

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES FOR  
*Dorothy Lumley Melrose Center for Technology,  
Innovation & Creativity***

**Issue Date: October 26, 2012**

**Due Date: November 16, 2012**

**Purpose:** The Orange County Library System (Library), an independent special taxing district, is soliciting written qualifications from Florida-licensed architectural firms (Firms) to provide professional services for the design of the Dorothy Lumley Melrose Center for Technology, Innovation & Creativity (Center). The Library's goal is to develop the Center, which will be located on the second floor of the Main Library, 101 East Central Blvd., Orlando, to support the acquisition of knowledge through hands on experience and experimentation with video and audio technology and a "makerspace". The responses to this Request for Qualifications (RFQ) are to include architectural, engineering, and interior design services through the final certificate of occupancy and commissioning of building systems.

**RFQ Project Coordinator:** Upon release of this RFQ, all Firm communications concerning this RFQ should be directed in writing to the RFQ Project Coordinator listed below.

Name: Steve Powell, Facilities and Operations Department Head

E-Mail: [powell.steve@ocls.info](mailto:powell.steve@ocls.info)

**Background Information:**

**Services Required:** The architectural, engineering, interior design, and construction administration services required are described in Attachment A, Scope of Services, and Attachment B, Revised AIA B101 Form of Agreement. Attachment C reflects an additional scope of services that the Library may assign to the Firm at the Library's sole option and discretion.

**Concept Overview:** The Center's Concept Overview (owner's program) is shown in Attachment D.

**Time and Qualifications:** Upon successful contract approvals and negotiation, the time of performance for the design, engineering, interior design, and construction administration shall be from the date of contract execution through an estimated completion date of December 2013. A lump sum contract for professional design services and contractual completion date shall be negotiated after the successful Firm is selected.

**Instructions to Firms:** All responses must be received by Library no later than 3:00 p.m. (EST) on November 16, 2012. The Firm is responsible for timely delivery of its response to:

Orange County Library System  
 Attn: Steve Powell, Facilities and Operations Department Head  
 101 East Central Blvd.  
 Orlando, Florida 32801

Responses must be sealed in one package and clearly labeled “ARCHITECTURAL, SERVICES” FOR Dorothy Lumley Center for Technology, Innovation & Creativity.

All responses must be signed by an officer or employee having authority to legally bind the Firm.

All information submitted will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All responses and accompanying documentation will become the property of the Library and will not be returned.

Responses received later than the submittal due date and time will not be considered. Firms accept all risks of late delivery of mailed and hand delivered responses regardless of fault. Faxed and e-mailed responses will not be accepted.

Any response may be withdrawn prior to the date and time the responses are due. Any response not withdrawn prior to the date and time responses are due, will constitute an irrevocable offer, for a period of ninety (90) days, to provide the Library with the services as specific in the response.

**Preliminary Schedule:** These dates are estimates only and are subject to change by the Library.

<b>Event</b>	<b>Date</b>	<b>Time</b>
Announcement of RFQ	October 26, 2012	N/A
Question Submission Deadline	October 31, 2012	3:00 P.M.
Question Responses Posted	November 5, 2012	3:00 P.M.
Qualification Package Due	November 16, 2012	3:00 P.M.
Qualifications Evaluated (Part 1 & 2)	November 19- November 23, 2012	N/A
Inform Firms of Short Listed Rankings	November 26, 2012	N/A
Firm Oral Presentations	December 3, 2012	TBD
Final Evaluation (Part 3)	December 6, 2012	TBD
Library Board of Trustees ranking and approval	December 13, 2012	TBD
Notice of Intent to Enter Negotiations with First Ranked Firm	December 14, 2012	N/A
Contract Negotiations	December 17- December 21, 2012	TBD
Tentative Date to Award Contract	December 21, 2012	N/A

**Project Site Visit:** It is not mandatory to do a site visit but if the Firm would like one, contact the Project Coordinator to coordinate the visit.

**Firm Presentations:** Oral presentations and interviews of at least three short listed Firms, will be held at 101 East Central Blvd. Attendees from Firm must include: Lead Architect and Project Manager. Firm may choose to include up to two additional attendees if felt necessary.

**Submittal Instructions:** The response must be submitted on 8-1/2" X 11" paper, 12-point font, numbered, with headings, sections, and sub-sections that directly correlate/address specifically ALL required submittal information in their respective order identified below. Interested Firms must submit five (5) hard copies.

**A. Title Page:** Identify the RFQ subject, name of Firm, Firm's address, phone and facsimile number, primary point of contact, primary point of contact's title, mailing address, e-mail address for receipt of notifications, and date of submittal.

**B. Table of Contents:** Provide identification of the material by section and by page number.

**C. Letter of Transmittal:** Briefly state the understanding of the Firm regarding the work to be performed and make a positive commitment to perform the work within the specified time period.

Include the following:

- Type of business (sole proprietorship, partnership, corporation, etc.); and
- State of incorporation; and if the entity is a certified minority business
- Headquarters location and if any offices are located in the State of Florida; and
- Include the names and contact information of the persons who will be authorized to make representations for the Firm; and
- Be signed by a representative who is authorized to contractually bind the Firm and include the agent's title or authority.

**D. Profile and Qualifications:** Experience and qualifications of the firm and proposed project specific staff.

**1. Firm Organization Description:** Give a brief history of the organizational structure of the firm, including the organization's date of inception. Indicate number of employees, and identify if the firm has a minority, women, and/or service disabled veteran business status with the Orange County of the City of Orlando. Provide a web address for the Firm.

**2. Previous Experience:** In order to submit a response to this RFQ, Firms must be experienced in providing building renovation design and construction administration services for at least on public project with a total construction cost in excess of \$5,000,000. Provide current/past performance within the last 10 years of the Firm in successfully completing projects of similar size scope and complexity or larger. Past experience in design, engineering and construction administration of technology facilities

will be of particular interest. Indicate the specific services provided by the Firm; this should include all “in-house” services provided by direct employees of the proposing Firm.

**3. Qualifications of Sub-consultants:** Describe background/qualifications of sub-consultants (if any), sub-consultant assignments, and percentage of sub-consultant involvement. If available, provide web addresses for the sub-consultants.

**4. References:** Provide at least three references, including contact names and phone numbers, for projects of similar scope and complexity completed in the last 10 years.

**5. Key Personnel:** Provide biographies/resumes of proposed Lead Architect, Project Manager, and all other key design lead members of the staff/team that will be assigned to this effort. The biographies shall include their position, years of experience, tenure with the Firm and similar success to Library’s requirements. Include an organization chart clearly identifying key personnel, their functional role, the firm they are employed by, and their primary work location.

**6. Conflict of Interest:** Indicate any potential conflicts of interest with the Library.

**7. Legal:** Provide list of all lawsuits by and against the Firm and sub-consultants over the past five years.

**E. Scope of Services:** Each response must address, at a minimum, a description of the Firm’s approach to the design concepts and the Scope of Services as stipulated in Attachment A, a milestone schedule for all phases of the project, any additional supporting documentation to show understanding of the intent of the design and scope of services, and any comments or recommendations regarding the contents of the scope of services. Also include a list of all permits required for the project and the estimated processing time for each permit.

**F. Additional Information:** The Firm may choose to provide any additional relevant information in this section. If there is no additional information to present, state in this section, "There is no additional information that we wish to present".

**Selection of Firm Using Competitive Negotiations:** The Library shall use a competitive negotiation process (section 287.055 of the *Florida Statutes*) in selecting the Firm. Firm responses shall be evaluated by the Library. Three or more Firms deemed as best suited and qualified shall be selected by a committee of at least 3 Library employees for discussions and/or presentations, ranking, and subsequent negotiations with the highest ranked Firm.

**Evaluation Criteria:** Firms will be evaluated on the following criteria:

- A. Qualifications/Experience: Firm and sub-consultant (if any) qualifications and experience.
- B. Background/Key Personnel: Firm experience and qualifications of key personnel and references.
- C. Proposed Approach: Firm's proposed approach to providing the services as described in Scope of Services, Attachment A, and AIA B101 Form of Agreement, Attachment B.
- D. Schedule/Timeline: Firm's commitment to meeting the documented schedule in order to meet the goals of the Library.
- E. Other Relevant Factors: As set forth in subsection 287.055(4) of the *Florida Statutes*.

**Ranking:** Firms will be ranked in a three-part process:

**Part 1.** Responses received will be evaluated to ensure that Firms have met the submittal requirements stated in this RFQ.

**Part 2.** Responses received that have met the submittal requirements will be evaluated and ranked in accordance with the RFQ evaluation criteria listed above. A ranking will be established by totaling the sum of the scores. No less than three (3) Firms will be scheduled for oral presentations. Neither the ranking nor the total scores established for the short-listing will be carried forward to the next step of the process.

**Part 3.** Short-listed Firms will be required to make oral presentations and answer questions. After the presentations, the Selection Committee will re-score each of the short listed Firms using the evaluation criteria listed above. The final scores will in turn determine the final rankings, which require approval by the Library Board of Trustees.

The Library reserves the right to reject any or all responses, for any reason, and will not be liable for any Firm for cost incurred in connection with the preparation and submittal of a response or response to this RFQ.

The Library intends to contact client references listed by the Firm in its response.

Once the Library Board of Trustees approves the final rankings, the Library will attempt to negotiate an agreement with the top-ranked Firm. If no agreement is reached with the top-ranked Firm, negotiations will be terminated and initiated with the second-ranked Firm, and so on, until an agreement is reached. The successful Firm shall be required to execute an agreement in substantially the form of Attachment B which provides, among other things, for a lump sum contract and Date of Substantial Completion, professional liability insurance, and that any and all plans, drawings, reports, and specifications that result from Firm's services shall be the property of the Library.

All responses accepted by the Library are governed by this RFQ and any and all additional Terms and Conditions submitted by any Firm are rejected and shall have no force and effect.

**Compliance with Laws:** Firm shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of such laws shall be grounds for immediate contract termination.

**Convicted Vendors:** A person or affiliate placed on the convicted Vendor list pursuant to Section 287.133 of the *Florida Statutes* following a conviction for a public entity crime is prohibited from submitting a bid, response, or entering into a contract to provide any goods or services to the Library for a period of thirty-six months from the date of being placed on the convicted Vendor list.

**Discriminatory Vendor:** An entity or affiliate placed on the discriminatory Vendor list pursuant to Section 287.134 of the *Florida Statutes* is prohibited from submitting a bid, response, or entering into a contract to provide any goods or services to the Library for a period of thirty-six months from the date of being placed on the discriminatory Vendor list.

**Firm's Representation and Authorization:** In submitting a response, each Firm understands, represents, and acknowledges the following (if the Firm cannot so certify to any of following, the Firm shall submit with its response a written explanation).

- Firm warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for Firm to solicit or secure a contract with the Library 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 Firm any fee, commission, percentage, gift, or other consideration contingent on or resulting from securing a contract with the Library.
- The Firm is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the response, the Firm, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- To the best of the knowledge of the person signing the response, the Firm has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The response is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.

- The Firm has fully informed the Library in writing of all convictions of the firm, its affiliates (as defined in subsection 287.133(l) (a) of the *Florida Statutes*), and all directors, officers, and employees of the firm and its affiliates for violation of Federal or State Antitrust laws with respect to a public contract for violation of any Federal or State law involving fraud, bribery, collusion, conspiracy or material misrepresentation. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
- Neither the Firm nor any person associated with it in the capacity of owner, partner, Director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of funds: -Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or -Has within the preceding three (3) years of this certification had one (1) or more Federal, State, or local government contracts terminated for cause or default.
- The Firm shall indemnify, defend, and hold harmless the Library and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Firm's preparation of its response.

**Trade Secrets and Proprietary Confidential Business Information:** Trade secrets and proprietary confidential business information are not solicited, nor desired, as information to be submitted with responses. The *Florida Statutes* and the State Constitution will govern whether information in a response is confidential or exempt from the Public Records Act. If information is submitted in the response, which the Firm deems to be a trade secret or proprietary confidential business information under the provisions of section 288.075 of the *Florida Statutes*, or any other *Florida Statutes*, the information shall be submitted with the response in a separate, clearly marked envelope referencing the specific statutory citation for such exemption. In no event will the Library be liable in any manner whatsoever to Firm if Firm submits information which Firm believes is confidential or exempt from the Public Records Act and which the Library, in its sole discretion, deems not to be confidential or exempt.

**Firm's Cost to Develop Response:** Costs for developing responses responsive to this RFQ are entirely the obligations of the Firm and shall not be chargeable in any manner to the Library.

**Rejection of Responses:** The Library reserves the right to reject any and all responses for any reason whatsoever.