



**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
PROFESSIONAL SERVICES**



FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

RFSOQ No. FWC 14/15-13

The Florida Fish and Wildlife Conservation Commission (FWC) is soliciting Statements of Qualifications from qualified design, surveying and mapping, engineering and architectural firms in accordance with Section 287.055, Florida Statutes for a wide range of projects. Expression of Interests applications are to be sent to:

Florida Fish and Wildlife Conservation Commission
Purchasing Office, Room 364
620 South Meridian Street
Tallahassee, Florida 32399-1600
Phone: (850) 488-3428

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

Project Number:	<u>FWC 14/15-13</u>
Project Name:	<u>Palm Beach County Shooting Sports Complex</u>
Deadline for Questions:	<u>July 28, 2014 @ 5:00 PM</u>
Response Due Date:	<u>August 11, 2014 @ 5:00 PM</u>
Public Opening:	<u>August 12, 2014 @ 2:00 PM</u>

1. Project Information

1.1. Project Location:

1.1.1. East of main entrance to J. W. Corbett Wildlife Management Area, Seminole Pratt-Whitney Road in Palm Beach County, Florida.

1.2. Contact Person:

Direct all questions/inquiries to:

Sharita Newman
Florida Fish and Wildlife Conservation Commission
Purchasing Office
620 South Meridian Street
Tallahassee, FL. 32399

Phone: (850) 617-9614, Fax (850) 921-2500

E-mail: sharita.newman@myfwc.com

1.3. Contract Manager:

Philip T. Stone

Florida Fish and Wildlife Conservation Commission

Hunter Safety and Public Shooting Range Section

620 South Meridian Road 5B4

Tallahassee, FL. 32399

Phone: (850) 413-0084, Fax (850) 413-7989

E-mail: PhilipT.Stone@MyFWC.com

2. Term

The contract will be effective from the date of execution to June 30, 2017.

3. Description of Work Being Procured:

3.1. The FWC is requesting Statements of Qualifications from design professionals to provide services for architectural, landscape architectural, planning, surveying and mapping, geotechnical engineering, structural engineering, shooting sports facilities designers, associated sound and environmental impact studies for shooting sports facilities and other necessary engineering services for this major land development project. Only teams or firms that can provide all of the multi-disciplinary professional services necessary to design, permit and perform construction administration services for a shooting sports facility will be considered. Firms must have specific expertise in the planning, design, permitting, and construction administration of major shooting sports facility projects including, but not limited to, shooting sports complexes and facilities, safety berms, overhead baffling, roads, parking lots, restrooms, utility structures, utilities, offices, bridges, commercial structures and storm water facilities. Project will be located on the former Mecca Farms property – east of the main entrance to the J.W. Corbett Wildlife Management Area – and may occur in a variety of sensitive environments including wetlands. Work may be conducted in locations that will require innovative approaches to avoid impacts to the natural systems present and proposed future habitat restoration efforts.

3.2. Services shall be for work to design, permit and construct a shooting sports complex expected to exceed \$3,000,000 in construction costs. Construction is expected to occur in phases over several years.

3.3. Services will be provided for design, permitting and construction management of a shooting sports facility in Palm Beach County. Palm Beach County may be an active partner in the development of the facility. In order for a respondent to be considered for this project, they

must show that the firm or team has a minimum of one successful project within Palm Beach County and a minimum of three major shooting sports projects.

- 3.4. Respondents shall provide a full service team including all disciplines and sub-disciplines necessary to design, permit and provide construction administration services to create a shooting sports complex on a 150 acre site. A conceptual design is provided. Include resumes and project lists for only those staff professionals that will be working directly on the project.
- 3.5. The FWC anticipates reusing prototypical designs for some of the structures being proposed in this shooting complex. The FWC also anticipates performing some work using in house professional staff.

4. **General Instructions for Preparation of the Response:**

4.1. **Number of Copies to be Submitted:**

One (1) signed copy and four (4) electronic copies in PDF format of the response must be submitted for review by FWC. Each copy is to be bound individually. One (1) copy of the response shall bear original signatures. Use of legible reproductions of signed originals is authorized for all other copies of the response.

4.2. **Acknowledgement Form:**

The Request for Statements of Qualifications Contractual Services Acknowledgement Form (provided in the solicitation package as **Attachment-A**) shall be completed as instructed. The originally signed copy shall be submitted with the response package marked "Original." Attachment A shall be made electronic, and one (1) copy shall be provided in each of the four (4) additional electronic response packages submitted to FWC. **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.

4.3. **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.

5. **Standard Qualifying Data And Forms:**

5.1. **Architect-Engineer Qualifications (Standard Form 330):**

These forms may be acquired online at:
<http://www.wbdg.org/ccb/NAVFORM/330.pdf>

5.2. Professional Qualifications Supplement (PQS):

The PQS form is provided in the solicitation package as **Attachment-B**.

5.3. Certifications:

5.3.1. 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.

5.3.2. 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.

5.4. 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 **14/15-13**, 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.**

6. 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).

6.1. Selection Committee:

The selection committee, made up of a minimum of three (3) FWC employees, will then assess each complete application. Each SOQ will be evaluated and ranked in accordance with the evaluation factors outlined below.

6.2. 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. Failure to provide written documentation of the completion of one successful project in Palm Beach County and three successful shooting sports complexes by the primary team members may result in the rejection of proposal as being 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:

6.2.1. Past Performance: - 20 points

The past performance of each applicant will be evaluated and scored based upon the selection committee's opinion of the performance information offered by the respondent as projects designed that are similar to the one being proposed by FWC. Past Performance data provided by the respondents will be considered only for the past ten years as of July 1st of the current year. Client references for all projects included in the response as evidence of past performance are required to be submitted with the RFQ responses. Members of the Selection Committee may take into consideration internal agency knowledge of a firm's past performance, but this must be documented in the selection file.

6.2.2. Shooting Sports Complex Experience: -20 points

The respondent team's past shooting sports complex experience will be evaluated based upon the number of shooting sports complex projects designed, number of shooting sports complex projects constructed to the satisfaction of the owner, and relative experience with shooting sports complexes at a similar scale to the proposed Palm Beach County project. Information pertaining to past performance on three successful shooting sports projects is mandatory.

6.2.3. Experience and Ability: - 20 points

The relative experience of all professionals proposed for use on the team in planning, design and administration of the proposed projects (see Description of Work Being Procured, Page 2), and

the abilities, availability, and qualifications of applicant and proposed staff as related to the proposed projects and their ability to accomplish them. The relative experience and qualification of each applicant's proposed team, with respect to the proposed projects, and "communications philosophy" with the client, will be judged and a relative rating assigned. Respondents will submit resumes and personnel for the primary team for this project only.

6.2.4. Current Work Load: - 5 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.

6.3. Selection of Short List:

The Selection Committee shall rate and determine a short list of the firms. The selection committee will determine if oral discussions are needed before determining final ranking. FWC expects to award this project to a single team or full service design firm.

6.4. Notification:

6.4.1. 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, Room 364, Bryant Building, 620 South Meridian Street, Tallahassee, Florida 32399-1600, 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.

6.4.2. There is no work guaranteed to any consultant as a result of being selected. The Commission, at its discretion, will negotiate and assign task orders to the selected consultants.

6.5. Protests:

See Attachment A, 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 with the requirements set forth in Chapter 28-110, Florida Administrative Code. Protests must be filed with FWC Purchasing Office, Room 364, Bryant Building, 620 South Meridian Street, Tallahassee, Florida 32399-1600, 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 1 percent of FWC's estimate of the total volume of the contract or \$5,000, whichever is less, 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. **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.

8. **Vendor Registration:**

Prior to entering into a contract with FWC, the selected contractor must be registered with the Florida Department of Management Services Vendor Registration System. A prospective contractor may contact DMS at telephone number (850) 487-4634 or register on the DMS Vendor Web Site at <http://www.myflorida.com>. The selected contractor must also be registered with the Florida Department of State Division of Corporation. Please see the following website for more information on how to register or to make sure you are registered <http://www.sunbiz.org/index.html>.

9. **General:**

9.1. FWC reserves the right to accept or reject any or all responses received and reserve the right to make an award without conducting discussions with each and every firm submitting a response.

Therefore, response should be submitted initially in the most favorable manner.

- 9.2. 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.**
- 9.3. 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.
- 9.4. The respondents shall have the capability to provide work products in an electronic format compatible with existing standard software used by FWC.