

**REQUEST FOR PROPOSALS  
MIAMI SHORES VILLAGE**

**New Recreation/Community Center Facility  
Schematic Design Services**

**GENERAL INFORMATION**

Miami Shores Village is seeking proposals from interested individuals/firms to design a schematic floor plan including exterior elevations for a proposed new recreation/community center facility. The Village has developed a preliminary floor plan for a two story building to be constructed on a site located at 9617 Park Drive, Miami Shores, Florida. The successful firm will be responsible for taking the preliminary floor plan and further developing it so that it can be used for completion of construction drawings.

**BACKGROUND**

Miami Shores Village has a resident population of approximately 10, 845, and was incorporated in 1932. The Village's Recreation Department is an integral part of the resident's day-to-day activities, encompassing the following facilities: community center, field house, tot-lot, and aquatic center. The Village has recently completed a feasibility study, conducted by Ballard\*King and Associates which addressed the Community's need for recreational programming space. The completed feasibility study provided a preliminary floor plan design for a proposed new community center to include incorporating the current field house building and operations within the new facility.

**REQUIRED ELEMENTS OF PROPOSAL SUBMITTAL REQUIREMENTS**

Ten (10) copies of the proposal must be submitted no later than 5:00 PM on Thursday, August 25, 2016, to the Village Clerk's Office, Miami Shores Village, 10050 N.E. 2<sup>nd</sup> Avenue, Miami Shores, FL 33138. Proposals received after the date indicated will not be considered.

RFP submittals shall be 8 ½ x 11 inches and organized in sections following the order specified under Contents.

RFP submittals shall contain the following information:

- 1) A letter of transmittal signed by an individual authorized to bind the proposing entity.
- 2) A table of contents listing the material by section and page number.
- 3) A list of current South Florida clients/references for which similar projects were completed by the firm.
- 4) General information about the firm (i.e., company, location of offices, years in business, organizational chart, etc.).
- 5) Provide qualifications and experience of professionals to be utilized on project.

- 6) Provide proof of insurance including general liability, professional liability, automobile insurance as well as worker's compensation coverage for employees.
- 7) Sworn Statement on Public Entity Crimes.

## **SCOPE OF SERVICES**

Miami Shores Village is seeking a qualified firm/individual to develop a schematic floor plan design including exterior elevations for a proposed new recreation/community center facility. The Village has developed a preliminary floor plan for a two story building to be constructed on a site located at 9617 Park Drive, Miami Shores, Florida. The successful firm will be responsible for taking the preliminary floor plan and further developing it so that it can be used for completion of construction drawings. Issues such as occupancy loads, room sizes, restrooms, storage areas, ADA standards, hallway widths, emergency exits, etc. must be addressed within the scope of services.

The work shall also include development of exterior elevations for the proposed two story building. The proposal should also include developing dimensions for a pick-up/drop-off zone and the traffic flow, the layout of a single, outdoor basketball court on the property, and layout of a proposed surface parking lot to be located on the site of the existing community center building following demolition.

## **QUALIFICATIONS**

Proposing firms responding to the RFP shall demonstrate their ability to undertake the Project by providing evidence of experience and expertise specific to the Project, i.e. form of design, construction budgets and schedules of similar projects, and as provided for in the Scope of Services.

The Village reserves the right to conduct an independent investigation of the Proposer's firm by contacting listed references, independent parties or accessing public information.

## **COMPARATIVE EVALUATION CRITERIA**

Proposals must be complete and submitted on or before the submission deadline, and must contain at a minimum, all required elements of the proposal package as outlined in the Required Elements of Proposal Submittal Requirements. Failure to meet any submission requirement shall result in the rejection of the proposal package.

Criteria:

- 1) General firm experience and years in operation (10%)
- 2) Similar project experience (30%)
- 3) Quality and Applicability of references (20%)
- 4) South Florida Clients (15%)
- 5) Personnel/Staffing experience / certifications (20%)
- 6) Insurance requirements (5%)

**MIAMI SHORES VILLAGE**

**PROPOSER'S ACKNOWLEDGEMENT OF COMPLIANCE  
WITH INSURANCE REQUIREMENTS FOR  
\_\_\_\_\_  
REQUEST FOR PROPOSAL**

Proposer agrees, acknowledges and is fully aware of the insurance requirements and accepts all conditions and requirements as contained therein.

Proposer: \_\_\_\_\_

Name (Please print or type): \_\_\_\_\_

By: \_\_\_\_\_  
Proposer's Signature

Date: \_\_\_\_\_

This executed form must be submitted with Proposal.

**MIAMI SHORES VILLAGE**

**CERTIFICATION OF QUALIFICATIONS**

- 1) The undersigned hereby submits its proposal and by doing so, agrees to furnish services to the Village in accordance with the Request for Proposal (RFP), dated \_\_\_\_\_ and to be bound by the terms and conditions of the RFP.
- 2) This firm has carefully reviewed its proposal and understands and agrees that the Village is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
- 3) It is understood and agreed that the Village reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the Village.
- 4) The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated \_\_\_\_\_.
- 5) The proposal shall be valid for 90 days from \_\_\_\_\_.

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_