

CITY OF FORT MEADE

RFQ 20-03

Continuing Services Contract for Architectural Services



Issued By:

CITY OF FORT MEADE
PO Box 856
8 West Broadway Street
Fort Meade, Florida 33841
(863) 285-1100
www.cityoffortmeade.com

**The City of Fort Meade, Florida, Request for Qualifications (RFQ)
For a Continuing Services Contract for Architectural Services**

RFQ PURPOSE

The City of Fort Meade (City) invites all responsible bidders to respond to this Request for Qualifications (RFQ). The focus of this RFQ is to select a short list of firms to provide continuing architectural services for the City.

The term of this RFQ is for a two (2) year term with an option of two (2) one-year extensions thereafter, subject to the mutual satisfaction of both parties. The City desires to commence these services on or about April 1, 2020.

INSTRUCTIONS TO PROPOSERS

There will be a mandatory pre-bid conference at City Hall, 8 West Broadway St., Fort Meade, FL 33841 at 10:00 AM, February 12, 2020. Proposals will be received until 2:00 PM, February 28, 2020, at the address above, ATTN: Melissa Cannon, Deputy City Clerk. All inquiries are to be directed to Danielle J. Judd, City Manager, via email djudd@cityoffortmeade.com only after the pre-bid conference. The City reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities, and to accept the bid which best serves the interest of and represent the best value to the City.

**Proposals may be mailed, express mailed, or hand delivered to:
City of Fort Meade – Attn: Melissa Cannon, Deputy City Clerk
8 West Broadway Street, Fort Meade, FL 33841**

All proposals must include the completed Notice of Interest Form shown on the next page.

CITY OF FORT MEADE
Request for Qualifications
RFQ 20-03: Continuing Services Contract for Architectural Services
Notice of Interest

Date: _____

Proposer
Name: _____
Address: _____
Telephone: _____
Fax: _____
Email: _____

Proposer's
Signature _____
(Duly Authorized)

Return To:
City of Fort Meade
Attn: Melissa Cannon, CMC Deputy City Clerk
8 West Broadway Street
Fort Meade, FL 33841

General Scope Statement

The City of Fort Meade, FL (City) is seeking to obtain the services of one or more Architect Firm(s) to perform on a continuing basis, i.e. two (2) year term with an option of two (2) one-year extensions. Should two be selected, one will be considered primary and the other secondary. The Architects shall provide and perform the following professional services which shall constitute the general scope of services under the covenants, terms, and provisions of this request for qualifications.

The continuing contract(s) will be used for general architectural design services for the City and will cover all aspects of project design for future City facilities utilized by any and all City Departments and/or renovations to existing facilities. Anticipated services required but not limited to: projects, studies and master planning, design services, plan updates, and preparation and distribution of bid/contract documents. Consultants will also be required to provide an engineer's estimate (construction cost) for each proposed project. Individual projects assigned by work order will be miscellaneous in scope, of varied size and complexity as required by the City. The successful firm will be required to have the ability to take these projects from initial identification through the completion of construction. There is no guaranteed amount of work for this solicitation. Contract can be utilized by any and all City Departments.

Project Scope of Work

The selected Architect(s) will be required to provide professional architectural and consulting services to be specified more fully in a continuing contract agreement to be negotiated after selection. For each individual project, the exact scope of work and fee will be issued and described by Work Order. It shall be understood, prior to the authorization of any project, the Architect will prepare a detailed scope of work, consulting fee, and project schedule for the City's consideration. **A work performance evaluation will be conducted periodically and at the completion of each various project.**

Work projects may involve one or more of the following: Electrical Design and Evaluation, Architectural Design and Evaluation, HVAC Design and Evaluation, HVAC Modifications, Energy Conservation Evaluation, Planning, Permitting, Financial Reports and Miscellaneous Studies, Other Remodel or New Projects as needed.

Consultants should anticipate the need for Architectural Design as well as sub consultant work for various engineering fields involved in site development and building construction which include but are not limited to civil, structural, and mechanical engineering.

Anticipated projects include, but are not limited to: facility improvements, utility infrastructure improvements, various repair / remodel projects, and various park projects.

Contractor's Insurance Requirement:

Any Contractor submitting a bid for any public works project must include, within its initial bid response, proof of the following insurance, in effect continuously from the date of submittal through the sixty (60)-days subsequent to the scheduled bid opening date:

Commercial General Liability

General Aggregate	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000

Each Occurrence

Fire Damage (any one fire)	\$ 50,000
Medical Expense (any one person)	\$ 5,000

Automobile Liability

Any automobile-Combined bodily injury/property damage \$1,000,000
with minimum limits for all additional coverages as required by Florida law

Workers Compensation/Employers Liability

Employers Liability

Each Accident	\$ 100,000
Disease-Policy	\$ 500,000
Disease-Each Employee	\$ 100,000

Professional Liability

When required by contract-per occurrence	\$1,000,000
--	-------------

Upon being awarded the bid, the contractor must provide proof that such insurance will be in effect from the date of commencement of the project. The contractor will maintain insurance coverage at the above-prescribed levels through the date of completion of the project and that coverage will include all independent contractors and subcontractors. Either prior to or simultaneously with the execution of the contract, the successful bidder must deliver certificates of insurance for the required insurance coverages to the City

naming “City of Fort Meade, a political subdivision of the State of Florida” as “Additional Insureds.” Said certificates of insurance shall also include a thirty-day prior written notice of cancellation, modification or non-renewal to be provided to the City.

The City reserves the right to waive, raise or lower the minimum coverages required for particular projects prior to bid solicitation by affirmative action. The City will not waive any defects in a bid submittal pertaining to matters under this subsection.

Proposal Format

Proposers must submit (1) original and four (4) hardcopies of the Proposal, as well as (1) digital copy* of the Proposal. The original Proposal must contain an original signature. Be sure that the individual signing the Proposal is authorized to commit the Proposer's organization to the Proposal as submitted. Each page of the Proposal should state the name of the Proposer, the RFQ number, and the page number. The City reserves the right to request additional data or material to support Proposals. All material submitted in response to the RFQ will become the property of the City. The proposal should be labeled: **“SEALED PROPOSAL FOR RFQ 20-03: CONTINUING ARCHITECTURAL SERVICES” and shall be received no later than 2 p.m. on February 28, 2020.** Late proposals will be returned unopened. Please complete all sections of the RFQ. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFQ will serve as the basis for the consideration for selection of the service provider.

*Do not email Proposals to the City. A digital storage device with a copy of the proposal saved in .PDF format shall be included in the formal proposal submission package.

Label each section as outlined below. In response to this proposal, the proposal must be in the following format and provide the following information:

- A. Title Page
- B. Table of Contents
- C. Transmittal Letter, including Notice of Interest Form
- D. Company Information
- E. Qualifications and Requirements
- F. References
- G. Personnel Experience and Qualifications
- H. Pricing and Fees

Section A - Title Page

The name of the Proposer's firm, address, telephone number, name of contact person and the date.

Section B - Table of Contents

Include a clear identification of the material by section and by page.

Section C - Transmittal Letter

A letter of transmittal, signed by an authorized officer of your company, briefly stating the Proposer's understanding of the professional services to be provided and the corresponding work to be performed, how the services will be provided, and a positive commitment to provide the services described herein. Provide the name(s) of the person(s) who will be authorized to make representations for the Proposer, their titles, office and E-mail addresses and telephone numbers. The Notice of Interest Form should be included in this section.

Section D - Company Information

- Name of Individual or Firm (including any "Doing Business As" names).
- Office Location(s) and contact information, with the Main Office clearly stated.
- Internet Web Site Address (if any).
- Details of Entity Business Structure (Corporation, Partnership, LLC), such as the Division of Corporations filing showing an Active Status. Date Founded should be clearly stated.
- Completed and signed Form W-9.
- Billing contact information and payment terms.
- Proof of insurance, including General Liability and Workers Compensation insurance certificates.
- Timeline to provide services after the contract is awarded.
- List of any outstanding litigation that would threaten the viability of the firm or the performance of this contract.

Section E - Qualifications and Requirements

Each Proposer must have at least five (5) years' experience having provided the scope of services as outlined in the RFQ and provide details of this experience. The City will review the organization's incorporation date filed on Sunbiz.org by month and year. The submittal due date is the period of time counted for the five-year experience. Each Proposer must provide an explanation of why the Proposer is the best qualified to perform the contract and demonstrate its qualifications including an item-by-item disclosure outlining how the firm meets or exceeds the requirements of this RFQ.

Section F - References

The Proposer must provide five (5) verifiable references, preferably, a minimum of three (3) municipalities/local governments/public organizations, for projects of similar scope as outlined in this RFQ. Please ensure the contact information provided is up-to-date and accessible. The information provided for the references must include:

- Name of the firm for which services were/or are being provided.
- Name of reference (project manager).
- Type of services provided, the year services started and, if applicable, ended.
- Phone number and updated e-mail address for reference (project manager).

Section G - Personnel Experience and Qualifications

Provide relevant experience and qualifications of key personnel (i.e. designated representative, project manager, etc.), including key personnel of subcontractors, that will be assigned to the City's accounts and experience and qualifications of subcontractors, if applicable. The composition of the team should include:

- The names and titles of the employees in the area responsible for this contract.
- The name of the person who will be responsible for the coordination of work through to implementation.

Section H - Pricing and Fees

Provide a schedule of proposed fees for services.

EVALUATION AND SELECTION PROCESS

The City of Fort Meade will use various criteria to select the most appropriate provider. The selection committee will have a minimum of three (3) evaluators. The City shall not be obligated to accept the lowest dollar and cents bid, but shall take into consideration quality, past experience, delivery date, discounts, and other factors in determining the best bid in the best interest of the City and shall award on the basis of the lowest responsible and responsive bidder. Respondents are encouraged to be as aggressive and creative as possible in their proposals. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. During the RFQ process, questions or requests for additional information concerning this RFQ shall be directed to the City Manager.

Name	Danielle J. Judd
Title	City Manager
Phone	863-285-1100 Ext. 232
Email	djudd@cityoffortmeade.com
Address:	PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841

Clarification and Addenda

Each Proposer shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through Danielle J. Judd, City of Fort Meade. The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information shall be given. If any addenda are issued to the RFQ, the City will attempt to notify all prospective Proposers who have secured the same. However, it shall be the responsibility of each Proposer, prior to submitting the competitive bid, to contact the City of Fort Meade to determine if addenda were issued and to make such addenda a part of the competitive proposal.

Proposal Preparation Expenses

Each Proposer preparing a response to the RFQ shall bear all expenses associated with its preparation and no claims for reimbursement shall be submitted to the City for the expense of proposal preparation or presentation.

Legal Name

Proposals shall clearly indicate the legal name, address, and telephone number of the firm and shall indicate whether the firm is a corporation, general partnership, individual, or other business entity. Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the firm to the submitted competitive proposal.

Openness of Procurement Process

Written proposals, other submissions, correspondence, and all other pertinent records shall be handled as public records in compliance with Chapters 119 and 286, Florida Statutes. The City gives no assurance as to the confidentiality of any portion of any proposal once submitted. Meetings with the City Commission are conducted "in the Sunshine" pursuant to Chapter 286, Florida Statutes.

Errors and Omissions

Once a proposal is submitted, the City shall not accept any request by any Proposer to correct errors or omissions in any calculations or competitive proposal price submitted.

Proposals will be publicly opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the City, respondents may be asked to give a short presentation/interview as part of the selection process.

Retention and Disposal of Proposals

The City reserves the right to retain all submitted competitive proposals for public record purposes. No copies of any competitive proposal will be returned to the Proposer.

Evaluation Committee Meeting

The Evaluation Committee will meet on March 03, 2020 at 10:00 a.m. in City Hall located at 8 W. Broadway Street, Fort Meade, FL. 33841

Ties

If two offers' composite scores are tied, the recommendation shall be determined by _____ an individual determined by the City Manager, who does not serve on the Evaluation Committee.

**REJECTION OF PROPOSALS; AWARD OF BID SUBJECT TO CONTRACT
NEGOTIATIONS**

The City may reject a proposal if:

- A. The Proposer fails to acknowledge receipt of an addendum, or if
- B. The Proposer misstates or conceals any material fact in the bid, or if
- C. The proposal does not strictly conform to the law or requirements of RFQs, or if
- D. The proposal is conditional, except that the proposer may qualify his proposal for acceptance by the City on an "all or none" basis, group basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- E. The City is under a pre- lawsuit claim or current litigation with the proposer.

The City may reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in paragraph D above. The City reserves the right, at its sole discretion, to waive technicalities or irregularities, to reject any or all submittals, and/or to accept that submittal which is in the best interest of the City, regardless of whether that submittal is the lowest cost proposal. The City shall be the sole judge of which submittal(s) is/are City the most responsive to the City's needs. The City of Fort Meade reserves the right to request clarification of any information submitted by responding firms. The City Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process.

After the City has approved the Proposer, City staff will negotiate the actual contract with the firm or individual(s). Notwithstanding the foregoing, if the City and said Proposer(s) cannot reach agreement on a contract, the City reserves the right to terminate negotiations and may, at the City Manager's or designee's discretion, begin negotiations with the next ranked provider. This process may continue until a contract acceptable to the City has been executed or all proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof. Any Proposer recommended for negotiations must provide to the City:

- a) Its most recent audited financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period. A copy of the most recent business income tax return will be accepted if audited financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

Right to Protest

Any actual or prospective responder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaint by contacting the City Clerk. Protests can be filed either by hand delivery or email to the City Clerk. A formal written protest is considered filed with the City when the City Clerk receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and shall result in the relinquishment of all rights to protest by the bidder or proposer.

Time Limits for Filing Protests

All notices of protest must be filed within 72 hours of the posting of the City's decision or solicitation. Any formal protest must be filed within 10 days of the notice of protest. A formal written protest is "filed" when actually received by the City's Deputy City Clerk.

Name	Melissa Cannon, CMC
Title	Deputy City Clerk
Phone	863-285-1100 Ext. 233
Email	mcannon@cityoffortmeade.com
Address:	PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841