

STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT
PUBLIC ANNOUNCEMENT FOR ARCHITECTURAL-ENGINEERING
ENVIRONMENTAL SERVICES

DATE: May 27, 2026

RFQ NUMBER: RFQ REDM2526-12

PROJECT NUMBER: TBD

PROJECT NAME: Environmental Architect-Engineering Services – Continuing Contract for the Northwest Florida Region

LOCATION: Northwest Florida Region

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any protest concerning this agency decision or intended decision must be timely filed with the Agency Clerk. Protests may be filed by courier, hand delivery, or regular mail at: Department of Management Services, Office of the General Counsel, Attention: Agency Clerk, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-0950. Protests may also be filed by fax at 850-922-6312, or by email at agencyclerk@dms.fl.gov. It is the filing party's responsibility to meet all filing deadlines.

SECTION 1: GENERAL DESCRIPTION

The Department of Management Services (DMS), Division of Real Estate Development and Management, announces that professional services are required for the project listed above.

Firms must be currently licensed and registered in the State of Florida as required under Florida law at the time of submittal. Further, if the applicant is a Joint-Venture or a corporation, the Firm must be currently registered with the Florida Department of State, Division of Corporations if a domestic corporation or have the authority to transact business in Florida if a foreign corporation. The relative ability of a firm to perform the services required shall be determined utilizing the evaluation criteria set forth in the evaluation scoring form, AE Evaluation Form – Template, number DMS AE12b. At least three firms, or all firms if fewer than three submit responses, deemed to be the most highly qualified to perform the required services based on scores received using the evaluation scoring form shall be selected for an interview and presentation and posted in order of preference on the Vendor Information Portal (VIP) website.

Firms are advised that plans and specifications for Architectural projects may be reused when updated in accordance with all applicable codes and standards.

SECTION 2: RELEVANT EXPERIENCE

Architect-Engineering firms should have relevant successful experience with the design and construction administration for new construction, remodeling and/or repair of existing occupied buildings including tenant improvements, building system upgrades, re-glazing, and waterproofing exterior building envelopes. Additional experience should include new freestanding buildings, major additions, and renovations. The construction values of activated projects may not exceed the thresholds established in 287.055(2)(g), Florida Statutes.

Additionally, firms must be licensed as an Asbestos Consultant firm; must have a licensed Certified Industrial Hygienist (CIH) on staff; and have current Lead Accreditation Credentials from the U.S. Environmental Protection Agency (EPA). Additionally, staff performing mold assessment and related inspection, design and testing work must be accredited and licensed through the Florida Department of Business and Professional Regulation (DBPR) with MRSA designation (Mold Related Services Assessor).

Scope of services may include:

1. Asbestos: Bulk sampling, laboratory analysis, facility surveys, development of management plans, abatement specifications, project management, air monitoring, TEM and PCM sampling and analysis, final abatement report, and project close out documents.
2. Lead: Bulk sampling, laboratory analysis, XRF scanning, facility surveys, risk assessment, abatement specifications, TCLP analysis, project management, air monitoring, wipe samples and analysis, final abatement report and project close out documents.
3. Indoor Air Quality & Mold: Air sampling, assessment and sampling of HVAC systems, source contaminant assessment, indoor air quality modeling, moisture and water intrusion assessment/moisture mapping; pollutant pathway investigation and modeling, bio-aerosol sampling and analysis, building pressurization gradient surveys, radon measurement and mitigation, vibration assessment, bio-aerosol sampling (viable and nonviable), building envelope assessment, borescope inspection, infrared thermography, mycometer protocol, abatement/migration final abatement report and project close out documents.
4. Industrial Hygiene Services: Drinking water studies, noise studies and mitigation, radiation exposure evaluation and mitigation, lighting assessments, heat stress evaluations, development of occupational safety and health programs, respiratory protection program, chemical assessment evaluation, toxic metals, solvents and particulates characterization, and assessment.

SECTION 3: TIMELINE OF EVENTS

The table below contains the Timeline of Events for this RFQ. Firms shall become familiar with the Timeline of Events. The dates and times within the Timeline of Events may be subject to change. It is the firm’s responsibility to check for any changes. All changes to the Timeline of Events will be made through an addendum to the advertisement on the VIP website. Firms are responsible for submitting all required documentation by the dates and times (Eastern Standard Time) specified below (or as revised by addenda).

Selection Schedule	EVENT TIME (ET)	EVENT DATE
RFQ posted to FAR and the VIP website.		May 27, 2026
Deadline to submit questions.	By 5:00 p.m.	June 3, 2026
Anticipated posting of answers to questions posted to the VIP website.	By 5:00 p.m.	June 9, 2026
Responses from Vendors due to DMS.	By 4:00 p.m.	June 25, 2026
Anticipated posting of the list of vendors selected for an interview and presentation to the VIP website.		July 23, 2026
Firm Interviews/Presentations		August 8, 2026
Anticipated posting of selection committee’s recommended selection to the VIP website.		August 13, 2026
Contract Start Date		December 1, 2026

SECTION 4: QUESTIONS

Any questions from prospective firms concerning the RFQ shall be submitted in writing, identifying the submitter, to the Construction Procurement Liaison by email at REDMProcurement@dms.fl.gov no later than 5:00 p.m. Tuesday, June 2, 2026. All questions and answers/changes to the RFQ will be provided in writing and posted on the VIP website.

SECTION 5: ADDENDA TO THE RFQ

The Department reserves the right to modify this RFQ by issuing addenda. Addenda may modify any aspect of this RFQ. Any addenda issued will be posted on VIP website. It is the prospective firm's responsibility to check the VIP website periodically for any information updates to the RFQ posted to the VIP website. The Department bears no responsibility for any delays, or resulting impacts, associated with a prospective firm's failure to obtain the information made available through the VIP website.

SECTION 6: INFORMATION WILL NOT BE AVAILABLE BY PHONE

Information will not be available by phone. Any information received through an oral communication shall not be binding on the Department and shall not be relied upon by an offeror.

SECTION 7: NOTICE PURSUANT TO SECTION 287.057(25), F.S.

Respondents to this RFQ or persons acting on their behalf may not contact, between the release of the RFQ and the end of the 72-hour protest period following the Department posting the notice of intended award, excluding Saturdays, Sundays and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this RFQ, except in writing to the procurement officer or as provided in this RFQ. **Violation of this provision may be grounds for rejecting the response.**

THE CONSTRUCTION PROCUREMENT LIAISON IS THE SOLE POINT OF CONTACT FOR THIS RFQ, AND VIOLATION OF THIS PROVISION MAY BE GROUNDS FOR REJECTING A RESPONSE. CONTACT WILL BE IN WRITING AND BY EMAIL WILL BE ADDRESSED TO REDMPROUREMENT@DMS.FL.GOV.

*****ALL EMAILS TO THE CONSTRUCTION PROCUREMENT LIAISON SHOULD CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.*****

If a firm claims that any portion of an email is trade secret under section 812.081, F.S., or otherwise confidential under Florida or Federal Law, the firm is to place the word "Confidential" in the subject line.

SECTION 8: RESPONSE INSTRUCTIONS

On or before the response due date listed above, firms interested in being considered for this project must submit one (1) scanned copy and one (1) scanned redacted copy (if applicable) of the entire response in Adobe .pdf on a thumb drive. Electronic copies must be non-restricted, meaning they can be saved and shared for retention and evaluation purposes. **If an electronic copy is restricted, and therefore unable to be saved, shared, or distributed to committee members, the response shall be deemed non-responsive.** The response's table of contents and tabbed sections must be in the following order:

1. A Letter of Interest detailing the firm's qualifications, related experience, the firm's abilities to do the work, and to meet the above referenced selection criteria. The Letter must include firm name, address, contact person, telephone number, and email address.
2. Professional Qualifications Supplement (PQS). Specify billable staff within the office address listed in Item 2, whether you have current or previous DMS or Agency State Work. (You must use "Form AE12a-Rev 09/2021" which may be obtained from the DMS Building Construction website under Forms and Documents).

3. Project listing of relevant experience, including the name of the Client and the Contractor with telephone numbers and e-mail addresses for both.
4. A copy of the firm's current Florida Department of Business and Professional Regulation License.
5. For Corporations only: If the firm offering services is a corporation, it must be properly registered with the Florida Department of State to practice their profession in Florida and must provide a copy of the firm's current Florida Corporate Registration.
6. Completed Federal GSA Standard Form 330 (Rev. 8/2016). This Form may be downloaded at <http://www.gsa.gov/>.
7. A certification that the Architect-Engineer has not and will not use any federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or other award covered by 31 U.S.C. 1352 and shall disclose to the Department any lobbying with non-Federal funds in connection with obtaining any Federal award.
8. A certification that the Architect-Engineer is not on the Suspended Vendor List pursuant to section 287.1351, F.S., the Convicted Vendor List pursuant to section 287.133, F.S., the Antitrust Violator Vendor List pursuant to section 287.137, F.S., the Discriminatory Vendor List pursuant to section 287.134, F.S., or the Forced Labor Lists pursuant to section 787.06, F.S.

A firm must submit all of the above requested information and documentation to be considered responsive. The Department will perform the initial responsiveness check. Responses found to be nonresponsive will not be evaluated.

SECTION 9: DEPARTMENT'S RIGHTS TO REJECT RESPONSES

The Department may reject any response not submitted in the manner specified by this RFQ.

Responses that do not meet all requirements, specifications, terms, and conditions of the RFQ or fail to provide all required information, documents, or materials may be rejected as non-responsive. Firms whose responses, references, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as not responsible. The Department reserves the right to determine which firms meet the requirements of this RFQ and which firms are responsive and responsible.

In this solicitation, the words "should" or "may" indicate desirable attributes or conditions but are permissive in nature. Where language indicates that the attribute or condition is mandatory, the Department still reserves the right to waive any minor irregularity if the Department determines that it is in the best interest of the State to do so.

A deviation from a requirement or condition is material if, in the Department's discretion, it provides a substantial advantage to one firm over another or has a potentially significant effect on the quality of the response or on the cost to the State.

SECTION 10: RESPONSE DUE DATE

Responses must be received by the Department, in accordance with the document delivery instructions below, on or before Thursday, June 25, 2026, by 4:00 p.m. Eastern Time.

SECTION 11: DOCUMENT DELIVERY

Responses are to be submitted to:

Construction Procurement Liaison
Department of Management Services
Division of Real Estate Development and Management
4050 Esplanade Way, Suite 315.5x
Tallahassee, Florida 32399

The time/date stamp/clock in the Department shall serve as the official authority to determine timeliness of the responses. Responses which, for any reason, are not timely received will not be considered. Late responses will be declared non-responsive and will not be further evaluated. Responses received by telegram, facsimile transmission or other similar means not in conformance with the instructions of this RFQ are not acceptable and will be declared non-responsive and will not be further evaluated. Submittals that do not comply with the requirements in Section 8 will be declared non-responsive and will not be further evaluated.

SECTION 12: REDACTED COPY

All materials submitted as part of this RFQ will be a public record subject to the provisions of Chapter 119, Florida Statutes. If a firm considers any portion of the documents, data or records submitted in response to this RFQ to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other authority (Confidential Information), a firm must mark the document as "Confidential" and simultaneously provide the Department with a separate .pdf redacted copy of its response to this RFQ and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's RFQ number and the firm's name on the cover and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the firm claims is Confidential Information. In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If the firm fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

If a requestor asserts a right to the redacted Confidential Information, the Department will notify the firm that such an assertion has been made. It is the firm's responsibility to take the appropriate legal action to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of documents that are marked as "confidential" in a legal proceeding, the Department will give the firm notice of the demand or request. It will be the firm's responsibility to take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the firm fails to take appropriate and timely action to protect the materials it has designated as Confidential Information, the Department will provide the unredacted materials to the requester. By submitting a response, the firm agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the firm's determination that the redacted portions of its response are Confidential Information. If a firm fails to submit a redacted copy in accordance with this section, of information it claims is Confidential Information, the Department is authorized to produce the entire material submitted to the Department in response to a public records request for, or demand for discovery or disclosure of, these records.

SECTION 13: PRELIMINARY SCREENING

Selection of firms for interview/presentations will be made based on design professional qualifications referenced in 287.055, F.S., including:

1. The firm's office location in proximity to the project site;
2. Previous fee volume for DMS and other state agency work;
3. Current workload;
4. Proposed staff and their experience;
5. Relevant design experience; and
6. Ability to perform contract delivery.

The selection committee shall assess points for each evaluation criteria set forth above utilizing the point scale set forth in the Architect-Engineer Selection Form. The Construction Procurement Liaison will total a firm's points from each evaluator to obtain the firm's total preliminary screening score.

Selection in order of preference of no fewer than three firms deemed to be the most highly qualified to perform the required services will be performed in accordance with section 287.055(4)(b), F.S. This includes considering the firm's willingness to meet time and budget requirements and the scores determined utilizing the evaluation criteria set forth in the evaluation form, AE Evaluation Form – Template (AE12b).

SECTION 14: SPECIAL NOTE FOR INTERESTED FIRMS

For information only, firms may download the AE Evaluation Form – Template (AE12b), the Selection of the Architect-Engineer (AE12) booklet for selection criteria information, and the template of the Architect-Engineer Agreement. These documents may be obtained from the DMS, Building Construction website under Forms and Documents at:

https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/building_construction/forms_and_documents

A selected firm will be asked, following negotiations, to execute an Architect-Engineer Agreement. The Architect-Engineer firm has read and understands the terms and conditions in the Architect-Engineer Agreement and the firm's submission of a response is made in conformance with those terms and conditions without exception or modification.

SECTION 15: INTERVIEWS & PRESENTATIONS

A selection committee will conduct presentations and interviews with the top ranked firms regarding their qualifications, approach to the project, and ability to furnish the required services. The list of firms selected for interview/presentation based on the total preliminary screening scores will be posted on the VIP website. Each invitee will be notified by email of the date and time of its interview/presentation.

Interviews & presentations may be held by virtual meeting or in person and will consider:

1. References for relevant projects from prior Clients and Architects-Engineers using the information provided in the Response (see Section 8, Number 3). Please Note: References may not be provided from current DMS employees;
2. Understanding program & requirements; and
3. Approach & methodology.

The selection committee shall assess points for each evaluation criteria set forth above utilizing the point scale set forth in the AE Evaluation Form – Template (AE12b). The Construction Procurement Liaison will total a firm's points from each evaluator to obtain the firm's total interview score. The order of preference of firms deemed most highly qualified to perform the services will be based on the firm's total interview scores.

The Secretary of DMS will approve further negotiations with the firms in accordance with the procedures set forth in section 287.055(5), F.S., and Rule 60D-5.0091, F.A.C.

SECTION 16: SELECTION POSTING

Official notice of the selection committee's recommended selection will be by electronic posting on the VIP website http://www.myflorida.com/apps/VIP/VIP_main_menu.

DMS reserves the right to:

1. Amend, after posting on the VIP website, the notice containing the recommended selection of firms;
2. Execute a contract to one (1) or more firms upon completion of negotiations pursuant to section 287.055(5), F.S.
3. Reject all Responses and determine whether to reissue a competitive solicitation; and
4. Withdraw or cancel the procurement and make no award.

SECTION 17: DISABILITY ACCESS

Pursuant to the provisions of the Americans with Disabilities Act, and in accordance with section 286.26, Florida Statutes, any person requiring special accommodations to participate in a scheduled public meeting at which official acts are to be taken is asked to advise the Department at least 48 hours before the meeting by contacting the Construction Procurement Liaison at 850-488-2074. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).