

# ADVERTISEMENT

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## REQUEST FOR ARCHITECTURAL QUALIFICATIONS RFQ# 2023-001

**City of Bonifay**  
**301 J. Harvey Etheridge Street**  
**Bonifay, FL 32425**  
**Phone: (850) 547-4238 ~ Fax: (850) 547-9014**  
**Email: [rickey.callahan@cityofbonifay.com](mailto:rickey.callahan@cityofbonifay.com)**

The City of Bonifay, Florida, will receive sealed Architectural Qualifications Packages for **Architectural Design Services for a Rural Infrastructure Fund grant project, D0240**, for the rehabilitation of two buildings at the former Bonifay Middle School located at 401 McLaughlin Avenue, Bonifay, FL. Revisions for industrial expansion and office space are to be designed for the following: 2,160-sf of plumbing, HVAC, electrical, appliances, fire suppression, building frame, two enclosed concrete walkway, wood, plastics, & composites, thermal & moisture protection, windows & glazing, doors & hardware; ±9,360-sf of finishes; ±7,200-sf of metal roofing and carpentry; earthwork, excavation, grading, compaction for a commercial loading dock.

Sealed Qualifications Packages will be received by the City of Bonifay, Florida, Florida at **301 J. Harvey Etheridge Street, Bonifay, FL 32425** until **3:00 PM on Friday, September 8, 2023**. RFQ Packages received after the designated time and/or date will not be considered.

Qualification Packages will be publicly opened and read aloud in the City of Bonifay, Florida city offices on the above appointed date and time. Late submittals will be returned to the sender unopened.

**Sealed Architectural Qualifications Packages must be clearly marked with the RFQ number.**  
**City of Bonifay Staff will enter the time and date of the opening.**

Mail or deliver to: **City of Bonifay, Florida**  
**301 J. Harvey Etheridge Street**  
**Bonifay, FL 32425**  
**Attn: Rickey Callahan, City Clerk**

**Scope:** Includes, but is not limited to professional Architectural services, including compliance with all applicable City of Bonifay procurement policy, and state and federal laws, statutes, administrative rules, contract provisions, acts, and procedural requirements.

**Copies of the Documents may be obtained from the City of Bonifay, 301 J. Harvey Etheridge Street, Bonifay, FL 32425 or requested via email to [rickey.callahan@cityofbonifay.com](mailto:rickey.callahan@cityofbonifay.com).**

The City of Bonifay, Florida reserves the right to: waive any technicalities; reject any and all Qualifications which are incomplete, conditional, non-responsive, or which contain additions not allowed for; reject any or all RFQ Packages in whole or in part with or without cause; and accept the Qualifications which best serves the utility.

**Publish: Panama City News-Herald 08/23/2023 and 08/27/2023**

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In order to be considered responsive, all Qualifications must be made in accordance with these Instructions to Proposers.

**1. DOCUMENTS.** The Request for Qualifications (RFQ) Documents may be obtained from the City of Bonifay, [hereafter referred to as the OWNER] 301 J. Harvey Etheridge Street, Bonifay, FL 32425.

EXAMINATION OF RFQ DOCUMENTS. It is the responsibility of each Proposer before submitting a Qualifications Package, to: a) Examine the RFQ Documents thoroughly; and b) Consider federal, state, and local laws and regulations, and local conditions that may affect cost, progress, or performance of the project.

**2. QUESTIONS.** Submit all questions about the RFQ Documents to the City of Bonifay, Florida, 301 J. Harvey Etheridge Street, Bonifay, FL, 32425 in writing no later than five (5) working days prior to the Qualifications Opening; Fax number: (850) 547-9014, Attention: Rickey Callahan, City Clerk, or email: [rickey.callahan@cityofbonifay.com](mailto:rickey.callahan@cityofbonifay.com). Written replies will be issued to all Proposers of record. Questions received less than five (5) working days before Qualifications opening cannot and will not be answered.

**3. DEFINITIONS.** Whenever, in these Instructions, the terms defined in the Contract are used (or pronouns used in place of them), the intent and meaning of such terms shall be interpreted as indicated in the Contract.

In addition, the following definitions shall apply:

- Qualification means an executed formal document submitted to the OWNER, Florida stating the goods, consultant services, and/or services, as applicable, offered by the proposer to satisfy the needs as requested in the request for Qualifications – all in accordance with the Consultants Competitive Negotiation Act (CCNA) Title 19, Section 287.055, Florida Statutes.
- Contract means the Goods Agreement between the successful proposer as vendor and the OWNER, Florida in the form attached to and included in the RFP Documents.
- Goods, consultant services, and/or services, as applicable, mean:
- Architectural Consulting Services for the above stated project, as per Section 287.055(2)(g), for architects selected for a procedure to provide the following:
  - A. Professional services (such as design) for projects in which the estimated construction cost for each individual project under the contract **does not exceed \$2 million**.
  - B. Study activity if the fee for professional services for each individual study under contract **does not exceed \$200,000**.
  - C. The Architectural contract will be for the duration of the agreed upon time between the City and the selected firm, and in accordance to the period of service outlined in the grant.
- RFQ Documents means the Contract and these Instructions to Proposers.
- Contractor means any person, firm or entity having a contract with the OWNER.
- Vendor means an actual or potential supplier of goods, services, and/or consultant services.

**4. QUALIFICATIONS PACKAGE.** Architectural Qualifications Packages shall be made in the manner set forth herein. The Qualifications Package shall consist of:

- A Cover Letter – single page and one sided. Minimum 10-point font. The cover letter shall include a Qualifications statement setting forth in detail how the Qualifications meets the Qualifications requirements and evaluation factors.
- The completed REQUIRED FORMS

- The Proposer shall not submit additional pictures, photographs, graphics, resumes, and data not specifically requested below and/or in the QUALIFICATION PACKAGE. Qualification Packages shall be stapled. Packages shall NOT be bound with covers, dividers, ring binders, comb bindings, etc.
  - Identification of all proposed subcontractors and Project Team Members, including professional resumes and applicable licensure or registration information.
  - Evidence of required registration and/or licensure as set forth in the RFP Documents.
  - One (1) original and three (3) copies of the fully completed and executed Qualifications Package shall be submitted. Qualification Packages submitted after the time and date specified will not be considered and will be returned unopened.
5. SUBMITTAL. Submit the entire Qualification Package (one (1) original and three (3) copies) in a sealed envelope. Identify the envelope with: (1) Project Name, (2) Name of Proposer, (3) Qualifications Number. Submit Proposal Package in accordance with the Request for Qualification /Advertisement. All items in the Qualifications Package required for responsive Qualification shall be included.
- a. WITHDRAWAL OF Qualification Package. The Qualifications may be withdrawn by the Proposer by means of a written request, signed by the Proposer or its duly authorized representative. A written request must be delivered to the place specified in the Request for Qualification /Advertisement for the receipt of Packages prior to the scheduled closing time for receipt of Qualifications. Modifications will not be accepted or acknowledged.
6. DISQUALIFICATION. More than one Qualifications from an individual, firm, partnership Qualification, corporation, or association under the same or different names will not be considered. If the OWNER believes that collusion exists among Proposers, all Qualifications will be rejected.
7. PRE-BID MEETING: N/A [*Pre-bid meetings are not normally held for Architectural Qualifications*]
8. OPENING. Qualifications will be publicly opened as announced in the Request for Qualifications/Advertisement.
9. QUALIFICATIONS REQUIREMENT: In Accordance with QUALIFICATIONS PACKAGE.
10. EVALUATION FACTORS. The evaluation factors include, but are not limited to, innovation; project approach and methodology; capability; qualifications, experience; price; and past performance with other entities or the OWNER.
11. QUALIFICATIONS PACKAGE EVALUATION. The OWNER shall award to the responsive and qualified proposer whose Qualifications are determined to be the most advantageous to the OWNER. Evaluation of Qualifications shall be based on the evaluation factors set forth in the request for Qualifications and any other relevant information obtained through the evaluation process.
- Cover Letter – single page / 1 sided
  - Qualifications/Capabilities of Firm
  - Experience of Architect/Architectural Firm Design – 5 similar projects
    - Higher points will be awarded for projects with funding.
    - Performance
    - Satisfactory record of integrity
    - Architectural Team Composition - Team members & assignments
  - Project Scope & Approach
  - Proposed Fee
12. MINIMUM SCOPE OF WORK. The scope of work should include at a minimum Architectural Design Drawings, Technical Specifications, & Bid Documents conforming to include the following components:
- 2,160-sf of plumbing, HVAC, electrical, appliances, fire suppression, building frame, enclosed concrete walkway, wood, plastics, & composites, thermal & moisture protection, windows & glazing, doors & hardware.

- ±9,360-sf of finishes.
- ±7,200-sf of metal roofing and carpentry; earthwork, excavation, grading, compaction for a commercial loading dock.

13. STANDARD OF QUALIFICATION. All awards made by the OWNER, whether obtained by invitation to bid/advertisement, or request for information, Qualifications, or quotation, shall consider whether the prospective contractor/vendor meets the standard of qualification. Factors to be considered in determining whether the standard of qualification has been met shall include whether a prospective contractor/vendor has the available the appropriate financial, material, equipment, facility, and personnel.
14. QUALIFICATIONS OF CONTRACTOR/VENDOR. The prospective contractor/vendor shall supply information requested by the OWNER concerning the qualification of such contractor/vendor. If such contractor/vendor fails timely to supply the requested information, the OWNER shall base the determination of qualification upon any available information or may find the prospective contractor/vendor non-qualified if such failure is unreasonable.
15. RESERVATION OF RIGHTS. The OWNER reserves the right to waive any informality or irregularity in any Qualification Package received, or reject any and/or all Architectural Qualifications, or re-advertise. The OWNER reserves the right to cancel the award of any Contract at any time before the execution of such Contract by all parties without any liability to the OWNER. For and in consideration of the OWNER considering Architectural Qualifications Packages submitted, the Proposer, by submitting its Qualifications, expressly waives any claim to damages, of any kind whatsoever, in the event the OWNER exercises its right to cancel the award in accordance herewith. In the event only one responsive Qualifications is received, the OWNER reserves the right to award to the sole proposer; re-advertise the request for Qualifications, with or without making changes to the evaluation factors; or elect not to proceed. The OWNER reserves the right to select, from among the various Qualifications alternates, those alternates to be included in the final Contract as well as the right and option to award or re-solicit Qualifications alternates in any sequence or at any time deemed to be in the best interest of the OWNER.
16. AWARD. Notice of the intent to award shall be posted at the location set for Qualifications submission for a period of (5) business days. The award shall be made in accordance with the provisions of the request for Qualifications.
17. EXECUTION OF CONTRACT. The Contract between Proposer and the OWNER shall be in the form of the "Consultant Agreement." The successful Proposer shall assist and cooperate with the OWNER in executing the Contract, and within fourteen (14) calendar days following its presentation shall execute same and return it to the OWNER along with the Insurance Certificates and any other documentation that may be required by the Contract Documents to be submitted at that time.
18. AVAILABILITY OF FUNDS. The obligation of the OWNER to enter into the Contract with the accepted Proposer is subject to the availability of funds lawfully appropriated for the services by the OWNER.
19. REGISTRATION OR LICENSE. The Proposer shall have the necessary professional registrations, certifications, and licenses necessary to perform the work and comply with federal, state, and local requirements and regulations.
20. PUBLIC ENTITY CRIMES. Pursuant to Florida Statutes section 287.133(2)(a), all Proposers are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold

amount provided in Florida Statutes section 287.017 for CATEGORY TWO (currently \$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

- A “Public entity crime” means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with the State of Florida, any of its departments or agencies, or any political subdivision of the State of Florida, or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
21. TAXES. Cost of all applicable sales and other taxes for which the Proposer is liable under the Contract shall be included in the Qualifications.
22. Insurance. The proposer shall have or obtain the necessary professional liability, general liability, owners’ liability, automobile liability, and worker’s compensation to perform the work and comply with federal, state and local requirements.