



**CITY OF WEST PARK, FLORIDA  
REQUEST FOR LETTERS OF INTEREST AND QUALIFICATION  
RFQ NO.: 23-0310**

**FOR  
EXPERIENCED PROFESSIONAL ARCHITECTURAL FIRMS TO PROVIDE DESIGN,  
PERMITTING AND CONSTRUCTION ADMINISTRATION SERVICES FOR  
MCTYRE PARK CULTURAL CENTER PHASE II – AMPHITHEATER RESTROOM**

The City of West Park will receive letters of interest and qualification for qualified and experienced Professional Architectural consultants deemed best qualified, experienced and responsive, pursuant to Florida Statutes, Section 287.055 (Consultants' Competitive Negotiation Act), for the design, permitting, and construction administration of the construction contract for a stand-alone restroom building (600 SF approx..) in the City of West Parks' McTyre Park located at 3501 SW 56<sup>th</sup> Avenue, West Park, Florida 33023 until **3:00 pm Friday, March 10, 2023**. The standalone restroom building will be utilized to serve an outdoor cultural arts amphitheater which is also being constructed at this location. Interested firms must submit qualification packages to the **Office of the City Clerk, 1965 South State Road 7, West Park FL 33023**. The telephone number to the City Clerk's office is 954.989.2688. Any qualification package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

Pursuant to Chapter 287.055, Florida Statutes, the applicable section of the City's Code and as revised via Ordinance 2018-05, the City of West Park will retain a consultant to provide the professional Architectural services for the scope of work shown below. The selected firm shall enter into an agreement for this specific project. Only Architectural firms currently licensed in the State of Florida, with similar experiences and a proven track record of delivering successful/on time, within budget projects are encouraged to apply. This project is being funded by the Broward County CDBG.

**This is a federally funded project that must meet all appropriate federal guidelines, including Davis Bacon and Related Acts and Section 3.**

**Translation and/or interpretation services available upon request. If you have Limited English Proficiency (LEP), please notify the City of West Park.**

**Para obtener información adicional, visite el sitio web de City of West Park mencionado anteriormente. Servicios de traducción pueden ser disponibles bajo petición.**

## Scope of Services

The general scope for the professional services is as follows:

### **I. General Architectural Services (as applicable):**

- A. Investigate project area/site, obtain current topographic survey and other data as necessary to design proposed improvements.
- B. Prepare and submit Site Plan with schematic design and renderings in accordance with City's Planning and Zoning requirements. *The conceptual plan contained in the attached **Exhibit A** may be used for general guidance only and the selected consultant is encouraged to prepare and present other options that may be more suitable based on the preliminary investigation and design process.*
- C. Upon approval of site plan, prepare detailed plans and specifications showing the complete design of the Project including, but not limited to, architectural, structural, electrical, mechanical, and site development features.
- D. Furnish all architectural information, data, and drawings required for procuring all necessary or desirable permits, licenses, and authorizations. Arrange for "dry runs" and/or make final submissions to appropriate authorities (regulatory agencies to include and not limited to City, County, State or Federal) as necessary, to ascertain that the construction documents meet the necessary requirements to obtain all the necessary permits for construction
- E. Provide an overall estimate of the cost of construction (all of the foregoing hereinafter collectively called the "Preliminary Documents").

All design services including required permits from all applicable agencies should be completed within 120 days from the Consultant's Notice to Proceed date.

### **II. Bidding and Negotiation:**

- A. Assist the City in obtaining bids and awarding and preparing construction contracts. Attend all pre-bid conferences and the bid opening. Also tally, evaluate and issue a recommendation to the City after verifying responsiveness, bond, insurance documents, questionnaire and references submitted by the constructor.
- B. Provide responses to RFIs and issue Addenda through the City as appropriate to clarify, correct or change Bid Documents.

### **III. General Administration of the Construction Contract:**

- A. The Construction Phase will begin with the award of the Construction Contract and will end when the Contractor's final Payment Certificate is approved and paid by the CITY.
- B. As a representative of the City during the Construction Phase, attend pre-construction meetings, visit the site at least twice per week and at all key construction events to ascertain the progress of the Project and to determine in general if the WORK is progressing in accordance with the Contract Documents.

On the basis of on-site observations, the selected consultant will use reasonable and customary care to guard the City against defects and deficiencies in the work.

- G. Review and approve the Contractor's Payment Certificate based on observations at the site.
- I. Review and approve shop drawings, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the Contract Documents.
- J. Review and recommend action on proposed Change Orders within the scope of the Project initiated by others, and initiate proposed change orders as required by their own observations.
- K. Examine the work upon receipt of the Contractor's Certificate of Substantial Completion of the Project. A Punch List of any defects and discrepancies in the work required to be corrected by the Contractor shall be prepared by the consultant in conjunction with representatives of the City and satisfactory performance obtained before the execution of Certificate of Final Acceptance and final payment to the Contractor.

### **Evaluation and Selection Process**

Responses will be evaluated on experience, qualifications and expertise relevant to this project. Each proposal received will be reviewed and ranked by City staff based on the following criteria:

- A. Experience and Capability (35 points)  
Proposers will be evaluated based on the firm's experience and past efforts in this type of work. A description of the Proposer's capabilities, number of years in business, and examples of previous similar projects including a project description, completion date and location, and contact information for the project owner should be included.
- B. Project Team and Staffing Qualifications (25 points)  
Firms will be evaluated on the experience, education, and background of staff in undertaking similar type projects. Include a brief description of the staff's professional experience.
- C. Work Plan (25 points)  
Demonstration of an understanding of project goals by providing a thorough, creative, and clear suggested approach to attain the goals outlined in the "Scope of Service".
- D. References (10 Points)  
A list of at least three (3) client references who can verify comparable project experience and provide comments regarding the Proposer's work. It is the responsibility of the Respondent to ascertain that the contact person will be responsive.
- E. MBE and/or WBE Participation and Utilization (5 points)  
Proposers who are Minority Business Enterprises (MBEs) and/or Women Business Enterprises (WBEs) shall receive the maximum point total available under this category. Non-MBE/WBE proposers that subcontract with MBE or WBE firms shall have this category scored on a pro-rata basis. Teams which have no MBE or WBE participation shall receive zero (0) points.

To be eligible for selection consideration, interested consultants must submit one (1) original, three (3) copies and one (1) electronic copy of the information listed below. The electronic copy shall be in the form of a scanned PDF copy of the original and all materials submitted in the response provided in a compact disc (CD) or jump/flash drive.

1. Name of firm(s); specify as to type of contractual agreement between firms, and certificate(s) of authorization to offer professional services through the Florida Department of Professional Regulations, as applicable, from prime as well as supporting firms, if any.
2. Proof of authorization to transact business in the State from the Florida Secretary of State, from prime as well as supporting firms.
3. Proposed organization chart identifying key professionals and their area of responsibilities along with their qualifications, experience and licenses.
4. Project work plan (Demonstration of an understanding of project goals by providing a thorough, creative, and clear suggested approach to attain the goals outlined in the “Scope of Service”).
5. Appropriate current Federal Standard Form (SF) 330 or updated revision forms showing the firm’s data and supporting the firm’s technical competence/qualifications and ability to perform each category of work required. Federal form 330 or updated revision is not required for sub-consultant, if applicable.
6. Verifiable business references (**minimum three (3) references other than the City of West Park**) within the last five (5) years supporting Respondent’s experience in A&E services.

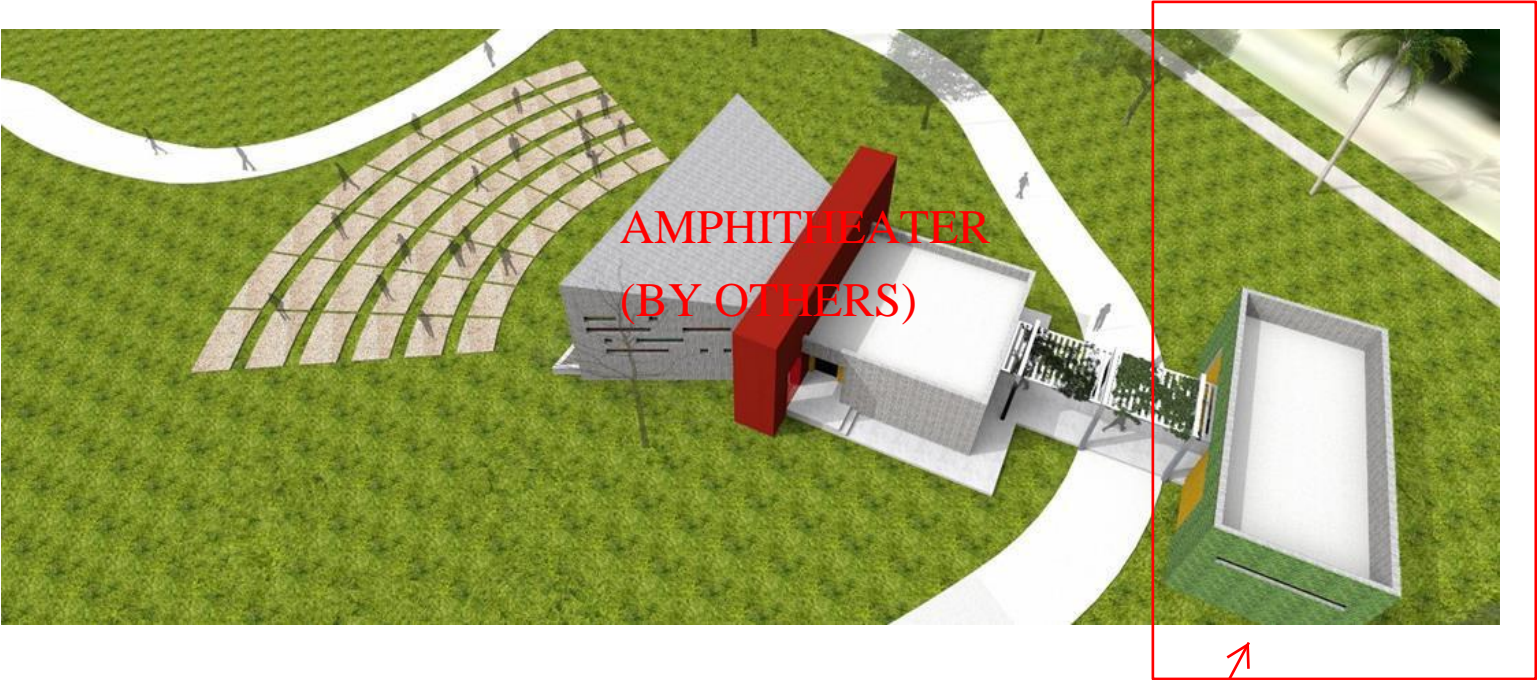
Additional information and documents associated with this RFQ are available for electronic download from Demandstar ([www.demandstar.com](http://www.demandstar.com)) and the City’s website at [www.cityofwestpark.org](http://www.cityofwestpark.org).

For further information, interested parties may e-mail or mail questions to the attention of the City Clerk at [agrant@cityofwestpark.org](mailto:agrant@cityofwestpark.org) until 5:00 pm Monday, February 24, 2023. Request for any information or questions must be in writing.

Please be advised that the City of West Park complies with Broward County’s Cone of Silence ordinance.

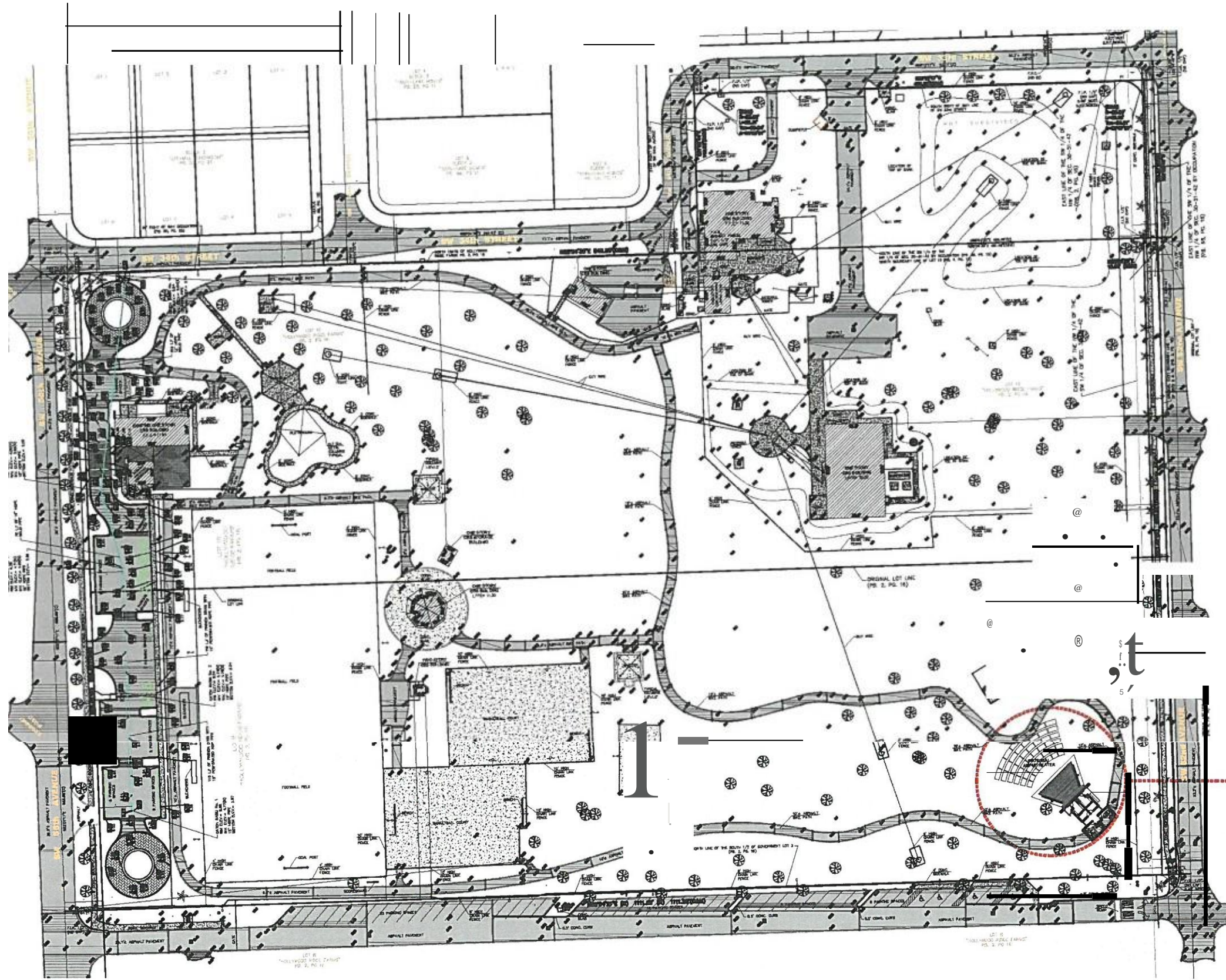
City Clerk  
City of West Park, FL

EXHIBIT - A McTYRE PARK AMPHITHEATER RESTROOM CONCEPTUAL



Design Scope  
Includes Restroom  
Only





  
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