

**Request for Qualifications
Architectural and Engineering Services for
the TRDA Business Innovation Center Expansion**

The Technological Research and Development Authority (TRDA) seeks proposals from qualified architects to create design and construction documents for Phase II of an original Master Plan for a business incubation facility expansion located at 1050 W. Nasa Boulevard, Melbourne, Florida. The project owner will be the TRDA. Design and construction contracts will be administered by the TRDA.

Design and Construction Documents will be for a 30,000 SF building with 80-85 percent of the space to accommodate prototyping and light manufacturing activity with load-in/load-out capability. Designs will include parking, landscaping, lighting, storm water management, and utilities connection. The documents must address permitting and include a discussion of available construction phase services. Total budget for design and construction is approximately \$4 million. This project will utilize federal funding and the Davis-Bacon Act will apply.

Proposals must include a brief explanation of the design process including interaction with TRDA; a projected schedule; a qualifications package (Standard Forms 254 and 255) that outlines the professional experience of principals, lists other projects; highlights at least three similar projects completed by the proposing organization in the past five years; and includes copies of all appropriate licenses and insurance. Include references familiar with projects and specific qualifications of senior people expected to work on the project.

Interviews will be scheduled with three firms deemed the best qualified per the criteria stated below. Following interviews firms will be ranked in order of preference and negotiations will begin with the top-ranked firm. Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute a contract, negotiations will be ended and then commence with the second highest ranked firm, etc. The subsequent contract for services will be a fixed-price contract. Award of a contract resulting from this RFQ is contingent upon receipt of federal funding. Deliverables specified in the subsequent contract will include:

- Phase II design and construction documents
- Construction administration services

In addition to these deliverables TRDA expects the following tasks to be accomplished by the contractor:

- Conduct a kick-off meeting to review the design process and schedule.

- Prepare and present alternative design concepts.
- Prepare a final report with a detailed explanation of the work required for the project.
- Assist TRDA in the bidding process for construction management.
- Assist TRDA in the evaluation of construction management submittals.
- Provide project management including interpretation of design issues in the field, construction inspections, verifying contractor requests for payment, facilitating change order requests, and preparing punch list(s).
- Assist in maintaining as-built drawings and certifying that the finished project is in accordance with the contract documents.
- Provide warranty inspection(s).

The following criteria will be used to select firms for interviews:

- Professional qualifications—resumes of all professionals who may be assigned this project.
- Past performance—evidence of the firm’s familiarity with the type of project and references on work consistent with the scope of this project, including names, addresses, telephone numbers and specific work project accomplished.
- Project timeline.
- Distance from project.

Responses to this RFQ should not exceed 10 pages in length and must address each of the criteria referenced above.

All questions concerning this solicitation should be directed in writing no later than 5:00 p.m., June 11, 2009 to:

Dave Kershaw
Deputy Director
dkershaw@TRDA.org

The following schedule applies to this solicitation:

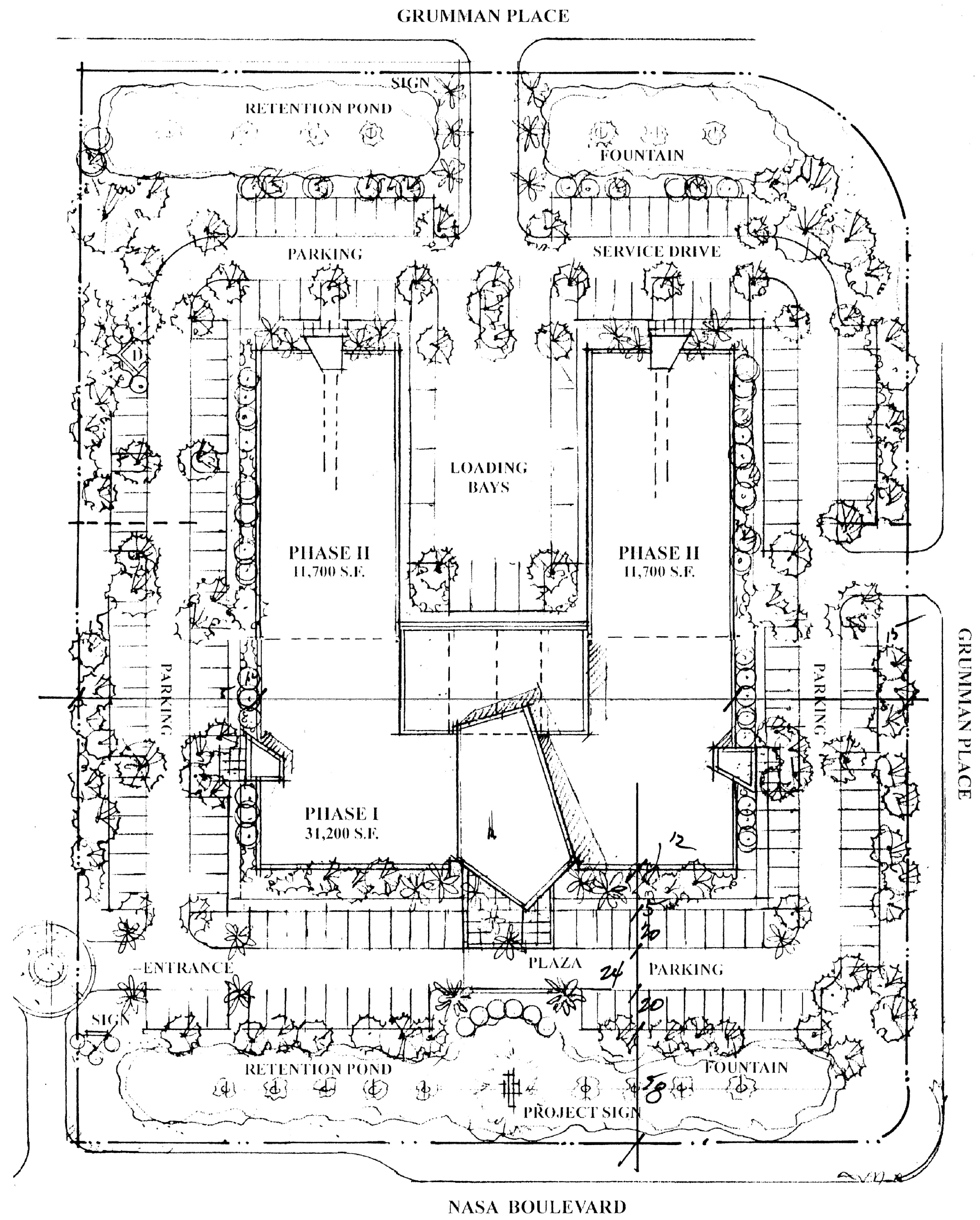
All Proposals received by TRDA	June 12, 2009
Interviews/contract award	June 17, 2009

One (1) original, five (5) copies and one (1) electronic copy of the proposal must be received at the Technological Research and Development Authority no later than 4:00 p.m. on Friday June 12, 2009. Proposals may be submitted via standard U.S. mail or via private delivery service to:

Dave Kershaw
TRDA
1050 W. NASA Blvd. Ste 125
Melbourne, Florida 32901

There is no express or implied obligation for TRDA to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFQ, and TRDA will not reimburse firms for these expenses, nor will it pay any subsequent costs associated with the provision of any additional information or presentation.

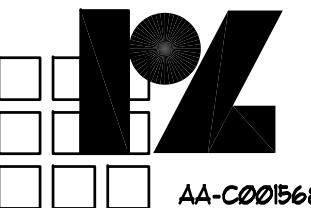
TRDA reserves the right to reject any and all proposals, to negotiate with qualified sources, or to cancel, in part or in its entirety, this RFQ if found in the best interest of TRDA.



SITE PLAN
SCALE: 1/32" = 1'-0"

PRELIMINARY NOT FOR CONSTRUCTION

REVISIONS & UPDATES		

TECHNOLOGICAL RESEARCH & DEVELOPMENT AUTHORITY		
TRDA BUSINESS INNOVATION CENTER - PHASE 2		
MELBOURNE	FLORIDA	
ORIGINAL CONCEPTUAL SITE PLAN		
drawn CNK 05/14/09	checked JJR 05/14/09	approved JJR
		
Job no. P360 SITE 1 sheet of		AA-C001568
ARCHITECTS IN ASSOCIATION ROOD & ZWICK, INC. 600 FLORIDA AVENUE SUITE 202 COCOA, FLORIDA 32822 TELEPHONE (321) 651-8098		