

ADDENDUM No. 2
TO
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
SANIBEL ISLAND FIRE & RESCUE DISTRICT

The Sanibel Island Fire & Rescue District hereby amends and clarifies the Request for Qualifications for Professional Services published January 24, 2023 as follows:

- Remove Page 15 and replace with Page 15 Addendum No. 2
- Remove Page 17 and replace with Page 17 Addendum No. 2
- Remove Page 18 and replace with Page 18 Addendum No. 2
- Remove Page 20 and Replace with Page 20 Addendum No. 2
- Remove Page 24 and replace with Page 24 Addendum No. 2
- Addition of Attachment "A": Forms

This Addendum Number 2 includes the minutes of the Pre-Proposal Meeting dated 2/7/23

SECTION 4 INSTRUCTIONS FOR SUBMITTING A PROPOSAL

4.1 SUBMISSION REQUIREMENTS

Submit the following information and documents with the Proposal. Failure to do so may cause the Proposal to be deemed non-responsive. Proposals deemed non-responsive will receive no further consideration.

Each Proposal must contain the following documents and forms required by Sections 4.1.1 through 4.1.3, fully completed, and signed as required. Proposers shall prepare their Proposal utilizing the same format outlined below in Section 4.2, Proposal Submission Format. Each item of the Proposal, as stipulated in Section 4.1.1 and 4.1.3, shall be separated by a tabbed divider identifying the corresponding item number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers shall not include any documents not specifically required or requested. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Panel.

Hard cover binders shall not be used in the submission of the Proposal. Proposers should also make every effort to utilize recycled paper in preparing its Proposal. Double-sided printing is permitted, provided that the Proposal complies with the format set forth in Section 4.2.

Do not include additional information not requested in this RFQ, unless specified in an Addendum. This RFQ requires the use and submission of specific SFRD forms. SFRD forms shall not be expanded or altered. Additional pages may not be added unless the form specifically states that pages can be added. Failure to utilize SFRD's forms will result in the rejection of the Proposal as non-responsive.

4.1.1 Content of Qualifications and Experience Requirements:

All forms referenced in Sections 4.1.1 through 4.1.3 are required (as applicable). These forms are attached as Attachment "A".

A. Table of Contents

The Table of Contents should follow in sequential order the sections and documents specified in Section 4.1.1 through 4.1.3, including all documents requested in subsections. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

B. Proposal Letter

Proposer may choose (optional) to complete and submit Form RFQ-PCL-001 for this section of the Proposal. A proposal letter shall be included.

C. Narrative

Proposer may choose (optional) to use Form RFQ-PN-002 for this section of its Proposal. Provide a brief overview of the Proposer's firm and why the Proposer is the most qualified for this Project. A narrative shall be included.

D. Qualifications of the Prime Consultant/Lead Architect/Urban Planner

Proposers shall complete and submit Form RFQ-QPCLAUP-003 for this section of its Proposal. Proposers must possess a minimum of three years of professional experience providing architectural and/or engineering for similar projects. In addition, Proposers must have been practicing as a registered architecture or engineering firm authorized to conduct

including a minimum of three (3) years' architecture and/or engineering design experience, and having served as a lead architect or lead engineer on at least three completed or ongoing similar projects, within the last three years, similar in size, scope, and complexity to the Project described in this RFQ. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full-time personnel assigned to the project, and the total value of the project in terms of the entire cost. Proposer shall also provide a one-page resume reflecting the LAE's education, experience, and qualifications as they relate to this Project.

Failure to meet the stipulated experience requirement and submit proof of three completed or ongoing projects similar to the Scope of Services herein, including resume, shall result in a non-responsive determination for the Proposal. One Form RFQ-ELAE-006 needs to be submitted for each referenced project.

A. Experience of the Civil/Environmental Engineer

Proposer shall complete and submit Form RFQ-ECEE-007 for this section of its Proposal for each Engineer. Proposers shall identify the Engineer's number of years of experience in the required professional services.

Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the Engineer requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."

Additionally, a detailed resume is required to be submitted for each Engineer that reflects each of the Engineer's education, qualifications, and experience within the last three years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

Failure to meet the stipulated experience requirement and submit proof of one completed or ongoing project, including resume, for each, shall result in a non-responsive determination for the Proposal.

B. Experience of the Adaptation Specialist

~~Proposer shall complete and submit Form RFQ-EAS-008 for this section of the Proposal for the Adaptation Specialist. Proposer shall identify the Adaptation Specialist's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrate satisfaction of all the Adaptation Specialist requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."~~

~~Additionally, a detailed resume is required to be submitted for the Adaptation Specialist that reflects the Adaptation Specialist's education, qualifications, and experience within the last three years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.~~

~~Failure to meet the stipulated experience requirement and submit proof of one completed~~

or ongoing project, including resume, shall result in a non-responsive determination for the Proposal.

C. Qualifications and Experience of Sub-Consultant(s)/Sub-Contractor(s)

Proposers shall complete and submit Form RFQ-QSC-009 and RFQ-ESC-010 for this section of its Proposal. Proposer shall identify the Sub-Consultant/Sub-Contractor's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrate satisfaction of all the Adaptation Specialist requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."

Additionally, a detailed resume is required to be submitted for the Sub-Consultant(s)/Sub-Contractor(s) that reflects the Sub-Consultant(s)/Sub-Contractor(s)'s education, qualifications, and experience within the last three years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

Failure to meet the stipulated experience requirement and submit proof of one completed or ongoing project, including resume, shall result in a non-responsive determination for the Proposal.

Proposer also must disclose, in detail, any and all judgments, assessments, impositions, charges, suits, actions, decrees, orders, claims, arbitrations, and back charges asserted or awarded against the Sub-Consultant(s)/Sub-Contractor(s) in the past seven years, which exceed \$100,000.00. Proposals that do not contain such documentation may be deemed non-responsive.

D. List of Sub-Consultants/Sub-Contractors

Proposer shall complete and submit Form RFQ-LSC-011 for this section of its Proposal, listing all Sub-Consultant/Sub-Contractor firms. Proposer shall base the Proposal on the anticipated levels of staffing required to deliver the services identified in Section 2.3, Scope of Services. Proposer shall list all proposed Sub-Consultants/Sub-Contractors to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity) and SBE certification (if applicable).

It is anticipated that the Agreement will be funded in whole or in part by federal financial assistance subject to 2 C.F.R. Part 200 (e.g., FEMA disaster assistance); therefore, with respect to the solicitation of Sub-Consultants/Sub-Contractors, the Proposer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and

4.1 PROPOSAL SUBMISSION FORMAT

Proposers shall prepare and submit the Proposal in the format below. Failure to comply with this format may result in the Proposal being deemed non-responsive.

Table of Contents

Section A

1. Table of Contents
2. RFQ-PCL-001 Proposal Cover Letter
3. RFQ-PN-002 Proposal Narrative
4. RFQ-QPCLAU-003 Qualifications of the Prime Consultant/Lead Architect/Urban Planner
5. RFQ-EPCLAU-004 Experience of the Prime Consultant/Lead Architect/Urban Planner
6. RFQ-EPM-005 Experience of the Project Manager plus Resume
7. RFQ-ELAE-006 Experience of the Lead Architect/Engineer plus Resume
8. RFQ-ECEE-007 Experience of the Civil/Environmental Engineer plus Resume
9. RFQ-EAS-008 Experience of the Adaptation Specialist
10. RFQ-QSC-009 Qualifications of Sub-Consultant(s)/Sub-Contractor(s)
11. RFQ-ESC-010 Experience of Sub-Consultant(s)/Sub-Contractor(s)
12. RFQ-LSC-011 List of Sub-Consultant(s)/Sub-Contractor(s)
13. RFQ-QTKP-012 Qualifications of Team's Key Personnel

Section B

1. RFQ-PDPP-013 Design Philosophy and Process
2. RFQ-PTCM-014 Technical Capabilities and Methodology

Section C

1. RFQ Information and Acknowledgement Form (Section 6.1) ~~Proposal Forms (Section 6.0)~~
2. Local Debarment and Suspension Form (Section 6.2)
3. Governmentwide Debarment and Suspension Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Section 6.3)
4. Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements
5. RFQ-LOA-SBE-015 Letter of Agreement(s) – Small Business Enterprise (SBE) Program
6. Business Tax Receipt(s)/Occupational License
7. FDOT Notice of Qualifications (if applicable)

4.2 PROPOSAL SUBMISSION DATE AND LOCATION

Three unbound, tabbed original hardcopy, and one copy in digital format (preferably on a USB drive) in .pdf file format of your complete Proposal for this RFQ shall be delivered in accordance with the following:

Proposal Submission Due Date: 2:00PM EST, on February 17, 2023
Proposal Delivery Location: 2351 Palm Ridge Rd, Sanibel FL 33957

Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date and time, shall be deemed non-responsive, and shall not be considered.

Proposals must be clearly marked on the outside of the package referencing the following documentation: ***SFRD Multi-Purpose Building***

Proposals must be signed by an official authorized to bind the Proposer to the provisions given in the RFQ and their Proposal. Proposals are to remain valid for at least 180 days. Upon award of an Agreement, the contents of the Successful Proposer's Proposal shall be incorporated within and included as part of the Agreement. Additional information on submission requirements can be found in Section 4.1, Submission Requirements.

SECTION 6 RFQ PROPOSAL FORMS

6.1 RFQ INFORMATION AND ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFQ, its response there to, including without limitation, all Addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

1.1. RFQ Addenda Acknowledgement

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

Addendum No. 5, Dated _____

1.2 RFQ Determination of Responsiveness Acknowledgement

The Proposer hereby acknowledges and understands that SFRD will review each Proposal to determine responsiveness in accordance with the minimum and submission requirements of this RFQ, as identified in Section 3.5, Minimum Qualifications and Experience Requirements and Section 4.1, Submission Requirements. PROPOSALS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATIONS AND SUBMISSION REQUIREMENTS OF THIS RFQ SHALL RESULT IN A NON-RESPONSIVE DETERMINATION. SFRD will not consider the curing of any Proposals that fail to meet the minimum qualifications and submission requirements of this RFQ. Proposer understands that non-responsive Proposals will not be evaluated and, therefore, will be eliminated from the Evaluation/Selection Process. The following list describes most but not all Proposal irregularities, deficiencies, and technicalities that shall result in a non-responsive determination:

- A. Lack of any required documentation/information/form requested in Section 4.1.1 including, but not limited to:
 - i. Proposal Letter
 - ii. Narrative
 - iii. Qualifications and Experience of Proposer
 - iv. Qualifications and Experience of any of the Proposer's Team Members
 - v. Team Organizational Chart
- B. Lack of any required documentation/information/form requested in Section 4.1.2 including, but not limited to:
 - i. Design Philosophy and Process
 - ii. Technical Capabilities and Methodology Approach
- C. Lack of any required documentation/information/form requested in Section 4.1.3 including, but not limited to:
 - i. RFQ Information and Acknowledgement Form (Section 6.1) RFQ Proposal Forms (Section 6.0)
 - ii. Local Debarment and Suspension Form (Section 6.2)
 - iii. Governmentwide Debarment and Suspension Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Section 6.3)
 - iv. Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements (Section 6.4)
 - v. Occupational Licenses tax receipt

ATTACHMENT “A”
REQUIRED FORMS

**Sanibel Fire & Rescue
Proposal Cover Letter
RFQ-PCL-001**

RFQ No.: _____

RFQ Title: _____

Name of Proposer: _____

Address: _____

FEIN #: _____ **Florida Corporation No.:** _____

Proposer's Point of Contact: _____

Position/Title: _____

Telephone No.: _____ **E-mail:** _____

Certification of Compliance with Minimum Qualification Requirement(s)

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations or debarred or suspended.

We (I) certify that all information contained in this submission is true; and we (I) further certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a submission for the same materials, supplies, equipment, or service, and is in all respects fair and without collusion or fraud. We (I) agree to abide by all terms and conditions of this solicitation and certify that I am authorized to sign this submission for the submitter. Please print the following and sign your name:

Proposer's Authorized Representative:

Name: _____ **Position/Title:** _____

Signature: _____ **Date:** _____

**Sanibel Fire & Rescue
Proposal Narrative Form
RFQ-PN-002**

RFQ No.: _____

RFQ Title: _____

Proposer: _____

In the space provided below, respond to the requirements for the Proposal Narrative:

**Sanibel Fire & Rescue
Proposal Narrative Form
RFQ-PN-002**

Please utilize the space below, as necessary.

Sanibel Fire & Rescue
Qualifications of Prime Consultant/Lead Architect/Urban Planner
RFQ-QPCLAUP-003

Instructions

This form is to be completed and submitted in accordance with the requirements of the RFQ to which your firm is responding. Do not leave any blanks or fail to provide any information or details that are required. Failure to submit this form or the use of any other form will result in the rejection of a proposal as nonresponsive. The failure to provide the information or details required by the form may result in the rejection of a Response as non-responsive.

RFQ No.: _____ **RFQ Title:** _____

Name of Prime Consultant: _____

Primary Types of Services (Residential, Residential High-Rise, Mixed-Use, Offices, Park Facilities, Government Offices, etc.)

Type of Firm: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Joint Venture ☐ Other

Certified Small or Minority Owned Business: Yes ☐ No ☐ Issued by (name): _____

Type of Ownership Certification(s): _____

Is this the Proposer's **Office its main office?** Yes ☐ No ☐ If No, please provide your main office location:

Will the Prime Consultant rely on any other branch or subsidiary office to perform the work? Yes ☐ No ☐

If "Yes," indicate location of offices: _____

Number of years in business under current name: _____ **If the Prime Consultant has undergone a name change in the past three (3) years, provide prior name & number of years in business under this name** (not a result of a sale of the firm):

Type and number of projects completed in the past 3 years:

Design/Bid/Build: _____ Design/Build: _____ CM-at-Risk: _____ ☐ N/A

Private Sector: _____ Federal Government: _____ State/County/Municipal: _____

SFRD: _____ Name of Projects: _____

Residential/Residential High-Rise: _____ Office: _____ Mixed-Use: _____ Retail: _____

LEED/Green Globe Certified: _____ Other (specify): _____

Sanibel Fire & Rescue
Qualifications of Prime Consultant/Lead Architect/Urban Planner
RFQ-QPCLAUP-003

List below the names of owners, officers, principals, and the principal-in-charge-of the Proposer's firm together with the title and percentage of ownership (add additional pages as necessary):

Name	Title	% Ownership

By signing below Proposer certifies that the information contained in Form RFQ-QPCLAUP-003 is accurate and correct. Proposer further certifies that it is aware that if SFRD determines that any of the information is incorrect or false SFRD may at its sole discretion reject the Response as non-responsive.

Signature of Authorized Officer

Date

Printed Name

Title

Sanibel Fire & Rescue
Experience of the Prime Consultant/Lead Architect/Urban Planner Reference Form
RFQ-EPCLAUP-004

INSTRUCTIONS

Proposers shall complete the following information for completed projects where the Proposer believes the project is of equal or greater scope, size, and complexity that best represent its ability to complete the "Project." The reference provided below should be for one (1) project. Please provide no more than five (5) projects.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE RESPONSE BEING REJECTED AS NON-RESPONSIVE.

REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by Prime-Consultant)

This project reference complies with the Experience Requirement(s) of this referenced RFQ.

☐ Yes ☐ No ☐ Not Applicable

If yes, please indicate which of the Experience Requirements are met with this project reference.

REFERENCE PROJECT INFORMATION (To be Completed by the Prime-Consultant)

Reference Project Name/Address: _____

Name(s) and Role(s) of Prime-Consultant Working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____ Project Start Date: _____ Completion Date: _____

Project Construction Cost: \$ _____ Construction Start Date: _____ Completion Date: _____

Prime-Consultant's Company Name: _____ Company's Contact Name: _____

Prime-Consultant's Title/Position: _____ Company's Contact Signature: _____

Company's Telephone No.: _____ Facsimile No.: _____ E-mail: _____

REFERENCE PROJECT INFORMATION (To be Completed by Project Owner)

Project Completed on Time and within Budget: ☐ Yes ☐ No Project Duration: _____

If "No", was the **Prime-Consultant** at fault or did it contribute to the delay(s) of increased cost? ☐ Yes ☐ No

Quality of Services Provided: ☐ Above Expectations ☐ Average ☐ Below Expectations

Did the Consultant provide Project Management Services? ☐ Yes ☐ No ☐ Limited Scope

Did the Consultant provide Construction Management Services? ☐ Yes ☐ No ☐ Limited Scope

Was the Consultant responsive to the Project Owner? ☐ Yes ☐ No

Was the Consultant timely in its reviews and submittals? ☐ Yes ☐ No

Reference Company Name: _____ Reference Contact Name: _____

Reference Title/Position: _____ Reference Contact Signature: _____

Reference Telephone No.: _____ Facsimile No.: _____ Email: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS PROJECT REFERENCE. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).

Sanibel Fire & Rescue
Experience of the Project Manager Reference Form
RFQ-EPM-005

INSTRUCTIONS

Proposers shall complete the following information for completed projects where the Proposer believes the project is of equal or greater scope, size, and complexity that best represent its ability to complete the "Project." The reference provided below should be for one (1) project. Please provide no more than three (3) projects.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE RESPONSE BEING REJECTED AS NON-RESPONSIVE.

REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by Project Manager)

This project reference complies with the Experience Requirement(s) of this referenced RFQ.

☐ Yes

☐ No

☐ Not Applicable

If yes, please indicate which of the Experience Requirements are met with this project reference.

REFERENCE PROJECT INFORMATION (To be Completed by the Project Manager)

Reference Project Name/Address: _____

Name(s) and Role(s) of Project Manager Working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____ Project Start Date: _____ Completion Date: _____

Project Construction Cost: \$ _____ Construction Start Date: _____ Completion Date: _____

Project Manager's Company Name: _____ Company's Contact Name: _____

Project Manager's Title/Position: _____ Company's Contact Signature: _____

Company's Telephone No: _____ E-mail: _____

REFERENCE PROJECT INFORMATION (To be Completed by Project Owner)

Project Completed on Time and within Budget: ☐ Yes ☐ No Project Duration: _____

If "No", was the **Project Manager** at fault or did it contribute to the delay(s) of increased cost? ☐ Yes ☐ No

Quality of Services Provided: ☐ Above Expectations ☐ Average ☐ Below Expectations

Did the PM provide Project Management Services? ☐ Yes ☐ No ☐ Limited Scope

Did the PM provide Construction Management Services? ☐ Yes ☐ No ☐ Limited Scope

Was the PM responsive to the Project Owner? ☐ Yes ☐ No

Was the PM timely in its reviews and submittals? ☐ Yes ☐ No

Reference Company Name: _____ Reference Contact Name: _____

Reference Title/Position: _____ Reference Contact Signature: _____

Reference Telephone No.: _____ Facsimile No.: _____ Email: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS PROJECT REFERENCE. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).

Sanibel Fire & Rescue
Experience of the Lead Architect/Engineer Reference Form
RFQ-ELAE-006

INSTRUCTIONS

Proposers shall complete the following information for completed projects where the Proposer believes the project is of equal or greater scope, size, and complexity that best represent its ability to complete the "Project." The reference provided below should be for one (1) project. Please provide no more than three (3) projects.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE RESPONSE BEING REJECTED AS NON-RESPONSIVE.

REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by Lead A&E)

This project reference complies with the Experience Requirement(s) of this referenced RFQ.

☐ Yes ☐ No ☐ Not Applicable

If yes, please indicate which of the Experience Requirements are met with this project reference.

REFERENCE PROJECT INFORMATION (To be Completed by the Lead A&E)

Reference Project Name/Address: _____

Name(s) and Role(s) of Lead A&E Working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____ Project Start Date: _____ Completion Date: _____

Project Construction Cost: \$ _____ Construction Start Date: _____ Completion Date: _____

Lead A&E's Company Name: _____ Company's Contact Name: _____

Lead A&E's Title/Position: _____ Company's Contact Signature: _____

Company Telephone No.: _____ Facsimile No.: _____ E-mail: _____

REFERENCE PROJECT INFORMATION (To be Completed by Project Owner)

Project Completed on Time and within Budget: ☐ Yes ☐ No Project Duration: _____

If "No", was the **Lead A&E** at fault or did it contribute to the delay(s) of increased cost? ☐ Yes ☐ No

Quality of Services Provided: ☐ Above Expectations ☐ Average ☐ Below Expectations

Did the Lead A&E provide Project Management Services? ☐ Yes ☐ No ☐ Limited Scope

Did the Lead A&E provide Construction Management Services? ☐ Yes ☐ No ☐ Limited Scope

Was the Lead A&E responsive to the Project Owner? ☐ Yes ☐ No

Was the Lead A&E timely in its reviews and submittals? ☐ Yes ☐ No

Reference Company Name: _____ Reference Contact Name: _____

Reference Title/Position: _____ Reference Contact Signature: _____

Reference Telephone No.: _____ Facsimile No.: _____ Email: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS PROJECT REFERENCE. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).

Sanibel Fire & Rescue
Experience of the Civil/Environmental Engineer Reference Form
RFQ-ECEE-007

INSTRUCTIONS

Proposers shall complete the following information for completed projects where the Proposer believes the project is of equal or greater scope, size, and complexity that best represent its ability to complete the "Project." The reference provided below should be for one (1) project. Please provide no more than three (3) projects.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE RESPONSE BEING REJECTED AS NON-RESPONSIVE.

REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by Engineer)

This project reference complies with the Experience Requirement(s) of this referenced RFQ.

☐ Yes

☐ No

☐ Not Applicable

If yes, please indicate which of the Experience Requirements are met with this project reference.

REFERENCE PROJECT INFORMATION (To be Completed by the Engineer)

Reference Project Name/Address: _____

Name(s) and Role(s) of Engineer Personnel Working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____ Project Start Date: _____ Completion Date: _____

Project Construction Cost: \$ _____ Construction Start Date: _____ Completion Date: _____

Engineer's Company Name: _____ Company's Contact Name: _____

Engineer's Title/Position: _____ Company's Contact Signature: _____

Company Telephone No.: _____ Facsimile No.: _____ E-mail: _____

REFERENCE PROJECT INFORMATION (To be Completed by Project Owner)

Project Completed on Time and within Budget: ☐ Yes ☐ No Project Duration: _____

If "No", was the **Engineer** at fault or did it contribute to the delay(s) of increased cost? ☐ Yes ☐ No

Quality of Services Provided: ☐ Above Expectations ☐ Average ☐ Below Expectations

Did the Engineer provide Project Management Services? ☐ Yes ☐ No ☐ Limited Scope

Did the Engineer provide Construction Management Services? ☐ Yes ☐ No ☐ Limited Scope

Was the Engineer responsive to the Project Owner? ☐ Yes ☐ No

Was the Engineer timely in its reviews and submittals? ☐ Yes ☐ No

Reference Company Name: _____ Reference Contact Name: _____

Reference Title/Position: _____ Reference Contact Signature: _____

Reference Telephone No.: _____ Facsimile No.: _____ Email: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS PROJECT REFERENCE. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).

Instructions

RFQ No.: _____

RFQ Title: _____

Name of Proposer: _____

[illegible]

Sanibel Fire & Rescue
Experience of the Sub-Consultant/Sub-Contractor Reference Form
RFQ-ESC-010

INSTRUCTIONS

Proposers shall complete the following information for completed projects where the Proposer believes the project is of equal or greater scope, size, and complexity that best represent its ability to complete the "Project." The reference provided below should be for one (1) project. Please provide no more than three (3) projects.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE RESPONSE BEING REJECTED AS NON-RESPONSIVE.

REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by Sub-Consultant)

This project reference complies with the Experience Requirement(s) of this referenced RFQ.

☐ Yes ☐ No ☐ Not Applicable

If yes, please indicate which of the Experience Requirements are met with this project reference.

REFERENCE PROJECT INFORMATION (To be Completed by the Sub-Consultant)

Reference Project Name/Address: _____

Name(s) and Role(s) of Sub-Consultant Working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____ Project Start Date: _____ Completion Date: _____

Project Construction Cost: \$ _____ Construction Start Date: _____ Completion Date: _____

Sub-Consultant's Company Name: _____ Company's Contact Name: _____

Sub-Consultant's Title/Position: _____ Company's Contact Signature: _____

Company's Telephone No.: _____ Facsimile No.: _____ E-mail: _____

REFERENCE PROJECT INFORMATION (To be Completed by Project Owner)

Project Completed on Time and within Budget: ☐ Yes ☐ No Project Duration: _____

If "No", was the **Sub-Consultant** at fault or did it contribute to the delay(s) of increased cost? ☐ Yes ☐ No

Quality of Services Provided: ☐ Above Expectations ☐ Average ☐ Below Expectations

Did the Sub-Consultant provide Project Management Services? ☐ Yes ☐ No ☐ Limited Scope

Did the Sub-Consultant provide Construction Management Services? ☐ Yes ☐ No ☐ Limited Scope

Was the Sub-Consultant responsive to the Project Owner? ☐ Yes ☐ No

Was the Sub-Consultant timely in its reviews and submittals? ☐ Yes ☐ No

Reference Company Name: _____ Reference Contact Name: _____

Reference Title/Position: _____ Reference Contact Signature: _____

Reference Telephone No.: _____ Facsimile No.: _____ Email: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS PROJECT REFERENCE. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).

Instructions

RFQ No.: _____

RFQ Title: _____

Name of Prime-Consultant: _____

[illegible]

[illegible]

Sanibel Fire & Rescue
Proposal Design Philosophy and Process
RFQ-PDPP-013

RFQ No.: _____

RFQ Title: _____

Name of Proposer: _____

In the space provided below, respond to the requirements for Proposal Philosophy and Process, as specified in the RFQ.

**Sanibel Fire & Rescue
Proposer's Technical Capabilities and
Methodology
RFQ-PTCM-014**

RFQ No.: _____

RFQ Title: _____

Name of Proposer: _____

In the space provided below respond to the requirements for Technical Capabilities and Methodology, as specified in the RFQ.

Sanibel Fire & Rescue
Letter of Agreement - Small Business Enterprise (SBE) Program
RFQ-LOA-SBE-015

THIS SECTION MUST BE COMPLETED BY THE PRIME CONSULTANT/PROPOSER OR DESIGN-BUILD FIRM

From: _____
Name of Prime Consultant/Proposer or Design-Build Firm

In response to SFRD RFQ/RFP No. _____, the undersigned hereby agrees to utilize the Small Business Enterprise - Architectural & Engineering (SBE/AE) firm listed below, performing the stated work at the stated percentage, if awarded the contract. The undersigned further certifies that the firm has been contacted and properly apprised of the projected work assignment(s) to be performed upon execution of the contract with SFRD. Further, by signing this Letter of Agreement, the undersigned consents to adhere to SFRD. Procurement Manual, as amended.

Name of Certified SBE/AE Prime/Sub(SBE/AE meeting the goal)	SBE/AE Certification Number	SBE/AE Certification Expiration Date	Type of Work to be Performed (Technical Certification Categories)	Percentage Amount of AE fee

I certify that the representations contained in this form are, to the best of my knowledge, true and accurate.

Proposer/Design-Build Firm's Signature

Proposer/Design-Build Firm's Name/Title (Print)

Date

THIS SECTION MUST BE COMPLETED ONLY FOR DESIGN-BUILD PROJECTS

I certify that the representations contained in this form are, to the best of my knowledge, true and accurate.

Lead AE Firm's Signature

Lead AE Firm's Name/Title (Print)

Date

THIS SECTION MUST BE COMPLETED BY THE SBE/AE SUBCONSULTANT

ACKNOWLEDGMENT BY THE PROPOSED SBE/AE FIRM

The undersigned has reasonably uncommitted capacity sufficient to provide the required services, all licenses, and technical certifications necessary to provide such services, the ability to provide such services consistent with normal industry practice, and the ability to otherwise meet the proposal specifications.

Name of the SBE/AE Firm

SBE/AE Firm Principal's Signature

SBE/AE Firm Principal's Name/Title (Print)

Date

Sanibel Fire Rescue District

Pre-proposal meeting minutes, February 7, 2023

The meeting started at 0900 with a brief presentation by the department. The presentation will be posted on the Sanibel Fire Rescue District website for reference.

Attendees: SFRD: Chief Kevin Barbot, Div. Chief Tim Barrett, Div. Chief Larry Williams, Capt. Chris Jackson, Lt. Brian Howell, FF Michael Martin.
SchenkelShultz: Bridget Paterno, Nathalie White
SweetSparkman: Michele Demperio
GMA: Zachary Smith, Ken Buschle
Studio AD: Albert Dambrose, Kyle Kitchens
Hagerty Consulting: Andre McIntosh

Questions/discussions held:

1. Methodology that will be used to choose qualified firms through the RFQ

All interested firms submit their qualifications, Sanibel team will review. Firms must demonstrate expertise, qualifications, knowledge of navigating codes related to floods and hurricanes, and give examples of other or similar projects. Three firms will be chosen as 'qualified' to bid on future projects outlined in the RFQ.

- Follow-up question about whether this is a continuing service contract, and how that may be affected by a \$4 million cap in Florida.

This is not a continuing services contract. This process is a request for qualifications to determine firms that will be invited to bid on a future work whose scope will be specified in a future Request for Work Order Proposal (RFWOP).

2. Regarding the contract for construction, will there be a hard bid after delivery of documents?

Construction will be a separate stand-alone contract. The design firm chosen will not be the builder, but will administrate construction.

3. Why is it necessary for there to be three bids?

FEMA requires compliance with federal procurement standards.

4. Has the current structure been deemed "substantially damaged" by the local floodplain manager?

Yes.

5. Once the three firms are chosen based on qualifications, will they then compete based on fee?

Fees are just one component.

- Follow-up: The delivery method will affect costs/fees.

While this may be true, SFRD is confident that the future RFWOP will be sufficiently detailed for the A&E firms to develop fixed fee type proposals or hourly rate type proposals based on the specific requirements of the RFWOP.

6. The RFQ requires the submittal of certain forms. Are they all available on the Sanibel website or RFQ?

SFRD realizes that these forms have not been posted, and they will be available in Addendum 2 (forthcoming.) The intent of the forms is to standardize the RFQ responses from different firms. SFRD will post the forms with sufficient time to allow the responding firms to use them.

7. Are there certain desirable qualifications for the Adaptation Specialist mentioned in the RFQ?

The requirements related to the Adaptation Specialist will be removed from the RFQ in a forthcoming addendum. Firms may disregard this section of the RFQ.

8. Will the department be saving or re-using any equipment at the damaged facility?

The communications tower must remain in place and the backup generator may be salvageable. Any other specifics will be outlined in the design RFWOP

9. Will Sanibel share the materials presented at the beginning of the meeting?

Yes. It will be sent to interested firms, and posted on the Sanibel Fire website, [Sanibel Fire & Rescue District](#). RFQ information can be found in the "Governance" tab.

10. Will any training facility or structures be associated with the new construction?

Possibly, but those questions will be answered within the design phase after the RFWOP process has been completed.

When working with FEMA, any redesigned/rebuilt facility must meet the function and capacity of the previous design. Significant increases in those aspects would be outside the scope of FEMA's reimbursement and could possibly jeopardize FEMA funding.

11. What is the timeline for selection?

The timeline is outlined in the RFQ. The deadline for submittal of the proposal is 2:00 PM EST, on February 17, 2023, per section 4.3 of the RFQ. Board of Commissioners approval is expected to be on or about April 12, 2023.

End of meeting.