



VILLAGE OF KEY BISCAINE



Office of the Village Manager

Village Council
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Village Manager
John C. Gilbert

DATE: August 26, 2014
TO: Honorable Mayor and Members of the Village Council
FROM: John C. Gilbert, Village Manager
RE: Request for Qualifications- 530 Crandon Boulevard:
Multi-purpose Civic Center Park

RECOMMENDATION

It is recommended that the Village Council either:

- a. Begin the review process for the two (2) firms who replied to the Request for Qualifications (RFQ) and are deemed to meet the minimum submission requirements;
- b. Reject both proposals and re-advertise in order to receive a minimum of three (3) proposals; or
- c. Defer the process to a later date.

BACKGROUND

The original deadline to submit a response to the RFQ for a design of a Multi-purpose Civic Center Park at 530 Crandon Boulevard was July 7th, 2014 at 1:30 pm. The Village Clerk's office only received one (1) response and staff determined it did not meet the minimum submission requirements.

According to Florida law (Consultants' Competitive Negotiation Act or "CCNA") governing the solicitation and selection of professional services, as well as the terms of the RFQ, require that the Village attempt to select no fewer than three (3) qualified firms in order to foster competitive selection and negotiation of the services. Therefore, the deadline for submittal of responses to the RFQ was extended and the RFQ was re-advertised for an additional 30 days. It was in the best interest of the Village to extend the deadline in order to obtain additional responses to the RFQ and adhere to the requirements of Florida law.

Historically, the Village has advertised Notice to Bids/Solicitations in the Islander News, Daily Business Review and posted on the Village website. In an attempt to increase the

number of potential respondents and enhance the competitive selection process, the Village has entered into an agreement with an internet-based electronic information system, DemandStar, for the publication of solicitations. The service is at no cost to the Village. DemandStar is widely used throughout the country by governments who are seeking proposals from the private sector for the type of services the Village is seeking.

Data from DemandStar indicates that the RFQ was sent to 2,106 firms who provide the services that were required. Of those firms, 49 reviewed the RFQ.

In addition, the RFQ was advertised in the Islander News, The Miami Herald, Daily Business Review and posted on the Village website.

The Building, Zoning, and Planning Director has determined that each of the firms met the minimum submission requirements (see attached proposals).

The firms are:

Lead Consultant: Chen-Moore & Associates

Subconsultants: CPZ Architects Inc., Atkins, United Engineering, Inc., Longitude Surveyors LLC, Delta G Consulting Engineers, Inc., and Professional Service Industries Inc. (PSI)

Lead Consultant: Stantec Consulting Services Inc.

Subconsultants: MEP Engineering, Inc., Longitude Surveying, LLC.