

# **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

## **NOTICE OF REQUEST FOR PROPOSAL SOUTH WALTON FIRE DISTRICT**

### **Design Services**

The South Walton Fire District (SWFD) seeks proposals from qualified architectural and/or engineering firms to provide professional services to assist in preparing concept/schematic designs for two projects. One project will be to integrate an existing facility with new construction on property located at 217 S. Geronimo St, Miramar Beach, FL 32550. The second project will be for new construction of station design at a location to be acquired in the future.

The complete Request for Proposal, including the terms and conditions incorporated therein by reference, may be picked up between 9:00 a.m. and 4:30 p.m. at the SWFD Administration office at 911 N. County Highway 393, Santa Rosa Beach, FL 32459 or may be ordered by calling (850)267-1298, emailing [manderson@swfd.org](mailto:manderson@swfd.org), or by download from <http://www.swfd.org>. Proposals shall be received by SWFD Administration at 911 N. County Highway 393, Santa Rosa Beach, FL 32459, on or before 4 p.m. CST on June 30, 2020.

The selection process shall be by competitive negotiation. Factors to be used in selecting among "Offerors" are set out in the complete Request for Proposal. EOE.

# **SOUTH WALTON FIRE DISTRICT**

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## **Request for Proposal Number RFP #2020-SWFD01 Professional Architectural, Engineering and Planning Services SWFD Station Design Issued: June 11, 2020**

### 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 concept/schematic designs for two projects. One project will be to integrate an existing facility with new construction on property located at 217 S. Geronimo St, Miramar Beach, FL 32550. The second project will be for new construction of station design at a location to be acquired in the future. 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 the creation of:

1. Station conceptual design for District property located at 217 S. Geronimo St, Miramar Beach FL 32550. This project will include the design of a new living facility that will attach to the existing structure at that location.
2. New fire station conceptual design.

The general scope of services and deliverables will include:

- a. Work with the District for reviews and input.
- b. Assure that the design and construction documents are in conformance with generally accepted architectural and engineering practices and comply with applicable codes and regulations.
- c. Assure that the design of the buildings incorporates industry best practices for cancer mitigation of the employees assigned to those facilities. This will include a hot zone, warm zone and cold zone concept for contaminate exposures. Emphasis of design will utilize NFPA 1500 and FEMA guidance for fire station designs.

- d. Prepare elevation and site plan sketches to the District
  - e. Prepare construction cost estimates and work with the District to create a construction budget and timeline.
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.
4. Term of Contract: The duration of any resulting contract will be dependent on negotiations with the selected Offeror. The concept design phase is expected to be substantially completed and available for review on or before September 15, 2020.
5. Proposals:
- a. In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and one (1) copy of each proposal must be submitted to the District, at the location stated below, on or before 4:00 P.M, CST on June 30, 2020.
  - 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 work load 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 and timeline to completing the design portion of this 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 project costs in their proposals. During discussions with Offerors, as permitted during competitive negotiation, the District may discuss nonbinding estimates of total project costs with Offerors. A final price shall be determined during final negotiations.
  - f. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should 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: June 30, 2020  
 Due Time: 4:00 p.m. CST  
 RFP #2020-SWFD01

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

6. Evaluation of Proposals: The proposals will be evaluated by the District. 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. Upon review and acceptance of the Staff's recommendations, the District will negotiate with the top-ranked Offeror(s). Factors to be considered by District in determining which Offeror(s) will be selected for discussions 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, judgment, 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.
7. 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.
8. Terms and Conditions: The resulting contract awarded by the District will be pursuant to the attached Owner and Architect/Engineer Agreement.
9. 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 in effect until an award is made or the solicitation is canceled.

10. Deadline; Address: All proposals must be sealed and must be received by 4:00 p.m., CST on June 30, 2020. Proposals shall be mailed or hand delivered to:

South Walton Fire District  
911 N. County Highway 393  
Santa Rosa Beach, FL 32459

11. Award: It is the District's intent to enter into a contract with the successful Offeror on or before July 15, 2020. If the District determines and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. 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>.

12. 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 it 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.

13. Qualifications of Offeror: The District may make such reasonable investigations as deemed proper and necessary to determine the ability 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 reject 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.

14. E-Verify of employees. The District shall not enter into or renew a contract for goods or services with a vendor/contractor that is not enrolled in E-Verify. Any vendor/contractor providing goods or services to the District shall be contractually required to utilize E-Verify to confirm the employment eligibility of any employee hired during the contract term. The vendor/contractor must provide an affidavit stating that their employees and any subcontractors are of legal status through E-Verify.