

## **PART ONE - GENERAL INFORMATION**

### **A. INTRODUCTION**

Miami Shores Village is soliciting responses to this Request for Qualifications (RFQ) from Professional Planning/Design/Engineering Firms interested in providing consultant services generally consisting of the preparation of design criteria and standards for downtown Miami Shores Village in order to retain and promote a traditional neighborhood downtown. The consulting services may include other matters as set forth herein.

### **B. Background**

Miami Shores Village is located in Miami-Dade County between Biscayne Bay and I 95, approximately 8 miles north of downtown Miami. It is the home of Barry University. The 2.5 sq. mi. area had a 2010 population of 10,493. The estimated median household income in 2013 was \$80,095. The Village provides a full range of municipal services including police.

The Village's web site is [www.miamishoresVillage.com](http://www.miamishoresVillage.com)

### **C. Zoning & Comprehensive Plan**

The Miami Shores Village commercial downtown is 8 blocks long located along NE 2<sup>nd</sup> Avenue between NE 101<sup>ST</sup> Street and NE 93<sup>RD</sup> Street. The downtown is framed by the Village Hall and Village Library to the north, Memorial Park and Optimist Park to the south, and is surrounded by single-family dwellings.

The downtown is characterized by one and two story commercial buildings. The downtown has changed over the years from neighborhood commercial serving the residents to office and personal service with vacant space. The downtown is also the civil center of Miami Shores with the Village Hall, Village Library, Village Police department and Miami-Dade Fire.

A feature of the downtown is the Miami Theater Center / O Cinema.

The permitted uses and standards in this zone are intended to reinforce this form.

The Comprehensive Plan designation for the properties is Restricted Commercial: office and light retail uses that are compatible with nearby housing; residential uses that are compatible with nearby commercial. The floor area ratio shall not exceed 1.0.

The downtown is zoned B1. The B1 designation allows for a range of permitted commercial uses to serve the community. The height limit is 40 ft. with no FAR requirement. Parking is currently required based on use.

The downtown is currently served by septic systems limiting development potential. A low pressure sewer system is currently being installed and will be available in one year. The

installation of the sewer system is expected to stimulate economic development and growth in the downtown area.

## **PART TWO - SCOPE OF WORK**

### **I. VISION**

Creating design criteria and standards for downtown Miami Shores Village that retain and promote downtown Miami Shores as a traditional neighborhood downtown destination.

### **II. STUDY AREA**

The study area lies along NE 2<sup>nd</sup> Avenue between NE 101<sup>st</sup> Street and NE 93<sup>rd</sup> Street and includes the civic space at the north and south ends.

### **III. DOWNTOWN ANALYSIS**

The consultant services may include a review, analysis and recommendation on the six (6) issues noted below and will identify and address conflicts with the Miami Shores Village Comprehensive Plan and Zoning Code. Any such services will be at the discretion and direction of the Village staff. The design criteria and standards must be unique documents that are specific to Miami Shores Village and cannot be a duplication of plans or overused elements derived from similar documents prepared for other municipalities.

1. Existing Conditions – Inventory and analysis within the study area to include but is not limited to:
  - a. Businesses
  - b. Publicly owned properties
  - c. Zoning and Comprehensive Plan
  - d. Land Uses
  - e. Infrastructure
  - f. Parking
  - g. Pedestrian and bicycle facilities; Miami Shores Village Multimodal Mobility Study
  - h. Streetscape
2. Land Use –Develop a proactive downtown design criteria and standards manual outlining the preferred vision for development of downtown Miami Shores Village. Create illustrations that provide clarity about the desired character of the built environment downtown - applies to new construction, existing and historic

structures in downtown. It is intended to create a vibrant downtown that attracts both new users and strengthen existing desirable uses. Consider land use and parking issues.

3. The downtown design and standards manual will assist the community to achieve the future vision for the downtown and has three principle objectives:
  - a. To enhance the character of the Village and ensure that new development and improvements sensitively fits the Village's expectations for the context, character and quality that will define Miami Shores Village.
  - b. To encourage architectural creativity, achieve design excellence and provide a reasonable degree of certainty for the developer through establishing a common understanding of design criteria and development standards among the developer, neighbors and Village early in the design and siting of new development.
  - c. To provide flexibility for the Village and developers in the application of the development standards.
  - d. Create illustrations that provide clarity about the desired character of the built environment downtown - applies to new construction and existing structures in downtown. It is intended to create a vibrant downtown that attracts both new users and strengthen existing desirable uses.
4. Transportation – Investigate downtown parking, capacity, existing and future needs. Identify concerns and solutions that address the need for parking and parking solutions. Also look at parking on the neighboring residential streets, identifying the parking issues and provide alternatives and solutions. Investigate residence only parking and other parking solutions. Consider the opportunity and feasibility of providing additional pedestrian and bicycle facilities throughout the downtown.
5. Review the Village Comprehensive Plan and Zoning Code to identify changes necessary to implement the Downtown Design Plan and its elements.
6. Implementation - Develop an implementation strategy that identifies the specific action needed, priority, timeframe, lead agencies or organizations, and funding sources.

#### IV. IMPLEMENTATION TOOLS

1. Policies

Identify Village policies and review Village regulations (zoning code, comprehensive plan and capital improvement plan) that may conflict with the design criteria and standards and offer recommendations to accommodate reinforce and encourage the type of envisioned image in the downtown.

Develop standards and zoning regulations that support, accommodate, reinforce and encourage the type of image and character envisioned in the downtown. Deliver a streamlined regulatory document with a clear and concise graphic design.

## 2. Downtown Design Standards

Create an attractive and strong “sense of place” within the downtown through physical improvements that enhance the envisioned character of downtown and include sustainable development measures (utilizing green, smart growth, livable and walkable ideas into aesthetically pleasing design standards that incorporate USGBC LEED Neighborhood design and other best practices) for the following minimum components:

- a. Architectural component with design guidelines for remodeling existing buildings and constructing new buildings
- b. Building height and massing
- c. Crime prevention through environmental design
- d. Vehicular and pedestrian access
- e. Pedestrian connectivity
- f. Provide recommendations for wayfinding sign designs.
- g. Development must exemplify exceptional architecture and sustainable design and construction, generate street-level activity and provide visual interest.
- h. Provide estimates of the cost to implement the optional municipal elements contained in the Downtown Design Plan.

## 3. Parking

Investigate downtown parking and develop innovative parking strategies to address:

- a. Current municipal parking and future municipal parking options.
- b. Develop zoning code provisions that best reflect actual parking needs based on use, consider parking supply downtown and the need for additional parking
- c. Parking alternatives and strategies to meet parking demand.
- d. Residence only parking on side streets leading from NE 2<sup>nd</sup> Avenue in the downtown.

## V. Public Participation

Miami Shores Village values public participation as an important approach to the development of community plans. Key opportunities for public participation in this process may include, but are not limited to:

1. **Community Involvement.** The development of the plan may include a series of at least two (2) public meetings with the community to interact with the public and to gain public input. One of these two meetings may include community stakeholders including businesses, property owners, residents and preservationists get an opportunity to provide their input. The consultant will be primarily responsible for conducting and coordinating these public meetings, with support from Miami Shores Village staff.

## PART THREE – SELECTION PROCESS

This process begins with the receipt of Statements of Qualification as a response to the RFQ outlined herein. Following review of the submissions, the Selection Committee will develop a short-list of consultants and schedule interviews. Village staff will commence interviews followed by negotiations (e.g. regarding scope of work and fee) with the top ranked consultant. If the Village and top ranked consultant fail to create an agreement or memorandum of understanding, then negotiations will continue with the next ranked consultant and so forth.

### A. Anticipated Schedule of Events

- Miami Shores Village reserves the right to amend dates. Should the timeline change, all participating parties will be notified.
- Optional pre-bid conference: November 19, 2015, 10:00 a.m., Village Hall, Conference Rm. 10050 NE 2<sup>nd</sup> Avenue, Miami Shores, FL.
- RFQ Submittal Deadline: December 4, 2015
- RFQ committee reviews submittals: December 10, 2015
- Top 3 Firms will be contacted for interviews: December 11, 2015
- Top 3 Firms to make presentation to review panel: December 17, 2015
- RFQ Shortlist to Village Council with firms ranked: January 5, 2016
- Approval of Consultants Contract by Village Council: January 19, 2016

### B. Selection Criteria

Consultant proposals will be evaluated by the Selection Committee using the following criteria as a measure of the applicant's ability to successfully complete the scope of work.

- Qualifications and previous related work of key personnel and/or subcontractors. 25%
- Depth of relevant technical experience of the consultant team with efforts of this type. Utilization of innovative approaches and solutions in the consultant team's past projects. 25%
- Depth of interdisciplinary skills related to urban design, land use planning and analyses. 15%

- Level of understanding regarding the issues of downtown Miami Shores. 30%
- The demonstrated ability to organize and lead effective, productive public meetings and project meetings. 5%

C. Final Deliverables

The following are minimum required deliverables. This list is subject to change and will be finalized with the consultant team as part of the final contract.

- Publicly adopted design criteria and standards including any necessary zoning text amendment and design guidelines.
- A complete, concise and detailed design criteria and standards and pattern book, to include maps, geospatial and graphic presentations. Twenty (20) bound hard copies, and one digital copy in Microsoft Office and PDF.
- A complete, concise and detailed Downtown Design Manual. The Downtown Design Manual is intended to be a helpful downtown design resource representing community expectations for new construction, additions and renovations in Downtown Miami Shores Village. The manual will promote context appropriate development through clear, flexible design guidance, based on community input and a general urban design framework. Twenty (20) bound hard copies and one digital copy in each of Microsoft Office and PDF.
- A complete, concise and detailed comprehensive plan and/or zoning code amendment to adopt and implement specific requirements of the Downtown Design Plan and the Downtown Design Manual.
- A clear and concise Executive Summary/Quick Reference Guide to include map of plan, architectural rendering and streetscape rendering. Provide 100 hard copies and one digital copy in each of Microsoft Office and PDF.
- Rights to all data, work products, etc. revert to Miami Shores Village upon completion of contract.
- All documents, printed or electronically produced as part of this project shall be the property of Miami Shores Village. Miami Shores Village shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise. Electronic documents shall not be locked or password protected.

D. Proposal Format

The proposal must include the following information and follow the format described below:

1. Consultant Identification:

- Overall description of the consultant;
- Summary resumes for all key staff members (excluding support staff);

- Information indicating the consultant’s designated leader for this project and the responsible party in each firm who will be providing the required professional services; and
  - Description of the consultant’s current workload and the ability to accomplish this project in a designated timeframe.
2. Project Experience:
- Provide description of similar or relevant projects (e.g. projects related to downtown development and/or redevelopment) including contract amount, project coordinator and client contact person. Please identify projects completed within budget and schedule. Include graphic representation.
3. Scope of Services:
- Please include no more than half a page describing your understanding of the key issues affecting the success of downtown Miami Shores and a brief approach to address them.
  - Description of overall approach to and philosophy regarding issues identified in the project;
  - Detailed response to each issue contained in the scope of work including breakdown of hours for each major task; and
  - Identification and rationale for proposed changes to the scope of work, if any.
4. Additional Information
- Provide other information the applicant feels is relevant that describes the team’s abilities to successfully complete a project of this nature
5. References
- Minimum of three (3) references; and
  - Include name, telephone number, brief description of the job and the referenced person’s role in the process
6. Samples of Work
- Submit two (2) samples of work that are products similar to what is requested in this RFQ
  - Only one copy of each sample is required to be submitted

## PART FOUR – SUBMITTAL REQUIREMENTS

Submittal Date -Please return qualifications for first review by December 4, 2015 at 4:00 p.m. The Village may continue to solicit qualifications beyond the above date depending on the number and quality of submittals.

Submittal Quantity and Contact -Please provide (10) copies of the submittal in printed form and submit a copy in digital format to:

Barbara Estep, Village Clerk  
Miami Shores Village Hall  
10050 NE 2<sup>nd</sup> Avenue  
Miami Shores, FL 33138  
[estepb@miamishoresVillage.com](mailto:estepb@miamishoresVillage.com)

1. Respondents shall thoroughly examine and be familiar with the RFQ specifications. Failure of any respondent to receive or examine this document shall in no way relieve any respondent of obligations pertaining to this RFQ or the subsequent contract.
2. Any modifications from the stated terms and conditions can result in the rejection of the response as not being responsive to this RFQ.
3. Delivering the response to the Village on or before the specified date and time will be solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.
4. The response deadline shall be strictly observed. Responses received after this date may not be considered. Such RFQs will be returned to the Respondent unopened.
5. The Village reserves the right to reject the response of any respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the Village, is not in the position to perform properly.
6. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
7. No successful respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the Village, which authorization may be withheld by the Village in its sole discretion.
8. Changes to the RFQ may be made by and at the sole discretion of the Village.
9. Warranties - The respondent, in submission of its response, warrants to the Village that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.

10. The Village reserves the right to accept or reject any and all responses, to waive any irregularities or informalities in any response or in the RFQ process, and to accept or reject any items or combination of items. The award will be to the candidate whose response complies with all of the requirements set forth in this RFQ and whose response, in the sole opinion of the Village, is best taking into consideration all aspects of the Respondent's response.
  
11. In the event that the successful respondent does not execute a contract within a time frame acceptable to the Village, the Village may give notice of intent to negotiate with the next most qualified respondent or to solicit new responses and may proceed to act accordingly.

The successful respondent shall comply with all Village "vendor" requirements as well as other Village related ordinances and requirements relative to receiving payment from the Village