

**IMMOKALEE FIRE CONTROL DISTRICT
INFORMATION PACKET
for
FIRE RESCUE STATION DESIGN
ARCHITECT-ENGINEERING SERVICES
REQUEST FOR STATEMENT OF QUALIFICATIONS**

The Immokalee Fire Control District (District) is requesting ‘Statement of Qualifications’ (SOQ) from firms (Firm) for the purpose of providing design services, including engineering, survey, environmental analysis, geotechnical, site civil, architectural services, space needs analysis, and landscape design associated with the District’s Fire Station #30 Replacement in Immokalee (Project). The new fire station will be located on the Southeast corner of New Market Road East and Airport Access Road, in Collier County, on existing property that is owned by the District. Preference will be given to firms with prior experience in design and/or construction of fire-rescue department facilities. The Station shall be designed with a strong focus on energy efficiency and functionality. The District anticipates that one firm will manage the entire design process through self-performing or subconsultant services. This project is funded with the use of Federal HUD CDBG funds and as such certain Federal regulations apply.

DISTRICT BACKGROUND

The District is an independent special fire control and rescue district established by an act of the Florida Legislature in 1955 and is governed by Chapter 2000-393, Laws of Florida, as amended, and Chapters 189 and 191, Florida Statutes (F.S.), and provides fire protection and prevention services and rescue response services to an approximately 234-square mile area in Collier County. The District operates from three fire stations.

SCOPE OF SERVICES

Design services shall, at a minimum, include engineering, survey, environmental analysis, geotechnical, site civil, architectural services, space needs analysis and landscape design. The selected Firm shall be able to provide the District with full professional architectural and engineering services for the following:

1. Programming: The selected Firm shall meet with the District's management and personnel to develop and finalize a space program for the Station. The final program for the Station and the Firm’s recommendations to the District for review and approval. The Firm will provide six (6) copies of its recommendations.

2. Conceptual Design: A conceptual site plan and building plan based on the approved program developed in the previous phase. The site plan should show any existing easement, above ground and underground utilities, proposed access roads or driveways, parking areas, sidewalks and walkways, buffer zones and landscaped areas as well as proposed method of storm water management. A conceptual floor plan showing room's layout should be included in this phase of

the work. A preliminary budget estimate for construction of the new facility is also included as a part of this work. The Firm shall submit to the District copies of this conceptual plan and preliminary budget estimate for review and approval. Conceptual elements will include:

- a. Two story facility with AC, emergency generator, and electrical components protected from sabotage, storm surge and/or flooding conditions.
- b. Approximately 12,000 square foot facility, or as otherwise to be determined, in total with incorporation of some elevated victim rescue training props perhaps associated with the stairwell towers and the roof.
- c. First floor to provide for three (3) 60-foot deep, 14-foot wide engine bays for both fire rescue, emergency medical services, special event vehicles, and reserve fire apparatus with French drains in the bays for washing apparatus, checking fire pumps, etc., in addition to a small emergency treatment room, restroom facility, meeting room, kitchenette and reception area.
- d. Engine room (garage) bay doors to be accordion style hydraulic and/or electric for long life, quick operation, hurricane rated protection, and maintenance reduction issues.
- e. Second floor to be occupied by operations division personnel, eight bunk rooms, 2 battalion chief bunk rooms, appropriate restroom facilities and a full kitchen, day room, fitness room w/male/female locker area, along with sufficient storage areas. The design should provide for current and future growth since the facility would have a life expectancy of 40-50 years.
- g. Kitchen to include stainless steel countertops, cabinets, shelving and appliances w/gas powered stove and hood system.

3. Preliminary Design: Based on the approved conceptual design and the program developed for the Station, the Firm shall prepare the preliminary design for the Station. The preliminary design will include in addition to the layout and configuration of the building, building elevations showing building features, proposed materials with colors and textures, etc. A site plan, showing access roads, driveways, sidewalks, site utilities, proposed storm water management measures, a description of proposed site lighting, and a description of landscaping treatment should be included in this phase. Finally, an updated cost estimate shall also be submitted with this phase of work.

4. Bid Documents: Based on approvals received from the previous phases of the work, the Firm will prepare bid documents for the construction of the Station. As a part of this phase, the Firm must provide all drawings and information necessary to meet the site plan requirements of the District. The Firm will also assist with securing the building permit and all other permits and approvals required for the construction of the Project. A final cost estimate shall also be submitted as a part of this phase. During this phase, periodic submittals of working drawings will be required to facilitate the District's review of the work in progress. All drawings shall be prepared using AutoCAD 2000 or later release.

5. Post Design Services: The Firm will provide complete services, including Project advertisement, receipt, and evaluation of construction bids. The Firm will provide the evaluation to the District for consideration by the District's Board of Fire Commissioners for its selection of Project contractor (Contractor). Services during this phase of work may include construction observation, shop drawings review and approval, change order review and negotiations, and review and approval of monthly progress payments to the Contractor. At the end of the Project, the Firm will prepare a punch list resolution, and provide record drawings and all other documents

needed for Contractor contract closeout. All services shall be in accordance with Florida Law and the Americans with Disabilities Act (ADA).

SILENCE OF SPECIFICATIONS

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

DESIGN PRODUCTION SCHEDULE

The Programming phase must be completed in sixty (60) days after Notice-To-Proceed and the Conceptual design phase must follow within 120 calendar days, excluding the review time required by the District. The Notice-To-Proceed will not be initiated until the Firm has been selected and placed under contract.

The Firm's work will be awarded in phases for each of the five elements below:

1. Programming
2. Conceptual Design
3. Preliminary Design
4. Bid Documents
5. Bidding and Construction Related Services

PRESENTATION MEETINGS

The Firm will develop presentations when directed and assist staff in briefing reports, suggested programs, etc. to the District appropriate for each individual task. During such meetings, the Firm will record proceedings and comments and revise reports, programs, etc. to incorporate approved comments. The costs for these services shall be included for this service as part of each individual task as appropriate.

ADDITIONAL ENGINEERING SERVICES

The Firm will provide ancillary architectural and engineering services in support of the District's functions as directed. When required by the District, the Firm will provide these additional architectural and engineering services for a negotiated fee based on the hourly rates included in the contract. Where the extent of service cannot be readily determined in advance, services may be acquired on a time and materials basis in accordance with approved hourly rates.

GENERAL PROJECT SCHEDULE

A summary schedule for this Project is presented below. Dates may be changed at the sole discretion of the District.

<u>Milestone</u>	<u>Expected Date of Completion</u>
(1) Advertise for Firm SOQ	12/12/2019
(2) Deadline for Written Questions	12/31/2019
(3) SOQ Submittals Due to the District by 12:00pm	01/31/2020
(4) Selection Committee Meeting to consider Firm Rankings	02/05/2020
(5) Selection Committee Meeting to Interview Ranked Firms (if needed)	02/11/2020
(6) Firm Selection	02/20/2020 (Board Action)
(7) Contract, Scope of Work & Fee Negotiation	02/21/2020 – 03/11/2020
(8) Approve Contract & Scope of Work	03/19/2020 (Board Action)
(9) Notice to Proceed	03/23/2019
(10) Complete Final Report	08/31/2020

All Selection Committee meetings are publicly noticed and members comply with Florida’s Sunshine Law. Upon review of the SOQ, the Selection Committee may schedule presentations. The Selection Committee’s ranking and a recommendation to negotiate a contract, scope, and fee for the Project will be presented to the District Board for consideration.

The District reserves the right to delay scheduled dates if determined to be in the best interest of the District. Any changes, delays or addenda related to this SOQ will be sent to all Firms recorded as having received the original SOQ.

Proof of insurance from the successful Firm is required at the time of issuance and award of a contract.

FIRM SELECTION PROCESS

Firm selection shall be in accordance with the Section 287.055, F.S. (the Firms Competitive Negotiation Act). A copy of the District’s standard professional services contract form is included in this information package. The contents of the SOQ of the successful Firm will be incorporated into a written agreement in terms acceptable to the District at its absolute discretion. By submitting a SOQ, Firm agrees to all the terms and conditions of this Request for Statement of Qualifications and those included in the District’s standard professional services contract. If a prospective Firm desires to propose a change to a term or condition of this Request for Statement of Qualifications or the District’s standard professional services contract, Firm must submit its request by submitting a question as provided for below.

After issuance of this Request for Statement of Qualifications, prospective Firms or their agents, representatives or persons acting at the request of such Firm are prohibited from contacting members of the District’s Board of Fire Commissioners and Fire Chief or any member of a Selection Committee concerning this issue until after the final recommendation is presented to the Board of Fire Commissioners for approval or when the solicitation has been canceled or terminated. Any questions concerning this Request for Statement of Qualifications must be presented in writing via email to Deputy Chief Rita Greenberg, rgreenberg@immfire.com. no later than 12:00 p.m. Eastern Standard Time on December 27, 2019. **Firms are responsible to review the District’s website for the District’s responses to any questions timely submitted.**

STATEMENT OF QUALIFICATION MINIMUM REQUIREMENTS

The SOQ's must (at a minimum) include the following:

1. Legal name, address, phone number and email of Firm;
2. Principal office locations of submitting Firm and any proposed partners/sub-Firms;
3. Legal form of company, i.e. partnership, corporation, joint venture, (if joint venture, identify the members);
4. Copy of Florida Professional Licenses as applicable (business and/or individual);
5. Qualifications and professional experience for Firm's "Project Manager" who is proposed to serve as point of contact for any and all work assigned by the District;
6. Qualifications and professional experience of other key personnel who will be assigned to conduct Project services listed above, and the location of the office to which they are assigned;
7. Description and examples of projects completed by Firm relating to the project service areas listed above, including budget and completion time information;
8. Description of Firm's proposed Project approach for the Station;
9. Current and projected workloads for proposed key staff during proposed project timeframe;
10. Disclosure of any litigation Firm is involved in against the District, either directly or retained for testimony and expertise on behalf of any other entity in litigation against the District;
11. List of three (3) clients that are Florida public entities the District can contact as references with respect to Firm's work performance on projects similar to the Project; and
12. Required forms:
 - Project Manager and Key Personnel Form (below);
 - Signed Sworn Statement under Section 287.133(3)(a), F.S., on Public Entity Crimes (below);
 - Reference Forms; and
 - Current IRS W-9 Form.

Costs shall not be submitted with the SOQ as fee schedules will be negotiated after the selection of the Firm. Two or more Firms may combine for the purpose of responding to this Request for Statement of Qualifications providing that one Firm is designated as the "Prime" Firm and the other as a sub-Firm and that the SOQ was made without collusion and is in all respects, fair and in good faith.

The SOQ shall be limited to no more than twenty-five (25) one-sided pages for all requested information described herein with the following exceptions: Required forms (listed in Item 12) above; front and back SOQ covers; transmittal letter; and section dividers are excluded from the total 25-page count. All pages shall be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard black text and minimum 12-point font size.

Firms desiring to provide these professional services to the District must submit six (6) paper

copies (one (1) copy shall be unbound) and one (1) PDF cop of their SOQ in accordance with the requirements contained in the information package to:

Deputy Chief Rita M. Greenberg
Immokalee Fire Control District
502 New Market Rd E
Immokalee, FL 34142

A Firm's SOQ must be received no later than **12:00 p.m. Eastern Standard Time on January 13, 2020**. It is the Firm's responsibility to assure that its SOQ is delivered to the District prior to the above deadline. Late submittals will not be opened or considered. Electronic and Facsimile submissions will not be opened or considered. SOQs that are incomplete, conditional, obscure, or do not conform to the requirements contained in this Request for Statement of Qualifications may be deemed nonresponsive at the sole option of the District. The District reserves the right to reject all responses and not grant any award resulting from this Request for Statement of Qualifications. If awarded, no contract will be formed between the Firm and the District until an agreement is executed by both parties.

Upon submittal of its SOQ, the Firm agrees to be bound by all terms and conditions of the SOQ. Neither the District nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this Request for Statement of Qualifications.

PROPOSAL EVALUATION CRITERIA

The following factors, with the weighting indicated, will be used to evaluate proposals:

<u>Criteria</u>	<u>Weighting</u>
1. Firm (team) Competence/Qualifications and Office Locations	20 points
2. Firm (team) Experience on Similar Projects	20 points
3. Project Manager and Staff Qualifications/Experience	40 points
4. Firm's Project Approach and Schedule	20 points
TOTAL	100 points

The Firm Competence/Qualifications and Office Locations section shall address:

This section should address:

- Team capability to perform the work;
- Information on additional professions licenses, Firm's location(s), and years of experience; and
- Firm's commitment of time and resources to this Project.

The Firm Experience on Similar Projects section shall address:

- Prior experience designing/constructing Fire-Rescue Department facilities by the Firm as well as each of its subconsultants with emphasis on the HVAC component;

- Related governmental work including references for the Project Manager and key personnel (in addition to the mandatory Reference Form) and past performance;
- Provide examples of the Firm's current or past projects with detailed information on schedule adherence, quality of work, and project cost control; and
- Prior experience with LEED certification.

The Project Manager and Staff Qualifications/Experience section shall address:

- Availability of staff and ability to communicate in a clear and concise manner;
- Information on the qualifications of the design team, including any subconsultants, which shall include an organizational chart that identifies the role of each member of the team, the Firm they are associated with, and the location of where they will do the work;
- Related Fire Station experience and references for the Project Manager and key personnel;
- Provide a letter from each subconsultant that indicates the sub-consultant's intent to be part of the project team;
- Adequacy of staffing levels assigned to project;
- Identification and years of experience of key personnel, including short resumes (no more than 2 pages of relevant Fire Station related experience); and
- Experience of Project Manager and key personnel to be assigned to the District's Project, including demonstrated knowledge and understanding of the types of services to be performed.

The Firm's Project Approach and Schedule section shall include:

- A methodology and strategy of how the Firm will achieve the scope of work for the Project;
- Innovative approach to energy efficient design;
- Awareness and ability to address public concerns/public outreach;
- Preliminary Project schedule;
- Cost savings and value engineering approaches; and
- Other information the Firm believes is important to this Project.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to by

(Print individual's name and title)

for _____

(Print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; OR
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

___ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order.)**

I UNDERSTAND THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 2019. Personally known

_____ OR produced identification _____
(Type of Identification)

Notary Public
Name (Printed) _____

My commission expires _____.

(Printed typed or stamped Commissioned name of Notary Public)

