



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

PUBLIC NOTICE AND REQUEST FOR QUALIFICATIONS REGARDING PROFESSIONAL ENGINEER/SITE DEVELOPMENT SERVICES

Project Description

The Fort Myers Beach Fire Control District (the “District”), an Independent Taxing District under Florida Statute Chapter 191, has acquired 2.15 acres of improved land. It is the District’s intention to develop and construct a Headquarters Fire Station Facility on approximately 1.15 acres out of the available 2.15 acres. The District intends to centralize and combine several community services at this location. These include combining the operations of one (1) existing Fire Station with a separate, freestanding, Administrative Office building.

The minimum projected needs for the District’s new Headquarters Fire Station Facility includes:

- Internal estimates of needed square footage are 25,000-35,000 square feet. *It is important to note this is an internal estimate; the District will rely on its architectural and engineer/site development professionals to conduct an analysis and needs assessment for the new facility.*
- On-site diesel and gasoline fuel distribution
- Fire and emergency medical apparatus and personnel emergency response capabilities
- Housing accommodations for sixteen (16) on-duty firefighters
- Emergency management functions (Incident Management Headquarters)
- Physical fitness facility
- Fire and emergency medical training facilities
- Community meeting location
- Law enforcement break room
- Business and administrative offices
- Life safety, fire prevention, and permitting services
- Storage for operational equipment, consumables, medical supplies distribution, and records
- Secured parking for operational and administrative staff and surplus vehicles.
- Dual-role training and general facility functions
- Flood and storm impact considerations

Request for Qualifications

The District publically announces its intention to retain professional engineer/site development services in connection with the District’s contemplated construction of a new Headquarters Fire Station Facility at the site of the District’s property located at 2545-2555 Estero Boulevard in Lee County, Florida.

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34 Letters of Interest should be addressed to Ms. Jane Thompson, Director of Finance and
35 Administrative Services, at 100 Voorhis Street, Fort Myers Beach, Florida, 33931, and must be
36 received by **4:00PM** on **January 22, 2021**. Letters of Interest may be delivered in person to the
37 District's Headquarters Office at 100 Voorhis Street, Fort Myers Beach, Florida, 33931 until
38 **4:00PM**, Eastern Standard Time, on **January 22, 2021**. Any letters of interest received after the
39 time and dates specified above **will not be accepted** and returned unopened, to the sender.

40 Among other tasks, the interested party must be capable of assisting the District with any site
41 planning, surveying, re-zoning or permitting incident to the District's contemplated improvements.
42 This will include, land surveying for locating on-site jurisdictional wetlands, cross sections from
43 property line to property line, existing vegetation, existing above ground structures, environmental
44 services, to map major wetland and upland plant and wildlife communities on this parcel, and areas
45 subjected to the wetland jurisdiction of the Southwest Florida Water Management District and or
46 Army Corps of Engineers, also conduct site inspections for confirmation of the limits of wetland
47 delineation, be able to do wetland mitigation if required, engineering design, to prepare site plan
48 drawing to include on-site water distribution systems, on-site waste water collection systems, on-
49 site storm water management systems, paving and details of site features, and preparation of a
50 traffic impact statement. Permitting for the Town of Fort Myers Beach, Development Order, Lee
51 County Health Department, Florida Department of Environmental Protection water distribution
52 extension (potable water), Southwest Florida Water Management District water use permit, Gulf
53 Environmental Services Review, construction administration from beginning to close out of said
54 project. The interested parties' efforts shall also address other matters including, but not limited
55 to, construction of an outdoor training facility, identification of an additional portion of the site for
56 future development, vacation of certain easements, and preparation of development order drawings
57 and related applications for site infrastructure.

58 **The scope of work will not include any mechanical, electrical, or structural engineering for**
59 **the project.**

60 Letters of Interest must include, at a minimum, the following items:

- 61 (1) Statement of interested party's (individual or entity) name and all business addresses
62 used by the interested party;
- 63 (2) Evidence of authorization to do business (e.g., Federal Employer Identification
64 Number (FEIN), evidence of all federal, state, and/or local licenses, certifications,
65 registrations, authorizations, etc.);
- 66 (3) A detailed description of the interested party's scope of practice and areas of
67 competence;
- 68 (4) A list and description of the interested party's professional personnel, including a
69 discussion of the abilities and experiences of each professional;
- 70 (5) Statement of Minority Business Enterprise Status (or Non-Minority Status) under the
71 Florida Small and Minority Business Assistance Act of 1985;

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- 72 (6) Description and date(s) of all past, present or future work awarded by the District, if
73 any, including dollar amount(s) of the underlying project and compensation for
74 professional services rendered in connection therewith;
- 75 (7) Description of experience and/or familiarity with work on projects of a similar
76 nature, if any;
- 77 (8) Statement of willingness to work within time and budget requirements as set by the
78 District;
- 79 (9) Description of the interested party's current and projected workloads, and that of its
80 professional personnel;
- 81 (10) A list of five (5) references for work performed in the past five (5) years, including
82 names, addresses and telephone numbers of the principle officials overseeing the
83 project.
- 84 (11) All District required forms and affidavits.
- 85 (12) Submit seven (7) copies of the above required information.

86 Before awarding a contract for Professional Engineer/Site Development Services, the District shall
87 conduct any investigation it deems necessary to determine a respondent's past performance and
88 abilities on a project of similar size and type as described herein. This will include verification of
89 all information contained in the respondent's Letter of Interest.

90 All respondents to this Request for Qualification (RFQ) are hereby noticed, that the District
91 reserves the right in its evaluation process of shortlisted firms or individuals, to check all submitted
92 references, all public records relating to but not limited to the following:

- 93 • Florida Division of Business and Professional Regulation (DBPR)
94 • Lee County Clerk of Courts.
95 • Local Permitting Agencies
96 • Any public records the District deems in its sole discretion as pertinent to a respondent's
97 ability to provide service to the District.

98 The District reserves the right to reject any, and all proposals received or other offers to furnish
99 professional services and shall give notice of such rejection to all parties who have submitted a
100 Letter of Interest. The District may, thereafter, republish a notice or modified notice, seeking the
101 same professional services for the same project or purpose.

102 **Disclosure of Non-Solicitation**

103 All firms are hereby placed on notice that the Board of Fire Commissioners, nor any employees of
104 the Fort Myers Beach Fire Control District, nor members of any associated committees wish to be
105 lobbied either individually or collectively regarding this project. Firms and their agents are hereby
106 noticed that they are not to contact members of the Board of Fire Commissioners or staff members
107 for such purpose as holding meetings of introduction, meals, etc. to influence the outcome of the
108 selection process, if they intend to, or have submitted a Letter of Interest for this RFQ.

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109 **Non-Discrimination Statement**

110 The District does not discriminate based on age, race, color, sex, religion, national origin,
 111 disability, or marital status.

112 **Evaluation Criteria**

113 Evaluation of submitting party(s) will be done in accordance with Florida Statute, and in
 114 compliance with District Policy. The District’s Evaluation Committee shall use the standards in
 115 its evaluation of submitting party(s) as outlined in the Evaluation Ranking Consideration Form 1,
 116 used during the initial ranking of all respondents and Evaluation Ranking Consideration Form 2,
 117 used to evaluate the short list of respondents.

118 **Estimated RFQ Timeline**

Date	Activity
12/18/2020	Public posting
01/22/2021	Deadline to respond
01/27/2021	RFQ Committee review of submittals and produce shortlist of respondents (see venue specifics)
02/04/2021	Respondents notified of standing
02/16/2021	Shortlisted respondents scheduled for RFQ Committee presentation (see venue specifics)
02/22/2021	Notice of Intended Action presented to Fire Chief
03/10/2021	Fire Chief presents Notice of Intended Action to Board of Fire Commissioners
03/10/2021	Board of Fire Commissioners ratify Notice of Intended Action
03/11/2021	Notice of Intended Action posted to District website
03/17/2021	District begins competitive negotiations with shortlisted respondents based on final numerical ratings

119 **Venue Specifics**

120 RFQ Committee meetings begin at 1:00pm on January 27, 2021 and 1:00PM on February 16, 2021
 121 at the Fort Myers Beach Public Library, 2755 Estero Blvd, Fort Myers Beach, Florida 33931.

122 **Process Questions**

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

125 **Required Forms**

126 All interested party(s) responding to this RFQ shall submit with their letters of interest the
127 following documents:

128 Sworn Statement of Public Entity Crimes (required)

129 Florida Certified Minority Business Affidavit (if applicable)

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Request for Qualifications

EVALUATION RANKING CONSIDERATION – Form 1 (updated 12/15/20)
(To be used January 27, 2021 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 - \$500,000
		3	\$500,001 - \$750,000
		1	\$750,001 - \$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		

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Request for Qualifications

EVALUATION RANKING CONSIDERATION – Form 2
(To be used February 16, 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.	

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(To be used February 16, 2021 to rank short list respondents)

Max. Points	Description	Points	Ranking Consideration
5	Volume of work previously awarded by the District	5	\$0 - \$500,000
		3	\$500,001 - \$750,000
		1	\$750,001 - \$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)