



**CITY OF WESTON, FLORIDA
INDIAN TRACE DEVELOPMENT DISTRICT
BONAVENTURE DEVELOPMENT DISTRICT**

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, the Indian Trace Development District (ITDD) and Bonaventure Development District (BDD) (collectively the "CITY") will be accepting sealed proposals for:

**Continuing Professional Architectural Services
RFQ No. 2015-13**

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified and experienced firms to provide Continuing Professional Architectural Services for miscellaneous projects under a continuing services contract. Sealed proposals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, January 12, 2016, (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

Proposers shall provide professional architectural services for the establishment of a continuing services contract to provide for studies, planning, design, and construction management and inspection of miscellaneous assigned projects. Services shall include but are not limited to programming, planning and the design of interior remodeling and renovation of buildings with finishes for institutional facilities.

The initial term of the continuing contract will be for five (5) years. The CITY reserves the right to renew the contract for one (1) additional term subject to Consultant's satisfactory performance and mutual agreement of the CITY and Consultant to renew the contract.

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may purchase a Request for Qualifications for Continuing Professional Architectural Services ("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 \$25.00 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>. 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 architectural services for a government agency with infrastructure similar in scope, size and complexity as the City of Weston. Experience shall emphasize interior remodeling and renovation of buildings with finishes for institutional facilities.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference shall be held on **Thursday, December 17, 2015, at 10:00 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.

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. 2015-13, CONTINUING PROFESSIONAL ARCHITECTURAL SERVICES"**, Proposer's name, address and the name and telephone number of the Proposer's specific contact person. **The Proposal shall contain seven (7) 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 Karl Thompson, P.E., Director of Public Works, at kthompson@westonfl.org with **"Continuing Professional Architectural Services RFQ No. 2015-13"** in the subject line or via fax 954-385-2610 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;
Angel M. Gomez, Commissioner;
Toby Feuer, Commissioner;
Jim Norton, Commissioner; and
Thomas M. Kallman, Commissioner; and

David Keller, Assistant City Manager/CFO; Selection Committee Chairperson;
Denise Barrett-Miller, Director of Communications; Selection Committee Member;
Harris Bouchillon, Weston District Fire Chief; Selection Committee Member; and
Ryan Fernandes, Director of Technology Services; Alternate Selection Committee Member; or

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: December 4, 2015