatic plant and sediment with heavy equipment, creation of in-lake disposal islands, installation of temporary dam material (e.g., sheet pile material) to isolate sections of the lake, management of aquatic plants using herbicide and prescribed fire, and planting of native vegetation.

   4.4. The restoration effort of East Lake Tohopekaliga Lake would include closing or limiting public access to certain areas of the lake during the renovation period.

   4.5. The Design Professional is expected to be competent in design practices and technical specifications, leading to a design solution with adequate documentation, and is expected to know the applicable codes and permitting agencies involved to assure that plans and specifications meet minimum standards and that all permits are applied for and received.

   4.6. The Design Professional shall have the capability to provide work products in an electronic format compatible with existing standard software used by FWC.

5. **General Instructions for Preparation of the Response:**
   5.1. **Number of Copies to be Submitted:**
   One (1) original signed copy and five (5) electronic copies of the response must be submitted for review by FWC. Each copy is to be submitted on separate disk or thumb drive.

   5.2. **Acknowledgement Form:**
   The Request for Statements of Qualifications Contractual Services Acknowledgement Form (provided in the solicitation package as Attachment-B) shall be completed as instructed. One (1) original signed copy must be submitted. Failure to submit a fully completed, originally signed RFSOQ Contractual Services Acknowledgement Form shall result in the response being deemed non-responsive and therefore, rejected.

   In the event that Respondents submit a response as a joint venture, each member of the joint venture must complete and sign a separate Acknowledgement Form.
5.3. **Ownership of the Materials:**
All materials submitted by prospective consultants responding to this RFSOQ will become the property of the Commission and be subject to the provisions of Chapter 119, Florida Statutes.

6. **Standard Qualifying Data And Forms:**
6.1. **Architect-Engineer Qualifications (Standard Form 330):**

These forms may be acquired from the:
U.S. Superintendent of Documents
Government Printing Office
Washington, DC 20401

or online at: [http://www.gsa.gov](http://www.gsa.gov).

6.2. **Professional Qualifications Supplement (PQS):**
The PQS form is provided in the solicitation package as Attachment-C.

6.3. **Certifications:**
6.3.1. A reproduction of the firm’s current professional registration certificate(s) is required for the services offered and must be in the name of the firm offering said services. Firms must be properly registered at the time of application to practice their profession in the State of Florida and with the appropriate State Board governing the services offered. A verification of the current status with the appropriate State Board is made before the recommendation and approval of a firm’s selection is finalized.

6.3.2. If the firm offering services is a corporation, the corporation must be properly chartered with the Department of State to operate in Florida. A copy of the firm’s current Florida Corporate Charter must be provided.

6.4. **Subconsultants:**
All Respondents utilizing subconsultants shall supply written proof of subconsultant arrangements for this solicitation. Documentation shall be supplied for each subconsultant which the Respondent intends to utilize and for which the respondent has identified the qualifications and experience of in their response. The written documentation shall be a **one (1) page letter supplied by the subconsultant on its letterhead stationery, clearly identifying FWC Solicitation No. FWC 16/17-83, the project title, and the prime contractor with whom the firm intends to subcontract.** Failure to submit a letter of commitment from an intended subconsultant identified in the response shall result in the disallowance of the qualifications and experience of that subconsultant from consideration in the evaluation process.
7. **Selection Procedures**
The selection of the Design Professional, in connection with the planning, design and construction of this project, will be accomplished in accordance with Section 287.055, Florida Statutes (Consultant’s Competitive Negotiation Act).

7.1. **Selection Committee:**
The selection committee, made up of four (4) FWC employees will then assess each complete application. Each SOQ will be evaluated and ranked in accordance with the evaluation factors outlined below.

7.2. **Evaluation:**
The Selection Committee shall evaluate qualifications, interest and availability by reviewing all written responses received that express an interest in performing the services, and when deemed necessary, by conducting formal interviews of selected responses that are determined to be best qualified based upon the Selection Committee’s evaluation of written responses. The evaluations shall be based upon the following criteria, and Respondents are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion may result in rejection of proposal as non-responsive. Respondents are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. The criteria to be used by the Selection Committee to evaluate the proposals are:

7.2.1. **Proximity to the Project Involved:** - 40 points
The proximity (highway distance) of the Respondent (Respondent with multiple offices shall list the office where the work will be performed) in relation to the project will be rated. The Selection Committee shall consider written commitments by a Respondent to place personnel on-site or in close proximity to the site during appropriate portions of the design or construction phases or if a firm makes arrangements with a local professional firm for assistance and support where appropriate. **Rating Table is included in Attachment D.**

7.2.2. **Experience and Ability:** - 40 points
The relative experience of all professionals proposed for use on the team in planning, design and administration of the project, and the abilities and qualifications of Respondent and consultant(s) proposed staff as related to the project’s specific requirements and their ability to accomplish the project. The relative experience and qualification of each Respondent’s proposed team, with respects to the project scope, will be judged and a relative rating assigned.

7.2.3. **Current Work Load:** - 20 points
Number and size of projects currently being performed in the project office, personnel assigned to and stage of completion of such projects, status of each project relative to completion scheduled, projected personnel
availability. When considering firms with more than one (1) office, only the office where the work is to be performed will be considered.

Current Workload = \[
\frac{\text{Total Professional Services Fees}}{\text{Number of Professional and Technical Employees}}
\]

7.3. **Selection of Short List:**
The Selection Committee shall rate and determine a short list of the firms under consideration based on the above factors and select three (3) firms with the highest scores to present oral interviews and/or written proposals. The Selection Committee may decide to interview more than three (3) firms.

7.4. **Notification:**
7.4.1. Tabulation of Results, with the recommended short list, will be posted for review by interested parties at the location where responses were received and on the Vendor Bid System (VBS) web site and will remain posted for a period of seventy-two (72) hours, which does not include weekends or State observed holidays. Any respondent who desires to protest the recommended award must file a notice of protest and formal protest with FWC Purchasing Office, 2590 Executive Center Circle, Suite 100, Tallahassee, Florida 32301, within the time prescribed in Section 120.57(3), Florida Statutes, and Chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to FWC Purchasing Office at the above address.

7.5. **Protests:**
See Attachment B, General Conditions, Item 7, Disputes.

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 frame allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Written notices, formal protests and proceedings must conform to the requirements set forth in Chapter 28-110, Florida Administrative Code. Protests must be filed with FWC Purchasing Office, 2590 Executive Center Circle, Suite 100, Tallahassee, Florida 32301, within the time prescribed in Section 120.57(3), Florida Statutes, and Chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to FWC Purchasing Office at the above address.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by FWC pursuant to Section 120.57(3), F.S. shall post with FWC at the time of filing the formal written protest a bond payable to FWC in an amount equal to one percent (1%) of FWC’s estimate of the total volume of the contract, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, FWC
may accept a cashier’s check or money order in the amount of the bond. FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.

7.6. **Request for Interview:**
At the end of the short list posting period, a formal letter of Request for Interview will be prepared by the Selection Committee Chairman. The Chairman or his designee will advise each of the short listed firms of the interview schedule. The letter will stipulate the time and place of the public meeting for oral interviews and the topics to be covered.

7.6.1. **Oral Interviews:**
Oral Interviews may be conducted in person. The Selection Committee Chairman will convene the interview. The Selection Committee will evaluate and rate each firm in the following categories:

- **7.6.1.1 Understanding of the Project Requirements:** - 50 points
  The understanding that the Respondent and his consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interviews.

- **7.6.1.2 Approach and Method:** - 50 points
  How the Respondent and his consultants will approach the project and the methods they will use to plan, design and administer the project.

7.6.2 **Informal Discussion:**
The Selection Committee may conduct discussions with the firms on the categories listed in item 7.6.1.1 and 7.6.1.2, and any other pertinent topics as related to the project with the highest scoring firms prior to establishing the selection priority of the top three firms.

7.7. **Determination of Most Qualified Firm:**
Based on the oral interviews and informal discussions, the Selection Committee will total the points. This totaled scoring will not be cumulative of the shortlist scores and the oral interview scores.

8. **Contract Negotiation**
A formal letter of ”Request For Pricing Proposal” will be prepared by the Chairman of the Selection Committee. The Chairman of the Selection Committee will negotiate a contract with the Most Qualified Firm for professional services at compensation which FWC representative(s) determine is fair, competitive, and reasonable. In making such determination, FWC representative(s) will conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For
any lump-sum or cost-plus-a-fixed-fee professional services contract over $50,000.00, FWC Purchasing Office shall require the firm receiving the award to execute a Truth-In-Negotiation Certificate as required in Subsection 5(a) of Section 287.055, Florida Statutes.

8.1. **Preparation of Proposal:**

8.1.1. The Most Qualified Firm shall prepare a detailed proposal for basic services. This proposal should give the step-by-step tasks required to accomplish the project objectives, the hours and discipline of each individual for each task, a summation of the hours for each individual for each phase (schematic design phase, design development phase, etc.), each individual’s hourly rate times the number of hours spent by the individual on each phase, a summation of all personnel cost per phase, the personnel cost per phase times the overhead multiplier justified for the firm, and the total times the profit multiplier for the firm. The maximum allowable overhead rate, including Facilities Cost of Capital is the lesser of the overhead rate approved by FDOT or 172.7272% and the maximum allowable profit margin is 10%. A spreadsheet format is recommended. A detailed breakdown of the reimbursable expenses for each phase (travel, per diem, reproduction, etc.), a summation of all, basic cost per phase, and a summation of all costs for basic services should be provided.

8.1.2. The Most Qualified Firm shall provide with its proposal a justification of the firm’s overhead rate, a listing of personnel salaries, the project design phases proposed, a proposed project schedule, any proposed additional services, and the frequency or proposed number of construction site visits during construction. The names of the prime personnel and those of the consultants shall be listed for each phase, including those providing construction visits.

8.1.3. It is recommended that the Design Professional member of the Most Qualified Firm should discuss the project scope and proposed services with FWC prior to negotiation to assure a common understanding. A scope meeting will be held with the Design Professional and Consultants at the site or at a place selected by FWC to further discuss and agree upon the scope of services for the Design Professional and Consultants, and the approach to be used. This meeting can also be used to preliminarily discuss fees, use of special consultants, etc. Basic service should be segregated from additional services on the Most Qualified Firm’s proposal.

8.2. **The Negotiation:**

8.2.1. The negotiation may be scheduled as face-to-face meeting at a place selected by FWC, or as a telephone negotiation. The prime Design Professional should attend along with any key consultants.

8.2.2. The Most Qualified Firm’s fee proposal will be reviewed, discussed and modified as necessary during the negotiation. The budget, phases of
submittal, the schedule and assigned personnel will be reviewed and agreed upon. FWC will prepare a contract and mail multiple copies to the Design Professional to sign, seal and return. FWC will execute the contract(s) and will transmit a copy to the Design Professional along with the Authorization To Proceed to begin work.

8.2.3. Should FWC representative(s) be unable to negotiate a satisfactory contract with the Most Qualified Firm at a price FWC representative(s) determine to be fair, competitive, and reasonable; negotiations with that firm shall be formally terminated. FWC will then undertake negotiation with the Second Most Qualified Firm. Failing accord with the Second Most Qualified Firm, FWC will then undertake negotiations with the Third Most Qualified Firm.

8.2.4. Should FWC be unable to negotiate a satisfactory contract with any of the selected firms, FWC will select additional firms in the order of their competence and qualifications and continue negotiations in accordance with this Section until an agreement is reached.

9. **Conflict of Interest:**
The Respondent covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under the contract. The selected engineering firm shall be required to provide written notification to FWC within five (5) working days of the discovery of a potential conflict-of-interest; FWC shall determine whether or not a conflict-of-interest exists.

10. **MYFLORIDAMARKETPLACE (MFMP) Registration:**
In accordance with Rule 60A-1.030 of the Florida Administrative Code (F.A.C.), each Contractor doing business with the State for the sale of commodities or contractual services as defined in Section 287.012, F.S., shall register in the MFMP system, unless exempted under Rule 60A-1.030(3), F.A.C. Information about the registration process is available, and registration may be completed, at the MFMP website (link under Business on the State portal at www.myflorida.com). Interested persons lacking Internet access may request assistance from the MFMP Customer Service at (866-352-3776) or from State Purchasing, 4050 Esplanade Way, Suite 300, Tallahassee, Florida 32399.

11. **General:**
11.1. FWC reserves the right to accept or reject any or all responses received. Therefore, response should be submitted initially in the most favorable manner.

11.2. A non-responsive SOQ shall include, but not be limited to, those that: a) are irregular or are not in conformance with the requirements and instructions contained herein; b) fail to utilize or complete prescribed forms; or c) have improper or undated signatures. A NON-RESPONSIVE SOQ WILL NOT BE CONSIDERED.
11.3. FWC may waive minor irregularities in the responses received where such are merely a matter of form and not substance, and the corrections of which ARE NOT PREJUDICIAL to other respondents.