



UNION *County*
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

REQUEST FOR QUALIFICATIONS (RFQ) FOR

**Union County Emergency Operations Center
(EOC) Architectural and Engineering
Planning and Design Services**

DUE DATE/ TIME:

April 17, 2020 at 12:00 noon EST

1 GENERAL INFORMATION

- 1.1 Union County Board of County Commissioners desires to select a firm for professional architectural and engineering design services in accordance with Florida Statute 287.057 for the design of a new Emergency Operations Center (EOC). The services shall include, but may not be limited to, assistance with the preparation of the following: site survey, site master plan, spatial needs assessment; schematic design plan or preliminary construction drawings; bid ready construction documents, to include drawings and specifications; and, opinion of probable cost with signature of designer of record.
- 1.2 The response to the Request for Qualifications (RFQ) must be submitted to the Union County Emergency Management Office, Attention: Tim Allen, 58 NW 1st Street, Lake Butler, Florida 32054 and received by, April 17, 2020 at 12 noon (EST).
- 1.3 Technical questions regarding this submittal should be in writing, via email, to the Union County Emergency Management Office, directed to **Architectural and Engineering Planning and Design Services**, Tim Allen, allentc@unionsheriff.us. Questions shall be submitted no later than 12:00 noon EST on April 8, 2020. Questions submitted after that date and time will not be answered. The Union County Emergency Office will review and answer. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective vendors. Failure to submit requests in writing by the specified time shall not be grounds for a protest. Note: Written requirements in the Request or its amendments are binding, but any oral communications between you and us are not.
- 1.4 The Union County Board of County Commissioners shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be sent to firms or individuals who have requested Information and Instructions for this RFQ.
- 1.5 The Union County Board of County Commissioners reserves the right to reject any or all Statement of Qualifications (SOQ) to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 The **Architectural and Engineering Planning and Design Services Firm** will ensure that the Union County Emergency Operations Center (EOC) is designed to survive disaster events typical for Florida, such as hurricanes or tornadoes. The Union County EOC is critical to disaster response and recovery operations by providing continuity of government, direction and control of emergency operations, and communication to state and neighboring jurisdictions. The EOC must have sufficient workspace for elected officials and local leadership, response agency staff, furnishings, equipment and communications. Currently, Union County EOC is not recognized by the Florida Division of Emergency Management as meeting the minimum hurricane safety criteria.
- 1.7 The **Architectural and Engineering Planning and Design Services Firm** will be selected on the basis of demonstrated competence and qualification for the type of services required.
- 1.8 The **Architectural and Engineering Planning and Design Services Firm** will be an integral member of the Union County Team, consisting of EOC Staff and other representatives as designated by Union County or required by the consultant.

2 ANTICIPATED SCOPE OF WORK

After being selected, the **Architectural and Engineering Planning and Design Services Firm** will execute a contract with the Union County Board of County Commissioners in the amount of \$190,000 to provide professional architectural and engineering planning and design services for the Union County Emergency Operations Center (EOC). Tasks may include but are not limited to the following:

A. Planning and design of a future new replacement or alteration, retrofit or remodeling of the existing Union County Emergency Operations Center (EOC). Architectural and engineering planning and design services shall include preparation of: site survey (if location is selected); site master plan; spatial needs assessment; schematic design plan or preliminary construction drawings; bid-ready construction documents, to include drawings and specifications; and, opinion of probable cost with signature of designer of record.

The EOC shall be designed and constructed in accordance with the International Code Council's ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC 500-2014) or, where hurricane provisions are more stringent, the 2017 Florida Building Code – Sixth Edition (Risk Category IV, essential facility).

The term, definition and function of an emergency operations center is established by Federal Emergency Management Agency, National Incident Management System – Third Edition (October 2017). The term “emergency operations center” shall mean a designated emergency preparedness, communications and operations center required for emergency response and, as defined in ICC 500-2014 collectively, storm shelter, occupied shelter areas, occupant support areas and critical support systems.

B. Activities shall include; site survey and soil testing (if location is proposed or selected); necessary regulatory review and permit fees; peer reviews; and, costs associated with Leadership in Energy and Environmental Design (LEED) or Green Globes certification.

C. The designated EOC functional use spaces may be shared with other building functions or multi-purpose use during non-emergency conditions. However, such shared or multi-purpose use **must not** interfere with the emergency management mission of the emergency operations center.

D. The EOC shall be designed as a permanently established facility with sufficient space to house people and equipment for daily routine and sustained continuous emergency operations. The EOC shall be designed with no less than 3,500 gross square feet of floor area.

E. The EOC shall be capable of withstanding wind loads in accordance with the hurricane provisions of ICC 500-2014. The minimum wind design shall include:

Design Wind Speed = 160 miles per hour (3 second gust)

Exposure Category = C

Wind Directionality Factor, Kd = 1.00

Construction documents shall be titled “Union County Emergency Operations Center.”

Structural engineer of record shall include a statement in the construction documents certifying that to the best of their knowledge and belief the EOC was designed to withstand wind loads according to ICC 500-2014 and ASCE/SEI 7(include publication year).

F. The EOC shall resist penetration by large windborne debris impact. At a minimum the EOC envelope (e.g., walls, windows, doors, louvers, roofs, skylights and hatches) shall meet the hurricane provisions of ICC 500-2014, or similar performance as approved by the Florida Division of Emergency Management. Impact-protective systems or products that meet 200 mile per hour or greater ICC 500-2014 tornado shelter design wind speed missile criteria are acceptable.

G. The minimum floor elevation of the EOC shall be modified from ICC 500-2014 in accordance with the following: the lowest floor used for the EOC shall be elevated to or above the higher of the elevations determined by 1. elevation above mean sea level corresponding to the maximum storm surge inundation, including coastal wave effects, for the proposed location plus 20 percent; 2. 100-year (one percent annual chance) base flood elevation plus three (3) feet; 3. 500-year (0.2 percent annual chance) flood elevation (if determined) plus two (2) feet; and, 4. elevation required by the AHJ for the proposed location. If a proposed location is not selected for the future EOC during the planning and design period of performance, the lowest floor elevation determination outlined in this Section shall be incorporated into the construction documents.

H. The critical support system functional period of the EOC shall be modified from ICC 500-2014 in accordance with the following: critical support systems shall be designed to remain functional at full emergency operations center occupant load for a minimum of 72 hours. Critical support systems shall not be solely reliant upon off-site services and utilities (e.g., water, natural gas fuel, electricity).

In coordination with the Union County Point of Contract, the firm will prepare and submit an initial timeline and estimated reimbursement allocation schedule using Table SW-1, "Initial Timeline and Estimated Reimbursement Allocation Schedule." In addition, the following will be submitted:

- Provide Union County with copies of pertinent regulatory reviews and permits, and a detailed schedule of work (e.g., Gantt Chart).
- Provide Union County two (2) copies each of: 1. site survey (if applicable); 2. site master plan; 3. spatial needs assessment; and, 4. schematic design plan or preliminary design drawings. The spatial needs assessment and schematic design plan/preliminary design may be one document.
- Provide Union County two (2) sets of substantially complete (approximately 90 percent) preliminary construction drawings and specifications for the EOC for review and comment by Union County and the Florida Division of Emergency Management. The drawings shall include site survey information, landscaping, civil, architectural, structural, mechanical, plumbing, and electrical drawings.
- Provide Union County two (2) near bid-ready sets of construction drawings, specifications and wind load and wind-borne debris impact product performance certifications (or test reports) for the EOC for review and comment by Union County and the Florida Division of Emergency Management. The construction drawings shall include site survey information, landscaping, civil, architectural, structural, mechanical, plumbing, and electrical drawings and be signed by the applicable registered or licensed design professional(s) of record.
- The construction documents shall demonstrate that the EOC meets the requirements set forth in the Scope of Work listed above. Failure to supply the required documentation, or disapproval of this documentation by the Florida Division of Emergency Management shall result in denial or reduction of funds at the sole discretion of the Florida Division of Emergency Management.
- Force protection and security measures shall be consistent with Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), Crime Prevention Through Environmental Design (CPTED) or other federal or state recognized best-practices guidelines as approved by the Division.
- Provide Union County two copies of photographs of the proposed future EOC site condition; final bid-ready construction documents, to include drawings, specifications, bid documents, and opinion of probable cost with signature of designers of record.

Reimbursement for project costs shall be based on the percentage of completion of the project. Any request for reimbursement shall provide adequate and complete source documentation to support all costs related to the project. In some cases, the project may not be fully complete prior to requesting reimbursement of costs incurred toward completion of this scope-of-work, therefore, a partial reimbursement may be requested. For full or partial reimbursement requests, a sworn Affidavit or American Institute of Architects (AIA) forms G702 and G703, as required below will be submitted.

- Affidavit. An Affidavit signed by the project personnel with each reimbursement request attesting to the following: the percentage of completion of the work that the reimbursement request represents, that disbursements or payments were made in accordance with all of the agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.
- AIA Forms G702 and G703. For design projects where an architectural, engineering or construction management firm provide services, a copy of the American Institute of Architects (AIA) form G702, Application and Certification for Payment, or a comparable form approved by the Florida Division of Emergency Management, signed by the contractor and inspection/certifying architect or engineer, and a copy of form G703, Continuation Sheet, or a comparable form approved by the Florida Division of Emergency Management will be submitted.

3 STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

3.1 The **Architectural and Engineering Planning and Design Services Firm** will be selected through a qualification-based selection process. Firms interested in providing architectural and engineering services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Qualifications Criteria

3.2.1 Firm's Background and Relevant Firm Experience (25 points)

- a. Provide a general background and brief history of the Firm and its related experience in providing similar requested services.
- b. List and briefly describe 3-5 projects completed by your firm or currently in progress; include your firm's role, project owner, project location, contact name and title, address, telephone number, fax number, and email address.
- c. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.

3.2.2 Team Experience & Qualifications (25 points)

- a. Provide the firm's organization chart. Briefly describe each team member's role and provide a one-page resume for each KEY staff member.
- b. Provide "team" experience working together on continuing engineering service projects.
- c. Identify proposed sub consultants, if any.

3.2.3 Project Understanding and Approach (25 points)

- a. Discuss your firm's understanding of providing architectural and engineering planning and design services.
- b. Discuss your firm's typical project approach.
- c. Describe the firm's quality assurance and dispute resolution approach.

3.3.1 Familiarity with Union County and Workload (25 points)

- a. Discuss your firm's familiarity with The Union County Board of County Commissioners or other Union County organizations in providing architectural and engineering services as identified in the Scope of Work. Include your firm's past experience and knowledge of current and future needs. Provide a list of projects completed in Union County.
- b. Discuss your availability to begin work.

4. REQUIRED DOCUMENTS

The following executed forms are required:

- o Corporate Charter and Professional License
- o Individual Professional Licenses
- o General, Liability, and Workers Compensation Certificate of Insurance
- o Professional Liability Insurance (\$1 million minimum)
- o Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

5. SUBMITTAL REQUIREMENTS

5.1 The SOQ shall include a one (1) page cover letter and a one (1) page table of contents. There will be no limit on the number of pages addressing the RFQ.

Failure to comply with the following criteria may be grounds for disqualifications:

- Receipt of submittal by the specified cut-off date and time.

5.2 Union County Board of County Commissioners will accept **one original, three (3) hard copies and one digital copy** of the Statement of Qualifications and other required documents. The Statement of Qualifications must be addressed to **Tim Allen, Union County Emergency Management Office and delivered or mailed to his attention at 58 NW 1st Street, Lake Butler, Florida 32054** to arrive no later than **12:00 noon EST on April 17, 2020.**

5.3 Request for Qualifications must be sealed and clearly marked “RFQ for Architectural and Engineering Planning and Design Services”, Company Name and April 17, 2020.

6- SELECTION PROCESS AND SCHEDULE

The Union County Board of County Commissioners desires to select an architectural and engineering services firm in accordance with Florida Statute 287.057 Request for Qualifications.

6.1 A minimum 3-member Project Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select one firm based on highest ranked qualifications.

6.2 The highest ranked firm will be recommended to the Commission for contract award.