

REQUEST FOR QUALIFICATIONS

for

ARCHITECTURAL / ENGINEERING / PLANNING SERVICES

for

FACILITY PLAN AND DESIGN PROJECTS

Boca Raton, Florida 33433

PROPOSALS ARE DUE AT 10:00 AM on May 8, 2024

The Board of Commissioners of the Greater Boca Raton Beach & Park District (the “District”) will receive proposals until Wednesday, May 8, 2024, at 10:00 A.M. for the purpose of selecting a firm to provide architectural/engineering/planning services pursuant to a “continuing contract,” as defined in Section 287.055, F.S.

These proposals will be publicly opened in the District's office, on the second floor of the Swim & Racquet Center located at 21618 St. Andrews Blvd. Boca Raton, FL., 33433, in the presence of District officials at the above-stated time and date. All proposers or their representatives are invited to be present.

A. Proposal Scope

1. Professional Services Required

It is the desire of the District to engage professional consultants, in accordance with Section 287.055, F.S., to plan and design miscellaneous facility projects under consideration by the District. During the budget year, the District considers multiple facility projects and, at times, wishes to develop the building plan and design of such projects for future use and budgetary planning. The District is looking to identify and partner with a firm(s) to review the proposed project concepts and evaluate site locations, available and needed infrastructure, and property elements and then plan and design the proposed projects. When observed, the firm should recommend suitable modifications, improvements, enhancements, additional uses, and potential revenue-generating possibilities that will provide recreational benefits to the community for each proposed project.

PROFESSIONAL SERVICES FOR THE EACH REQUESTED PROPOSAL SHALL INCLUDE:

- (a) Preparation of Property and/or Building Plans to include a full analysis of the property and explanation of recommendations.
- (b) Cost estimates for recommended capital projects and/or improvements, modifications, repairs, renovations, or operational maintenance recommendations.
- (c) Bid speculations
- (d) Construction drawings
- (e) Construction Management Services

Firm(s) selected must acknowledge that no service requests or work are guaranteed. The District wishes to identify, within state purchasing procedures, firms that can be readily contracted to perform the described services as needed by the District.

2. Site Locations

The District owns numerous properties within the City of Boca Raton. Design and planning. Services could be requested at any of the following:

Swim & Racquet Center
21618 St. Andrews Blvd

Patch Reef Park
2000 West Yamato Road

Sugar Sand Park
300 South Military Trail

Ocean Strand
2300 North Ocean Blvd

North Park
2nd Ave and Jeffrey

Work may be requested at properties funded by the District and owned by the City.

3. Project Requirements

All work shall be done in accordance with project direction, as provided by the Greater Boca Raton Beach & Park District and applicable City of Boca Raton Building Codes. Proposers must contact the District's Facilities Manager at (561) 417-4599 for clarification of any details regarding the project.

4. Proposal Submission

Proposers must include completed Standard Form 330 with the proposal.

5. Proposals

Proposals should be designed to portray to the District how each firm's range of services can best assist with the design of proposed facilities and their proposed uses, renovations, and improvements. In order for the District to evaluate the proposals, each Proposer shall provide information relative to its ability to provide the services that will best meet the needs of the District in a timely manner. At a minimum, this information shall include:

a) Capabilities, experience, and past record of firm in design of park and recreation facilities.

- b) List of previous recreational design projects that included facilities for tennis/pickleball, fieldhouses/gyms, community centers, playgrounds and like projects.
- c) Whether the firm is a certified minority business enterprise.
- d) Experience of firm in securing approvals (local, State, and Federal) for these types of projects. Please include documentation.
- e) Names and qualifications of those persons that will be assigned to work with or consult with the District on projects and experience of such personnel.
- f) Statement of local availability and degree of accessibility to the District for projects.
- g) References (including individual names and telephone numbers).

B. Submission Procedures

1. Any proposal received after the above-stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have its proposal delivered to the District's office for receipt on or before the above-stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the District. Proposals delayed by mail shall not be opened at the public opening, shall not be considered, and arrangements shall be made for their return at the Proposer's request and expense.

2. Each Proposer shall examine all requests for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the request for proposal shall be made in writing to the Facility Manager, mdawson@mybocaparks.org.

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the request for proposal, the District will attempt to notify all known prospective proposers; however, it shall be the responsibility of each Proposer, prior to submitting their proposal, to contact the Facility Manager at (561) 417- 4599 to determine if addenda were issued and to make such addenda a part of the proposal.

3. Three (3) signed copies of the proposal and one electronic file (USB drive) shall be submitted in one sealed package, clearly marked on the outside "Sealed Proposals For Architectural/Engineering/Planning Services for District Projects," and addressed to:

Greater Boca Raton Beach & Park District
Attention: Facilities Manager- 2nd Floor
Swim & Racquet Center
21618 St. Andrews Blvd.
Boca Raton, Florida 33433

4. Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer (corporation, firm, partnership, individual.) Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the

submitted proposal. If the proposal includes a team of several firms, include the required information for each firm and indicate which firm is the lead firm to be contacted by the District.

5. All expenses for making proposals to the District are to be borne by the Proposer.

6. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to sell to the Greater Boca Raton Beach & Park District the services set forth in the proposal until one or more of the proposals have been duly accepted by the Greater Boca Raton Beach and Park District. District action on proposals normally will be taken within 45 days of opening, however, no guarantee or representation is made herein as to the time between the proposal opening and subsequent District action.

7. The District reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request re-submission. The District reserves the right to award the contract to the responsible Proposer submitting a responsive proposal with a resulting negotiated agreement, which is most advantageous, and in the best interests of the District. The District shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest, and its decision shall be final.

8. All applicable laws and regulations of the State of Florida and ordinances and regulations of Palm Beach County will apply to any resulting agreement.

9. If any Proposer violates or is a party to a violation of the Code of Ethics of the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the services for which the proposal is submitted.

10. The successful Proposer shall indemnify and save harmless the Greater Boca Raton Beach & Park District from and against all claims, suits, actions, damages, or causes of action arising during the term of any resulting agreement for any personal injury, loss of life, or damage to property sustained by reason of, or as a result of, the performance of the work for which the agreement was entered into, or its agents, employees, invitees, and all other persons, and from and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses, and liabilities incurred in, or by reason of, the defense of any such claim, suit or action, and the investigation thereof. Professional liability insurance ensuring the errors and omissions and negligence of the Proposer for all professional services in the amount of \$1,000,000.00 shall be required. Nothing in the agreement shall be deemed to affect the rights, privileges, and immunities of the District as set forth in the Florida Statute 768.28. The District shall be named as an additional insured on all insurance policies required under any subsequent agreement or contract.

11. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the request for proposal. The District reserves the right to reject any agreement, which does not conform to the request for proposal and any District requirements for agreements and contracts.

12. Proposer must note Federal ID number on proposal.

C. Proposal Review and Contract

1. Selection Criteria

The District desires to award a contract to the proposer that demonstrates the ability to provide the highest quality service at the best costs. To accomplish this goal, the District's criteria for selection will include, but not be limited to:

- a) Ability of professional personnel.
- b) Whether the firm is a certified minority business enterprise.
- c) Past performance of the firm.
- d) Willingness to meet the District's time and budget requirements.
- e) Location of proposer.
- f) Recent, current, and projected workloads of the firm.
- g) The volume of work previously awarded to each firm by the District.

2. Selection and Ranking

Based upon an evaluation of proposals submitted and pursuant to Florida Statute 287.055, the District intends to select and/or rank finalists who may be required to make formal presentations before the Board of Commissioners regarding their qualifications, approach to projects, and ability to furnish the required services to best serve the needs of the District.

3. Negotiations and Contract Awards

After ranking is completed, the District will attempt to negotiate an agreement that will be in the best interests of the District. Assuming the successful negotiation of an agreement, the matter will be submitted to the Board of Commissioners for approval. Upon approval, the formal contract will be prepared and entered into by both parties.

4. Contract for Services

Final fee for professional services and the scope of services will be negotiated with the firm selected, based upon its proposal and District requirements.

5. No Contingent Fees

Any consultant engaged by the District pursuant to this RFQ shall warrant that they have not employed or retained any person or company, other than a bona fide employee working solely for the consultant, to solicit or secure an agreement with the District and that they have not paid or agreed to pay any person or company any fee or other consideration contingent upon or resulting from the award of making of an agreement with the District.

The firm chosen will be required to enter into a formal contract with the District.

D. Public Records

The Greater Boca Raton Beach and Park District is public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR shall comply with Florida's Public Records Law. Specifically, the CONTRACTOR shall:

- a. Keep and maintain public records required by the DISTRICT to perform the service;

b. Upon request from the DISTRICT's custodian of public records, provide the DISTRICT with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law;

c. Ensure that public records that are exempt or that are confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the DISTRICT; and

d. Upon completion of the contract, CONTRACTOR shall transfer to the DISTRICT, at no cost to the DISTRICT, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the DISTRICT, upon request from the DISTRICT's custodian of public records, in a format that is compatible with the information technology systems of the DISTRICT.

e. The failure of CONTRACTOR to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the DISTRICT shall enforce the Default in accordance with the provisions set forth in Section 22 of these general conditions.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE EXECUTIVE DIRECTOR:

**EXECUTIVE DIRECTOR
21618 St. Andrews Blvd.
BOCA RATON, FL 33433
(561) 417-4599
bharms@mybocaparks.org**

E. E-VERIFY

Contractor certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

a. Definitions for this Section:

1. "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.

2. "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

3. "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of

newly hired employees.

b. Registration Requirement; Termination:

Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

2. All persons (including subvendors / subconsultants / subcontractors) assigned by Contractor to perform work pursuant to the contract with the District. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the District; and

3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

F. VENDOR'S INTERESTS IN GOVERNMENT CONTRACTING

BIDDERS AND PROPOSERS ARE HEREBY NOTIFIED OF THE INCLUSION OF FLORIDA STATUTE §287.05701, AS MAY BE AMENDED, REGARDING CONSIDERATION OF VENDOR RESPONSIBILITY:

287.05701 Prohibition against considering social, political, or ideological interests in government contracting. —

(1) As used in this section, the term "awarding body" means:

(a) For state contracts, an agency, or the department.

(b) For local government contracts, the governing body of a county, a municipality, a special district, or any other political subdivision of the state.

(2)(a) An awarding body may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

(b) An awarding body may not give preference to a vendor based on the vendor's social, political, or ideological interests.

(3) Beginning July 1, 2023, any solicitation for the procurement of commodities or contractual services by an awarding body must include a provision notifying vendors of the provisions of this section.