

**STATE OF FLORIDA, DEPARTMENT OF MILITARY AFFAIRS  
CONSTRUCTION & FACILITY MANAGEMENT OFFICE  
PUBLIC ANNOUNCEMENT**

**REQUESTING QUALIFICATIONS  
FOR PROFESSIONAL DESIGN SERVICES**

**For**

**PROJECT NUMBER: 218036  
LEESBURG NATIONAL GUARD ARMORY RENOVATIONS - DESIGN  
FLORIDA ARMY NATIONAL GUARD, LEESBURG, FLORIDA**

The State of Florida, Department of Military Affairs (DMA), Construction & Facility Management Office (CFMO) requests qualifications from Professional Services Firms for Architectural-Engineering (A/E) services for DESIGN and Development of Construction Documents for the Renovations of the National Guard Armory at Leesburg, Florida.

**POINT OF CONTACT (POC):** Department of Military Affairs, Construction & Facility Management Office, Contract Management Branch (for forms and administrative assistance), 904-823-0255 or e-mail [ng.fl.flarnng.list.cfmo-contracting@mail.mil](mailto:ng.fl.flarnng.list.cfmo-contracting@mail.mil). Requests for FNG5112 in a Word document format may be sent to the above e-mail address.

Request for private meetings by individual firms will not be granted. No individual verbal communication shall take place between any applicants and the Owners, or Owners' representatives. Request for any additional information, clarifications, or technical questions must be requested in writing, to the POC listed above.

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 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 the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**SERVICES TO BE PROVIDED:** This Agency will contract with a single entity who shall provide all services per NGR 415-5, Architect-Engineer Services for Site Investigation, Design, Bid Phase and Construction Administration, including but not necessarily limited to, topographical and utility surveys soils report, attendance at User design conferences to finalize the project design, prioritize project components/additive bid items, programming, schematic and preliminary designs, preconstruction services, constructability reviews, complete design and engineering, life cycle cost analysis, construction documents and technical specifications, detailed line-item construction cost estimates, acquisition of general stormwater permit or permit modification, State Fire Marshal review permit, Form DD1354 (NGB form provided by owner), and construction administration services required to provide a complete facility. Total project will be designed to current National Guard design criteria, Florida Building Codes (FBC), current local building codes, current Florida

Energy codes, American Disability Act criteria, and to meet LEED SILVER Certification. The A/E will also need to provide technical assistance and signed/sealed documents to aid the General Contractor to secure the required building permits.

**EXECUTIVE PROJECT SUMMARY:** (Estimated construction budget \$2,500,000.00). The project will provide facility renovations to the Florida Army National Guard Armory to accommodate the training and administrative needs of the Florida Army National Guardsmen stationed at this facility. The project may include renovations of training and administration buildings, private vehicle parking, military vehicle parking, unheated equipment storage, force protection/security systems, site grading and storm water control systems. The Armory Building is approximately 13,000 square feet and the Storage Building is approximately 4,800 square feet. These facilities will require utilization of construction materials and equipment offering the greatest degree of maintenance-free longevity and operational energy efficiency.

Additional services to be provided by the selected firm:

- Deliverables for permitting and construction to include signed and sealed sets of drawings and unsigned sets (as required)
- Bid Phase Services
- Construction Administration Services (listed as an option on A/E's proposal).
- Blanket professional design liability insurance will be required for this project in the amount of \$250,000.00 and will be provided as a part of the services.
- Regulatory permitting to include the preparation, submittal, payment and review coordination of the Water Management District, Environmental Resource Permit (including permit fees), Florida Department of Environmental Protection (FDEP) Notice of Intent (including filing fees), Lake County Review Permit Fee, Fire Marshall Review Fee and any other permits and fees required by other county, local or state authorities.
- LEED Registration Costs

**SELECTION INFORMATION:** Selection of applicants for consideration will be made on the basis of relative design experience of the firm and their ability to perform based on, but not limited to, the information submitted on FNG Form 5112 for licensed and/or professional personnel; professional services qualifications, financial capability, recent, current, and projected workloads of the Professional Services firm and location of office in relation to project site (within 100 road miles of project site). The qualifications packages will be reviewed and three (3) semi-finalists may be interviewed to determine the best qualified firm for this project. The three (3) semi-finalists may or may not be required to make oral presentations (in person or by telephone conference) and the selection committee may reject all submissions and stop the selection process at any time.

Additional requirements and information may be provided to short-listed firms at the Mandatory Site Visit. Order of Negotiations for the selected shortlisted firms will be made on the basis of past performance references, knowledge of site and local conditions, proposed project staff, ability to meet budget, ability to meet project schedule, understanding program requirements, approach, and methodology.

**CONTINGENCY STATEMENT:** "The Architect (or registered land surveyor or professional engineer, as applicable) warrants that he has not employed or retained any company or person, other

than a bona fide employee working solely for the architect (or registered land surveyor or professional engineer, as applicable) to solicit or secure this agreement and that he has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the architect (or registered land surveyor or professional engineer, as applicable) any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the Owner shall have the right to terminate this Agreement without liability and, at his discretion, to deduct from the Basic Services Compensation, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration."

**CONTRACT AWARD:** The short list for interviews and the final order of negotiations with the short listed firms will be posted on the MyFlorida website [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu). 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. If no protest is filed, a contract will be negotiated with the firm which the Agency considers the most qualified for the intended project. If an agreement for compensation which the Agency determines is fair, competitive, and reasonable cannot be reached and the Agency is unable to negotiate a satisfactory contract, negotiations will be formally ceased and negotiations shall be undertaken with the firm the Agency has determined is the second most qualified after Departmental review of the submissions.

The DMA reserves the right to accept or reject any or all proposals received and reserves the right to make an award with or without further discussion of the proposals submitted or accept minor informalities or irregularities in the best interest of the State of Florida, which are considered a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the Department's interest and will not affect the price of the proposal by giving a Proposer an advantage or benefit not enjoyed by all other proposers. It is understood the proposal will become a part of the Department's file, without obligation to the Department. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions contained herein. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to failure to utilize or complete in their entirety prescribed forms, conditional proposals, and improper, missing and/or undated signatures.

**TENTATIVE SCHEDULE:**

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| 1. Publication Date                               | May 2, 2019    |
| 2. Qualifications (FNG 5112) Due before 2:00 p.m. | May 16, 2019   |
| 3. Anticipated Short-list Posting                 | May 23, 2019   |
| 4. Site Visits for Short Listed Firms             | June 5, 2019   |
| 5. Interviews for short listed firms              | June 11, 2019  |
| 6. Anticipated Date for Order of Negotiations     | June 14, 2019  |
| 7. Anticipated Date for Negotiations to Begin     | June 19, 2019  |
| 8. Anticipated Award Date – No Later Than         | August 7, 2019 |

\*Due to the limited time allotted for the DMA to obligate the funding for this project, the

selected firm must be available for interview dates and contract signature during dates listed. No alternate dates can be arranged. Non availability of scheduled dates for interviews/negotiations and contract signature may cause disqualification.

**INSTRUCTIONS:** Applicants desiring to provide these services shall apply for consideration by submitting an original and three (3) copies of the following items. **Please clearly identify in your qualification package each of these items.**

1. A Letter of Interest detailing firm's qualifications, related experience, the firm's abilities to perform the work and to meet the above referenced selection criteria.
2. Professional Qualifications Supplement (PQS) Form FNG 5112, Revised 6/11.
3. Florida Department of Professional Regulation License(s) with the appropriate Board(s) for each of the license numbers listed in PQS Form Number FNG 5112, Question 3. Firms must be properly registered at the time of application to practice their profession in the State of Florida.
4. Copy of Corporate Charter Registration.
5. Proof (Google map or similar) that A/E firm has an active office within 100 road miles of the project (400 West Meadow Street, Leesburg, FL 34748). **Firms not having an active office within 100 road miles of project will not be considered.**
6. You must have completed at least two (2) **renovation** projects of the same size (where construction costs were equal to or greater than \$2.5 million dollars and at least 13,000 square feet), scope and complexity, located in the State of Florida, within the previous three (3) years to be considered qualified. Public or Private sectors are acceptable. Provide contact information of the referenced owners, contractors or A/E as applicable. Describe work performed on projects in detail (with photographs, if possible).
7. You must demonstrate that the LEED AP staff member has experience with at least one (1) completed project that achieved LEED Silver certification or better.
8. Resume of Experience for A/E's lead Architect, the LEED AP staff member, and all other major team members.
9. Proof of Registration in MyFloridaMarketPlace.com.
10. Demonstrated experience in Leesburg / Lake County, Florida, including but not limited to local authorities having jurisdiction, permitting, zoning, Dept. of Environmental Protection, Water Management District.
11. Experience designing energy efficiency into existing structures
12. LEED AP's experience applicable to this project.
13. Experience working as a team as submitted. A team includes the following members or firms. (Project Manager, Lead Architect / Engineer, Lead MEP Engineers, LEED AP). Teams are defined as:
  - a. "In House" - All of the above individual members work for the firm submitting the qualification.
  - b. "Individuals" - All of the individuals listed above have worked together on one or more projects, regardless of their current firm.
  - c. "Firms" - The firm submitting the qualification package has worked with the other firms, regardless of the individuals.

Forms may be electronically obtained in MICROSOFT WORD software format (File extension ".doc" format) from CFMO-Contract Management Branch, e-mail: [ng.fl.flarng.list.cfmo-](mailto:ng.fl.flarng.list.cfmo-)

[contracting@mail.mil](mailto:contracting@mail.mil). Forms are available in Adobe Acrobat software (File extension “.pdf”) with the solicitation on the Vendor Bid System on myFlorida.com.

**SUBMITTAL DUE DATE:** May 16, 2019 (Due before 2:00 PM)

Submittals received after this date will not be considered. We encourage early submittals be sent to the CFMO, Contract Management Branch any time prior to the final due date.

**SUBMITTALS ARE TO BE SENT TO:** Department of Military Affairs, Construction & Facility Management Office (CFMO), Attention: Contract Management Branch, Robert F. Ensslin, Jr. Armory, 2305 State Road 207, St. Augustine, Florida 32086.

**ENVELOPES ARE TO BE MARKED:** Attention: QUALIFICATIONS for Project 218036, LEESBURG NATIONAL GUARD ARMORY (ESP) RENOVATIONS.

Faxed or e-mailed submittals are not acceptable and will not be considered. All instructions must be complied with and requested data must be included in order for your firm to be considered for this project. All information received will be maintained with the Department and will not be returned.

The State of Florida's performance and obligation to pay under any contract is contingent upon availability of funding and an annual appropriation by the Legislature.

**MYFLORIDA REGISTRATION:** Prior to entering into a contract with the State of Florida, Department of Military Affairs, the selected Architect-Engineer must be registered with the Florida Department of Management Services (DMS) MyFloridaMarketPlace Vendor Registration System. Registration must be completed at [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu). Prospective firms who do not have Internet access may request assistance from the MyFloridaMarketPlace Customer Service at 1-866-352-3776.

**INABILITY TO POST ELECTRONICALLY:** If the Department is unable to post an Intent to Award or Intent to Negotiate (due to technical difficulties) as defined above, the Department will notify all firms via the Point of Contact and electronic address provided to the Department. Notice will be posted as defined above once the technical difficulties have been rectified; however, the official posting time will be that time at which the last firm was electronically notified.

**DISCRIMINATION; DENIAL OR REVOCATION FOR THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC ENTITIES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

The State of Florida requires all Vendors to implement a drug free workplace program as defined in 287.087, Florida Statutes.

**PUBLIC ENTITY CRIME INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

**MINORITY PROGRAM:** Minority Business Enterprises (MBE) are encouraged to participate in this Request for Qualifications. Utilization of MBE participation is highly encouraged from all participants. MBE's must be certified by the Office of Supplier Diversity.

The DMA will not be responsible for submittals/bids presented on forms, or information obtained from sources other than DMA, CFMO, Contract Management Branch, or solicitations posted to the VBS.

**Requirement for Data Universal Numbering System (DUNS) Numbers:** The DMA may not make an award to an entity unless the entity has provided its DUNS number.

Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>). DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal government for contracts or grants. If one does not already exist for your business location, it can be created within one (1) business day. Hearing impaired customers ONLY may call 877-807-1679.

The Grantee covenants and agrees to comply with the Reporting Subawards and Executive Compensation requirements indicated below:

The selected firm covenants and agrees to comply with any and all Reporting of Subawards and Executive Compensation requirements as directed by National Guard Bureau, if and when required per Cooperative Agreements Section 820 and 821 as applicable.

**HOMELAND SECURITY:** Pursuant to the State of Florida, Office of the Governor, Executive Order Number 11-02 entered on January 4, 2011, A/E and Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Contract by A/E and Contractor to perform employment duties within Florida within 3 business days after the date of hire; and (b) all persons (including subcontractors) assigned by A/E and Contractor to perform work pursuant to the Contract with the Department within 90 calendar days after the date the Contract is executed or within 30 days after such persons are assigned to perform work pursuant to the Contract, whichever is later.

The State of Florida requires vendors doing business with the State to submit a Substitute Form W-9. The purpose of a Form W-9 is to provide a Federal Taxpayer Identification Number (TIN), official entity name, a business designation (sole proprietorship, corporation, partnership, etc.), and other taxpayer information to the State. Submission of a Form W-9 ensures that the State's vendor records and Form 1099 reporting are accurate. Due to specific State of Florida requirements, the State will not accept the Internal Revenue Service Form W-9.

Effective March 5, 2012, State of Florida agencies will not be permitted to place orders for goods and services or make payments to any vendor that does not have a verified Substitute W-9 on file with the Department of Financial Services. Vendors are required to register and submit a Form W-9 on the State's Vendor Website at <https://flvendor.myfloridacfo.com>.

**NO VERBAL STATEMENTS MADE BY ANY STATE OF FLORIDA EMPLOYEE OR AGENCY REPRESENTATIVE WILL OPERATE TO SUPERSEDE INFORMATION PUBLISHED IN THIS SOLICITATION. ONLY WRITTEN ADDENDUM ISSUED BY THE DEPARTMENT OF MILITARY AFFAIRS, CONSTRUCTION & FACILITY MANAGEMENT OFFICE OR ITS REPRESENTATIVES WILL OPERATE TO ALTER OR OTHERWISE AMEND THIS SOLICITATION.**