

## **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES**

TO ALL INTERESTED PARTIES:

The LaBelle Fire Department (City of LaBelle) hereby requests proposals from qualified individuals or companies for the provision of professional architectural and consulting services to the City. The City of LaBelle is a political subdivision of the State of Florida responsible for fire rescue and emergency medical services in West Hendry County. The LaBelle Fire Department operates and maintains fire and rescue facilities in the LaBelle, Florida area. The LaBelle Fire Department is presently contemplating the renovation hardening of an existing fire station in LaBelle, Florida.

In order to complete the City's projects, the City intends to retain the services of a licensed architectural firm or individual to serve as City architect experienced in design, construction oversight, general architectural advice, and the planning, permitting and design phases of building construction. The selected individual or firm must be capable of providing the City with complete architectural design services and related professional services for the construction of new facilities, and for the demolition of existing facilities. The selected individual or firm should be able to demonstrate adequate experience in dealing with public works projects, preferably within the tri-county area. Experience with the construction contracting process and the bidding out of construction and/or demolition work for the project is requested, as well as the ability to administer related construction contracts signed by the City. The selected firm or individual should further be familiar with the facilities design requirements for fire rescue stations and should be capable, upon request, to provide the City with feasibility and/or compatibility studies for the City's intended purposes at the project site.

The individual or company selected will take assignments on a project-by-project basis. Individual work orders will be negotiated as the City's needs arise. The agreement entered into between the individual or company and the City for City architectural services will be a continuing contract which shall automatically be renewed each year on its anniversary date for up to five (5) years unless either party terminates the agreement by written notice at least 30 days prior to its anniversary date.

Interested proposers may obtain a packet of information specifying details regarding the proposal and selection process at:

City of LaBelle  
481 W Hickpochee Ave  
LaBelle, FL 33935  
863-675-2872

**All proposals should be sealed and submitted to the City of LaBelle at P.O. Box 458, LaBelle, FL 33975, Attention Tijauna Warner on or before 2:00 p.m. on **October 1, 2024**.** Any proposals received after this time will not be accepted under any circumstances. Proposals delayed for any reason shall not be considered. Late proposals will be returned to the respondent unopened. Faxed proposals will not be accepted.

The City reserves the right to reject all proposals in its discretion. The City also reserves the right to waive irregularities and technicalities and to re-advertise for additional proposals. All costs and expenses related to preparation and submission of a proposal are the responsibility of the

proposer. Questions related to the submission of a proposal should be directed to Fire Chief Brent Stevens at 863-675-1537

The City does not discriminate on the basis of age, race, color, sex, religion, national origin, disability or marital status.

**INFORMATION AND SPECIFICATIONS REQUIREMENTS  
FOR SUBMISSION OF ARCHITECTURAL SERVICES PROPOSALS  
TO THE LABELLE FIRE DEPARTMENT AND CITY OF LABELLE**

**INFORMATION PACKAGE AND REQUIREMENTS FOR RFP RESPONSE**

**A. General Information and Requirements for Complete Proposal**

1. The name and address of the proposer must be provided, including any fictitious name used pursuant to Florida law.
2. If the proposer is a business entity, evidence of good standing in the form of a current certificate from the Florida Department of State and the name of a responsible officer, partner or member of the entity must be provided.
3. Evidence adequate for the City Selection Committee to determine whether the proposer is a licensed, qualified architectural firm or individual engaged in the lawful practice of architecture in Florida with extensive experience in Florida and Hendry County.
4. The closest business address of the proposer to Labelle Fire Department.
5. A list of up to five (5) representative local governmental clients and a list of five (5) representative private sector references in Florida whom the City may contact for a reference.
6. Preference will be given to otherwise substantively equal proposers whose business is located within the boundaries of the LaBelle Fire Department District.
7. Completed proposals including all of the listed information should be sealed and submitted or mailed to P.O. Box 458 LaBelle, FL 33975, Attention Tia Warner, City of Labelle Clerk, on or before 2:00 p.m., September 1, 2024. Four (4) copies of the proposal must be provided.
8. Proposals received after the deadline will not be accepted under any circumstances. Late responses will be returned to the respondent unopened.
9. All costs of preparing a proposal are the responsibility of the proposing party.
10. Faxed proposals will not be accepted.
11. Selection and engagement by the City must be in accordance with the provisions of the Consultants Competitive Negotiation Act, Section 287.055, Florida Statutes.

**B. Proposal Specifications**

All proposals must include in the order listed, without limitation, the following information:

1. Qualifications

- a. An overview of the proposer including, if applicable, the number of business offices, partners, members, shareholders and professionals employed by the proposer.
  - b. The number and type (city, county, district) of governmental clients served and the number and type of private sector clients served.
  - c. A description of any disciplinary actions or lawsuits that have been instituted or proposed against the proposer during the last three (3) years, and any pending disciplinary matters or lawsuits of which the proposer is aware (these disclosure requirements pertain to all officers, directors, shareholders, partners, members and other licensed professionals employed by the proposer).
  - d. A credit report prepared within 60 days of submission of this proposal demonstrating the financial validity of the proposer. Such report may be provided by a reputable, independent credit reporting agency.
  - e. Evidence of General Commercial Liability insurance coverage of not less than three million dollars (\$3,000,000.00); Automobile liability coverage of not less than one million dollars (\$1,000,000.00); Professional liability coverage of not less than one million dollars (\$1,000,000.00); and Worker's Compensation Insurance coverage of not less than the Florida minimum statutory requirements.
  - f. Evidence of knowledge of applicable Florida law and architectural design criteria for public facilities in general and fire rescue facilities in particular.
  - g. Description of experience and familiarity with projects of a similar nature, including dates and project description.
2. Staffing
- a. Description of the proposer's current and projected workloads and the management structure or organization proposed for the provision of the architectural services necessary to meet the City's needs.
  - b. If subcontractors or subconsultants will be used, this arrangement should be adequately explained and the qualifications of the participating subcontractor(s) or subconsultant(s) disclosed in accordance with the provisions of Item B.1 above.
  - c. Indicate the business office of the proposer that will staff the upcoming engagement with the City.
  - d. Provide brief resumes of the individuals that will be involved with the upcoming engagement, including but not limited to:
    - (1) formal and any supplemental education;
    - (2) a list of governmental/private clients served by each staff member.
  - e. Statement of willingness to work within the City's time requirements as well as its budget requirements.
3. Approach to Architectural Services

- a. The proposer's expectations for administrative assistance and dialogue between the proposer and the City (i.e. anticipated meetings, conferences, interviews).
  - b. Describe how the architectural services work will be provided.
- 4. Miscellaneous
 

All proposers should address the following issues in preparing a proposal:

  - a. Proposers should be familiar with particular design constraints for the construction of fire rescue facilities.
  - b. The proposer should have a working familiarity with Federal, State and local environmental regulations, including the Federal Clean Water Act, the Federal Endangered Species Act, and Florida's Water Resources Act. The proposer should also have a working familiarity with the City of LaBelle Comprehensive Plan and any applicable land development regulations.
  - c. The proposer should have some familiarity with regulatory staff of Federal, State and local governmental agencies from whom the proposer will be expected to acquire all necessary permits and authorizations to construct the project.
  - d. The proposer should have extensive knowledge of design standards and National and State design criteria for the construction of fire rescue facilities.
  - e. The proposer should assume the project will include routine recurring coordination with the Fire Chief and designated staff in order to ensure that the final design is consistent with the needs of the City.
  - f. The proposer should assume there will be periodic reports to the Board of City of LaBelle Commissioners on the status of a project and its progress.
  - g. The proposer should provide for the possibility of oversight of the ultimate construction and implementation of the facility.

#### C. Inquiry/Inspection

Any proposer is invited to inspect the project premises and make inquiry regarding any issues related to architectural services for the City's facility needs. All questions should be directed to Chief Brent Stevens at the LaBelle Fire Department 280 S Main Street, LaBelle FL 33935, phone number: (863) 675 1537.

#### D. Selection Process

- 1. All proposals will be reviewed by the City Selection Committee (the "Committee") at a meeting open to the public. Interested parties are advised to contact Fire Chief Brent Stevens at 863-675-1537 for the date, time and agenda of said meeting. The Committee shall be comprised of three city staff members selected by the Fire Chief.
- 2. The Committee will evaluate each proposal and select no fewer than three (3) proposers deemed to be the most highly qualified to perform the required services. Factors that will be considered in evaluating proposals shall include, but are not limited to:
  - a. Completeness, accuracy and neatness of the proposal;

- b. Compliance with these specifications requirements;
  - c. Ability of the professional personnel;
  - d. Past performance and relevant experience;
  - e. Willingness to meet time and budget requirements;
  - f. Location of designated business office;
  - g. Current and projected workloads;
  - h. Minority Business Enterprise Status;
  - i. Drug Free Workplace Policy
- 3. Upon selection of the three (3) highest ranked proposers, all proposers will be notified of the Committee's selection within fourteen (14) calendar days and the entire matter of the selection process introduced for discussion and/or ratification at the next regularly scheduled meeting of the City Commission.
- 4. In its discretion, the Committee may invite each of the three (3) most highly qualified proposers to discuss their proposals and/or make public presentations regarding the same at the meeting of the City Commission where the Committee's rankings will be presented.
- 5. Once the City Commission has held a meeting to consider and formally adopt or revise the Committee's rankings, the Fire Chief and the highest ranked proposer as approved by the City Commission shall schedule a meeting to negotiate a satisfactory contract for the rendition of professional architectural services to the City. If an agreement on a contract cannot be reached within a reasonable period of time in the Fire Chief's discretion, the negotiations shall be formally terminated and undertaken with the second ranked proposer until an agreement or an impasse is reached within a reasonable amount of time within the Fire Chief's discretion. In the absence of an agreement or in the event of an impasse with the second ranked proposer as described above, negotiations shall be formally terminated with the second ranked proposer and undertaken with the third ranked proposer until an agreement or an impasse is reached within a reasonable period of time in the Fire Chief's discretion.
- 6. After progressing through negotiations with each top-ranked proposer as described above, the Fire Chief may reopen and terminate continued formal negotiations with any one of the three top-ranked proposers at any time, in the Fire Chief's sole discretion, though the Fire Chief may not negotiate with more than one of the top-ranked proposers at a time.
- 7. The Fire Chief will negotiate the scope and quality of services being offered and reach a final agreement based upon a detailed analysis of the cost of the professional services being offered.
- 8. If the Fire Chief is unable to negotiate a satisfactory contract with any of the top-ranked proposers, the Fire Chief may select additional proposers and continue negotiations in accord with the process outlined above until an agreement is reached, or the Fire Chief may terminate all negotiations and re-advertise for additional architectural services proposals.
- 9. Upon successful negotiation of a contract with the selected proposer, the Fire Chief shall execute the agreement.

E. Public Entity Crimes

Section 287.133(3)(a), Florida Statutes, requires submission of a sworn statement regarding Public Entity Crimes which must be signed and notarized and submitted with the proposal. A form for this purpose is attached hereto.

F. Withdrawal of Proposals

1. Proposals may be withdrawn either in writing or in person through an authorized representative at any time prior to the submission deadline. Once opened, responses may not be withdrawn or modified except to the extent agreed to by the City during subsequent contract negotiations.

2. Once a proposal is received, it becomes the property of the City and may not be returned to proposers even when they are withdrawn from consideration.

G. Public Inspection of Proposals

Proposals may be made available for public inspection at the time the City posts notice of its decision or intended decision concerning the award or within ten (10) days after bid or proposal opening, whichever is earlier, pursuant to Section 119.07(3)(m), Florida Statutes.

H. Drug Free Workplace

Among otherwise equally ranked proposers, preference shall be given to businesses with a bona fide drug-free workplace program in place. Qualified businesses may attach evidence of the same in the form of the Drug-Free Workplace Certificate attached hereto.

I. Statement of Minority Business Enterprise Status (or Non-Minority Status)

Proposers shall submit a statement as to Minority or Non-Minority status under the Florida Small and Minority Business Assistance Act of 1985. Preference shall be given to proposers demonstrating qualified minority status under the law, but the failure to include a statement as to minority or non-minority status shall be conclusively deemed to mean that non-minority status applies.

J. The City does not discriminate on the basis of age, race, color, sex, religion, national origin, disability or marital status.

K. Pursuant to Section 787.06(13), Florida Statutes, when a contract is executed, renewed. Or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in that section. For purposes of this provision, the term “governmental entity” has the same meaning as in Section 287.138(1), Florida Statutes.