

REQUEST FOR QUALIFICATIONS MIAMI SHORES VILLAGE

GENERAL INFORMATION

Miami Shores Village is seeking proposals from interested individuals/firms to provide a **DESIGN CRITERIA PACKAGE** for the Brockway Memorial Library to construct an addition and provide interior remodeling.

BACKGROUND

Miami Shores Village owns and operates a municipal library located at 10021 NE 2nd Avenue, Miami Shores, Florida. The current building is approximately 10,000 square feet. The Library Board of Directors has approximately \$625,000 to construct an addition including furniture and fixtures on the north side of the existing building and to remodel certain parts of the interior of the existing building. The primary use for the addition will be a children's wing to enhance the programming of our children's activities. In addition to providing more space, one of the goals for this project is to provide separation for the various child age groups and the planned activities. The Library has developed a proposed floor plan from which to work from that is attached to this RFQ.

SCOPE of SERVICES

The successful individual/firm shall develop and provide a design criteria package (DCP) to be used to solicit bids from a Design Build Contractor for the construction of a children's addition and interior renovations to portions of the existing building. The work shall also consist of designing the exterior elevations and interior design to match the existing building. The DCP shall include all of the specifications for all interior and exterior construction, fixtures, finishes, flooring, paint, colors, doors, windows, base boards, hardware, shelving, plumbing, electrical, lighting, window coverings, ceiling finishes, HVAC, and any and all other components and specifications necessary to complete the project. All designs shall be in full compliance with all ADA regulations, fire codes, the Florida Building Code, Village zoning ordinances, and any other rules and regulations from jurisdictions having regulatory control of this project. In addition, the successful individual/firm shall develop construction drawings for 30% (+/-) of the project. The successful individual/firm shall work closely with the Library Director, Ms. Michelle Brown, during the development of the DCP. All of the design and finishes shall be approved by the Library Director prior to the publication of any final plans or documents. The documents shall clearly state that all work on the project must be done in such a manner as to cause the least disruption of the Library operation during construction. Great care must be given at all times to protect the Library books, equipment, and areas of the Library that do not fall within the scope of the project during construction. The plans and specifications shall be developed with the understanding that the Library will be in full operation during the construction process.

Pre Submittal Conference

There will be a **MANDATORY** pre-submittal conference on Monday, October 17th at 10:00AM in the Library's conference room.

REQUIRED ELEMENTS OF RFQ AND SUBMITTAL REQUIREMENTS

Ten (10) copies of the RFQ must be submitted no later than **5:00 PM on Friday, November 4, 2016**, to the Village Clerk's Office, Miami Shores Village, 10050 N.E. 2nd Avenue, Miami Shores, FL 33138. RFQ's received after the date indicated will not be considered.

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

RFQ 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.

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.

Any modifications from the stated terms and conditions can result in the rejection of the response as not being responsive to this RFQ.

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.

The response deadline shall be strictly observed. Responses received after this date may not be considered. Such RFQ's will be returned to the respondent unopened.

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.

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.

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.

Changes to the RFQ may be made by and at the sole discretion of the Village.

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.

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 combinations of items. The award will be to the respondent 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.

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.

QUALIFICATIONS

Proposing firms responding to the RFQ 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.

INSURANCE REQUIREMENTS

Under the terms and conditions of all contracts, leases, and agreements, the Village requires appropriate coverage listing Miami Shores Village as Additional Insured. This is done by providing a Certificate of Insurance listing the Village as “Certificate Holder” and “Miami Shores Village is Additional Insured as respect to coverages noted,”. Insurance companies providing insurance coverages must have a current rating by A.M. Best Co. of “B+” or higher. (NOTE: An insurance contract or binder may be accepted as proof on insurance if Certificate is provided upon selection of the service provider.) The following is a list of types of insurance required and the limits required by the Village. NOTE: This list is not all inclusive, and the Village reserves the right to require additional types of insurance, or to raise or lower the stated limits, based upon identified risk.

| Types (Occurrence Based Only) | Minimum Limits Required | |
|--------------------------------------|--------------------------------|-------------|
| General Liability | General Aggregate | \$1,000,000 |
| Commercial General Liability | Products-Comp/Op. Agg | \$1,000,000 |
| Professional Liability | Each Occurrence | \$ 100,000 |
| Automobile Liability | Each Occurrence | \$ 300,000 |
| Worker’s Compensation | Statutory Limits | |
| Employer’s Liability | Each Occurrence | \$ 100,000 |

Waiver of Subrogation: Required insurance coverages shall not prohibit the service provider from waiving the right of subrogation prior to a loss. Service provider shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

Deductible: Any deductible or self-insured retention must be approved in writing by the Village and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

Failure to Maintain Coverage: The service provider agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Village. The Village shall have the right to withhold any payment due the service provider until compliance with the insurance provisions of this Agreement are satisfied.

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 (15%)
- 4) South Florida Clients (20%)
- 5) Personnel/Staffing experience / certifications (20%)
- 6) Insurance requirements (5%)

MIAMI SHORES VILLAGE

**PROPOSER'S ACKNOWLEDGEMENT OF COMPLIANCE
WITH INSURANCE REQUIREMENTS FOR
BROCKWAY MEMORIAL LIBRARY EXPANSION
DESIGN CRITERIA PACKAGE
REQUEST FOR QUALIFICATIONS**

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 Qualifications (RFQ), dated _____ and to be bound by the terms and conditions of the RFQ.
- 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 Qualifications, dated _____.
- 5) The proposal shall be valid for 90 days from _____.

Name of Firm: _____

By: _____
(Authorized Signature)

Print Name: _____

Title: _____

Date: _____

