



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida (the "CITY") will be accepting sealed proposals for:

### PROFESSIONAL ARCHITECTURAL SERVICES: VISTA PARK PHASE II – RECREATION CENTER REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2024-09

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified experienced firms to provide professional architectural services for the City of Weston's Vista Park Recreational Center (to include a recreation and gymnasium complex), in accordance with Section 287.055 Florida Statutes, as amended from time to time.

Professional architectural services are requested to produce all design and construction documents necessary to bid, permit and construct a new CITY recreation and gymnasium complex. The proposed project, Vista Park Phase II – Recreation Center shall be built on a vacant parcel of approximately 6 acres located at 18800 Vista Park Boulevard Weston, FL 33332. The parcel shall be developed for a Recreation Center that is a hardened structure capable of withstanding a Category 5 hurricane of approximately 40,000 square feet in size which serves as a multipurpose gymnasium with the capacity for a minimum of the following: three basketball courts, an upstairs running track, a fitness/activity room, multipurpose rooms, break room, bathrooms, storage, standby power, among other spaces and items. The exterior design for the site shall include a shaded playground, a splashpad, multipurpose courts, shade structures, an exit drive to Vista Parkway, parking and conversion of two soccer fields to artificial turf fields. All required parking and landscaping shall be designed in accordance with CITY standards. The existing site has utility (water, wastewater, electric, telecom, etc.) connections available at the abutting public right-of-way. The ingress and egress of the Recreation Center shall be on Vista Park Boulevard and the access road between Vista Park and Cypress Bay High School.

PROPOSERS are advised that the CITY has NOT authorized the use of CITY's seal by individuals or entities responding to the CITY's Bid, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

## QUALIFICATIONS

PROPOSER shall have been in continuous practice under the same corporate entity for a minimum of the immediate past ten (10) years, shall have performed work for local governments in southeast Florida and shall have completed a minimum of three (3) projects for a government agency of at least a similar scope, size and complexity as the City of Weston Vista Park Phase II – Recreation Center project. PROPOSER shall have a resident office in Miami-Dade, Broward or Palm Beach County, Florida.

## MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference shall be held virtually on **August 6, 2024 at 11:00 a.m.** local time. All PROPOSERS planning to submit a proposal are required to attend this conference. Failure of a PROPOSER to be present for the entire mandatory pre-proposal conference, shall render a PROPOSER to be deemed non-responsive and the proposal shall not be considered for award. Decisions of the CITY shall be final. Connect to the Live Event link via Cisco Webex:

<b>Event:</b>	Pre-Proposal: RFQ No. 2024-09 for Professional Architectural Services: Vista Park Phase II – Recreation Center
<b>Event address for attendees:</b>	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m64d0a55ca3074652105e97b8daadb0c4">https://westonfl.webex.com/westonfl/j.php?MTID=m64d0a55ca3074652105e97b8daadb0c4</a> You may also connect to: www.webex.com <ul style="list-style-type: none"> <li>• Click “Join a Meeting”</li> <li>• Enter Event/Meeting Number</li> </ul>
<b>Date and time:</b>	Tuesday, August 6, 2024 at 11:00 a.m. Eastern Time
<b>Event number:</b>	2309 458 5827
<b>Event password:</b>	Weston (937866 from phones and video systems)
<b>Audio conference:</b>	Join by phone 415-655-0001 US Toll Access code: 2309 458 5827

#### PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Procurement Manager until **2:00 p.m. local time, on August 19, 2024 (the “Submittal Deadline”)** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The sealed proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

<b>Event:</b>	Opening: RFQ No. 2024-09 for Professional Architectural Services: Vista Park Phase II Recreation Center
<b>Event address for attendees:</b>	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=mad4e92d7f0b0b7ef37505a0b9de74c02">https://westonfl.webex.com/westonfl/j.php?MTID=mad4e92d7f0b0b7ef37505a0b9de74c02</a> You may also connect to: www.webex.com <ul style="list-style-type: none"> <li>• Click “Join a Meeting”</li> <li>• Enter Event/Meeting Number</li> </ul>
<b>Date and time:</b>	Tuesday, <del>August 19, 2024</del> <del>August 26, 2024</del> September 3, 2024 at 2:00 p.m. Eastern Time
<b>Event number:</b>	2315 086 8661
<b>Event password:</b>	Weston (937866 from phones and video systems)
<b>Audio conference:</b>	Join by phone 415-655-0001 US Toll Access code: 2315 086 8661

#### AVAILABILITY OF RFQ DOCUMENTS

Interested parties may download a copy of RFQ No. 2024-09 for Professional Architectural Services: Vista Park Phase II – Recreation Center by visiting the CITY’s Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

## QUESTIONS

Any questions concerning this solicitation shall be submitted in writing to the Director of Procurement, Martha Perez-Garviso at mperezgarviso@westonfl.org, with "RFQ No. 2024-09 for Professional Architectural Services: Vista Park Phase II – Recreation Center" in the subject line, time five days prior to proposal submittal deadline.

## CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals pertaining to this RFQ:

Margaret Brown, Mayor,  
Byron L. Jaffe, Commissioner,  
Mary Molina-Macfie, Commissioner,  
Chris Eddy, Commissioner, and  
Henry Mead, Commissioner

Kara Petty, Director of Parks and Recreation, Selection Committee Member;  
Ryan Fernandes, Director of Technology Services, Selection Committee Member;  
Peter Johnson, Assistant Director of Public Works, Selection Committee Member;  
Thaddeus Bielecki, Director of Landscaping, Alternate Selection Committee Member; and

Any member of the Protest Committee, if and when established.

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

## RIGHTS RESERVED

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
  - A. Reject any or all proposals;
  - B. Waive any informality in a proposal;
  - C. Waive any deficiency or irregularity in the selection process;
  - D. Accept or reject any or all qualifications statements in part or in whole; and
  - E. Request additional information as appropriate.
  
2. The City Commission reserves the right to:
  - A. Award all or a portion of the services set forth in the RFP/RFQ as determined to be in the best interest of the CITY; and
  - B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
  - C. Award an Agreement to one or more than one Proposer, make split or multiple awards as determined to be in the best interest of the CITY.
  - D. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso Director of Procurement  
City of Weston

Published: August 23, 2024