



ADDENDUM NO. 2

REQUEST FOR PROPOSAL (RFP) No. 22-05 TOWN OF CUTLER BAY DESIGN SERVICES FOR 16-ACRE LEGACY PARK AND MUNICIPAL COMPLEX

Addendum No. 2 form shall be part of the original RFP No. 22-05 DESIGN SERVICES FOR 16-ACRE LEGACY PARK AND MUNICIPAL COMPLEX document and modifies the original RFP as noted below:

REVISION TO ORIGINAL RFP DOCUMENTS BELOW: “RED”

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Oral Presentation

- Each short-listed Firm will participate in a twenty (20)-minute oral presentation followed by up to a ten (10)-minute questions-and-answer session on Wednesday, March 15, 2023 at 5:00 PM before the Town Council.
- The oral presentation must only include staff that will be actively working on the project.

Potential Questions:

- Status of any pending litigation or arbitration.
- Your firm’s approach to interacting with the State of Florida’s various governmental agencies for zoning, permitting, etc., and how this approach ensures that authorities having jurisdiction do not delay the project schedule.
- Examples of projects where you may have implemented an alternative project delivery strategy that fast-tracked a project schedule when compared to a traditional design-bid-build schedule. Specifically, how the design process can be managed for speed-to-market and elaborate on how your firm would meet or exceed schedule expectations.
- Any additional information, relevant to this project type, that you believe makes your firm a unique and ideal team member for the town.
- Estimated hours for the roles proposed for this project.

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Fee Proposal

- ~~Provide a lump sum fee for your services for this project. See Attachment “C” for the required format of the fee proposal.~~
- ~~Provide a listing of hourly rates for the roles proposed for this project.~~
- ~~Provide a not to exceed amount for reimbursable expenses.~~

Fee Schedule

Once the Town Council has ranked the short-listed firms the list will be released on the Town’s website on March 22, 2023. The top firm will provide a complete Fee Proposal (See tables B.1 and B.2) for their services, as well as all consultants, a detailed staffing plan for the duration of the project, hourly rates, estimated hours by phase, reimbursables, other anticipated fees, as well as a detailed cash flow schedule to the Town **No later than March 23, 2023 @ 2:00pm.**

If the top firm is unable to comply with this timeline the Town may move on to the next highest ranked firm.

2.5 RFP Evaluation Scoring Criteria

| Criteria | | Maximum Points |
|--------------|---|----------------|
| 1. | <p><u>General Firm Information</u> General Information about your firm such as size, location(s), etc. Dollar volume of business per year broken out by sector. List and describe the status of any pending litigation or arbitration.</p> | 5 |
| 2. | <p><u>Specific Firm Experience</u> Provide examples of your Firm's, and for all sub-consultants, previous projects providing services similar to those identified in the scope of services. Provide examples of your firm's approach to interacting with the State of Florida's various governmental agencies for zoning, permitting, etc., and how this approach ensures that authorities having jurisdiction do not delay the project schedule.</p> | 5 |
| 3. | <p><u>Qualification of Project Team</u> Resumes and an Organization chart of the proposed team members which identifies their area(s) of responsibility and extent of their availability.</p> | 10 |
| 4. 1. | <p><u>Project Approach</u> Describe how your Firm currently manages project organization; manages schedule and budget; develops design; public relations; incorporation of public feedback; etc. Demonstrate your ability to lead a collaborative design process with value-based design. Provide specific examples of projects that you have successfully delivered within the pre-established Owner budget constraints.</p> | 10 |
| 5. 2. | <p><u>Design Concept</u> Provide a thorough explanation of the approach planned for this project along with a design concept, and a project schedule. Provide narrative describing intentions and actions of resilient/sustainable elements that would be considered for this project. Describe how the project will align with the Town's Green Master Plan.</p> | 35 50 |
| 6. 3. | <p><u>Interview</u> Each short-listed Firm will participate in a twenty (20)-minute oral presentation followed by up to a ten (10)-minute questions-and-answer session before the Town Council.</p> | 10 40 |
| 7. | <p><u>Fee Proposal</u> Review of Attachment "C," list of hourly rates, and reimbursables.</p> | 25 |
| TOTAL | | 100 |

Fee Table Scope:

Public Meetings

With input from the Town, Owner’s Representative (Stantec), and the Architect, the Architect shall lead the design process through the various stages (i.e. – master planning/massing of the site, programming, schematic design, design development, construction documents) and issue packages as required for pricing, permitting and ultimately construction.

The Architect will coordinate and conduct program validation, design review meetings, public involvement meetings, and council meetings to facilitate the project, gain additional public feedback, and will maintain and provide all records of these meetings with the action agendas. The Design Team will attend and participate in all design team meetings and presentations held by the Town. The number of meetings will be mutually decided upon and incorporated into the Fee proposal during negotiations.

The Architect shall participate in a design and construction process that supports a speed-to-market effort by the project team. This includes the Town’s effort of early on-boarding of the Construction Manager and their Subcontracts as design assist partners.

The Architect will be responsible to design the project to meet the Owner’s project budget. The Architect will support ongoing value engineering by the Construction Manager and Project Manager throughout the design process.

Master Site Planning & Programming

Develop a complete design and provide the overall administration and management of all aspects of the design of the project to include, but not limited to the following:

- Resiliency park
- Municipal building(s) - a combined projected footprint of 50,000 net square feet.
 - Town Hall
 - Police Station
 - Community Center with a pool
- Infrastructure
- Traffic
- Use the “16 Acres: Legacy Park and Municipal Complex Executive Summary” (Attachment “A”) as a guide to develop the site design and to incorporate public feedback.

Schematic Design / Design Development / Construction Documentation / Permit Documents

The project design shall be provided by a multi-disciplined team of Architectural, Design and Engineering professionals and should be successfully completed within one (1) year of being awarded the project. This includes considerations of project components that are not a part of the design project (Traffic, Geo-technical, Construction, Permitting, Fees, etc.). The Design shall be completed in accordance with the latest editions of all applicable Federal, State, County and Town codes/regulations. In addition, the design team will use the “16 Acres: Legacy Park and Municipal Complex Executive Summary” (Attachment “A”) as a guide to develop the site design and to incorporate public feedback.

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The Architect will function as the lead consultant for the A/E Team and will be responsible for leading and coordinating the activities of all their sub-consultants. They shall be responsible for evaluating the existing site and surrounding areas as they relate to the project and shall be responsible for reviewing all code requirements as well as drawing submissions to the Florida State Department of Health and various governmental agencies for zoning, permitting, etc. When necessary, this will be in conjunction with the Civil Engineer's efforts.

The Architect and Engineers will be required to provide an early Building Basis of Design (BOD) including Mechanical, Engineering and Plumbing (MEP) systems for evaluation by the Town and their Owner's Representative (Stantec) to ensure these standards are maintained throughout the design. They shall be responsible for incorporating all equipment requirements into their design. This includes but is not limited to the review of equipment technical specifications during the design process, development of an Owner/Contractor/Vendor equipment responsibilities matrix and the placement of all equipment on the drawing.

The Architect will lead and coordinate all their sub-consultants and confirm that the document sets are fully coordinated, and include the following services as part of their scope:

- Master Site Planning
- Architectural and Interior Design Services
- Civil Engineering
- Mechanical, Electrical, Plumbing Engineering
- Fire Protection
- Structural Engineering
- Parking Garage Consultant
- Pool/Aquatic Consultant
- LEED or Equivalent Consultant
- Low Voltage Design
- Security
- Equipment Planning
- Furniture, Fixtures, & Equipment Design Services
- Signage (Interior and Exterior)
- Vertical Transportation
- Landscape Design Services
- Acoustical and Vibration Consultant
- Wind-Wake Engineering Consultant
- Traffic Consultant
- Other Specialty Design Services

The Construction Document Phase shall realize the development of final working drawings. During this phase, the A/E will work in conjunction with the project team in an ongoing effort to ensure these final drawings are consistent with the scope of work approved by the Owner and are covered under the Guaranteed Maximum Price.

Bidding

Assist the Town, Owner's Representative (Stantec), as needed during the Bidding phase, to include but not limited to the following:

- Interviews
- Cost estimating
- Cost management
- Value analysis
- Value engineering
- Cost tradeoff pricing

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Construction Administration

Architectural services during the construction period can be assumed as construction administration. The Architect's primary responsibilities during this phase will include:

- Active participation in the effort to implement design documents.
- Timely processing of RFI's, Samples, Specifications, and Submittals.
- Attendance at progress and coordination meetings as requested by the Owner or otherwise required to maintain construction progress. The number of meetings will be mutually decided upon and incorporated into the Fee Proposal during negotiations.
- Regular jobsite inspections and reporting.

Closeout

Architectural services during the closeout period will include but are not limited to the following:

- Punch list
- O&M Manuals
- System Training
- As-Built/Final Build Documentation

Fee Schedule

Once the Town Council has ranked the short-listed firms the list will be released on the Town's website on March 22, 2023. The top firm will provide a complete Fee Proposal (See tables B.1 and B.2 below) for their services, as well as all consultants, a detailed staffing plan for the duration of the project, hourly rates, estimated hours by phase, reimbursables, other anticipated fees, as well as a detailed cash flow schedule to the Town **No later than March 23, 2023 @ 2:00pm.**

If the top firm is unable to comply with this timeline the Town may move on to the next highest ranked firm.

Fee Table

Table B.1: Fee Structure by Design Phase

| Total Lump Sum Fee: \$ | | |
|--|-----------------------|--------------------|
| <i>Fee Broken Down by Design Phase</i> | <i>Resource-Hours</i> | <i>Phase Total</i> |
| Master Site Planning | | |
| Programming | | |
| Schematic Design | | |
| Design Development | | |
| Construction Documentation | | |
| Bidding | | |
| Construction Administration | | |
| Closeout | | |
| Total: | | |

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Table B.2: Fee Structure by Design Discipline

| Total Lump Sum Fee: \$ | | |
|---|-----------------------|-------------------------|
| <i>Fee Broken Down by Design Discipline</i> | <i>Resource-Hours</i> | <i>Discipline Total</i> |
| Architectural Services | | |
| Civil Design Services | | |
| MEP Design Services | | |
| Structural Engineering Services | | |
| Parking Garage Design Services | | |
| Low Voltage / I.T. / Security Design Services | | |
| Aquatic Design Services | | |
| Traffic Design Services | | |
| Equipment Planning | | |
| Furniture Design Services | | |
| Signage Design (Interior & Exterior) | | |
| Vertical Transportation | | |
| LEED or Equivalent Consultant | | |
| Landscape Design Services | | |
| Acoustical and Vibration Consultant | | |
| Wind-Wake Engineering Consultant | | |
| Specialty Design Services | | |
| Total: | | |

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