

MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT

REQUEST FOR QUALIFICATIONS(RFQ)/PROPOSALS (RFP) FROM ARCHITECTURE FIRMS FOR A CONSTRUCTION PROJECT FOR RECONSTRUCTION OF FIRE STATION NO. 2 LOCATED IN SAINT JAMES CITY; LEE COUNTY, FLORIDA.

1.0 INTRODUCTION

1.1 Matlacha/Pine Island Fire Control District (“District”) is seeking responses from qualified Architecture Firms (“Responder”) who are interested in designing a Fire Station (“Project”), and assisting the District in compiling a Request for Qualifications (“RFQ”) or Request for Proposals (“RFP”) and other specifications for the purpose of competitively hiring a construction manager, engineer, planner, and/or general contractor capable of planning and constructing a new, state of the art, Fire Station No. 2 (FS#2) to be reconstructed in Saint James City, Lee County, Florida at 5015 Stringfellow Road, and/or managing the construction process.

This project requires the successful Responder to have all state and local licenses necessary to perform the services described herein. The District will require a public construction bond on this project.

The District is proposing to reconstruct FS#2 utilizing Architectural Design and specification assistance, followed by award of construction contract. Therefore, a response should respond with this specific method in mind.

1.2 Background. Established in 1963, the Matlacha/Pine Island Fire Control District has a paid staff of 40 personnel. It protects 45 square miles with four (4) fire stations. The District’s personnel answered 2,415 emergency calls in 2022 and approximately 1,600 to date in 2023. The Matlacha/Pine Island Fire Control District provides basic life support, advanced life support, rescue service, fire suppression, fire inspections, public fire education, CPR/1st aid training and water rescue operations to a coastal island of approximately 10,000 residents.

1.3 Mission Statement. The District is dedicated to providing a strong community oriented fire control and rescue service. The District will strive to provide the citizens of the community with quality responsive cost effective life safety and property conservation. This is accomplished through response, prevention, and education using well-trained personnel and well-maintained equipment and facilities while providing for the highest level of safety for ourselves and the community.

1.4 The existing FS#2 was initially constructed in 1975 and has served the community well in that time. However, it has reached the end of its useful life, having been repaired as needed over time, and the District has determined that the best course of action would be to demolish and rebuild FS#2. As part of its decision making process, the District acquired property from the adjacent landowner through the lot split and combination process, which was approved by Lee County Community Development Department and processed by the Lee County Property Appraiser. The new station will need to be designed to include the following strongly desired minimum accommodations:

- 5 enclosed sleeping quarters
- Meeting room (1)

- Bathroom (3)
- Bathroom/patient treatment room (1)
- Kitchen (1)
- Day room (1)
- Exercise Room (1)
- Fire Apparatus Bays (2)
- Large storage room (1)
- Bunker gear (1)
- Laundry room (1)
- Landing pad for helicopter

The District has the requisite zoning approval from Lee County for the Project.

1.5 In general, this RFP describes the following:

- (a) Scope of services
- (b) Minimum qualifications
- (c) Submission requirements
- (d) Evaluation criteria
- (e) Selection process
- (f) Schedule
- (g) Special Conditions

Failure to submit information in accordance with the requirements and procedures listed herein may be cause for disqualification.

2.0 SCOPE OF SERVICES.

If selected the Responder would be expected to perform the following services (as may be dictated by the Response to the RFQ/P):

2.1 Meet with District Staff to determine the site constraints of the fire station to be in a position to prepare an RFQ or RFP for services necessary for construction of a fire station at the location.

2.2 Provide the design for the Project in conformance with needs for fire station and compatible with the island, specifically Saint James City, (Florida Island Style) and with the existing Fire Station property.

2.3 Prepare reliable Budget Costs for the facility after preliminary design is completed.

2.4 Prepare and/or modify the Design Criteria Plan, as applicable.

2.5 Author and/or compile all necessary documents to make a complete and functional RFQ or RFP. The RFQ or RFP shall be capable of conveying the following to interested construction firms:

2.5.1 Project Introduction

- 2.5.2 Front End Contract Documents
 - 2.5.2.1 Drafting and preparation of all documents to facilitate all aspects of the process needed to build and design the proposed facility consistent with state law governing public building construction.
- 2.5.3 Procurement Method - Proposal based selection procurement.
- 2.5.4 Facility Appraisal and Spatial Relations Diagram with Space Needs report (the "Report").
- 2.5.5 Author and/or compile the detailed District's conceptual critical path towards occupancy of the permanent facility.
- 2.5.6 Author and/or compile the detailed Evaluation and Submittal Requirements.
- 2.5.7 Author and/or compile the detailed Certification requirements where appropriate based upon cost.
- 2.5.8 Author and/or compile the detailed Project Performance criteria and Programming Requirements.
- 2.5.9 Employ basic non-technical requirements as identified by District Staff and the Master Site Plan.
- 2.5.10 Provide technical requirements as identified and proposed by Responder through past project experience, as identified in the Report and as identified by District Staff.

2.6 Respond to questions and clarifications, after consulting with the District, during RFP preparations.

2.7 Review the submittals for completeness, prepare an evaluation chart of all submittals and assist in the preparation and be present during finalist interviews to field questions regarding the procurement process and the RFP document. The Responder shall also participate in discussion and evaluation of finalist candidates. All proposals will be publicly opened.

2.8 Act as the District's agent for review and response to requests for information after consulting with the District and make recommendations during the design and construction of the facility. The Responder will assist with all aspects of the Project, including Design, Construction and Commissioning, as well as Construction Manager-at-Risk (if and as directed by the District), in interpreting District requirements, assist in expediting approvals, attend progress meetings, review pay estimates, prepare biweekly update and review for compliance with the requirements in the RFP document.

2.9 Act as the District's agent to manage the construction process during the design and construction of the facility. This is limited to such services as are normally within the scope of Architecture services.

2.10 Insurance certificates customarily used for such work may be required from the successful Responder.

2.11 Attend and present draft and final Master Plan and Design to District Fire Board and to any community organization designated by the District. It is estimated that this will entail at least 5 meetings at Matlacha/Pine Island Fire Station.

3.0 MINIMUM QUALIFICATIONS

Experience with similar fire department facilities and services are highly desirable. Experience with fire department standards and regulations is highly desirable as well. Experience with fire districts and facilities in island communities, in flood-prone areas, and in environmentally sensitive areas is desirable.

4.0 SUBMISSION REQUIREMENTS

4.1 A complete proposal with the specified copies must be delivered by the date and time specified below and will be opened at that time and publicly announced.

4.2 Letter or list identifying the principal contact person for the Responder, providing the name, title, street address, and telephone and fax numbers.

4.3 Executive Summary, identifying the highlights of the submitted materials.

4.4 A narrative description including fee and cost structure outlining the Responder's approach to this project.

4.5 Organization and description of the project team. Include as a minimum the name(s) and experience of the principal people to be assigned to this Project.

4.6 Experience for three similar projects that includes a description of the project, services provided, budget for services and design/construction costs.

5.0 EVALUATION CRITERIA

Evaluation criteria for the responses to this RFP include but are not limited to the following:

5.1 Experience and professional certifications of key personnel.

5.2 Project approach and cost.

5.3 Evaluation of similar project experience and client references.

5.4 Extent of local (Ft. Myers and surrounding area) or State participation.

5.5 Overall quality of the submission, including technical and design aspects.

5.6 Whether firm or organization is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. See statute.

5.7 Criteria listed in Florida Statutes and other relevant state or federal laws.

6.0 SELECTION PROCESS

6.1 The receipt, solicitation, and review of the Proposals will be conducted in accordance with the Florida Statutes Sec. 287.055, and other relevant regulations.

6.1.1 Due to remoteness of the island, any person seeking further information may contact Chief Benjamin Mickuleit by telephone, fax or e mail. If the matter is substantive the Chief's response will also be given to any firm that has requested the Request for Proposal.

6.2 A discussion of the Scope of Questionnaire and RFP will be held by the Chief, or his designee, on Monday, January 22nd, 2024 at 3:00 p.m. at the Matlacha/Pine Island Fire Control District Fire Station 1, 5700 Pine Island Road, Bokeelia, Florida 33922.

6.3 Selection of the finalists will be based upon professional qualifications, past work experience and availability to meet critical path.

6.4 The finalists will be provided with relevant materials in preparation for interviews.

6.5 The proposals for design services will be ranked pursuant to the Consultants' Competitive Negotiation Act (CCNA) sec. 287.055, Florida Statutes with at least 3 being ranked in order. The Board will authorize the Chief to negotiate with the highest ranked Responder(s).

6.6 Following the contract negotiations, a recommended contract will be submitted to the District for approval. If an agreement on the contract cannot be reached, the Chief will so notify the District Board, and if the Board concurs, it will direct that negotiations cease and direct the Chief to commence negotiations with the next-ranked Responder. This process will continue until a contract is successfully negotiated or until the list of top-ranked firms have been exhausted.

7.0 SCHEDULE

7.1 RFP notice in the News-Press and distributed on or about Monday, January 8th, 2024.

7.2 RFP "In the Sunshine" RFP Presentation by Chief Mickuleit, or his designee, and Q&A Dialogue Monday, January 22nd, 2024 at 3:00 p.m.

7.3 RFP submittals due Thursday, February 29th, 2024, at 4:00p.m. and opened publicly by Chief Mickuleit, or his designee.

7.4 Finalists (top-ranked Responders) considered and ranked by the Selection Committee at a meeting to be held within thirty (30) days of RFP Submittal date in 7.3.

7.5 Finalists (top-ranked Responders) presented to the Board, and each will be asked to make a presentation at a meeting to be held within thirty (30) days of Selection Committee meeting date in 7.4.

7.6 Board will choose the Responder to be awarded contract (the “Top Responder”) at a meeting to be held within thirty (30) days of presentation meeting date in 7.5.

7.7 Contract negotiations with the Top Responder will begin the week after the Board meeting in 7.6.

7.8 District Board approval of contract will take place at a meeting to be held within thirty (30) days of choosing Top Responder as set forth in 7.6.

8.0 **SPECIAL CONDITIONS**

8.1 This RFP does not commit the District to procure or award a contract for work.

8.2 Respondents acknowledge and agree that the District will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit), or liabilities incurred by the Respondent as a result of, or arising out of, submitting a response to this Request for Proposal.

8.3 All information submitted in response to this RFP shall become the property of the District, and as such, may be subject to public review as public records.

8.4 The District reserves the right to cancel, alter, or amend this RFP. In such an event, all persons or firms who have received the RFP and have registered with the District will be notified in writing.

8.5 The District reserves the right to request clarifications from any or all submitting firms, however, the District shall not be required to request missing information from the respondents that may cause the submittal to be considered non-responsive.

8.6 The District reserves the right to waive any irregularities in the submittal and review process.

8.7 The District reserves the right to award a contract for any or all of the described work to one or more Responders, or to reject any portion of any proposal, or to reject any or all of the proposals. The District reserves the right to award the work, or any portion of the work, in a phased-in approach. The work is also subject to the ability of the District to obtain financing for the Project.