

FORT MYERS BEACH FIRE CONTROL DISTRICT
PUBLIC NOTICE AND REQUEST FOR QUALIFICATIONS REGARDING
PROFESSIONAL ARCHITECTURAL SERVICES

101 **Estimated RFQ Timeline**

Date	Activity
10/01/2020	Public posting
11/23/2020	Deadline to respond
12/10/2020	RFQ Committee review of submittals and produce shortlist of respondents (see venue specifics)
12/17/2020	Respondents notified of standing
01/27/2021	Shortlisted respondents scheduled for RFQ Committee presentation (see venue specifics)
02/01/2021	Notice of Intended Action presented to Fire Chief
02/10/2021	Fire Chief presents Notice of Intended Action to Board of Fire Commissioners
02/10/2021	Board of Fire Commissioners ratify Notice of Intended Action
02/11/2021	Notice of Intended Action posted to District website
02/17/2021	District begins competitive negotiations with shortlisted respondents based on final numerical ratings

102 **Venue Specifics**

103 RFQ Committee meetings begin at 9:30am at the Fort Myers Beach Public Library located at 2755
104 Estero Boulevard, Fort Myers Beach, Florida 33931.

105 **Process Questions**

106 All questions related to this RFQ process shall be submitted in writing via electronic mail to Ms.
107 Jane Thompson, Director of Finance and Administrative Services at jthompson@fmbfire.org

108 **Required Forms**

109 All interested party(s) responding to this RFQ shall submit with their letters of interest the
110 following documentation:

111 Sworn Statement of Public Entity Crimes (required)

112 Florida Certified Minority Business Affidavit (if applicable)

FORT MYERS BEACH FIRE CONTROL DISTRICT

Request for Qualifications

EVALUATION RANKING CONSIDERATION – Form 1 (updated 10/15/2020)
(To be used December 10, 2020 to determine short-list of respondents)

Max. Points	Description	Points	Ranking Consideration
20	Executive summary & experience	10-20	Executive Summary - Firm focused on experience relevant to multi-use government facilities in coastal locations.
		4-9	Executive Summary - Firm was generally experienced but may not be versed in the complexities of multi-use government facilities in coastal locations.
		1-3	The Executive Summary is sufficient but firm may not possess experience needed to meet project needs.
		0	Executive Summary is insufficient to properly evaluate firm.
20	Approach to the project	10-20	Firm's approach appears comprehensive; encompassing all aspects, ensuring budget and timelines will likely be met.
		5-9	Firm's approach to the project misses some aspects in the scope of work that may lead to delays or under budgeting.
		1-4	Firm's approach to the project is missing aspects of the scope of work, which will likely cause delays and cost overruns.
		0	The Firm's approach to the project is insufficient to meet expectations.
15	Location of headquarters and corporate offices	15	Headquarters located within Lee County, FL or ,
		7	Satellite office located within Lee County, FL or ,
		0	No offices located within Lee County.
12	Location of all staff and any subcontractors	12	Seventy-five percent (75%) or more of staff live in Lee County, FL or ,
		5	Between fifty percent (50%) and seventy-four percent (74%) of staff live in Lee County, FL or ,
		2	Between twenty-five percent (25%) and Forty-nine percent (49%) of staff live in Lee County, FL or ,
		0	Less than twenty-five percent (25%) of staff live in Lee County, FL.
8	Florida Certified Minority Business	8	Certified Minority Business with the State of FL Office of Diversity and within Lee County, FL or ,
		4	Firm is partnered with two or more FL Certified Minority Businesses or ,
		2	Shows proof that they have applied for Minority Business status and are awaiting confirmation or ,
		0	No FL Certified Minority Business affiliation.
5	Volume of work previously awarded by the District	5	\$0 - \$250,000
		3	\$501,000 - \$750,000
		1	\$751,000 - \$1,000,000
		0	\$1,000,001 +
10	Adequacy of personnel	0-10	Is firm staffed with skilled professionals to meet project needs?
10	Ability of professional personnel	0-10	Evaluation of the professional personnel (skills and abilities)
100	Total Points		

FORT MYERS BEACH FIRE CONTROL DISTRICT

Request for Qualifications

EVALUATION RANKING CONSIDERATION – Form 2
(To be used January 27, 2021 to rank short list respondents)

Max. Points	Description	Points	Ranking Consideration	
16	Executive summary, experience, presentation	16	Professional presentation and Executive Summary; firm focused on experience relevant to multi-use government facilities in coastal locations.	
		12	Professional presentation and Executive Summary; firm was generally experienced but may not be versed in the complexities of multi-use government facilities in coastal locations.	
		8	Presentation and summary were sufficient; firm was generally experienced but may not be versed in the complexities of multi-use government facilities in coastal locations.	
		4	Presentation and summary were sufficient but firm may not possess experience sufficient to meet project needs.	
		0	Presentation and Executive Summary are insufficient to properly evaluate firm.	
16	Approach to the project	16	Firm's approach appears comprehensive; encompassing all aspects, ensuring budget and timelines will likely be met.	
		12	Firm's approach to the project misses some aspects in the scope of work which may lead to delays or under budgeting.	
		6	Firm's approach to the project is missing aspects of the scope of work, which will likely cause delays and cost overruns.	
		0	The Firm's approach to the project is insufficient to meet expectations.	
15	Location of headquarters and corporate offices	15	Headquarters located within Lee County, FL or ,	
		7	Satellite office located within Lee County, FL or ,	
		0	No offices located within Lee County.	
15	References and past performance	0-3 pts each	3	Project is similar in scope and type. Firm met expectations.
			2	Project is not of a similar scope and type. Firm met expectations.
			1	Project is similar in scope and type. Firm did not meet expectations.
			0	Project is not of a similar scope and type. Firm did not meet expectations.
10	Location of all staff and any subcontractors	10	Seventy-five percent (75%) or more of staff live in Lee County, FL or ,	
		5	Between fifty percent (50%) and seventy-four percent (74%) of staff live in Lee County, FL or ,	
		2	Between twenty-five percent (25%) and Forty-nine percent (49%) of staff live in Lee County, FL or ,	
		0	Less than twenty-five percent (25%) of staff live in Lee County, FL.	
8	Florida Certified Minority Business	8	Certified Minority Business with the State of FL Office of Diversity and within Lee County, FL or ,	
		4	Firm is partnered with two or more FL Certified Minority Businesses or ,	
		2	Shows proof that they have applied for Minority Business status and are awaiting confirmation or ,	
		0	No FL Certified Minority Business affiliation.	

FORT MYERS BEACH FIRE CONTROL DISTRICT

Request for Qualifications

EVALUATION RANKING CONSIDERATION – Form 2
(To be used January 28, 2021 to rank short list respondents)

Max. Points	Description	Points	Ranking Consideration
5	Volume of work previously awarded by the District	5	\$0 - \$250,000
		3	\$501,000 - \$750,000
		1	\$751,000 - \$1,000,000
		0	\$1,000,001 +
5	Adequacy of personnel	5	Firm appears sufficiently staffed with skilled professionals to meet project needs.
		3	Firm may not have enough skilled staff to meet expectations.
		1	Staff may not possess sufficient skills to meet expectations.
5	Ability of professional personnel	5	Personnel exhibit ongoing professional development.
		3	Personnel tend to meet minimum standards with no additional development.
		1	Personnel may not possess the background to meet project needs.
5	Current and projected workload; firm's commitment to meeting time and budget constraints	5	Firm consistently meets stated deadlines and stays within budget.
		3	Firm may not stay within budget or may not meet promised deadlines.
		1	Firm often misses deadlines and tends to incur additional costs.
100	Total Points		

FORT MYERS BEACH FIRE CONTROL DISTRICT
REQUEST FOR QUALIFICATIONS APPLICATION - REQUIRED FORM

SWORN STATEMENT ON PUBLIC ENTITY CRIMES

SECTION 287.133(3)(a), FLORIDA STATUTES

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 the Fort Myers Beach Fire Control District

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)9g), 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 the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States 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 or 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 the management of an entity.

6. Based on information and belief, the statement that 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 officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ This 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 THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO

UNDERSTAND THAT 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.

BEFORE ME, the undersigned authority, personally appeared _____ to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that _____ executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this ____ day of _____, _____.

My Commission Expires:

Notary Public State of Florida at Large



FORT MYERS BEACH FIRE CONTROL DISTRICT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

AFFIDAVIT OF FLORIDA CERTIFIED MINORITY BUSINESS

BEFORE ME, the undersigned authority, personally appeared _____, who is authorized to act on behalf of _____ (Business), attests that:

_____ Respondent is a Certified Minority Business with the State of Florida Office of Supplier Diversity. Certificate is attached and made part of this affidavit.

_____ Respondent has applied for Minority Business status and awaiting confirmation. Proof of application is attached and made part of this affidavit.

_____ Respondent partners with two or more Minority Businesses. Business partners certificates are attached and made part of this affidavit.

Signature

State of _____)

County of _____)

Sworn to and subscribed before me this ____ day of _____, 2020.

____ Personally Known

____ Produced Identification

Type and # of ID _____

(Signature of Notary)

(Seal)

(Name of Notary Stamped, or Printed)