



**MIDWAY FIRE DISTRICT  
RFQ #2022-MFD 01  
PRE-BID MEETING  
MINUTES  
May 20, 2022  
2:00 PM**

**Project: Professional Architectural, Engineering, and Planning Services  
for MFD Stations 36 & 38 Design and Construction Administration  
Services.**

**Midway Fire District Personnel present:**

Jonathan Kanzigg, Fire Chief  
Missy Scarborough, Administrative Chief  
Velina Malinowski, Financial Coordinator

**Other attendees:**

Andrew Bissell with Townes & Architects  
Carter Quina with Quina Grundhoefer Architects  
James Wells with W3 Engineering  
Paul Semmes with Anderson Engineering

The purpose of the pre-bid meeting was to address the queries raised by the attendees for the aforementioned project. This project is for the professional architectural, engineering, and planning services for the Midway Fire Stations; Station 36 located on parcel 27-2S-28-0180-00B00-0050 and Station 38 located on parcel 17-2S-27-0000-00116-0000.

Chief Kanzigg began the meeting by providing the audience members a brief summary of the District's staffing and related response areas and how the growth the District is experiencing has necessitated the project at hand.

Proposals must be received by 2:00PM CST by June 13, 2022. No proposals will be accepted after 2:00PM CST, June 13, 2022. To submit a proposal, the packet must be sealed and clearly labeled "RFQ 22-01 Professional Architectural, Engineering and Planning Services for MFD Stations 36 & 38". Submittals shall include one (1) original proposal, labeled "ORIGINAL", and two (2) copies labeled "COPY" and (1) electronic file in OCR (readable) PDF format. Proposals must be in writing and delivered by hand, overnight courier service, or U/S Mail to the Midway Fire District Board of Fire Commissioners, 1322 College Parkway, Gulf Breeze Florida 32563. E-mailed bid responses will be rejected. All sealed proposals received will be publicly opened on June 14, 2022, at 6:00PM CST.

Proposals will be evaluated by the District's Station Design Committee. The proposals will be ranked based on the factors listed in the RFQ. Interviews with at least three top-ranked firms will be held by the Board of Fire Commissioners. Once interviews are completed, the District will negotiate with the top-ranked Offeror(s).

It is the District's goal to move quickly due to the pace of growth within the community and the potential for increased cost in the current economy.

### **Questions that were asked:**

- *Can we schedule with you to visit the site locations, or do we need an escort to see the properties?* The District grants permission to potential bidders to conduct site evaluations as needed without District personnel providing an escort to the parcels.
- *Are there any zoning issues?* The District is not aware of existing zoning conflicts.
- *Are there any surveys that have been done?* The survey for Station 38 was provided in the packet for review.
- *In section two, what does "unfinished fire stations" mean?* At this time, the District has no timeline for the buildout of station 38. That said, it is the District's desire, if possible, when the time comes, to use the architectural plans and designs produced as a result of the RFQ for both station 36 and station 38.