



FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
1875 ORANGE AVE E
TALLAHASSEE, FL 32311-6160
(850) 488-6551

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL SERVICES CONTINUING CONTRACT

FWC 19/20-66

SOUTHWEST REGION PROFESSIONAL SERVICES CONTINUING CONTRACT

Architectural/Engineering Services

Southwest Florida Region (Hillsborough, Pasco, Hernando, Polk, Pinellas, Manatee, Hardee, Sarasota, Desoto, Highlands, Charlotte, and Lee Counties)

INTENT

The Florida Fish and Wildlife Conservation Commission (FWC), requests statement of qualifications from Architectural firms to provide Professional Services primarily in the Southwest Florida Region. The possible services include: architectural engineering, mechanical engineering, structural engineering, civil engineering and construction management. These services may be used for projects anywhere in the State of Florida, however, it is anticipated that the vendors selected during this process will be activated for projects in the Southwest part of the State. The Southwest Region is defined as Hillsborough, Pasco, Hernando, Polk, Pinellas, Manatee, Hardee, Sarasota, Desoto, Highlands, Charlotte, and Lee counties.

A minimum of three (3) respondents may be selected under this Continuing Contract and will be responsible for assigned projects having estimated construction costs, planning or study fees not exceeding the threshold amounts of \$2,000,000.00 (construction) and \$200,000.00 (planning or study fees) respectively, provided for in Section 287.055, Florida Statutes (F.S.). **All respondents selected under this Continuing Contract shall provide the services and disciplines listed above whether inhouse or through sub consultants.**

This contract will be for an initial period of three (3) years with an option to renew for an additional three-year period.

Qualified Certified minority-owned, woman-owned and service-disabled veteran business enterprises, as certified by the State of Florida Office of Supplier Diversity, are encouraged by the Commission to participate in the RFSOQ process.

PROCUREMENT MANAGER

Alisha Morgan (alisha.morgan@myfwc.com)

CALENDAR OF EVENTS

The table below contains the Calendar of Events for this advertisement. Respondents shall become familiar with the Calendar of Events. The dates and times within the Calendar of Events may be subject to change. It is the Respondent's responsibility to check for any changes. All changes to the Calendar of Events will be made through an addendum to the advertisement on the Vendor Bid System

(http://vbs.dms.state.fl.us/vbs/main_menu). Respondents are responsible for submitting all required documentation by the dates and times specified in the Calendar of Events.

SCHEDULE	DUE DATE	METHOD
RFISOQ Advertised	January 24, 2020	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/mainmenu
Deadline for Questions	Must be received PRIOR to: February 12, 2020 @ 5:00 PM ET	See Deadline for Questions Clause
Anticipated date for Responses to Written Questions	February 24, 2020	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/mainmenu
SEALED RESPONSES DUE (REMEMBER: Solicitation number should be clearly marked on package)	Must be received PRIOR to: March 2, 2020 @ 10:00 AM ET	Submit BEFORE the due date and time to the following address: Florida Fish & Wildlife Conservation Commission Attn: Purchasing 1875 Orange Ave E Tallahassee, Florida 32311-6160
Evaluation Period	March 9, 2020 to March 27, 2020	Florida Fish and Wildlife Conservation Commission
Anticipated Shortlist Results	April 6, 2020	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/mainmenu
Anticipated Interviews & Presentations of Shortlisted Respondents	April 21, 2020 and April 22, 2020	Interviews and presentations will be held at the following address: Florida Fish and Wildlife Research Institute 100 Eighth Avenue SE St. Petersburg, FL 33701
Anticipated Date of Intended Award	April 28, 2020	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/mainmenu

ECONOMY OF PRESENTATION

Each response shall be prepared simply and economically, providing a straightforward, concise delineation of Respondent's capabilities to satisfy the requirements of this RFISOQ. Elaborate binding, colored displays, and promotional materials are not required. However, examples of services provided may be included as attachments to the response. Emphasis in each response must be on completeness and clarity of content. To expedite the evaluation of responses, it is essential that Respondents follow the format and instructions

contained herein. All costs associated with preparing a response to this RFSOQ is the sole responsibility of the Respondent.

MANDATORY RESPONSIVENESS REQUIREMENTS FOR RESPONSE SUBMISSION

Respondents interested in being considered for this project must submit five (5) printed copies and one electronic copy of the entire response in PDF format on a flash drive. Submissions shall include a table of contents with tabbed sections in the following order:

1. A letter of interest detailing the Respondent's qualifications, related experience, abilities to do the work and meet the selection criteria referenced above.
2. Professional Qualifications Supplement (PQS). **Specify the number of billable staff members within the office address listed in Item 2, whether or not you have current or previous DMS or Agency State Work.** You must use the [DMS Form AE12a-Rev 7/12](#).
3. A copy of the Respondent's current Florida Department of Business and Professional Regulation License.
4. A Respondent submitting a response shall be registered in the MyFloridaMarketPlace (MFMP) system and, where required, the Sunbiz system prior to the RFSOQ award. Business entities which must be on file with Sunbiz include the following foreign and domestic entities: Corporations for and not for profit, Limited Liability Companies (LLC), Limited Partnerships (LP) including Limited Liability Limited Partnerships (LLLP), and organizations doing business under a fictitious name (DBA). A Respondent may not be considered for an award if not registered in the MFMP and Sunbiz system.
5. Completed [Federal GSA Standard Form 330 \(Rev. 8/2016\)](#).

SPECIAL NOTE FOR INTERESTED FIRMS: For information only, you may download the [DMS AE12 Selection of Design Professional booklet](#) for selection criteria information. A copy of the Professional Service Evaluation Form (Attachment A) can be obtained from the Vendor Bid System (VBS).

QUALIFICATIONS SELECTION CRITERIA

Respondents must be properly licensed in the State of Florida at the time of submittal. Respondents are advised that plans and specifications for Architect/Engineer projects may be reused. Selections will be made in accordance with Chapter 287.055, F.S.

TASK ASSIGNMENT AUTHORIZATION

The Contract Manager shall document the file with a justification as to why a particular firm was chosen for task assignment(s) using the following criteria as project circumstances require:

1. Disciplines – Is the selected firm based on the discipline of work for the proposed project and/or possibly the sub discipline(s) if deemed necessary?
2. Experience – Does the firm have the local permitting experience for the type of work proposed?
3. Scale – Does the project scale correlate to the size of the firm (fit)?
4. Availability – Can the firm meet the required project timelines?
5. Continuity – Would there be a cost savings due to site familiarity and/or previous work on the site?
6. Past Performance History – Has the consultant met deadlines and produced good work product?
7. Geographic location – Is the firm in the same geographic region as the project?

CONFIDENTIALITY/PUBLIC RECORDS LAW

Respondents are cautioned that Florida law generously defines what constitutes a public record and grants broad rights of public access to those records (e.g., section 119.07, F.S.). If a Respondent considers any portion of the documents, data or records submitted in their Response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution or other authority, the Respondent must mark the document as “Confidential.” The Respondent shall also provide the Commission with a separate PDF redacted copy of its Response and briefly describe in writing the grounds and specific legal citations for claiming exemption from public records law. This redacted copy shall contain the Commission’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 public disclosure pursuant to Chapter 119, F.S., the Florida Constitution or other authority. If after the notice of intended decision or thirty (30) days after response opening, whichever is earlier, the Commission receives a public record request related to the solicitation, the Commission will provide the Redacted Copy to the requestor. If the Respondent fails to properly indicate any material enclosed in their Response is confidential, the Commission is authorized to produce documents, data or records in their entirety as submitted to the Commission in answer to a public records request. The Commission will endeavor to provide notice to the Respondent of all public records requests received related to documents provided by the Respondent that were marked pursuant to this paragraph. In no event shall the Respondent hold the Commission or any of its employees or agents liable for disclosing, or otherwise failing to protect the confidentiality of information submitted in response to this solicitation.

CONTACT LIMITATION DURING SOLICITATION PERIOD

Between the release of the solicitation and the end of the 72-hour period following the Commission posting the notice of intended award (excludes Saturdays, Sundays, and state holidays), respondents to this solicitation or persons acting on their behalf may not contact any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement manager or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

VERBAL INSTRUCTION PROCEDURE

Respondents may not consider any verbal instructions as binding upon the Commission. No negotiations, discussions, or actions shall be initiated or executed by the Respondent as a result of any discussion with any Commission employee. Only those communications from the Commission that are in writing, may be considered as a duly authorized expression on behalf of the Commission.

DEADLINE FOR QUESTIONS

Any questions from respondents concerning the RFSOQ shall be submitted in writing to the [Procurement Manager](#). Questions must be received no later than the date and time specified in the Calendar of Events (Page 2). Questions may be sent via email with the solicitation number in the subject line. It is the responsibility of the Respondent to confirm receipt of questions if needed.

If questions are received, an addendum will be issued and shall be posted on the Vendor Bid System (http://vbs.dms.state.fl.us/vbs/main_menu). It is the Respondent’s responsibility to check periodically for any information updates to the solicitation which are posted to the VBS website. The Commission bears no responsibility for any delays, or resulting impacts, associated with a respondent’s failure to obtain the information made available through the VBS website.

MAILING INSTRUCTIONS

All responses shall be submitted in a **SEALED PACKAGE** addressed to:

Florida Fish and Wildlife Conservation Commission
Attn: Purchasing
1875 Orange Ave E
Tallahassee, Florida 32311-6160.

The package shall be plainly marked on the outside with the SOLICITATION NUMBER.

THE COMMISSION IS NOT RESPONSIBLE FOR THE OPENING OF ANY PACKAGES THAT ARE NOT PROPERLY MARKED.

PLEASE NOTE: The Commission's official business hours of operation are 8:00 AM–5:00 PM ET, exclusive of Saturdays, Sundays and state holidays. Selecting delivery services, such as next day first delivery, may result in attempted delivery prior to opening or closing, and the Commission will not be available to accept those deliveries. **THE COMMISSION IS NOT RESPONSIBLE FOR LATE SUBMISSIONS DUE TO COMPLICATIONS RELATED TO SELECTED DELIVERY SERVICES.**

The Commission's time/date stamp clock 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.

INTERVIEWS

The Selection Committee will conduct interviews with and may require public presentation by no fewer than three (3) respondents 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 professional services qualifications, including related architectural experience and ability of professional personnel, location, billable staff, recent, current and projected workloads of the firms, Florida licensed staff, and volume of Department of Management Services (DMS) and other State Agency work.

The list of respondents selected for interview by the Selection Committee will be posted on the Vendor Bid System (http://vbs.dms.state.fl.us/vbs/main_menu). Each invited respondent will be notified by email, which will include the Respondent's assigned interview/presentation date and time. All interviews will be held at the address indicated in the Calendar of Events.

AWARD POSTING

Official notice of final selection results will be posted electronically as an Agency Decision on the Vendor Bid System (http://vbs.dms.state.fl.us/vbs/main_menu). The Agency Decision will remain posted for a period of 72 hours (excludes Saturdays, Sundays, and state holidays). Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120 Florida Statutes.

DISABILITY ACCESS

Pursuant to the provisions of the Americans with Disabilities Act according to Section 286.26, F.S., 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 the Procurement Manager.