

STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT
PUBLIC ANNOUNCEMENT FOR CONSTRUCTION MANAGEMENT SERVICES
FOR CONTINUING CONTRACTS
ARCHITECTURAL - CENTRAL FLORIDA REGION

MAY 25, 2021

RFQ NUMBER: RFQ-REDM20/21-13

PROJECT NUMBER: N/A

PROJECT NAME: Continuing Contracts for Architectural Services - Central

LOCATION: Central Florida Region

SECTION 1: GENERAL DESCRIPTION

The State of Florida, Department of Management Services (DMS), Division of Real Estate Development and Management, requests qualifications from Architectural firms to provide Professional Services primarily in the Central Florida Region. These contracts may be utilized for projects anywhere in the State of Florida; however, it is anticipated that the firms selected during this process will be activated for projects primarily in the Central Florida Region. The Central Region is defined as all counties south of Levy, Marion, and Volusia and all counties north of Charlotte, Glades, and St. Lucie. The Department of Management Services intends to award continuing contracts with the responsibility for performance of construction contracts via activation not to exceed the thresholds established in 287.055(2)(g), Florida Statutes. The initial term of the contracts will be for two (2) years with an option to renew, in whole or in part, for an additional two (2) year period. **NOTE:** If your firm is selected for a continuing contract for the Central Florida Region, you do not need to resubmit qualification for any other Regions within the State of Florida in which your business has an office. Selections will be made in accordance with Florida Administrative Code, Rule 60-D-5.

Separate advertisements will appear for each distinct Region: the Northwest Region, the Northeast Region, the Central Region, and the South Region. For firms with multiple office locations, indicate which office is applying, the proposed staff and the location of the proposed staff.

SECTION 2: RELEVANT EXPERIENCE

Architectural firms should have relevant successful experience with the design and construction administration for remodeling and/or repair of existing occupied buildings including tenant improvements, building system upgrades, re-glazing, and waterproofing exterior building envelopes. The construction values of most projects will likely range from \$150,000.00 to \$800,000.00 but projects can be activated for up to the thresholds established in 287.055(2)(g), Florida Statutes, especially for new freestanding buildings or major additions and renovations.

SECTION 3: SPECIFIC QUALIFICATIONS

Firms must be properly licensed in the State of Florida at the time of submittal. Representative samples of related work may be submitted in a separate binder. Firms are advised that plans and specifications for Architect Engineer (AE) projects may be reused. Selections will be made in accordance with Chapter 287.055, Florida Statutes.

SECTION 4: TIMELINE OF EVENTS

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 Standard Time) specified below.

TIMELINE OF EVENTS	EVENT TIME	EVENT DATE
RFQ posted to FAR and the VBS website.		5/25/2021
Question period ends.	By 5:00 PM	6/3/2021
Answers to questions posted to the VBS website.	By 5:00 PM	6/8/2021
Responses from vendors due.	By 4:00 PM	7/12/2021
Responses reviewed for responsiveness.		7/16/2021
Anticipated posting shortlist results to the VBS website.		8/3/2021
72-hour protest period ends.		8/6/2021
Anticipated interview/presentations of shortlisted firms.		8/18/2021
Anticipated posting of final results to the VBS website.		8/31/2021
72-hour protest period ends.		9/3/2021
Anticipated contract start date.		TBD

SECTION 5: QUESTIONS

Any questions from prospective firms concerning the RFQ shall be submitted in writing, identifying the submitter, by email at REDMProcurement@dms.fl.gov no later than 5:00 p.m. on Thursday, June 3, 2021. 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.

SECTION 6: 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.

SECTION 7: 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 format 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 for evaluation, the response shall be deemed non-responsive and not considered for award.** The table of contents and tabbed sections must be in the following order:

1. A Letter of interest detailing the firm's qualifications, related experience, the firm's abilities to do the work, and to meet the above referenced selection criteria.
2. Professional Qualifications Supplement (PQS). Specify billable staff within the office address listed in Item 2, whether you have current or previous DMS or Agency State Work. (You must use "Form AE12a-Rev 7/12" which may be obtained from the DMS Building Construction 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/>).
6. 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. References of state employees should not be provided.

SECTION 8: RESPONSE DUE DATE AND TIME

Responses must be received by the Department, in accordance with the document delivery instructions below, on or before Monday, July 12, 2021 by 4:00 p.m. Eastern Standard Time.

SECTION 9: DOCUMENT DELIVERY

Responses are to be submitted to:

Construction Procurement Liaison
Department of Management Services
Division of 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. Responses that do not comply with the requirements or instructions of this solicitation document will be declared non-responsive and will not be further evaluated.

SECTION 10: 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.

SECTION 11: PRELIMINARY SCREENING

Selection of firms for interview will be made based on design professional qualifications including:

1. The firm's anticipated office location in proximity to the Central Florida Region;
2. Previous fee volume for DMS & state agency work;
3. Current workload;
4. Relevant design experience; and
5. Ability to perform contract delivery.

SECTION 12: INTERVIEWS

The Selection Committee will conduct interviews with the top ranked firms regarding their qualifications, approach to the project, and ability to furnish the required services. Award of the contract will be made based on:

1. Past performance references;
2. Understanding program & requirements; and
3. Approach & methodology.

The list of firms selected for interview by the Selection Committee will be posted on the Vendor Bid System. Each invitee will be notified by email transmission of the date and time of its interview/presentation. All interviews will be held via Microsoft Teams.

SECTION 13: 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, Building Construction website under Forms and Documents.

SECTION 14: RIGHTS FOR AWARD

DMS reserves the right to:

1. Award a contract to one (1) or multiple Respondent(s) for the services encompassed by this advertisement;
2. Reject all Responses and determine whether to reissue a competitive solicitation; and
3. Withdraw or cancel the procurement and make no award.

SECTION 15: 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_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.

SECTION 16: 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 Construction Procurement Liaison at 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).