



**CITY OF PALM COAST
REQUEST FOR STATEMENT OF QUALIFICATIONS**

**RFSQ-CD-CME-18-12
ARCHITECTURAL SERVICES**

GENERAL DESCRIPTION: The purpose of this Request for Statement of Qualifications (RFSQ) is for The City of Palm Coast to receive responses from qualified firms capable of providing Architect/Engineering (A/E) Services for minor projects for the City. Firms should have demonstrated competence in the following areas:

- Planning, studies and evaluation of existing facilities.
- Computer-aided construction documents, including all supporting documents in conformance with building and related codes, rules and regulation of agencies having jurisdiction
- As-built ACAD drawings
- Construction administration for the duration of the project and/or contract
- Presentation documents utilizing BIM, REVIT or other 3-D presentation software

DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION: Proposal documents are available at no-cost through the City's Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Proposal submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

CONTACT: All prospective Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than the noted contact person(s) regarding this request at any time prior to the request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your request submittal.

QUESTIONS: Any questions concerning the intent, meaning and interpretations of the proposal documents including the draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

ADDENDA: Should revisions to the proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Proposers should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their proposal submittal.

AWARD OF CONTRACT: All submittals will be evaluated by City staff in accordance with the criteria set forth in the proposal documents. The City reserves the right to reject all submittals, to waive any formalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety.

QUESTION DEADLINE: November 23, 2017 at 2:00 PM

PRE-BID/PROPOSAL MEETING: N/A

PROPOSAL DEADLINE: November 30, 2017 at 2:00 PM

PUBLIC OPENING: The public opening shall take place November 30, 2017 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

ADA INFORMATION: Persons with disabilities needing assistance to participate in any of the proceedings should contact the Human Resources Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this proposal.

FOR PUBLICATION ON WEDNESDAY, OCTOBER 25, 2017

**CITY OF PALM COAST
CENTRAL SERVICES DIVISION – PURCHASING
160 LAKE AVENUE, PALM COAST, FL 32164**

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