

# SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

*"Prompt, Competent, Caring Response in Time of Need"*



Ryan H. Crawford  
Fire Chief / Administrator

**Request for Proposal RFP #2021-SWFD 03**  
**Professional Architectural, Engineering and Planning Services**  
**SWFD Logistics Building Third Floor Interior Build-Out Design and Construction**  
**Administration Services**  
**Issued: October 20, 2021**

1. General:

The South Walton Fire District (District) seeks proposals from qualified architectural and/or engineering firms ("Offerors") to provide professional services to assist the District in preparing architectural design, construction documents, bid specifications and construction services to implement an expansion of the District's Logistics building located at 911 North County Highway 393, Santa Rosa Beach, FL 32459. The District intends to select one firm to provide these services using the competitive negotiation procedure for professional services.

2. Scope of Services

The District seeks professional architectural and/or engineering services for:

1. The build out of the 4,250 square feet unfinished third floor of the District's Logistics building to include offices, conference/board room, restrooms, and kitchenette. Other portions of the Logistics building will remain open and operational throughout all phases of the project. The Offeror must provide and perform services in such a manner that will avoid interfering with the ongoing operations of the Logistics building.

The general scope of services and deliverable will include:

- A. Provide detailed design and construction documents and construction administration for the bidding, permitting, construction, and commissioning of the interior build-out of the third floor of the Logistics Building located at 911 N County Hwy 393, Santa Rosa Beach, FL 32459.
- B. Work with the District at each project phase for reviews and input. Phases shall include Schematic Design, Design Development, Construction

Documents, Procurement (anticipated to be a traditional Design-Bid-Build format), and Construction Administration.

- C. Assure that the design and construction documents are in conformance with generally accepted architectural and engineering practices and comply with applicable codes and regulations.
- D. Prepare estimates of probable cost and work with the District to create a comprehensive construction budget.
- E. Prepare schematic drawings following the Summary Calendar attached.
- F. Prepare final construction documents and prepare to bid work on a schedule to be determined by the District and Offeror. It is the District's intent to proceed promptly into Schematic Design phase once the successful Offeror is under contract.
- G. Prepare complete contract documents, including instruction to bidders, bid form, agreement, general conditions, supplementary conditions, technical specifications, plans and other documents as may be required by the District; all in compliance with the State of Florida Public Procurement procedures.
- H. Furnish sets of construction drawings, 2D Presentation Drawings and contract documents in such quantity as may be required by the District for submission to regulatory agencies and other reviewing authorities and for the District's general use.
- I. Prepare a revised estimate of the cost of construction based on the final drawings and specifications that does not exceed the District's budget for the project. All cost estimates shall contain sufficient detail to project accurately all expenses associated with the project; including, for example all costs related to:
  - Building construction
  - Construction administration and oversight
  - Site improvements
  - Off-site improvements (if necessary)
  - Utilities (including, but not limited to: water, sanitary sewer, storm water, telephone, electrical, data, communications, and security).
  - Consulting fees
  - Topographical, as-built and other surveys
  - Geotechnical investigation, soil borings, and other tests
  - Structural engineering investigation, concrete analysis and other tests
  - Testing and laboratory services and inspections
  - Fixtures and equipment to include window treatments and audio-visual equipment.

- J. When approved, coordinate selection of general contractor through public procurement process; including attendance at pre-bid conference and assisting in responding to inquiries regarding the drawings and specifications.
- K. Assist the district and selected general contractor in obtaining any federal, state, or local permits or approvals that are applicable to or necessary for the project.
- L. Provide construction administration services to include the following:
  - 1. Review/approval shop drawings and other data submitted to the Offeror.
  - 2. Provide periodic site visits as appropriate, to observe the work in progress and to make appropriate reports to the District. During the construction phase, provide monthly (or more frequent) site visits to include a meeting with District and Contractor reps to review progress and scheduling. Provide summary minutes and other field reports as needed to promote timely sharing of information between the project team members.
  - 3. Review proposed change orders submitted by the selected general contractor and make recommendations as to whether such change orders should be accepted; assist the District in preparation of change orders to the contract as deemed necessary by the District.
  - 4. Review and verify monthly payment estimates submitted by the general contractor and conduct periodic meetings to review progress and assist in coordinating ongoing work.
  - 5. Assist in providing (by subcontract if necessary) material testing services as needed during construction to assure appropriate quality control.
  - 6. Identify construction inspection/verification hold points that require verification/approval by assigned Project Inspector(s); such verification/hold points pertain to and/or are in addition to inspections required by the Florida/Walton County Building Codes to ensure the quality and acceptability of the project is confirmed at all phases of construction.
  - 7. Prepare and provide the documentation of the acceptance of all required inspections conducted/completed throughout construction of the project.
  - 8. Make a final inspection of the completed project with the District. Upon full and satisfactory completion of all construction, issue a Certificate of Substantial Completion and acceptance.
  - 9. Upon completion of the work, compile for and deliver to the District a complete set of record documents, including warranties on equipment, permits, as-built drawings, inspection reports and recommended future maintenance schedules.
- M. Provide other services required to assist the District in bidding the construction work, awarding the construction contract and administering the construction contract.

- N. Coordinate all activities of the program of work and consult regularly and clearly with the District with regard to any concerns or difficulties that may arise with respect to adhering to the ordered or agreed scheduled and timelines.
  - O. Consult regularly with the District and any contractors performing work to maintain an environment conducive to the secure, safe, and dignified activities of the District.
  - P. Provide all necessary engineering, architectural, environmental, surveying, impact analysis (e.g., traffic, utilities, infrastructure), and other services related to the program of work and necessary to provide the required services and deliverables.
  - Q. The selected Offeror will be required to assist in the management of the entire building project from design to Certificate of Occupancy. This is a general listing of the scope of services and deliverables and should not be construed as being the full and complete list of all services and deliverables that may be required under this RFP. A more comprehensive list of services and deliverables may be developed through discussion and negotiation between the Offeror and District.
3. Site visits for the RFP: Site visits may be scheduled at the request of Offerors and may be arranged by contacting the Administration Office of the South Walton Fire District at (850) 267-1298.

Term of Contract: The duration of any resulting contract will be dependent on negotiations with the selected Offeror. The final design phase is expected to be substantially completed and available for review following the Summary Calendar attached.

4. Proposals:

- a. In order to be considered for selection, Offerors must submit a complete response to this RFP. Proposals must be loose (not bound), with a maximum of 40 pages with pages not to exceed 11 x 17 inches in size. One (1) original and two (2) copies of each proposal must be submitted to the District at the location stated below, on or before 4:00 P.M. CST November 22, 2021.
- b. Proposals should conform to the following requirements:
  - i. Proposals must be signed by an authorized representative of the Offeror.
  - ii. All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the District. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - iii. Proposals must include:

1. Resumes of individuals to be assigned to the project (see subparagraph 6 below);
  2. Recent history of the firm, including recent projects of similar nature (see subparagraph 4 below)
  3. Names and references from similar projects (see subparagraph 5 below);
  4. A statement of the capacity of the firm to perform the work based upon current and planned workload and schedules; and,
  5. Proposed project schedule for carrying out/providing the services/deliverables.
- iv. Offeror must furnish evidence of its qualifications, expertise and experience in the provision of similar services/deliverables. Proposals should highlight similar work performed by the Offeror, including but not limited to other fire department renovation/ construction projects conducted by the Offeror. Offeror is encouraged to elaborate on its qualifications to carry out the scope of services considered herein and its experience providing services and deliverables similar to those requested in this RFP including specific reference(s) by the Offeror of its capabilities with respect to quality assurance and quality control of construction projects it has designed and assisted in the completion of.
  - v. Offeror must provide the name, address, contact person and phone number of at least three clients for whom Offeror has provided similar services or deliverables. Offeror should include a brief description of each similar project. The District reserves the right to contact any client listed.
  - vi. The proposal must identify the proposed project team including the project manager.
  - vii. The proposal must identify the Offeror's proposed approach/strategy to completing the project and providing the services and deliverables.
  - viii. The proposal must state any professional licenses maintained by Offeror and/or individuals identified as being a part of Offeror's project team that are relevant to the project.
  - ix. The proposal must provide the Offeror's Florida State certification as defined under FL Statutes 471.023 or 481.219 as applicable to the Offeror.
- c. Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's proposal and capabilities to satisfy the requirements of the RFP.
  - d. Ownership of all data, materials and documentation originated and prepared for the District pursuant to the RFP shall belong exclusively to the District and be subject to public inspection in accordance with the Florida Statutes.
  - e. Offerors shall NOT provide any estimated fees in their proposals. During discussions with Offerors, as permitted during competitive negotiation, the District may discuss nonbinding estimates of fees with Offerors. Final fees for Design and Construction Administration shall be determined during final negotiations.

- f. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal shall be sent or delivered to the District in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

**From:** \_\_\_\_\_  
**(Name of Offeror)**  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Due Date: November 22, 2021**  
**Due Time: 4:00 p.m. CST**  
**RFP #2021-SWFD01**

**The envelope should be addressed to 911 N. County Highway 393  
Santa Rosa Beach, FL 32459**

5. Evaluation of Proposals: The proposals will be evaluated by the District. The District's staff will rank the proposals based on the factors listed below and each firm's initial proposal. The staff intends to conduct interviews and/or discussions with at least three top-ranked firms; however, the staff reserves the right to interview more or less than three firms after initial proposals are reviewed. After interviews and/or discussions, the staff will negotiate with the top-ranked Offeror(s). Factors to be considered by District in determining which Offeror(s) will be selected for discussion and/or negotiations will include, but are not necessarily limited to:
- a. Professional competence;
  - b. The ability, capacity and skill of the Offeror to timely perform the contract or provide the services and/or deliverables required;
  - c. The quality of performance of the Offeror in performing prior projects similar in terms of size, scope, scale, duration, and otherwise to the contract to be awarded.
  - d. The experience of the firm working with fire departments and other public agencies;
  - e. The quality of performance of the Offeror's project team in performing prior projects similar in terms of size, scope, scale, duration and otherwise to the contract to be awarded;
  - f. The character, integrity, reputation, judgement, experience and efficiency of the Offeror and its project team;
  - g. The quality of the professional or business references supplied by the Offeror;
  - h. The ability, capacity or willingness of the Offeror to commence and complete the contract within time frames fixed by the District;
  - i. Any other lawful factors reasonably related to the subject of the contract to be awarded;
  - j. The results of interviews and/or discussions with Offerors;
  - k. Overall quality and value of the Offeror's proposal, as determined by District; and/or
  - l. The best interests of District.
6. Rejection of Proposals; Waiver: The District reserves the right to cancel this Request for Proposal or reject any or all proposals received. The District also reserves the right to waive informalities in proposals.

7. Terms and Conditions: The resulting contract awarded by the District will be pursuant to a District and Architect/Engineer Agreement.
8. Proposal Acceptance Period: Any offer in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Offeror. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains effect until an award is made or the solicitation is canceled.
9. Award: It is the District's intent to enter into an AIA Document B101 - 2017 contract with the successful Offeror following the timeline in the Summary Calendar attached. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the District will post such notice on the District's webpage at <http://www.swfd.org>.
10. Ethics in Public Contracting: The Architect/Engineer warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Architect/Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Architect/Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. By submitting a proposal, Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier or subcontractor in connection with their proposal, and that is has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
11. Qualifications of Offeror: The District may make such reasonable investigations as deemed proper and necessary to determine the ability and license of the Offeror to perform/provide the Services/deliverables and the Offeror shall furnish to the District all such information and data for this purpose as may be requested. The District reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The District further reserves the right to reflect any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the District that such Offeror is properly qualified to carry out the obligations of the contract and to provide the Services and/or furnish the goods contemplated therein.

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**-SUMMARY CALENDAR-**

Advertisement for Professional Services:	October 20, 2021 – November 22, 2021
Competitive Negotiations:	December 6, 2021 – December 16, 2021
Firm Selection	Tentative - December 29, 2021
Schematic Design Phase:	To be completed on or before February 10, 2022
Preliminary Design Phase:	To be completed on or before March 9, 2022
Final Design Phase:	To be completed on or before April 6, 2022
Bidding/Negotiating Phase:	To be completed on or before May 3, 2022
Recommendation to the Fire Board:	May 9, 2022
Construction Phase:	TBD, anticipated to be 90 to 120 days based on currently available information.