

**NOTICE TO PROFESSIONAL DESIGN CONSULTANTS
STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS
PROJECT #RFQual-AE-21-021**

PUBLIC ANNOUNCEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES

The State of Florida, Department of Corrections (Department) is seeking continuing architectural services for projects in its geographical Region I. A Regional Map can be found at <http://www.dc.state.fl.us/ci/index.html>. Applications from qualified firms must be sent to the attention of Christian DeRocco, Bureau of Procurement, Florida Department of Corrections, 501 South Calhoun Street, Tallahassee, Florida 32399-2500. The selected firm may be required to perform services on accelerated schedule(s), depending on the project.

RESPONSE INSTRUCTIONS

Any firm responding to this advertisement shall submit a response for consideration including a letter of interest indicating their firm's specific abilities respective to continuing professional architectural services, the office location(s) from which the firm will be providing services, and shall attach current copies of the following:

1. A completed "Professional Qualifications Supplement (PQS)" (revised June 19, 2018) with current data. The PQS is posted as a related document for printing on the Vendor Bid System under this advertisement at http://myflorida.com/apps/vbs/vbs_www.search.criteria_form.
2. A copy of the firm's current Florida State Board License with the appropriate board governing the discipline offered. If the firm is a corporation, a limited liability company, or a limited partnership, it must be properly registered with the Florida Department of State. A copy of the charter and current certification that all fees and filings are current must be included.
3. A current copy of the SF330 for the office(s) that will be performing services. This form may be found at <http://www.gsa.gov>.
4. Evidence of professional liability insurance in the amount of at least \$1,000,000.
5. Its plan to assign any service provision to any sub-consultant and a completed SF330 for each current sub-consultant.
6. The names, specific qualifications, and professional memberships of person(s) to be assigned to provide architectural services under a resulting contract and their respective roles. **Do not include resumes.**
7. The names, addresses and phone numbers of at least five (5) other governmental entities for whom similar services have been performed within the last five (5) years and the date, project name, brief project description, firm's project manager, and specific services provided for each project.
8. Any additional examples of similar projects completed by the persons to be assigned to a resulting contract, references (none from current or former Department personnel), and any other supporting information that would assist the Department in making a selection.

Firms shall submit one (1) signed, original letter of interest, five (5) paper copies of all attachments, and one (1) searchable PDF document on a CD or flash drive of the response with all attachments. The flash drive or CD may not be password protected. The required data should be submitted in the order listed above. **Faxed or emailed copies will not be accepted.** Applications that do not comply with the instructions set forth above may be considered improper and be rejected. The plans and specifications developed by the firm awarded the resulting contract are subject to reuse in accordance with Section 287.055, Florida Statutes (F.S.), "Consultants' Competitive Negotiation Act."

The awarded firm shall not knowingly engage the services of, on a full-time, part-time, or other basis, any current or former employee of the Department during the period of the resulting contract, where such employment conflicts with Section 112.3185, F.S.

Responding firms will be ranked by a Selection Committee based on the information received in response to this Request For Qualifications (RFQual). Presentations from respondents may or may not be required, at the discretion of the Selection Committee. Under the authority delegated to the Secretary of the Florida Department of Corrections by Section 287.055, F.S., a professional services contract will be awarded to one (1) firm following the recommendations of the Selection Committee, upon successful completion of a negotiation process. All firms responding to this RFQual will be notified of the Department's intention to negotiate a contract via a single posting

on the Vendor Bid System, at: http://myflorida.com/apps/vbs/vbs_www.search.criteria_form. It is a firm's responsibility to check this website for updated information.

Response Due Date: April 15, 2021, by 2:00 p.m., Eastern Time. Late responses will not be opened or considered.

SERVICES SOUGHT: The provision of continuing architectural services for various projects that have basic estimated construction costs not exceeding \$4,000,000 and estimated professional services costs not exceeding \$500,000.

CONTRACT TERM: A contract for services will be executed for projects authorized within a three (3) year period, with the option to renew for an additional three (3) year period, or portions thereof.

EXPERIENCE: Interested firms must provide information regarding their experience and expertise in architectural design and structural design of correctional buildings, small buildings, building additions, re-roofing projects, and renovation projects in correctional environments. The selected firm must be knowledgeable in construction standards relating to prisons or jails and must be licensed in the State of Florida to perform architectural services.

LOCATION(S): Work will be related to designs for projects in the Department's geographical Region I. The following location is designated as the project site for the purposes of this selection process:

Holmes Correctional Institution 3142 Thomas Drive, Bonifay, Florida 32425

Any person requiring special accommodation in responding to this solicitation because of a disability should contact the Bureau of Procurement at (850) 717-3700, at least five (5) days prior to any pre-solicitation conference, solicitation opening or public meeting. For the hearing or speech impaired, please contact the Bureau of Procurement by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

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