



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



FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

RFSOQ No. FWC 16/17-129

The Florida Fish and Wildlife Conservation Commission (FWC) is requesting Statements of Qualifications from qualified architectural and/or engineering firms or teams who are 1) **registered in the State of Florida and 2) maintain an office and personnel within the State** to provide surveying and mapping, engineering, architecture, landscape architecture, geotechnical testing, mechanical, electrical and plumbing engineering services (MEP) in accordance with Section 287.055, Florida Statutes, to design, permit and provide construction administration for a 10,000 square foot saltwater sportfish hatchery building shell and an up to 4,000 square feet of climate controlled office and laboratory space located within the Florida Conservation and Technology Center in Apollo Beach, Florida. The project will be awarded to a single design team or firm.

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

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

Project Number: FWC 16/17-129
Project Name: Apollo Beach Marine Sportfish Enhancement Center
Questions Deadline: 5:00PM EST, May 26, 2017
Response Due Date: 2:00PM EST, June 13, 2017

1. Project Information

1.1. Project Location:

The new location for the FWC modernized saltwater sportfish hatchery is in Apollo Beach, Florida where it will join existing conservation education, marine turtle care, and coral nursery facilities already part of the Florida Conservation and Technology Center (FCTC). The FCTC is an innovative Aquarium partnership among FWC, Tampa Electric Company (TECO), the Florida Aquarium and the University of Florida. It is located at 6650 Dickman Road, Apollo Beach, Florida.

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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
ruth.heggen@myfwc.com

2. Term

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

3. Description of Work Being Procured:

3.1 The Florida Fish and Wildlife Conservation Commission (FWC) is requesting Statements of Qualifications from qualified professional services firms or teams for professional architectural and engineering services to design and permitting of an open wet bay building which will ultimately house a marine fish hatchery with closed climate controlled laboratory space and an office building on the campus of FCTC (10,000 square foot saltwater sportfish hatchery building shell and an up to 4,000 square feet of climate controlled office and laboratory). The selected firm will also be responsible for professional construction administration services not performed by FWC. See **Attachment A – Scope of Services**.

3.2 Services shall be for design work and construction administration in accordance with Section 287.055, Florida Statutes. Knowledge of managing saltwater and aquaculture processes is desired. Proficiency in permitting through a broad range of regulatory agencies including, but not limited to Southwest Florida Water Management District, State fire Marshall, Florida Department of Environmental Protection and Hillsborough County is also preferred.

3.3 Work will be performed for the FWC Fish and Wildlife Research Institute under the supervision of the FWC Public Access Services Office (PASO). Work will be coordinated with other projects being performed on the site by TECO, the Florida Aquarium and other FWC projects. FWC may choose to self-perform some aspects of the design, development review and permitting tasks for this project.

3.4 The budget for phase one of this project is anticipated to be \$3,500,000 in state fiscal year 17-18, subject to approval by the Florida Legislature and Governor. Design, development approvals and all professional work must be completed by September 1, 2018.

3.5 Most work products will be required to be delivered in an electronic format consistent with current FWC PASO software standards. PASO is currently using AutoCAD and Civil 3D 2016.

4. General Instructions for Preparation of the Response:

4.1. Number of Copies to be Submitted:

One (1) original signed copy and one (1) electronic copy of the response must be submitted for review by FWC. Each copy is to be submitted on separate disk or thumb drive.

4.2. 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.

4.3. References:

References shall be provided in accordance with **Attachment C**.

4.4. Statement of Communication Philosophy:

All Respondents shall include a statement outlining their communication philosophy that will be used between the consultant and FWC's designated Project Manager.

4.5. 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 from the:
U.S. Superintendent of Documents
Government Printing Office
Washington, DC 20401

or online at: <http://www.gsa.gov>.

5.2. Professional Qualifications Supplement (PQS):

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

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 16/17-129, 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 Professional Services Firm(s), in connection with the planning, design and construction administration 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 at least 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, at 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:

6.2.1. Past Performance: - 10 points

References should be available to be contacted during normal working hours. The FWC will choose, at its own discretion, two (2) of the Respondent's references to contact in order to complete an evaluation questionnaire. In the event that the Respondent has performed work as a prime contractor for the FWC within the timeframe specified above, the FWC shall attempt to contact one FWC and one non-FWC reference. In the event that the Respondent has not performed work as a prime contractor for the FWC within the timeframe specified on **Attachment C**, the FWC shall attempt to contact two (2) non-FWC references. Members of the Selection Committee may take into consideration their own personal knowledge of a firm's past performance for FWC, but this must be documented in the selection file. The total number of clients who will be contacted to complete an evaluation for any response shall be two (2). Scores for the 2 clients will be averaged for the final score of this criteria.

The FWC will attempt to contact each selected reference by phone up to four (4) times. In the event that the contact person cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for that reference evaluation. The FWC **will not** attempt to correct incorrectly supplied information.

6.2.2. Knowledge and Experience Planning & Designing Warm Water Marine Aquaculture Facilities: - 30 points

Identify projects designed by the team and team members for this particular type of facility or facilities with similar mechanical, electrical, and operational considerations. State the design and construction budget, design timeline and if the project has been constructed. Provide a brief description of the project parameters and cite how each projects experience relates to the proposed hatchery.

6.2.3. Knowledge and Experience Designing and Constructing Similar Size/Type Structures - 70 points

The relative experience of all professionals proposed for use on the team. The relative experience and qualification of each applicant's proposed team, with respect to the proposed projects, the number of successful aesthetically pleasing industrial, research and educational building projects and any experience with marine aquaculture buildings that the team has completed as a single unit.

6.2.4 Qualifications and Experience of Proposed Personnel – 30 points

Provide resumes and project descriptions of similar projects designed by all or most of the proposed team.

6.2.5 Project Design and Management Controls, QA/QC, Communications Philosophy and Integration of Subconsultants – 20 points

Identify the proposed project manager, project organizational chart and management controls for this project. Discuss in detail how the team will ensure that all work is correctly integrated from sub consultants and how the team will respond if a problem is identified by FWC professional staff. Describe the firms “communications philosophy” with the client, will be judged and a relative rating assigned by the FWC selection committee.

6.3. 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 a minimum of the three (3) firms with the highest scores for oral presentations/interviews (or fewer if less than 3 responsive SOQs are received).

6.4. Notification:

Tabulation of Results, with the recommended short list, will be posted for review by interested parties 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.

6.5. 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.

6.6. Request for Interview:

At the end of the short list posting period, a formal letter of Request for Presentation and Interview will be prepared by FWC. FWC will advise each of the short listed firms of the interview schedule. The letter will stipulate the date/time, place and rules for presenters for oral presentations and interviews as well as the topics to be covered.

6.6.1. Oral Interviews:

Oral Presentations and Interviews may be conducted in person and are expected to be led by the proposed project manager for this project. The Selection Committee will convene the interview.

6.6.2 Informal Discussion:

The Selection Committee may conduct discussions with the firms on the topics identified in the Request for Presentation and Interview letter and any other pertinent topics as related to the project with the highest scoring firms prior to establishing the selection priority of the top ranked firms.

6.7. 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.

7. Proposed Contract

It is anticipated that the contract resulting from this solicitation will be a fixed price contract. However, the FWC reserves the right to award another type contract if such will be most advantageous to the FWC and the State of Florida, cost and other factors considered.

A copy of the proposed contract containing all requirements is included as **Attachment E**. The requirements contained in the proposed contract should be closely reviewed by the offeror since modifications proposed by the offeror may not be considered.

8. Contract Negotiation

8.1 A formal letter of "Request For Pricing Proposal" will be prepared by the FWC in order to begin negotiations with the Most Qualified Firm for the professional

services outlined herein 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.

- 8.2 The negotiation may be scheduled as face-to-face meeting at a place selected by FWC, or as a telephone negotiation.
- 8.3 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.
- 8.4 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.
- 8.5 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.

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**FWC 16/17-129
ATTACHMENT C**

REFERENCES

The Respondent must provide the required information for a minimum of three (3) separate and verifiable clients for whom similar services have been provided by the Respondent. The firms and/or contact persons should be available to be contacted during normal working hours. **Do not list more than one FWC client as a reference on this form.**

Failure to provide the required information for a minimum of three (3) separate and verifiable clients in the spaces provided below or failure to provide the required information for each reference may result in the Respondent receiving a score of zero (0) for the Past Performance section of the evaluation criteria.

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

CONTRACTOR NAME

AUTHORIZED SIGNATURE