



**REQUEST FOR PROPOSALS**  
**for**  
**DESIGN CRITERIA PACKAGE FOR A PLANNED**  
**MANUFACTURING FACILITY**  
RFP-SF-23-0-2012/KW

**Issue Date:** July 28, 2011  
**Due Date:** August 29, 2011, Noon, EST  
**Published on Website:** July 28, 2011  
**Published in Media:** July 28, 2011

**Introduction:** Space Florida, an independent special district, a body politic and corporate and a subdivision of the State of Florida, is dedicated to fostering the growth and development of a sustainable and world-leading Aerospace industry in the State. Space Florida shall promote aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs.

**Purpose:** Space Florida is seeking proposals from qualified architectural and engineering firms for the preparation of a Design Criteria Package for a new, approximately 160,000 square foot planned manufacturing facility (hereinafter referred to as the “Planned Facility”). The facility site is yet to be determined.

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

Name: Debbie Hebert  
Address: MS: SPFL  
Bldg. M6-306; Room 9030  
Kennedy Space Center, FL 32899  
Telephone: 321-730-5301, Extension 256  
E-Mail: [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov)

*Prospective vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFP with any Space Florida employee or Space Florida Board or Committee Member, other than the RFP Coordinator. Any such communication initiated by a prospective vendor may be grounds for disqualifying the prospective vendor from consideration for award of this RFP.*

**Services Required:** Space Florida is seeking to contract with a vendor in accordance with the Purpose referred to above providing the following Scope of Work:



**Scope of Work for Design Criteria Package:** As defined in subsection 287.055(2)(j) of the *Florida Statutes*, the successful vendor will prepare concise, performance-oriented drawings and outline specifications for the Planned Facility.

The design criteria package shall furnish sufficient information to permit design-build firms to prepare a bid or a response to a future Space Florida request for proposal, or to permit Space Florida to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the project, interior space requirements, material quality standards, schematic layouts and conceptual design criteria for the project, cost or budget estimates, design and construction schedules.

There are currently multiple facility sites under consideration, all of which are currently being contemplated within industrial park zones. Vendors should assume the utility infrastructure is in place and that the building envelope will be located in Brevard County, within a hurricane hazardous area.

The Design Criteria Package for the Planned Facility must include, at a minimum:

- A floor plan, plus simple space plans and block diagrams, as appropriate, to show the relationship between the various uses in the planned facility, including the approximate dimensions and sizes of each major functional area of the building;
- A schematic site plan showing the location of the proposed building on the selected site, and the associated loading areas, truck aprons and parking;
- An outline specification for the shell building, interiors and site work in sufficient detail to allow design-build firms to prepare accurate bids, the specification to follow the CSI format; and
- A corresponding cost format for design-builders to submit their bid proposal.

The outline specifications should include an estimate of the number of tons of HVAC likely to be required, a description of the proposed type of HVAC system, and the estimated electrical service requirements for the planned facility (kVA). In providing plans and outline specifications, the successful vendor should promote the design of a building that can be LEED certified. In bidding the project with prospective design-builders, Space Florida contemplates evaluating costs of various design features that result in varying levels of LEED certification.

The successful vendor will work closely with the tenant and Space Florida to complete this Scope of Work. Key personnel from the tenant will be available to provide direction regarding its facility requirements and FF&E, and to review and comment on the draft product.

Additional scope items:

In addition to the preparation of the Design Criteria Package, SF may request the selected vendor to provide certain additional services, including:



- Assistance in reviewing and evaluating design-build proposals; and
- Limited Construction observation and review services.

**Time Requirements:** Upon successful contract negotiations with a vendor, Space Florida and the vendor will enter into a task order contract that sets forth the period of performance, a schedule of events and/or milestones and reporting/deliverable deadlines for specific projects or proposals.

**Payment:** The total contract price and payment schedule will be negotiated during the contact negotiation phase, after the vendor short-listing and ranking process is completed,

**The Planned Manufacturing Facility:** The Planned Facility will consist of the following estimated space components:

- 35,000 s.f. of office space
- 90,000 s.f. of air-conditioned manufacturing space, and
- 35,000 s.f. of warehouse space.

It is expected that the estimated space components will be refined by the successful vendor based on input received from the tenant and Space Florida.

Other expected key features of the facility include:

- all space to be in a minimum 24' clear, concrete tilt-wall building;
- all space to be located on a single floor, with an alternative for 10,000 s.f. of office space to be on a second, mezzanine level overlooking 25,000 s.f. of office space on floor one;
- two, 12'X25' sunk surface plates within ground floor office area, each ~300 mm thick, comprised of Blanchard-ground plate with adjustable legs, recessed to flush with floor surface;
- warehouse area to include five, dock-high loading bays and two, at-grade bays;
- manufacturing area to include three, at-grade roll-up doors;
- manufacturing area to be air-conditioned to a design temperature of approximately 78 degrees;
- building roof to be mechanically fastened or otherwise capable of meeting Florida Building Code requirements for the site location;
- site to include a minimum of 500 parking spaces; and
- design to include card key or similar access control system.



**Instructions to Vendors:** All proposals/responses must be received by Space Florida no later than 12:00 Noon (EST) on August 29, 2011. The vendor is responsible for timely delivery of proposal/response to an agent of Space Florida at the address below:

Space Florida  
Attn: Debbie Hebert  
MS: SPFL, Bldg. M6-206; Room 9030  
Kennedy Space Center, FL 32899

Proposals must be sealed in one package and clearly labeled “PROPOSAL FOR DESIGN CRITERIA PACKAGE FOR THE PLANNED MANUFACTURING FACILITY” on the outside of the package.

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

Vendor should become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to the lack of knowledge of required conditions.

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 proposals and accompanying documentation will become the property of Space Florida and will not be returned.

Proposals received later than the submittal due date will not be considered. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will not be accepted.

**Preliminary Schedule:** These dates are estimates only and are subject to change by Space Florida.

<b>Event</b>	<b>Date</b>	<b>Time</b>
RFP Posted on Space Florida Website	July 28, 2011	3:00 p.m.
Published in Florida Today	July 28, 2011	N/A
Submit Mandatory Bidders Conference Registration Form	August 4, 2011	3:00 p.m.
Mandatory Bidders Conference	August 9, 2011	9:00 a.m.
Question Submission Deadline*	August 12, 2011	3:00 p.m.
Answer to Questions Posted	August 17, 2011	3:00 p.m.
Proposals Due	August 29, 2011	12:00 noon



Proposals Evaluated (Part 1 & 2)	August 30 - Sept. 2, 2011	N/A
Inform Vendors of Interview and Time	September 6, 2011	N/A
Interviews	September 8, 2011	TBD
Final Evaluation (Part 3)	September 9, 2011	N/A
Contract Negotiations	September 12 – 15, 2011	N/A
Tentative Date to Award Contract	September 16, 2011	N/A

- All questions must be submitted in writing.

**Mandatory Bidders Conference:** All interested vendors must attend a proposal conference at 9:00 a.m. EST on August 9, 2011 at the Space Florida South Campus, 100 Spaceport Way, Cape Canaveral, Florida. Interested vendors must register to attend the Mandatory Bidders Conference by completing the Mandatory Bidders Registration Form attached hereto as **Attachment A**. No more than three (3) representatives from each vendor may attend. Each attendee must complete the Mandatory Bidders Registration Form and submit to the RFP Project Coordinator at the address below no later than 3:00 p.m. EST August 4, 2011:

RFP Project Coordinator  
 Name: Debbie Hebert  
 Fax: 321-730-5307  
 E-Mail: [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov)

**Submittal Instructions:** The proposal must be submitted on 8-1/2" X 11" paper, minimum of 12-point font, numbered, typewritten, with headings, sections, and sub-sections that directly correlate/address specifically ALL required submittal information in their respective order identified below. Interested vendors must submit five (5) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) and Adobe Acrobat (.pdf) format.

The proposal is limited to thirty (30) pages. Front and back pages are considered two pages. Permitted exclusions to the proposal page limit are: Title page, Table of Contents, index or divider inserts. All other information submitted will be included in the total page count.

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

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

**Letter of Transmittal:** Briefly state, in two (2) pages or fewer, the understanding of the vendor 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 vendor; and
- Be signed by a representative who is authorized to contractually bind the vendor and include the agent's title or authority.

**Profile and Qualifications:** Experience and qualifications of the firm and staff:

- A. 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 State of Florida.
- B. Biographies of proposed project lead and other key members of the staff that will be assigned to this effort. The biographies shall include their position, years of experience, and similar success to Space Florida's requirements.
- C. Current/past performance in similar activities. The detail should include specific references with appropriate contact information, period of performance for specific engagement, and the value of services performed. Past experience in the design of manufacturing facilities and concrete tilt-up buildings will be of particular interest.
- D. Willingness to meet time and budget requirements.
- E. A description of the vendor's approach to completing the Scope of Work, to include:
  - a. A proposed list of drawings to be provided by the selected vendor.
  - b. Ability to complete the Scope of Work within 30-45 days from authorization to proceed; and
  - c. Any comments or recommendations regarding the contents of the Design Criteria Package.
- F. Definition of subcontractors (if any), percentage of subcontractor involvement, qualifications of subcontractors.
- G. Indicate financial soundness and stability of firm.
- H. Indicate any potential conflicts of interest with Space Florida.
- I. Describe the firm's single distinctive competency and include the three top factors, which the vendor believes are key for a successful relationship.

**Submission Requirements:** Vendors responding to this RFP must be licensed architects or engineers in the State of Florida. Space Florida strongly prefers submissions that include both licensed architects and engineers on the team, as the planned facility will have mechanical and electrical requirements, in particular, that are unique to the intended use. Vendors should identify the lead firm for the submission.

Each proposal should address, at a minimum, the following items:

1. A description of the vendor's approach to completing the Scope of Work, including:
  - d. Information requirements identified in the Scope of Work;



- e. A description of the tasks or phases of work to be completed by the selected vendor;
  - f. A proposed list of drawings to be provided by the selected vendor;
  - g. Ability to complete the Scope of Work within 30-45 days from authorization to proceed; and
  - h. Any comments or recommendations regarding the contents of the Design Criteria Package.
2. A minimum of three (3) References from clients from whom similar projects have been completed during the last five (5) years, including company name, address, telephone number, email address and appropriate contact name.

**Additional Data:** Since data not specifically requested should not be included in the foregoing proposal sections, provide any additional information you consider to be helpful in the selection process 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 Vendor Using Competitive Negotiations:** Space Florida shall use a competitive negotiation process (section 287.055 of the *Florida Statutes*) in selecting the vendor. The proposal shall be evaluated by Space Florida. Three or more vendors deemed as best suited and qualified shall be selected by a committee of at least three (3) Space Florida representatives or members of the Space Florida Board of Directors for discussions and/or presentations, ranking, and subsequent negotiations with the highest ranked vendor.

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

- A. Vendor and subcontractor (if any) qualifications, financial soundness, and experience.
- B. Vendor experience and qualifications of key personnel and references.
- C. Vendor’s proposed approach to providing the services as described in Scope of Work above.
- D. Vendor’s ability to perform in the timeline requested.
- E. Other relevant factors set forth in subsection 287.055(4) of the *Florida Statutes*.
- F. Presentation (during Part 3 of the evaluation process).

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

**Part 1.** Proposals received will be evaluated to ensure that vendors have met with the submittal requirements stated in this RFP.

**Part 2.** Proposals received will be evaluated and ranked in accordance with the RFP evaluation score sheet. A ranking will be established by totaling the sum of the scores. No less than three (3) vendors will be scheduled for interviews. 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 vendors (or all vendors) will be expected to make a presentation and/or answer questions. The selection committee will rank the vendors in accordance with the RFP evaluation score sheet and the presentation.

Space Florida reserves the right to reject any or all proposals, for any reason, and will not be liable for any vendor for cost incurred in connection with the preparation and submittal of a proposal or response to this RFP.

Space Florida reserves the right to contact client references listed by the vendor in its response proposal.

**Compliance with Laws:** Contractor 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, proposal, or entering into a contract to provide any goods or services to Space Florida 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, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six months from the date of being placed on the discriminatory vendor list.

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

- Vendor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for vendor to solicit or secure a contract with Space Florida 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 vendor any fee, commission, percentage, gift, or other consideration contingent on or resulting from securing a contract with Space Florida.
- The vendor 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 proposal, the vendor, 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 proposal, the vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The proposal 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 proposal.
- The vendor has fully informed Space Florida in writing of all convictions of the firm, its affiliates (as defined in subsection 287.133(1)(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 vendor 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 vendor shall indemnify, defend, and hold harmless Space Florida and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the vendor's preparation of its proposal.

**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 proposals. The *Florida Statutes* and the State Constitution will govern whether information in a proposal is confidential or exempt from the Public Records Act. If information is submitted in the proposal, which the vendor 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 proposal in a separate, clearly marked envelope referencing the specific statutory citation for such exemption. In no event will Space Florida be liable in any manner whatsoever to vendor



if vendor submits information which vendor believes is confidential or exempt from the Public Records Act and which Space Florida, in its sole discretion, deems not to be confidential or exempt.

**Exclusion from Bidding on Design-Build RFP:** If Space Florida subsequently uses a Design Criteria Package created as a result of this RFP to solicit proposals from qualified design-builders to complete the design and construction of the Planned Facility, the successful vendor on this RFP will be precluded from becoming a part of any design-build team.

**Rejection of Proposals:** Space Florida reserves the right to reject any and all proposals for any reason whatsoever.



## Attachment A

### **Mandatory Bidders Conference Registration Form TO BE SUBMITTED BY 3:00 P.M. August 4, 2011**

#### **Design Criteria Package for a Planned Manufacturing Facility RFP-SF-23-0-2012/KW**

**Issue Date:** July 28, 2011  
**Due Date:** August 29, 2011, 12:00 Noon, EST  
**Published on Website:** July 28, 2011  
**Published in Florida Today:** July 28, 2011

**Mandatory Bidders Conference:** All interested vendors must attend a proposal conference at 9:00 a.m. EST on August 9, 2011 at the Space Florida South Campus, 100 Spaceport Way, Cape Canaveral, Florida. Interested vendors must register to attend the Mandatory Bidders Conference by completing the Mandatory Bidders Registration Form attached hereto as **Attachment A**. No more than three (3) representatives from each vendor may attend. Each attendee must complete the Mandatory Bidders Registration Form and submit to the RFP Project Coordinator at the address below no later than 3:00 p.m. EST August 4, 2011:

RFP Project Coordinator  
Name: Debbie Hebert  
Fax: 321-730-5307  
E-Mail: [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov)

Name of Vendor: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_  
\_\_\_\_\_

Primary Point of Contact (POC) Name: \_\_\_\_\_

POC E-mail address: \_\_\_\_\_