

REQUEST FOR PROPOSALS

for

ARCHITECTURAL / ENGINEERING / PLANNING SERVICES

for

**REVISIONS TO MASTER PLAN
FOR RED REEF PARK**

Boca Raton, Florida 33433

PROPOSALS ARE DUE AT 2:00 PM on January 17, 2014

The Board of Commissioners of the Greater Boca Raton Beach & Park District (the "District") will receive proposals until Friday, January 17, 2014 at 2:00 P.M. for the purpose of selecting a firm to provide architectural/engineering/planning services.

These proposals will be publicly opened in the District's office, in the Sugar Sand Park Community Center, 300 South Military Trail, Boca Raton, Florida, 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. Site Location

The site is located on State Road A1A between Palmetto Park Road and Spanish River Boulevard, Boca Raton, Florida. Proposers are encouraged to visit the site to acquaint themselves with the conditions.

Red Reef Park is a sixty-six acre facility which lies on both sides of State Road A1A.

The easterly portion of Red Reef Park consists of beach front facilities including parking areas, restroom facilities, picnicking areas, shelters and an extensive boardwalk system.

The land lying westerly of State Road A1A includes frontage along the Intracoastal Waterway and improvements consisting of the Red Reef Golf

Course, parking areas, nature trails, boardwalks, and the facility more commonly known as the Gumbo Limbo Nature Center.

The Gumbo Limbo Nature Center is a development constructed by the District and operated by the City of Boca Raton. The Facility was expanded in 1991 under an Interlocal Agreement between the City of Boca Raton, Florida, the Palm Beach County School Board, Florida Atlantic University and the District. Facilities, including buildings, constructed at the Gumbo Limbo Nature Center are available for use as classroom facilities by the Palm Beach County School Board, public education and recreation, a marine science facility utilized by Florida Atlantic University for research and various phases of marine sciences, a salt water intake line from the Atlantic Ocean to the marine science research facility providing fresh salt water available for research of marine turtles, marine turtle rehabilitation facilities, exhibits, public viewing areas, community activities, boardwalks, nature habitat trails and observation towers.

All of the land lying beneath Red Reef Park is owned by the City of Boca Raton, Florida. The District reimbursed the City for the acquisition cost together with payment of capitalized cost of improvements. The annual operation costs, maintenance costs and capital costs are established and paid by the District at the sole discretion of the District.

The cooperative arrangement between the District and the City of Boca Raton provides benefits to all residents of the District in that residents of the unincorporated area of Palm Beach County, lying within the geographical limits of the District, have available beach park facilities.

2. Professional Services Required

It is the desire of the District to engage professional consultants to review the existing facilities, structures, uses, demands and operation and maintenance procedures and to recommend suitable modifications, improvements, enhancements, additional uses and potential revenue generating possibilities including concessions. Some items of the facilities to be analyzed include, but are not limited to, buildings, pavements, sidewalks, landscaping, boardwalks, dune crossovers, lifeguard facilities, and parking control systems. It is anticipated that some tasks will be required due to normal deterioration, while others may be the result of aesthetic considerations. Both interior and exterior building features may be considered as well as review and recommendations of potential new buildings and facilities to accommodate existing and future demands of the uses of each element of Red Reef Park.

The Proposers will also be required to review and evaluate comments, suggestions and directions from the City of Boca Raton staff and public service groups such as the Friends of Gumbo Limbo.

PROFESSIONAL SERVICES FOR THE PROPOSAL SHALL INCLUDE:

- (a) Preparation of a Revised Master Plan and Report and Recommendations
- (b) Cost estimates for recommended capital improvements, modifications, repairs, renovations or operational maintenance recommendations.

The current budget for these services is estimated between \$60,000.00 and \$100,000.00

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 Executive Director at (561) 417-4599 for clarification of any details regarding the project.

A copy of the existing park plans is available for inspection at the District's offices.

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 your firm's range of services can best assist with the proposed uses, renovations and improvements of the park's operation and its appurtenances. 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) Experience of firm in design of beach, park and recreation facilities.
- b) Whether the firm is a certified minority business enterprise.
- c) Experience of firm in securing approvals (local, State and Federal) for this type of project. Please include documentation.

- d) Names and qualifications of those persons that will be assigned to work with or consult with the District on this project.
- e) Statement of local availability and degree of accessibility to the District relative to this project.
- f) References (including individual names and telephone numbers).
- g) Proposed time required for review of all existing facilities and preparation of a Report, and Recommendations and a revised Master Plan, including review by the District and the City of Boca Raton.

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 Executive Director, (561) 417-4599. 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 Executive Director at (561) 417- 4599 to determine if addenda were issued and to make such addenda a part of the proposal.
3. Twelve (12) signed copies of the proposal shall be submitted in one sealed package, clearly marked on the outside "Sealed Proposals For Architectural/Engineering/Planning Services for Renovations for Red Reef Park," and addressed to:

Greater Boca Raton Beach & Park District
 Attention: Executive Director
 Room 404, Community Center
 Sugar Sand Park
 300 South Military Trail
 Boca Raton, Florida 33486

4. Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (corporation, firm, and 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. A copy of the Code of Ethics is available at the District Office, 300 South Military Trail, Boca Raton, Florida.
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 insuring 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.

The initial function of the professionals to be engaged pursuant to this request for proposals will be to review the existing facilities and make recommendations regarding their condition, function and other pertinent matters as determined by the professional and to present such recommendations in a written Report and Recommendation and a Master Plan.

After review, the District may determine the extent to which construction and renovation are to be performed and, in conjunction with the professional firm, determine budgets for further professional services and the cost of improvements. Consequently, no budget for this work is currently available.

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 the project, 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.

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