



NOTICE TO PROPOSERS

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

PROFESSIONAL ARCHITECTURAL SERVICES FOR FIRE STATION NO. 21 RFQ NO. 2017-06

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified and experienced firms to provide Professional Architectural Services for Fire Station No. 21. Sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, August 8, 2017, (the "Proposal Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida, 33326. The official clock at the City Hall reception desk shall govern. Proposals received after this time will be returned unopened.

SERVICES REQUESTED

Professional architectural services are requested to produce all design and construction documents necessary to bid, permit and construct a new CITY fire station, Fire Station No. 21. The proposed project, Fire Station No. 21 shall be built on a vacant parcel of approximately 97,000 square feet located at 275 Bonaventure Blvd Weston Florida 33326. The parcel shall be developed for a fire station with a hardened structure capable of withstanding a Category 5 hurricane of approximately 11,000 square feet in size; it will include 3 apparatus bays, sleeping rooms, kitchen, fitness space, bathrooms, storage, decontamination room, standby power, among other spaces and items. The site shall contain the required parking and landscaping in accordance with City standards. The existing site has utility (water, wastewater, electric, telecom, gas, etc.) connections available at the abutting public right-of-way, ("Project").

The ingress and egress of the fire station shall be on Bonaventure Boulevard.

The City is seeking to occupancy shall be no later than September 2019.

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may purchase a Request for Qualifications for Professional Architectural Services for Fire Station No. 21 ("RFQ") at the Weston Community Center, 20200 Saddle Club Road, Weston, Florida, 33327, 8:30 a.m. to 4:30 p.m., Monday through Friday, upon payment of a \$25.00 non-refundable fee, for each RFQ. Payment must be made by check, Visa, Master Card or American Express. No cash payments will be accepted. The RFQ may also be examined at the Weston Community Center at the referenced address. Proposals shall be submitted on the form(s) provided in the RFQ.

RFQ manuals are also available for electronic download from Onvia DemandStar at <http://www.demandstar.com> from BidSync at <http://www.bidsync.com>. There is a cost for any document package electronically downloaded from the Onvia DemandStar Web site by members without subscriptions that include the City of Weston in their subscription service territory.

EXPERIENCE

Proposers shall be professionally licensed to practice architecture in the State of Florida and have a resident office in Miami-Dade, Broward, or Palm Beach County, Florida. Proposers 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) fire station projects for a government agency of at least similar in scope, size and complexity as the proposed Fire Station No. 21 project.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference shall be held on **Thursday July 20, 2017 at 11:00 A.M., local time**, at the Weston Community Center, located at 20200 Saddle Club Road, Weston, Florida 33327. All Proposers planning to submit a Proposal are required to attend this Conference. Proposers shall allow sufficient time to ensure arrival prior to the indicated time. Failure of a Proposer to be present for the entire mandatory Pre-Proposal Conference, beginning at the time stated above and concluding at the dismissal of the mandatory Pre-Proposal Conference by the CITY, 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. The official clock at the location of the Pre-Proposal Conference shall govern.

PROPOSAL PROCEDURES

Each Proposal shall be submitted in a separate plain sealed parcel, box or other secure packaging, marked as the "Proposal". The outside of the sealed package must clearly indicate the submitting **"RFQ No. 2017-06, PROFESSIONAL ARCHITECTURAL SERVICES FOR FIRE STATION NO. 21"**, Proposer's name, address and the name and telephone number of the Proposer's specific contact person. **The Proposal shall contain eight (8) complete copies, one (1) unbound original and one (1) digital copy in PDF format on a CD/USB, and is required to be submitted to the CITY by the Proposal Submittal Deadline. Each copy shall contain all required information in order to be considered responsive.**

Once a Proposal has been submitted to the City Clerk, it shall not be returned to the Proposer for any reason. The withdrawal, modification or correction of a Proposal after it has been opened by the CITY shall constitute a breach by the Proposer. No Proposer may withdraw its Proposal within ninety (90) calendar days after the Proposal opening date.

The sealed Proposals will be publicly opened at City Hall immediately after the Proposal Submittal Deadline. The official clock at the City Hall reception desk shall govern. Award of the Proposal will be made at a City Commission meeting.

Technical Advisor: Any questions concerning this Notice to Proposers shall be submitted in writing to Karl Thompson, P.E., Director of Public Works, at kthompson@westonfl.org with **"RFQ No. 2017-06, PROFESSIONAL ARCHITECTURAL SERVICES FOR FIRE STATION NO. 21"** in the subject line or via fax 954-385-2010 by 4:00 p.m., local time at least five business days prior to the submittal date.

All Proposers are advised that the CITY has not authorized the use of the CITY seal by individuals or entities responding to CITY's Request for Qualifications, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All Proposers are advised that the CITY will not supply or sell materials to Proposers in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

The City Commission of the City of Weston reserves the right to reject any and all Proposals, to waive any informality in a Proposal, and to make split or multiple awards in the best interests of the CITY.

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:

Daniel J. Stermer, Mayor;
Toby Feuer, Commissioner;
Margaret Brown, Commissioner;
Thomas M. Kallman, Commissioner;
Byron L. Jaffe, Commissioner; and

Darrel Thomas, Assistant City Manager/CFO, Selection Committee Chairperson;
Bruce Angier, District Fire Chief, Selection Committee Member;
Bryan Cahen, Director of Budget, Selection Committee Member;
Ryan Fernandes, Alternate Selection Committee Member;
Cindy Tao, Accounting Manager, Financial Reviewer; 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.

Patricia A. Bates, MMC
City Clerk
City of Weston

Published on: Friday, July 7, 2017