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**SOUTHERN MANATEE FIRE RESCUE DISTRICT**

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**MANATEE COUNTY, FLORIDA**

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**REQUST FOR QUALIFICATIONS FOR PROFESSIONAL  
ARCHITECTURAL AND ENGINEERING SERVICES TO RENOVATE FIRE  
STATION #2**

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**RFQ # 2020-01**

**SOUTHERN MANATEE FIRE RESCUE  
DISTRICT  
REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES  
TO RENOVATE FIRE STATION #2  
RFQ# 2020-01**

**I. PROJECT NARRATIVE**

The Southern Manatee Fire Rescue District (the "District"), is seeking professional consulting services, in accordance with Section 287.055, Florida Statutes, to provide design services for the renovation of the District's existing Fire Station #2 located at 1911 30th Avenue East, Bradenton, Florida 34208. The current Fire Station #2 is over 13-years old and needs to be improved and renovated to better meet service delivery needs and create a more suitable living space. The selected consultant will be asked to provide an estimated cost for this renovation project and once this is determined, the District will commit to this amount in their budget.

**II. SCHEDULE FOR SELECTION**

The District's schedule for consultant selection for this project is provided below. It is the intent of the District to maintain this schedule. However, the District reserves the right to amend or modify the schedule at its sole discretion. Respondents to this RFQ are advised to check for addenda and updates that may change the schedule.

Work Process	Date and Time
1) RFQ Distribution	January 6, 2020
2) Advertise the Notice	January 6, 2020
3) <b>Mandatory</b> Pre-Submittal Meeting	January 21, 2020 @ 10:00 a.m.
4) Deadline for Written Questions / Clarifications	January 29, 2020 @ 4:00 p.m.
<b>5) Deadline for Receipt of Proposal</b>	<b>February 24, 2020 @ 2:00 p.m.</b>
6) Meeting of Short-list committee	February 27, 2020 @ 10:00 a.m.
7) Notification of Short-list	March 3, 2020
8) Presentation to Board & Selection	March 19, 2020 @ 5:00 p.m.
9) Scope, Preparation & Negotiations	TBD

**III. SCOPE OF WORK**

The District will provide the selected consultant as built and/or design files of the existing facility. The selected consultant is expected to generally perform the following services:

**A. Design Documentation and Preliminary Design** to include:

1. Preparing document design standards and any assumptions needed for design;
2. Determining permit requirements;
3. Conducting site surveys; and
4. Preparing conceptual layouts and/or alternatives.

**B. Schematic Design** to include:

1. Preparing schematic design drawings;
2. Preparing specification outline;
3. Estimating quantities, costs, and implementation schedule.

**C. Final Design Phase: Preparation of Plans and Specifications** in accordance with applicable State of Florida Building Codes and Standards and Manatee County Building Codes and Standards for:

1. Design Documents
2. Final Bid Documents

**D. Bidding Services:** The architect/engineer will assist in general administration and coordination to include distribution of contract documents to potential bidders and attend a pre-bid meeting with plan holders and agencies. The architect/engineer will review and tabulate the bids and recommend, based upon responsiveness and price, to the District and its legal counsel for award of Bid.

**IV. WEIGHTED CRITERIA FOR THE CONSULTANT/PROPOSAL SELECTION**

The District's Selection Committee will evaluate each submittal and score each responsive proposal based upon the criteria listed below. Each proposal shall be organized as discussed in Section VI.C.

**A. Experience with similar fire station projects. 35 Points**

The Selection Committee will evaluate the experience of the team and its key team members, including subconsultants. Key team members should have experience with fire station design and/or renovations. Team members should have experience with local permitting agencies. Specific duties of key members should be described for each referenced project, including projects where the key members of the team were the lead Architect, Planner or Engineer. The District may conduct reference checks of the teams and the key team members.

**B. Team Organization. 20 Points**

The Selection Committee will evaluate how the team is structured, and how the subconsultants (if included) will be integrated into the design process. An organizational chart should be submitted of the team members. Availability and physical location of staff should also be detailed in this section.

**C. Approach. 25 Points**

The Selection Committee will evaluate each proposal for project approach. This should include a brief summary demonstrating consultant understanding of the project objective, a discussion of key issues, project planning, project phasing, coordination with stakeholders, a timeline for deliverables, management during design and construction, and project closeout.

**D. Presentation/Interview. 10 Points**

The Selection Committee may allow each team to make a presentation and conduct an interview with team members from each team (including the team's proposed Project Manager for the project). During this presentation/interview the team members will be able to describe their team's experience and approach to this project. The submittal should indicate which

members are expected to participate in this interview. The District may waive the presentation/interview if the schedule does not permit enough time to interview all proposing teams.

**E. Other Factors.**

**10 Points**

The Selection Committee will evaluate other factors that are discovered while reviewing the proposals and performing reference checks. These could include, but are not limited to, unique design projects by key team members, key team members' familiarity with each other on past projects, quality and relevance of graphical presentations, coherent and logical flow of proposals, location to the District, past performance, etc.

**V. ADMINISTRATIVE PROCEDURES**

Various stages and tentative schedule during consultant selection process are described as follows:

- A. To assist responding consultants and individuals in preparing their Statement of Qualifications, information requests concerning the project, consultant selection criteria, general requirements, and administrative procedures are to be directed in writing to Debbie Tuckerman, Executive Management Assistant at [dtuckerman@smfr.com](mailto:dtuckerman@smfr.com) . Requests received prior to 4:00 p.m. EST on January 29, 2020 will be responded to in writing and sent to all interested parties.
- B. A mandatory pre-submittal meeting is scheduled for January 21, 2020 at 10:00 a.m., at Southern Manatee Fire Rescue District, Fire Station #2, 1911 30<sup>th</sup> Avenue East, Bradenton, FL, 34208. The purpose of this meeting will be to discuss the requirements and objectives of this RFQ and to answer any questions potential proposers have about the RFQ.
- C. **Statements of Qualifications submittals are to be received on or prior to 2:00 p.m. on February 24, 2020.**
- D. The Selection Committee will review all responsive Statements of Qualifications. The Selection Committee will numerically score each responsive proposal. A short-list of at least three (3) qualified teams will be developed based on the numerical score. If fewer than three (3) responsive proposal are submitted in response to this RFQ, the District reserves the right to proceed with the selection process.
- E. Short-listed teams will make individual presentations to the Southern Manatee Fire Rescue District Board of Fire Commissioners during the Board meeting on **Thursday, March 19, 2020 at 5:00 p.m.**
- F. The District's Board of Fire Commissioners shall evaluate and rank the teams in order of preference. District staff is then authorized to undertake contract negotiations, subject to the District's attorney's review, with the highest ranked team. If a contract is not able to be negotiated with the highest ranked team, negotiations with the next highest ranked team may commence until a contract is successfully negotiated.

**VI. GENERAL REQUIREMENTS/CONDITIONS**

- A. All firms and individuals interested in responding to the "Request for Qualifications" shall do so by initially submitting three (3) bound copies of their Statement of

Qualifications to:

**Debbie Tuckerman  
Executive Management Assistant  
Southern Manatee Fire Rescue District  
2451 Trailmate Drive  
Sarasota, FL 34243**

Short-listed teams will be requested to submit at least eight (8) additional copies of their Statement of Qualifications and will be required to individually make a presentation to the District's Board of Fire Commissioners at a regularly scheduled Board meeting.

- B.** Any communication related to this RFQ with individual Commissioners of the Southern Manatee Fire Rescue District, members of the Selection Committee, or District Staff other than as specifically permitted as provided for in this RFQ is strictly prohibited. Failure to adhere to this policy may result in disqualification from further consideration under this RFQ.
- C.** To help the District adequately compare and evaluate submittals objectively, teams shall comply with the content and format requirements identified herein. The Statement of Qualifications should not exceed twenty (20) single-sided pages (submittals exceeding the page count may be rejected), excluding cover page and resumes. Font size should not be less than 10 point. It should include the following:
  - 1. A Letter of Interest (single sided) that includes contact information for the point of contact for this proposal, and a brief profile of the team (maximum two (2) pages). Include the name, phone number, email address, and mailing address of the point(s) of contact for the team.
  - 2. The body of the submittal shall be organized and tabbed in accordance with the evaluation criteria described in Section IV, "Weighted Criteria for the Consultant/Proposal Selection".
  - 3. Resumes shall be included in Appendix for the project team. Each resume shall be limited to one (1) double sided, letter sized page.
  - 4. Three-ring binders are prohibited.
- D.** All direct and indirect costs and expenses incurred in the preparation, submission, and/or presentation of the Qualification Statements are ineligible for reimbursement by the District.
- E.** Teams will be short-listed based upon information contained in initial submission. Therefore, change in the team make-up (if any) after short-listing, is not acceptable. However, the District reserves the right to define and/or redefine tasks and to select for negotiation individual teams for individual projects and/or assemble submitting teams into an implementation team as it sees fit and nothing in this request shall in any way hinder the District's ability to do so.
- F.** The submission of qualifications shall not commit the District to enter into an agreement with any team. The District reserves the right to reject any or all proposals or modify or waive any part or parts of this RFQ process without penalty

at the District's sole discretion.

**G.** All firms should furnish proof of acceptable insurance. A copy of the firm's current insurance certificate or a statement from the firm's insurance company verifying the firm's ability to obtain the insurance coverage should be submitted. This should be included in the Additional Information section of the Statement of Qualifications.

**VII. SELECTION AND NEGOTIATION DOCUMENTS**

**A.** The team ranked one by the District's Board of Fire Commissioners will be invited to enter the contract negotiations with District Staff.

**B.** In order to prepare for and assist with expediting the negotiation process, the selected team will be required to provide the District the following information within five (5) working days from the date of Board selection:

1. The Consultant Rate proposal that includes each team member;
2. Proof of insurance;
3. And a date/time to meet and discuss detailed scope requirements. Meeting shall be within three (3) weeks from the date of Board selection.

**ATTACHMENT - INSURANCE REQUIREMENTS:**

- I. The selected firm(s) shall provide a copy of Certificate of Insurance for required coverage.
- A. **WORKERS' COMPENSATION:** Selected firm(s) must comply with F.S. 440, Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.
- B. **COMPREHENSIVE GENERAL LIABILITY:** Selected firm(s) shall procure and maintain, for the life of this contract/agreement, Comprehensive General Liability Insurance. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from the performance of this contract. It must be an occurrence form policy.

The minimum limits of coverage shall be \$500,000 per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

- C. **BUSINESS AUTOMOBILE LIABILITY:** Selected firm(s) shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance.

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall be an "Any Auto" or "Comprehensive Form" policy. The insurance must be an occurrence form policy.

In the event the firm does not own any vehicles, hired and non-owned coverage shall be provided in the amounts listed above. In addition, the District may require an affidavit signed by a principal of the contracted firm indicating the following:

\_\_\_\_\_ (Company Name) does not own any vehicles. In the event we acquire any vehicles throughout the term of this contract/agreement, (Company Name) agrees to purchase "Any Auto" or "Comprehensive Form" coverage as of the date of acquisition.

- D. **PROFESSIONAL LIABILITY:** The Selected firm(s) shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$5,000,000 with a deductible not to exceed \$100,000. The deductible shall be the responsibility of the Contractor.

This policy must be continued, or tail coverage provided for two years after completion of the project.