

NOTICE TO PROFESSIONAL CONSULTANTS
STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT
PUBLIC ANNOUNCEMENT FOR MECHANICAL/ELECTRICAL ENGINEERING FIRMS
TO PROVIDE COMMISSIONING SERVICE FOR
CONTINUING CONTRACTS STATEWIDE

December 3, 2019

RFQ Number: RFQ-REDM19/20-08

Project Number: N/A

Project Name: Mechanical/Electrical Commissioning Service

Project Location: Statewide

The State of Florida, Department of Management Services, Division of Real Estate Development and Management requests qualifications from Mechanical/Electrical Engineering Firms to provide statewide Commissioning Services in the State of Florida.

The Department may enter into a contract with up to three firms. This contract will be for an initial period of two years with an option to renew for an additional two-year period.

Specific Qualifications:

1. The Commissioning Agent (CxA) will have acted as the principal CxA for at least three projects over 50,000 square feet.
2. The Commissioning team members shall have extensive experience in: (1) the operation and troubleshooting of heating, ventilation, air conditioner (HVAC) systems, (2) direct digital control (DDC) systems, (3) lighting control systems, and (4) testing, adjusting, and balancing (TAB) of HVAC systems. Extensive (minimum of five years) field experience is required for this type of work and systems.
3. Team members have knowledge and experience in building operations and maintenance (O&M) and have provided O&M training.
4. Team members have experience in energy-efficient systems design, and control strategy optimization.
5. Team members have experience writing Commissioning specifications and test procedures.
6. The team has a principal-in-charge that is a professional engineer in the State of Florida, with other engineers as appropriate that are also registered engineers, project managers, lead field engineers, and field support staff may be non-engineers who have had technical training, past field experience, and skills in Commissioning, especially in the areas of TAB, HVAC operations, DDC systems, and electrical system operations.

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.

INSTRUCTIONS:

On or before the response due date listed below, firms interested in being considered for this project must submit one (1) scanned copy and one (1) scanned redacted copy (if applicable) of the entire response in Adobe .pdf format on a thumb drive. Electronic copies must be non-restricted, meaning they can be saved and shared for retention and evaluation purposes. **If an electronic copy is restricted, and therefore unable to be saved, shared or distributed to committee members for evaluation, the response shall be deemed non-responsive and not considered for award.** The table of contents and tabbed sections must be 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 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 “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 information only, you may download the Professional Services Evaluation Form and the Selection of Design Professional booklet for selection criteria information. **(These documents may be obtained from the DMS, Building Construction website under Forms and Documents).**

QUALIFICATIONS SELECTION CRITERIA: Selection of finalists for interview will be made on the basis of professional services qualifications including related CxA experience and ability, location, volume of DMS and other state agency work, and current workload. Firms must be properly registered at the time of submittals to practice their profession in the State of Florida. Representative samples of related work may be submitted in a separate binder. Selections will be made in accordance with Chapter 287.055, Florida Statutes.

INTERVIEWS: The list of firms selected for interview by the Selection Committee will be posted on this website. Each invitee will be notified by fax or 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, Conference Room 309, Tallahassee, Florida 32399.

QUESTIONS:

Any questions from prospective firms concerning the RFQ shall be submitted in writing, identifying the submitter, to Sarah James by email at sarah.james@dms.myflorida.com no later than 5:00 p.m. on Friday, December 6, 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 Vendor Bid System (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.		12/3/2019
Question period ends.	By 5:00 PM	12/6/2019
Answers to Questions posted to the VBS website.	By 5:00 PM	12/9/2019
Responses from Vendors due.	By 4:00 PM	12/30/2019
Responses reviewed for responsiveness.		12/31/2019
Anticipated Posting shortlist results to the VBS website.		1/7/2020
72-hour protest period ends.		1/10/2020
Anticipated Interview/Presentations of shortlisted firms.		1/22/2020
Anticipated Posting of final results to the VBS website.		1/27/2020
72-hour protest period ends.		1/30/2020
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 Monday, December 30, 2019 by 4:00 p.m. Eastern Standard Time

DOCUMENT DELIVERY: Responses are to be submitted to:

Ms. Sarah James, Construction Procurement Liaison
 Department of Management Services
 Division of Real Estate Development and Management
 4050 Esplanade Way, Suite 315.5x
 Tallahassee, Florida 32399-0950

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 Sarah James, 850-487-9929. 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_www.main_menu. 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 allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.