

**Request for Qualifications**  
**Landscape Architectural and Design Services**  
**Miami Shores Village Entrance Ways**

**March 2016**

## General Information

### A. Introduction

Miami Shores Village is soliciting responses to this Request for Qualifications (RFQ) from Professional Landscape Architects interested in providing landscape design services at the entry ways to our community. Miami Shores Village is generally located east of I-95 in Miami-Dade County between 91<sup>st</sup> Street and 115<sup>th</sup> Street from N.W. 2<sup>nd</sup> Avenue east to Biscayne Bay, including some pockets in the NW and SW corners of the Village that extend as far west as NW 6<sup>th</sup> Avenue.

The Landscape Architectural firm's team qualifications will be accepted until 5:00PM on Tuesday, March 22, 2016 in the office of the Village Clerk at Miami Shores Village Hall located at 10050 NE 2<sup>nd</sup> Avenue, Miami Shores, Florida 33138. Please provide **10 copies** of your submittal with the following information:

- **Qualifications of your firm including past experience of similar type projects for municipal or private clients.**
- **Experience of the landscape team assigned to this project.**
- **The methodology your firm will use to accomplish the goals of the scope of services.**

Envelopes must be sealed and plainly marked Miami Shores Village Entryway Landscape project.

**A mandatory pre-submittal conference will be held at Miami Shores Village Hall located at 10050 NE 2<sup>nd</sup> Ave Miami Shores Florida on Tuesday, March 8th, 2016 at 10:00AM**

## **B. Scope of Services**

- a. The project consists of developing a standardized landscape entryway plan so that visitors to our community will immediately know they have entered our Village because of the visual impact of the landscaping.
- b. Create a set of plans for each intersection that shows the dimensions of the area to be planted, the type and quantity of tree or plant material to be planted using Florida Friendly plants that require minimal water and maintenance.
- c. Incorporate where possible the newly installed entrance signs at the intersections of N.W. 103<sup>rd</sup> Street & N.W. 2<sup>nd</sup> Avenue, N.W. 95<sup>th</sup> Street & N.W. 3<sup>rd</sup> Avenue, and Miami Avenue and 115<sup>th</sup> Street into the landscape design.
- d. Propose alternative solutions to entryways that have no public right-of-way to indicate that one has entered our Village.

## **C. Entryway Locations**

The following locations are the entryways that shall be included in the project:

- **Biscayne Boulevard & NE 105<sup>th</sup> Street**
- **Biscayne Boulevard & NE 87<sup>th</sup> Street**
- **Park Drive & N.E. 87<sup>th</sup> Street**
- **North Miami Avenue & 91<sup>st</sup> Street**
- **North Miami Avenue & 115<sup>th</sup> Street**
- **N.W. 2<sup>nd</sup> Avenue & N.W. 103<sup>rd</sup> Street**
- **N.W. 2<sup>nd</sup> Avenue & N.W. 91<sup>st</sup> Street**
- **N.W. 2<sup>nd</sup> Avenue & N.W. 115<sup>th</sup> Street**
- **N.W. 3<sup>rd</sup> Avenue & N.W. 95<sup>th</sup> Street**
- **N.W. 6<sup>th</sup> Avenue & N.W. 111<sup>th</sup> Street**
- **N.E. 2<sup>nd</sup> Avenue & N.E. 91<sup>st</sup> Street**
- **N.E. 2<sup>nd</sup> Avenue & N.E. 115<sup>th</sup> Street**
- **N.E. 6<sup>th</sup> Avenue & N.E. 107<sup>th</sup> Street**
- **N.E. 10<sup>th</sup> Avenue & N.E. 91<sup>st</sup> Street**
- **N.E. 8<sup>th</sup> Avenue & N.E. 90<sup>th</sup> Street**
- **N.E. 107<sup>th</sup> Street & N.E. 10<sup>th</sup> Place**

## **D. Fees**

In evaluating the proposals, price will not be the sole factor. The Village may consider any factors it deems necessary and proper for best value, including price, quality of services, response to this request and general reputation. The Village reserves the right to reject any and all proposals.

- Fees should include all travel, etc. No other charges will be allowed unless specifically authorized.
- State with specificity those items which are excluded from the base fee.

## **E. Submittal Requirements**

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.

12. 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.

**SWORN STATEMENT UNDER SECTION 287-133(3)(A)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_ for \_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)  
Whose business address is \_\_\_\_\_  
and (if applicable) its Federal Employee Identification Number (FEIN) is \_\_\_\_\_.
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a “Public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133 (1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)  
Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
who, after first being sworn by me, affixed his/her signature in the space provided above on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_