

STATE OF FLORIDA, DEPARTMENT OF HEALTH
PUBLIC ANNOUNCEMENT FOR PROFESSIONAL SERVICES FOR
ARCHITECT/ENGINEERING CONTRACT - JACKSONVILLE LABORATORY PORTER
BUILDING

The State of Florida, Department of Health, Division of Administration, Bureau of General Services, Design and Construction Section, announces that Architectural/Engineering professional services are required for the renovation of two floors of the Porter Building at the Jacksonville Laboratory. Refer to the General Information and Frequently Asked Question sheet for more detailed information. These services may be used for additional projects at the Jacksonville Laboratory facility at the sole discretion of the Department of Health. This contract will be for an initial period of three (3) years with an option to renew.

QUALIFICATIONS SELECTION CRITERIA: Firms must be properly licensed in the State of Florida at the time of submittal. Selections will be made in accordance with Chapter 287.055, Florida Statutes. The Selection Committee will conduct interviews with and may require public presentation by no fewer than three (3) firms regarding their qualifications, understanding of program/requirements and approach and methodology for providing required services.

SELECTION OF FINALIST FOR INTERVIEW: Selection for interview will be made on the basis of professional services qualifications including relevant experience and ability, location, recent experience, current and projected workloads of the firms, technical and Florida licensed professional staff and volume of Florida Departments of Health and Management Services work. The firm selected must be registered with MyFloridaMarketPlace (MFMP) prior to execution of a contract. However, they will be exempt from the payment of the one percent MFMP fee.

Applications being sent via the U. S. Mail or via overnight express service shall be sent to,

Kathryn Vowell, Office Consultant, Florida Department of Health, Design and Construction Section, 4052 Bald Cypress Way, BIN # B06, Tallahassee, Florida 32399-1734, Phone (850) 245-4066, email Kathryn.Vowell@flhealth.gov .

PROJECT NUMBER: 11916100

PROJECT NAME: Jacksonville Laboratory-Porter Building Renovations.

SERVICES TO BE PROVIDED: Architectural/Engineering Services.

RESPONSE DUE DATE: August 12, 2019, 2PM (EDT). Any Responses received after the due date and time will be deemed non-responsive and will not receive further consideration. 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.

INSTRUCTIONS: Submit three (3) bound copies of the following information:

- 1) Table of contents
- 2) Letter of interest - A standalone document introducing the firm and its sub-consultants. The letter will include the name of the primary contact person, their e-mail address, and direct phone number to be used.
- 3) Narrative descriptions which address the following items. The intent is to supplement and highlight the information requested in the PQS and Form 330,

not an exhaustive dissertation. Supplementing the responses with graphics is encouraged.

- a. Discuss the overall team's ability to work together and deliver a project on time and within budget.
 - b. Your firm's process for resolving problems, such as conflicts caused by unforeseen conditions. We are interested in your personal approach to problem solving.
- 4) A copy of the current Department of Health Professional Qualifications Supplement (PQS) Form DBC5112 Revised 7/1/04. A copy of this form can be obtained by calling (850) 245-4066 and at the following Website:
http://vbs.dms.state.fl.us/vbs/main_menu
 - 5) A copy of the firm's and sub-consultants current Florida Professional License registration. (Proper registration at the time of application is required).
 - 6) (CORPORATIONS ONLY) Current Corporate Certificate providing evidence of validation date and designation of professional or professionals qualifying the corporation to practice Architecture and/or Engineering.
 - 7) Completed Standard Form 330
*In Article 19, Relevant Projects, and Article 23, Project Owner's Information, list only projects designed, under construction, and/or completed within the past five (5) years.
- All future notices regarding this solicitation and results of selection will be posted at the following web site: http://vbs.dms.state.fl.us/vbs/main_menu
 - All applicants are urged to limit their submittal content to **fifty (50) pages maximum**, excluding front and back covers and any section dividers. However, this is not a mandatory requirement.

EVALUATION: All proposals submitted shall become the property of the Florida Department of Health. The submitted proposals will be placed on file and not returned. The Department reserves the right to deem proposals that do not comply with the above instructions and/or do not include the required qualification data non-responsive. The applicant will not receive further consideration.

POSTING OF RESULTS: Results of the short listing evaluation will be posted on the DMS Vendor Bid System at http://vbs.dms.state.fl.us/vbs/main_menu within 48 hours after the committee's recommendation. In the event that this information cannot be posted within this time frame, then the applicant firms will be notified of the results by e-mail. Proposals shall include, in the letter of interest of each submission, the name of the primary contact person, their e-mail address and direct phone number to be used. All future announcements, results and information about the selection for this project will be posted on the DOH Website at http://vbs.dms.state.fl.us/vbs/main_menu.

Special Instructions to access website:

Go to link above – open – Go to “Search Advertisements” and click to open. In “Advertisement Type”, select “Competitive Solicitation”. In “Agency”, select “Department of Health”

Do not fill in any other boxes.

At the bottom of the page click “Advertisement Search”. Advertisement is located in the list shown in the boxes.