

STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES  
DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT  
PUBLIC ANNOUNCEMENT FOR PROFESSIONAL SERVICES

ARCHITECTURE

December 20, 2018

The Department of Management Services (DMS), Division of Real Estate Development and Management, announces that professional services are required for the project listed below.

**RFQ NUMBER:** RFQ-REDM1819-19

**PROJECT NUMBER:** MSFM-18002040

**PROJECT NAME:** Bob Martinez Center, ADA Corrections

**PROJECT LOCATION:** Tallahassee, Florida

**ESTIMATED CONSTRUCTION BUDGET:** Current funding is approximately \$1,900,000.00 with additional funding contingent upon future appropriation by the Legislature.

**PROJECT SCOPE:** The project will include demolition/upgrading of restrooms, bathing rooms, door entrances, and replacing mechanical/electrical/plumbing as required to comply with the current American's with Disabilities Act (ADA), 2017 Florida Accessibility Code. This will include the Bob Martinez Center buildings, Twin Towers, A, B, C and D.

**SERVICES TO BE PROVIDED:** Architectural and Engineering services

**QUALIFICATIONS SELECTION CRITERIA:** Firms must be properly licensed in the State of Florida at the time of submittal. Representative samples of related work may be included or submitted in a separate binder. Firms are advised that plans and specifications for Architectural projects may be reused. Selections will be made in accordance with Chapter 287.055, Florida Statutes.

**INTERVIEWS:** The Selection Committee will conduct interviews with and may require public presentation by no fewer than three (3) firms regarding their qualifications, approach to the project, and ability to furnish the required services. Selection of finalists for interview will be made on the basis of professional services qualifications including, related architectural experience and ability of professional personnel, location, billable staff, recent, current, and projected workloads of the firms, Florida licensed staff, volume of DMS and other State Agency work. The list of firms selected for interview by the Selection Committee will be posted to DMS website.

Each invitee will be notified by fax/email of the date and time of its interview/presentation. All interviews will be held at the following address: Department of Management Services, Division of Real Estate Development and Management, 4050 Esplanade Way, Tallahassee, Florida 32399.

**REDACTED COPY:**

All materials submitted as part of this solicitation will be a public record subject to the provisions of Chapter 119, Florida Statutes. If a Respondent considers any portion of the documents, data or records submitted in its Qualifications to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, a Respondent must mark the document as “Confidential” and simultaneously provide the Department with a separate .pdf redacted copy of its Qualifications and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department’s solicitation name, number and the Respondent’s name on the cover and shall be clearly titled “Redacted Copy.” The Redacted Copy should only redact those portions of material that the Respondent claims is confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority. In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If the Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data or records submitted to the Department in answer to a public records request for these records.

**RESPONSE INSTRUCTIONS:** On or before the response due date listed below, firms interested in being considered for this project must submit five (5) printed copies, (1) one scanned copy, and (1) one scanned redacted copy (if applicable) of the entire response in Adobe (.pdf on a thumb drive of their submittals with a table of contents and tabbed sections in the following order:

1. A Letter of interest detailing the firm's qualifications, related experience, the firm's abilities to do the work, and to meet the above referenced selection criteria.

2. Professional Qualifications Supplement (PQS). Specify number of billable staff within the office address listed in Item 2, whether or not you have current or previous DMS or Agency State Work. (You must use "DMS Form AE12a-Rev 7/12" which may be obtained from the DMS, Building Construction website under Forms and Documents).
3. A copy of the firm's current Florida Department of Business and Professional Regulation License.
4. For Corporations only: If the firm offering services is a corporation, it must be properly registered with the Florida Department of State to practice their profession in Florida and must provide a copy of the firm's current Florida Corporate Registration.
5. Completed Federal GSA Standard Form 330 (Rev. 8/2016). **(This Form may be downloaded at <http://www.gsa.gov/>).**
6. At a minimum, provide five (5) references that contain the following: project name, and the owner's representative's name, e-mail address and telephone number.

**SPECIAL NOTE FOR INTERESTED FIRMS:** For your information only, you may download the Professional Services Evaluation Form for selection criteria. **(This form may be obtained from the DMS, Building Construction website).**

**QUESTIONS:** Any questions from prospective firms concerning the RFQ shall be submitted in writing, identifying the submitter, to Tammy Brannon by email at [tammy.brannon@dms.myflorida.com](mailto:tammy.brannon@dms.myflorida.com) no later than 5:00 p.m. on January 2, 2019. All questions and answers/changes to the solicitation will be provided in writing and posted on the Vendor Bid System (VBS) website. It is the prospective firm's responsibility to check periodically for any information updates to the solicitation which are posted to the VBS website. The Department bears no responsibility for any delays, or resulting impacts, associated with a prospective firm's failure to obtain the information made available through the VBS website.

**INFORMATION WILL NOT BE AVAILABLE BY PHONE:** Any information received through an oral communication shall not be binding on the Department and shall not be relied upon by an offeror. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour protest period following the agency posting the notice of intended award, excluding Saturdays, Sundays and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in this solicitation. Violation of this provision may be grounds for rejecting the response.

**SELECTION SCHEDULE:** The table below contains the Timeline of Events for this advertisement.

Firms shall become familiar with the Timeline of Events. The dates and times within the Timeline of Events may be subject to change. It is the firm's responsibility to check for any changes. All changes to the Timeline of Events will be made through an addendum to the advertisement on the VBS website. Firms are responsible for submitting all required documentation by the dates and times (Eastern Time) specified below.

Selection Schedule	EVENT TIME (ET)	EVENT DATE
RFQ posted to FAR and the VBS website.		12/20/2018
Question Period Ends.	By 5:00 PM	1/2/2019
Answers to Questions posted to the VBS website.	By 5:00 PM	1/8/2019
Responses from Vendors due.	By 4:00 PM	1/28/2019
Responses reviewed for responsiveness.		1/29/2019
Anticipated posting of shortlist results to the VBS website.		2/12/2019
72-hour protest period ends.		2/15/2019
Interview/Presentations of shortlisted firms.		2/28/2019
Anticipated Posting of final results to the VBS website.		3/11/2019
72-hour protest period ends.		3/14/2019
Anticipated contract start date.		TBD

**RESPONSE DUE DATE:** Responses must be received by the Department, in accordance with the document delivery instructions below on, or before January 28, 2019 by 4:00 p.m., Eastern Time.

**DOCUMENT DELIEVERY:** Responses are to be submitted to:  
Ms. Tammy Brannon  
Department of Management Services  
Real Estate Development and Management  
4050 Esplanade Way, Suite 315.4y  
Tallahassee, Florida 32399

The time/date stamp/clock in the Department shall serve as the official authority to determine timeliness of the responses. Responses, which for any reason are not timely received, will not be considered. Late responses will be declared non-responsive and will not be further evaluated. Unsealed and/or unsigned responses received by telegram, facsimile transmission or other similar means are not acceptable, and will

be declared non-responsive and will not be further evaluated. Submittals that do not comply with the requirements or instructions of this solicitation document will be declared non-responsive and will not be further evaluated.

**DISABILITY ACCESS:** Pursuant to the provisions of the Americans with Disabilities Act according to 286.26 Florida Statutes, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by contacting Tammy Brannon, 850-413-9525. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**AWARD POSTING:** Official notice of final selection results will be by electronic posting on the DMS, VBS website [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120 Florida Statutes.