STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES

PUBLIC ANNOUNCEMENT FOR PROFESSIONAL SERVICES FOR

CONTINUING CONTRACTS FOR ARCHITECTURAL SERVICES

CENTRAL FLORIDA REGION

April 4, 2017

Project Number: N/A
Project Name: Continuing Contracts for Architectural Services
Project Location: Central Florida

The State of Florida, Department of Management Services (DMS) requests qualifications from Architectural firms to provide Professional Services primarily in the Central Florida Region. These services may be used for projects anywhere in the State of Florida, however, it is anticipated that the vendors selected during this process will be activated for projects in the central part of the State. The Central Region is defined as all counties south of Levy, Marion, and Volusia and all counties north of Charlotte, Glades, and St. Lucie. A minimum of three (3) firms for the Central Florida Region may be selected under this Continuing Contract and will be responsible for assigned projects having estimated construction costs, planning or study fees not exceeding the threshold amounts of $2,000,000.00 (construction) and $200,000.00 (planning or study fees) respectively, provided for in Section 287.055, Florida Statutes. This contract will be for an initial period of two (2) years with an option to renew for an additional two-year period.

NOTE: Architectural firms should have relevant successful experience with the design and construction administration for remodeling and/or repair of existing occupied buildings including tenant improvements, building system upgrades, re-glazing, and waterproofing exterior building envelopes. The construction values of most projects will likely range from $150,000.00 to $800,000.00 but projects can be activated up to $2,000,000.00 especially for new freestanding buildings or major additions and renovations.

NOTE: If your firm is selected for a continuing contract for the Central Region, you do not need to reapply for any other Regions within the State of Florida in which your business has an office.

QUALIFICATIONS SELECTION CRITERIA: Firms must be properly licensed in the State of Florida at the time of submittal. Representative samples of related work may be submitted in a separate binder. Firms are advised that plans and specifications for Architect Engineer (AE) projects may be reused. Selections will be made in accordance with Chapter 287.055, Florida Statutes.
INTERVIEWS: The Selection Committee will conduct interviews with and may require public presentation by no fewer than three (3) firms regarding their qualifications, approach to the project, and ability to furnish the required services. Selection of finalists for interview will be made on the basis of professional services qualifications including, related architectural experience and ability of professional personnel, location, billable staff, recent, current, and projected workloads of the firms, Florida licensed staff, volume of DMS and other State Agency work. The list of firms selected for interview by the Selection Committee will be posted on this website. Each invitee will be notified by fax/email of the date and time of its interview/presentation. All interviews will be held at the following address: Department of Management Services, Division of Real Estate Development and Management, 400 West Robinson Street, Conference Room, Suite N-101, Hurston Building, Orlando, Florida 32801.

INSTRUCTIONS

Firms interested in being considered for this project must submit five (5) printed copies of their submittal with a table of contents and tabbed sections in the following order:

1. A Letter of interest detailing the firm's qualifications, related experience, the firm's abilities to do the work, and to meet the above referenced selection criteria.

2. Professional Qualifications Supplement (PQS). Specify number of billable staff within the office address listed in Item 2, whether or not you have current or previous DMS or Agency State Work. (You must use “DMS Form AE12a-Rev 7/12” which may be obtained from this website under Forms and Documents).

3. A copy of the firm's current Florida Department of Business and Professional Regulation License.

4. For Corporations only: If the firm offering services is a corporation, it must be properly registered with the Florida Department of State to practice their profession in Florida and must provide a copy of the firm’s current Florida Corporate Registration.

5. Completed Federal GSA Standard Form 330 (Rev. 8/2016). (This Form may be downloaded at http://www.gsa.gov/).

NOTE FOR INTERESTED FIRMS: For your information only, you may download the Professional Services Evaluation Form and the Selection of Design Professional booklet for selection criteria information. (These revised documents may be obtained from this website).

RESPONSE DUE DATE: Responses must be received by the Department, in accordance with the document delivery instructions below on, or before May 8, 2017 by 4:00 p.m. Eastern Standard Time.

DMS Project Manager: Efrain Prado, 850-488-1818

DOCUMENT DELIVERY: Responses are to be submitted to:
Ms. Kwan Cherry
Department of Management Services
Real Estate Development and Management
4050 Esplanade Way, Suite 315.4z
Tallahassee, Florida 32399
Verified time of day/date stamp in the Department shall serve as the official authority to determine timeliness of the responses. Responses, which for any reason are not timely received, will not be considered. Late responses will be declared non-responsive and will not be further evaluated. Unsealed and/or unsigned responses received by telegram, facsimile transmission or other similar means are not acceptable, and will be declared non-responsive and will not be further evaluated. Submittals that do not comply with the requirements or instructions of this solicitation document will be declared non-responsive and will not be further evaluated.

DISABILITY ACCESS: Pursuant to the provisions of the Americans with Disabilities Act according to 286.26 Florida Statues any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by contacting Efrain Prado, (850) 488-1818. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

AWARD POSTING: Official notice of final selection results will be by electronic posting on this website. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120 Florida Statutes.