

STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES  
DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT  
PUBLIC ANNOUNCEMENT FOR CONSTRUCTION CONTRACTORS  
TO PROVIDE CONSTRUCTION MANAGEMENT AT RISK SERVICES

March 12, 2020

**\*ATTENTION\*** - Please note that changes have been made to section “**RESPONSE INSTRUCTIONS**” whereby the Department is no longer requesting or accepting hard copies of submittals, only electronic copies.

**REQUEST FOR QUALIFICATIONS (RFQ):** The Department of Management Services (DMS), Division of Real Estate Development and Management, requests qualifications from licensed general contractors who wish to provide submittals for Construction Management (CM) at Risk services (i.e., the Negotiated Fee-Guaranteed Maximum Price (GMP) Construction Contracting Method, as defined by Rule 60D-5.002(12) Florida Administrative Code (F.A.C.) on the following project:

**RFQ NUMBER:** RFQ-REDM19/20-09

**PROJECT NUMBER:** MSFM-19004190

**PROJECT NAME:** Carlton Building, Elevator Renovation

**PROJECT LOCATION:** Tallahassee, Florida

**ESTIMATED CONSTRUCTION BUDGET:** \$2,100,000.00

**PROJECT SCOPE:** The complete modernization of existing elevators at the Carlton office buildings.

The CM must be capable of supplying workers that meet Florida Department of Law Enforcement criminal history Level 2 background checks. Selections will be made in accordance with Chapter 287.055, Florida Statutes.

**COMPETITIVE SELECTION (QUALIFICATIONS CRITERIA):** Firms must be licensed in the State of Florida at the time of submittal. Further, if a corporation, the firm must be registered by the Department of State, Division of Corporations. The relative ability of each firm to perform the services required shall be determined utilizing the evaluation criteria set forth in the evaluation scoring form number, DMS PD24 Dated 6/2014. Pursuant to Rule 60D-5.0082, F.A.C., at least three firms, deemed to

be most highly qualified to perform the required services, shall be selected and posted in order of preference on the DMS website.

**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 one (1) scanned copy and one (1) scanned redacted copy (if applicable) of the entire response in Adobe .pdf 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, the response shall be deemed non-responsive.** The table of contents and tabbed sections must be in the following order:

**Preliminary Screening (Revised Instructions):**

1. A letter of interest detailing the firm's qualifications to meet the above referenced selection criteria. **(To include firm name, address, contact person, telephone number and email address).**

2. A revised current Contractor's Experience Questionnaire and Financial Information-Form Number DMS Form CM01 Dated 7/2016. (**This form may be obtained from the DMS, Building Construction website under "Forms and Documents."**)
3. Project listing of relevant experience (including name of client, architect and phone number).
4. Resumes of proposed staff and staff organizations, for both pre-construction and construction phases.
5. Describe effective Project Management Systems utilized to successfully complete relevant projects.
6. Copies of the firm's current Florida Department of Business and Professional Regulation Contracting License.
7. For Corporations only: If the firm offering services is a corporation, it must be properly registered with the Department of State to operate in Florida and must provide a copy of the firm's current Florida Corporate Registration.
8. 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 New Evaluation Summary Sheet-General Contractor/Construction Manager Selection Form-(DMS PD24 Dated 6/2014) and the Contractor's Experienced Questionnaire and Financial Information-Form Number (DMS CM01 Dated 7/2016). (**These documents may be obtained from the DMS, Building Construction website under Forms and Documents**).

**INTERVIEWS:** The Selection Committee will conduct discussions 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 proposed office distance to site, financial capacity to project scope, relevant project type experience, proposed preconstruction phase staff, proposed construction phase staff and project management systems utilization. The list of firms selected for interview by the Selection Committee will be posted on the DMS website. Each invitee will be notified by facsimile or email of the date and time of its interview/presentation. All interviews will be held at the following address: Department of Management Services, Real Estate Development and Management, 4050 Esplanade Way, 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](mailto:sarah.james@dms.myflorida.com) no later than 5:00

p.m. March 17, 2020. 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.          |                 | 3/12/2020  |
| Question Period Ends.                           | By 5:00 PM      | 3/17/2020  |
| Answers to Questions posted to the VBS website. | By 5:00 PM      | 3/19/2020  |
| Responses from Vendors due.                     | By 4:00 PM      | 4/10/2020  |
| Responses reviewed for responsiveness.          |                 | 4/13/2020  |
| Post shortlist results to the VBS website.      |                 | 4/20/2020  |
| 72-hour protest period ends.                    |                 | 4/23/2020  |
| Interview/Presentations of shortlisted firms.   |                 | 5/5/2020   |

| Selection Schedule                                       | EVENT TIME<br>(ET) | EVENT DATE |
|--|--------------------|------------|
| Anticipated Posting of final results to the VBS website. |                    | 5/11/2020  |
| 72-hour protest period ends.                             |                    | 5/14/2020  |
| 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 April 10, 2020 by 4:00 p.m. Eastern Time.

**DOCUMENT DELIEVERY:** Responses are to be submitted to:  
Ms. Sarah James  
Department of Management Services  
Real Estate Development and Management  
4050 Esplanade Way, Suite 315.5x  
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 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 VBS website [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](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 shall constitute a waiver of proceedings under Chapter 120 Florida Statutes.