



NOTICE TO PROPOSERS

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

PROFESSIONAL ARCHITECTURAL SERVICES FOR WESTON COMMUNITY CENTER RFQ NO. 2017-10

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified and experienced firms to provide Professional Architectural Services for the Weston Community Center. sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, November 21 November 28, 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 Weston Community Center. The proposed project, the Weston Community Center, shall be built inside the Weston Regional Park located at 20200 Saddle Club Road, Weston, FL 33327. The parcel shall be redeveloped from land currently occupied by outdoor hockey courts, playground and passive green space. The new Weston Community Center indoor facilities will include office space, multi-purpose rooms that can accommodate classes, meetings, banquets, and an indoor stage, a catering kitchen, arts & crafts space, restrooms, and storage, totaling approximately 25,000 square feet. Outdoor facilities will include a stage integrated into the new building with adjacent restrooms and storage, totaling approximately 6,400 square feet. Site work beyond the building will include lawn seating for 2,500 people and a 7,500 square foot playground, parking and landscaping.

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may purchase a Request for Qualifications for Professional Architectural Services for Weston Community Center ("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 \$50.00 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 projects of at least similar in scope, size and complexity as the proposed Weston Community Center within the last ~~5~~ ten (10) years preceding the date of this RFQ.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference shall be held on **Thursday November 2, 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.

ADDITIONAL MANDATORY* PRE-PROPOSAL CONFERENCE

Monday, November 13, 2017 at 2:00 P.M.

Weston Community Center
20200 Saddle Club Road
Weston, FL 33327

*Proposers that already attended the 11/2/17 pre-proposal conference ARE NOT REQUIRED to be in attendance at the additionally scheduled conference on 11/13.17.

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. 2017-10, PROFESSIONAL ARCHITECTURAL SERVICES FOR WESTON COMMUNITY CENTER"**, 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 ~~Alex Wood, Capital Improvements Project Manager, at awood@westonfl.org~~ Karl Thompson, Assistant City Manager/COO, at kthompson@westonfl.org with **"RFQ NO. 2017-10, PROFESSIONAL ARCHITECTURAL SERVICES FOR WESTON COMMUNITY CENTER"** 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

Ryan Fernandes, Director of Technology Services, Selection Committee Chairperson;
Don Decker, Director of Parks and Recreation, Selection Committee Member;
Denise Barrett-Miller, Director of Communications, Selection Committee Member;
Bryan Cahen, Director of Budget, 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: Saturday, October 21, 2017.

Revised on: November 8, 2017 per Addendum No. 2

Revised on: November 16, 2017 per Addendum No. 3