



Request for Qualifications*

**Architectural Services
Under the Federal Competitive Proposal Criteria**

Date: June 1, 2019 – v 1.0
Date to be Returned: June 15, 2019 – 4:00 pm
4 Hard Copies & Digital File

Return Hard Copy(s) of Proposal to:

Linda Willey
Administrative Assistant
St Andrew United Methodist Church
2001 W. 11 Street
Panama City, FL 32401

Send Digital Version and Questions to:

office@sa-umc.com – an RSVP “Received” email response will prove receipt of proposal.

*** The St Andrew United Methodist Church Reserves the right to accept or reject any or all proposals in whole or in part.**

1.0 GENERAL INFORMATION

Purpose

This Request for Qualifications (RFQ) is issued by The St Andrew United Methodist Church (SAUMC) for the purpose of entering into a contract with a qualified, Architectural Services Firm (ASF); in full compliance with regulatory agency requirements and consistent with Federal Emergency Management Agency (FEMA) and the Florida Governor’s Office of Homeland Security and in full compliance with Emergency Management requirements for cost reimbursement for FEMA Disaster/Project Management/Owners Representative Services.

Services shall be performed on an “as needed” basis for the rebuilding of campus as a result of the 2018, Hurricane Michael and other concurrent build and design needs.

Background

Given the geographical location of SAUMC in Panama City, Florida, SAUMC’s mission was adversely impacted due to a variety of natural events. SAUMC has identified the need for support in the area of architectural services as part of the SAUMC overall Disaster Response Plan. This shall be in coordination with the existing Master Facilities Plan, SAUMC Strategic Plan, and any other specific 2019-2020 Rebuilding Plans, changes, and additions as a result of Hurricane Michael of October 10, 2018. Please see www.sa-umc.com for additional SAUMC background information.

2.0 General and FEMA Specific Scope of Services

Access and assess all buildings on campus and assist in the redesign and rebuild of the existing campus as well as the design and build of potential new structures. Prepare architectural project plans and drawings for all campus facilities, assist with FEMA project management as it pertains to architectural services, and assist with FEMA characterized mitigation proposals and construction for the campus against future storm conditions and events. Services may also include an approximately 4,000 sf. structure to replace the demolished Seeker’s Sunday School cottage building and the Faith Sunday School cottage building as well as new structures for the Methodist Nursery and Music Center under the FEMA 428 Alternative Project and Capped Project options.

Services will also need to consider potential storm mitigation upgrades like dry and wet flood proofing designs with the addition of flood walls or flood gates.

In order to accomplish a proper recovery, SAUMC intends to hire an ASF to assist in the design and management of the FEMA (and other related efforts as is intermingled and as is necessary) funded projects. The selected firm will specifically plan, design, assist, service, and oversee campus projects and rebuilding efforts as is needed.

Specifically, SAUMC will need architectural services for:

- Building Assessment, Planning, and Design
- Program Planning
- Feasibility of Efforts
- Disaster Construction and Mitigation
- Cost Estimating and Budgeting
- Project Management
- Schematic Design
- Scheduling
- Site Development

Grant Management

The ASP must comply with all applicable FEMA, Federal, and State of Florida public assistance guidelines.

Project Management

Should additional public or other assistance funding be obtained by SAUMC for permanent repair/replacement of facilities or damaged contents, the ASF may provide additional architectural services and grant oversight of the projects with the need to likely incorporate additional guidelines and restrictions per the granting authority. The ASF is to maintain tight internal budget oversight and coordinate with FEMA/State of Florida and may need to attend meetings on behalf of SAUMC as their authorized design and planning representative as required. ASF invoicing shall meet all the requirements of public assistance and other applicable grant regulations.

3.0 Project Manager Requirements

Firms responding to this RFQ must have experience with managing the design recovery efforts for other non-profit PA applicants of similar size and scope as SAUMC. Firms responding to this RFQ must have direct and relevant experience in performing all responsibilities listed in the Scope of Work section of this RFQ. Firms responding to this RFQ must have a minimum of 5 years' experience managing projects designed and constructed under federal government guidelines and/or federal funded relief or grant programs.

4.0 Selection Criteria and Evaluation Method

Qualification Submission Requirements

Respondents who are corporations, partnerships or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of Florida at the time of the submission of their response to this RFQ. A certificate of good standing from the Florida Secretary of State shall be attached to the respondent's proposal.

Format

The qualifications format received from the respondent shall be formatted as follows:

Cover Letter

The cover letter includes the following:

- a. Name and Location of the Respondent
- b. Legal Address
- c. Point of Contact
- d. Federal and State Tax ID
- e. Business and Professional Licenses and Certifications of the Firm (can also be listed by individual below)
- f. Annual Revenue
- g. Number of Offices and Locations
- h. Number of Employees
- i. Statement of Capability to provide the services as defined in the Scope of Work
- j. Statement of commitment to the requirements for this RFQ
- k. Statement of availability to provide services for a period of up to 5 years
- l. Signed by the authorized representative of the respondent

Company Background and Experience and Past Performance

The proposer should give a brief description of its company including a brief history, corporate, and other, structure and organization, and the number of years in business. Please also provide web and all social media links. The Proposer should provide a description of its organizations resources that would be available to support this project, such as facilities, tools, or staff (on point – historical preservation) who have unique qualifications and experience.

This section should provide a detailed discussion of the proposer’s prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Three representative projects:

- i. Client
- ii. Date
- iii. Type of Project, Damage, or Event
- iv. Type of Work – Services Provided
- v. Number of Personnel on the Project – (By Position)
- vi. Total Revenue or Project Value
- vii. Contact information of a specific employee engaged with this project

Compliance

Explain or demonstrate how the firm ensures compliance with the various requirements of the federal and state funding agencies, including but not limited to the procurement practices, required contractual provisions, flow down requirements, and document creation, retention and maintenance requirements, contained therein.

Evidence of current and future contracts with FEMA, the State of Florida, and “Houses of Worship” as defined by FEMA.

Registration on SAM.gov providing evidence of non-disbarment & eligibility to be awarded contracts using federal funding.

Documents showing relevant corporate licenses, certifications and registrations.

Evidence that the ASF follow minority, women's, and small business protocols.

If sub-Consultants will be employed, the proposer should provide the same information as above regarding the sub-Consultant (s) as is requested for the ASF.

Statement addressing Scope of Services

The Statement of Qualifications shall include a description of how each of the items in Section 2, Scope of Services, shall be undertaken – methodology, planning, process, results and deliverables.

Fees

A fee schedule for the delivery of services and a statement of willingness to work within FEMA allowable architectural services fee boundaries.

Insurances

Certificates of Insurance with minimum requirements of Workman's Compensation, Statutory Limits, General Liability - \$1 million, Professional Liability - \$1 million.

Selection Criteria

SAUMC will use the following criteria and proposal evaluation method to rank the firms that submit qualifications for selection as the ASF for these projects. The criteria, each of equal importance, that the ASF will be evaluated by are as follows:

1. The amount and extent of experience working with (including federal procurement activities) the federal government, FEMA and Florida's Governor's Office.
2. Recent architectural services, project management/grant management experience assisting PA applicants with disaster recovery involving Public Assistance grant funding.
3. Experience with managing recent projects of similar scope and value.
4. Background checks of all employees on site may be required.
5. Ability to perform all responsibilities in the Scope of Work section in this RFQ.

6. A planned approach to perform contract services including a general timeline / schedule of activities to be performed.
7. Project / Firm - Quality Control and Quality Assurance protocols.
8. Experience assisting private nonprofits with disaster recovery projects.
9. Experience working with a house of worship.
10. Cost for services.
11. Attention to and in partnership with Small, Disadvantaged, Woman-Owned or Minority Business enterprises.
12. Respondent shall be able to provide an example “Master Service Agreement” for work to be accomplished in compliance with all FEMA, Homeland Security, Federal and State requirements. Responsibility of any flow down clauses to subcontractors and other providers shall be the responsibility of the ASF with SAUMC oversight.
13. Submission compliance and attention to all listed requests in this RFQ.

Evaluation:

A SAUMC Building Committee shall undertake the evaluation of submissions and proposal ranking per the selection criteria above, the completeness of the RFQ, and by demonstration of the firm that can best provide the services discussed and that has a history of success with similar projects and houses of worship.

Negotiation will begin with the highest ranked firm and proceed through ranking of determined qualified providers as the committee decides. The committee shall have the right to abandon the RFQ and re-issue a call for proposals as they determine is required. SAUMC encourages all small, minority owned and women’s business enterprises to apply.

6.0 Terms of Agreement

The period of any agreement resulting from this RFQ is **tentatively** scheduled for a one-year term to begin on or about June 15, 2019 and to continue through June 15, 2020 with an option by SAUMC and ASF to renew for four additional 12-month periods, up to a total of five years.

Once an agreement is signed either party may cancel the contract without cause with a 5 day written (USPS or firm listed Email) notice with closeout fees/costs subsequently negotiated.

7.0 RFQ Point of Contact

Name: Frances McKinney
Title: Building Committee Chairperson
Address: 2001 W. 11 Street
Panama City, Florida 32401

Questions **must be sent via e-mail** to office@sa-umc.com.

8.0 Respondent Inquiries

The SAUMC Church Administrative Assistant will respond to email inquiries from respondents regarding the RFQ up to June 15, 2019 as referenced in the calendar of Events. Questions presented by a potential respondent and SAUMC responses will be provided to all potential respondents via website postings at www.sa-umc.com/rebuild/ by June 15, 2019 as defined in the Calendar of Events.

Only the SAUMC Church Administrative Assistant, with Building Committee Chairperson's consent, has the authority to officially respond to a respondent's question(s) on behalf of the SAUMC. Any communication from any other individuals will not be considered binding in the review of proposals.

9.0 Calendar of Events

RFQ Initially posted to website	06/01/19
RFQ Advertised – The New Herald – Panama City, FL	06/02/19
Deadline for receiving respondent inquiries	06/15/19
Issue responses to respondent inquiries by	06/15/19
Proposal submission deadline	06/15/19
Notice of intent to award	06/15/19
Execution of agreement	06/15/19

10.0 RFQ Addenda and Version Modifications

SAUMC reserves the right to change the calendar of events or revise/correct any part of this RFQ by formally issuing an addendum or a subsequent version of the ASF RFQ via the SAUMC Rebuild Services website at <https://sa-umc.com/rebuild/>

- <https://sa-umc.com/rebuild/> - at any time during the proposal period; up to 72 hours prior to the submission date.

11.0 Response Instructions

Respondents to this RFQ must submit sealed proposals that shall contain all information that is specified in this solicitation.

The original proposal with the original signature of the respondent's authorized representative must be delivered to the following **on or before 4:00pm EST on June 15, 2019:**

St Andrew United Methodist Church – Panama City
Attn: Frances McKinney
Building Committee Chairperson
2001 W. 11 Street
Panama City, Florida 32401

And Digitally to office@sa-umc.com

Note: SAUMC requests that the candidates provide four hard copies at submission along with an emailed digital version.