

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
PUBLIC ANNOUNCEMENT FOR PROFESSIONAL SERVICES
FOR CONTINUING CONTRACT

December 7, 2018

RFQ Number: FWC 18/19-01

Project Location: Throughout the State of Florida

The Florida Fish and Wildlife Conservation Commission (FWC) is soliciting Statements of Qualifications (SOQ) from a professional services firm qualified for planning and design, surveying and GIS mapping, geotechnical engineering, environmental/biological services, civil engineering services, project and database management in accordance with Section 287.055, Florida Statutes, for a wide range of projects throughout the State of Florida. **All these disciplines shall be provided by one (1) firm whether inhouse or through sub consultants.** 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. A minimum of three (3) firms will be interviewed with only one (1) firm being selected under this Continuing Contract. The firm 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, as provided in Section 287.055, Florida Statutes. This contract will be for an initial period of three (3) years with an option to renew for an additional three one-year periods.

QUALIFICATIONS SELECTION CRITERIA: Firms must be properly licensed in the State of Florida at the time of submittal. Firms are advised that plans and specifications for projects may be reused. Selections will be made in accordance with Chapter 287.055, Florida Statutes.

INTERVIEWS: The Selection Committee will conduct interviews with and may require public presentations 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 professional services qualifications including related experience and ability of professional personnel; location; billable staff; recent, current and projected workloads of the firms; Florida licensed staff; and volume of DMS and other State Agency work. The list of firms selected for interviews

by the Selection Committee will be posted on the Vendor Bid System(VBS) website. Each invitee will be notified by letter through email of the date and time of its interview/presentation. All interviews will be held at the following address:

Conference Room 272

620 South Meridian Street

Tallahassee, FL 32399

INSTRUCTIONS:

Firms interested in being considered for this project **must** submit five (5) printed copies and one scanned copy of the entire response in Adobe (.pdf) on a thumb drive of their submittal with a table of contents and tabbed sections in the following order:

1. A Letter of interest detailing the firm's qualifications, related experience, and the firm's abilities to do the work and to meet the above referenced selection criteria.
2. Professional Qualifications Supplement (PQS). **Specify number of 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 "DMS Form AE12a-Rev 7/12" which may be obtained from the DMS 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/>).**

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 website under Forms and Documents).**

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 Vendor Bid System (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.		12/7/2018
Question Period Ends.	By 5:00 PM	12/28/2018
Answers to Questions posted to the VBS website.		1/11/2019
Responses from Vendors due.	By 3:00 PM	1/25/2019
Anticipated Posting of shortlist results to the VBS website.		2/7/2019
Anticipated Interview/Presentations of shortlisted firms.		2/13 – 3/1/2019
Anticipated Posting of final results to the VBS website.		3/5/2019
Anticipated contract start date.		TBD

QUESTIONS:

Any questions from prospective firms concerning the RFQ shall be submitted in writing, identifying the submitter, to Bryan Tucker by email at bryan.tucker@myfwc.com no later than 5:00 p.m. on Wednesday, December 28, 2018. Please include solicitation number FWC 18/19-01 in the subject line as well. 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 Commission 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 Commission and shall not be relied upon by an offeror. 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 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, except in writing to the procurement officer or as provided in this solicitation. Violation of this provision may be grounds for rejecting the response.

RESPONSE DUE DATE: Responses must be received by the Commission, in accordance with the document delivery instructions below on, or before January 25 @ 3:00 p.m., Eastern Time.

DOCUMENT DELIEVERY: Responses are to be submitted to:
Licensing and Permitting Office
Florida Fish and Wildlife Conservation Commission
2590 Executive Center Circle
Tallahassee, Florida 32301
Phone: (850) 488-6551

The time/date stamp/clock at the Commission 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 and section 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 Bryan Tucker at (850) 617-9614.

AWARD POSTING: Official notice of final selection results will be by electronic posting on the Vendor Bid System(VBS) website. 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.