



**REQUEST FOR QUALIFICATIONS (RFQ)  
RFQ No. 2020-02**

**DESIGN SERVICES: RECONSTRUCTION OF 96<sup>TH</sup> STREET  
PARK**

**TOWN OF SURFSIDE  
MIAMI-DADE COUNTY, FLORIDA**

January 31, 2020

## TABLE OF CONTENTS

### RFQ 2020-02

1.1 INTRODUCTION

1.2 BACKGROUND

1.3 Project Description

1.4 SCOPE OF SERVICES

1.5 SUBMITTAL REQUIREMENTS

1.6 PROPOSAL SECURITY

1.7 MANDATORY PRE- SUBMITTAL CONFERENCE

1.8 ADDITIONAL INFORMATION OR CLARIFICATION; ADDENDA

1.9 SELECTION, AWARD OF CONTRACT, AND PROTEST PROCEDURES

1.10 CONTRACT EXECUTION

#### PART 2 -

2.0 INSTRUCTIONS

2.1 EXAMINATION OF DOCUMENTS AND SITE

2.2 INTERPRETATION OF Proposal DOCUMENTS

2.3 SUBSTITUTIONS

2.4 SUBMISSION RECEIPT/WITHDRAWAL

2.5 CHANGES/ALTERATIONS

2.6 DISCREPANCIES, ERRORS, AND OMISSIONS

2.7 DISQUALIFICATION

2.8 CAPITAL EXPENDITURES

2.9 PERFORMANCE OF THE WORK

2.10 PERFORMANCE BOND AND PAYMENT BOND

2.11 HOLD HARMLESS AND INDEMNIFICATION

2.12 INSURANCE REQUIREMENTS

2.13 LAWS AND REGULATIONS

2.14 GOVERNING LAWS AND REGULATIONS

2.15 RESERVATION OF RIGHTS

2.16 ATTACHMENTS

**ATTACHMENT "A" SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**ATTACHMENT "B" NON-COLLUSION AFFIDAVIT**

**ATTACHMENT "C" ANTI-KICKBACK AFFIDAVIT**

**ATTACHMENT "D" DRUG-FREE WORKPLACE**

**ATTACHMENT “E” GUIDELINES/CONCEPTS FOR RESILIENT PARK REDESIGN**

**ATTACHMENT “F” DESIGN BRIEF**

**ATTACHMENT “G” BOUNDARY TOPOGRAPHIC SURVEY**

# **PUBLIC NOTICE**

## **REQUEST FOR QUALIFICATIONS (RFQ) No. 2020-02**

### **DESIGN SERVICES: RECONSTRUCTION OF 96TH STREET PARK**

**NOTICE IS HEREBY GIVEN** that the Town of Surfside (“Town”) is soliciting qualifications for Design Services for the RECONSTRUCTION OF 96TH STREET PARK in Surfside, Florida. Interested firm/individuals (“Proposer(s)”) may pick-up a copy of the Request for Qualifications (“RFQ”) No. 2020-02 from the Town Clerk’s Office, Town Hall, 9293 Harding Avenue, Second Floor, Surfside, Florida, 33154, or may download it from the Town’s website at [www.townofsurfside.fl.gov](http://www.townofsurfside.fl.gov). The RFQ contains detailed and specific information about the scope of services, submission requirements, and evaluation and selection procedures.

One (1) original, four (4) hard copies, and one (1) electronic copy on a USB drive of the completed and executed qualifications must be delivered no later than **March 20, 2020 at 2:00 PM**, to the following address:

**Town of Surfside Town Hall  
Town Clerk’s Office  
9293 Harding Avenue  
Surfside, Florida, 33154.**

The Town reserves the right to reject late submissions, in the sole discretion of the Town Manager or his designee.

The envelope containing the sealed Proposal must be clearly marked as follows:

**“SEALED PROPOSAL  
RFQ NO. 2020-002  
DESIGN SERVICES: RECONSTRUCTION OF 96TH STREET PARK**

**OPENING DATE AND TIME/SUBMISSION DEADLINE: March 20, 2020 at 2:00 PM**

A **Mandatory Pre-Proposal Submission Conference** is scheduled for **February 13, 2020 at 10:00 AM** at the Town Commission Chambers, 9293 Harding Avenue, Surfside, Florida. All Proposers planning to submit qualifications are required to attend this meeting. Proposers should allow enough time to ensure arrival prior to the indicated time. The doors to the room will be closed and the meeting will start promptly at the appointed time. Those arriving after the doors have closed will not be considered in attendance. Qualifications from those who have failed to attend will not be accepted.

All persons attending the pre-submission conference may ask questions or seek clarification regarding this RFQ via the procedures outlined below. Any questions or clarifications concerning the proposal specifications must be received by Sandra Novoa, M.M.C. Town Clerk, no later

than 5:00 PM, February 28, 2020. Any questions regarding RFQ No. 2020-02 are to be submitted either in writing directly to Sandra Novoa, Town Clerk, at the following address: 9293 Harding Ave., Second Floor, Surfside, Florida 33154, or via email to: snovoa@townofsurfsidefl.gov. Any questions received by the Clerk after the stated deadline will be disregarded. All questions received by the Clerk prior to the stated deadline shall be answered via an Addendum to this RFQ and circulated to all registered Proposers.

The Town shall solicit, evaluate and award the contract in a manner consistent with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes. The Town intends to enter into an agreement with the successful Proposer to provide design services for the RECONSTRUCTION OF 96TH STREET PARK in the Town of Surfside, Florida.

The Town reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities, and to accept any proposal from a proposer which is qualified and best serves the interests of or represents the best value to the Town.

The Town hereby provides notice to all proposers of the imposition of a Cone of Silence for this solicitation, as set forth in Section 3-17 of the Town Code. "Cone of Silence," as used herein, means a prohibition on communication regarding a competitive bid or solicitation for a purchase exceeding \$25,000.00, including but not limited to, a particular request for qualifications ("RFQ") between (1) A potential respondent, vendor, service provider, proposer, bidder, lobbyist, or consultant, and (2) Town commissioners, Town's staff including, but not limited to, the Town Manager and his or her staff, and any member of the Town's selection or evaluation committee. Please contact the Town Clerk and/or Town Attorney with any questions on the Cone of Silence.

Date Issued: January 31, 2020

## TOWN OF SURFSIDE, FLORIDA

### REQUEST FOR PROPOSAL (RFQ) NO. 2020- 02

#### **DESIGN SERVICES: RECONSTRUCTION OF 96TH STREET PARK**

##### **1.1 INTRODUCTION**

The Town of Surfside, Florida (“Town”), a municipality located in Miami-Dade County, Florida, requests qualified Design Firms (“Proposers”) to submit Qualifications pursuant to the Consultants’ Competitive Negotiation Act, Section 287.055, Florida Statutes, to provide all design services necessary for the RECONSTRUCTION OF 96TH STREET PARK.

##### **1.2 BACKGROUND**

The Town is located on the barrier island in northeast Miami-Dade County, Florida, situated between Miami Beach to the south and Bal Harbour Village to the north, and is bounded on the east by the Atlantic Ocean, on the west by Biscayne Bay, on the south by 87<sup>th</sup> Terrace, and on the north by 96<sup>th</sup> Street. The Town’s standards stress high-quality visual corridors to the ocean, with access to the ocean, as well as a focus on protecting the environment, providing landscaping, and developing aesthetically attractive structures.

The Town of Surfside’s interest in pursuing the RECONSTRUCTION OF 96th STREET PARK reflects the following goals:

- Complete demolition of existing facilities and replacement with:
- Recreation Building +/- 1,600sf
- Full Court Basketball Court
- Green Space/Soccer Field
- Minor field lighting
- Landscaping & Irrigation
- Two (2) playgrounds (age specific)
- Shade Structure
- Fencing
- Security Lighting
- Benches
- Kayak Launch from seawall

In keeping with the Town’s Climate Crisis Report and Action Plan, the Town requests that proposers incorporate resilient design elements into their Qualifications wherever possible, while remaining within budget. Resilient design elements potentially include (but are not limited to) elements that do the following:

- Assist with water management and water storage, to help the Town cope with heavy rainfall, storm surge and sea-level rise
- Improve water quality
- Enable the conservation of energy and water

- Enable a reduction in the Town’s greenhouse gas emissions
- Increase walkability and bike-friendliness both within the 96th Street Park and for the Town as a whole
- Increase the tree canopy, reduce the heat island effect and encourage the growth and preservation of native plant species
- Educate residents and visitors on climate change, environmental challenges and measures taken in response

**For additional information on the Town’s aspirations for resilient design, please see Exhibit E, “Ideas for Resilient Redesign.” Proposers may also view Surfside’s Climate Crisis Report and Action Plan via the Town’s website, [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov), or by contacting the Town Clerk.**

**1.3 PROJECT DESCRIPTION**

The +/- one-acre project site is known as “96<sup>th</sup> Street Park” and located at: 9572 Bay Drive, Town of Surfside, Florida 33154.

**1.4 SCOPE OF SERVICES**

The successful design firm shall provide the following services, including, but not limited to (“Services”):

1. Data Collection and Field Surveys
  - a. Consultant shall provide all necessary services to obtain all geotechnical, environmental, and survey (boundary and topographic) data required to design and construct the project.
  - b. Prepare and transmit project notification to utilities with a request to identify existing facilities.
  - c. Perform site investigation to gain an understanding of the existing site conditions.
  
2. Plans, Specifications and Engineering Estimates
  - a. Prepare plans, which will include at a minimum title sheet, general notes, existing conditions and demolition plans, civil/architectural layout plans, grading and utility plans, landscaping and irrigation plans, electrical, low voltage and lighting plan, and all necessary details to construct the project.
  - b. Prepare specifications and bid documents, which will include at a minimum, detailed project descriptions, working days for construction, bid schedule, bid item descriptions, payment methods, technical specifications, and any specification detail sheets or standard plans, necessary to construct the project.
  - c. Prepare engineering estimates consistent with the specifications and bid documents.
  
3. Obtain All Necessary Approvals and Permits
  - a. Consultant shall provide all necessary services to obtain required all approvals and permits (Building Permit).

4. Bidding Phase
  - a. Attend the GC pre-bid meeting.
  - b. Respond to contractor requests for clarification during the bid process.
  - c. Prepare responses to questions listed in formal construction addenda.
  
5. Project Coordination during Design Process
  - a. Hold appropriate number of meetings with Town staff.
  - b. Hold at a minimum one public outreach meeting to solicit input from the community.
  - c. Attend at a minimum Parks & Recreation Committee meetings (2).
  - d. Attend at a minimum one Town Commission meeting.
  - e. Provide monthly status reports.
  - f. Provide design schedule with updates as required.
  - g. Provide meeting minutes and action items.
  
6. Perform Construction Administration services during construction sufficient to certify all compliance with design aspects of the work.

The design plans shall be submitted for review at: Conceptual; 30% Schematic Design; 60% Design Development; 90% Construction Documents and Permitting. The technical specifications shall be submitted for review at 60% Design Development.

All Services shall be performed and completed in compliance with the Florida Building Code, the Town of Surfside Charter and Code, Miami-Dade County Codes, and all other applicable codes and standards governing the Services and the work. The applicable edition of each code shall be that edition which is adopted and in effect at the time of filing of the last permit application governed by each code or standard.

## **1.5 SUBMITTAL REQUIREMENTS**

Any Proposer wishing to provide the services described in Section 1.4 above must submit one (1) original, four (4) additional complete hard copy submittals, and one (1) electronic copy on a USB drive. Submittals shall be tabbed by Section and as thorough and detailed as possible so that the Town may properly evaluate the qualifications and capabilities of respective firms to provide the required services.

All submittals must meet or exceed the specifications and requirements provided in this RFQ, including Exhibit “F” (Design Brief).

All submittals by Proposers shall contain no more than twenty-five (25) double-sided pages plus data sheets.

Proposers should prepare their submittals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the Town has no previous knowledge of their product or capabilities. Each response shall be prepared simply and economically, providing a straightforward and concise description of the respondent’s capabilities regarding the specific work to be performed pursuant to this solicitation. Emphasis should be concentrated



on conformance to the solicitation instructions, responsiveness to the solicitation requirements, and on completeness and clarity of content.

All abbreviations and acronyms used in the response shall be kept to a minimum and defined upon their first usage. Page size shall be 8.5 x 11 inches, foldouts are not acceptable. The text size should be 11 point or larger using Arial or Times New Roman font only.

Letter of Transmittal: The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Proposer's understanding of the scope of work and make a positive commitment to timely perform the work. Provide a statement indicating the proposer's interest in, knowledge of, and resources necessary to provide the services described in this RFQ. An agent authorized to contractually bind Proposer must sign the Letter of Transmittal indicating the agent's title or authority. The transmittal letter shall not exceed two pages in length.

Tab 1: Technical Approach / Implementation Schedule

Provide in concise narrative form, your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project.

The proposer should describe its approach to the project and the technical and design challenges of this scope of work and schedule. The proposer shall also demonstrate how their experience on projects with similar scope and complexities will be implemented in this project. Specifically, the proposer shall present the innovative design solutions applied in their previous projects and how these solutions could be incorporated in the Town of Surfside's. Give an overview on your proposed vision, ideas and methodology. As part of the project approach, the proposer shall propose a scheduling methodology (timeline) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project. Provide examples of ideas / innovative recommendations you may offer.

Tab 2: Company Qualifications / Project Experience

Firms shall provide a brief profile of their company, which should include their history, locations of their corporate and satellite offices, location of their project team, corporate structure, ownership interest, and the length of company's existence. Indicate the company's number of years of experience in providing services with other governmental entities in the State of Florida. List all Florida Clients within the last three years with client name and dates of contract (from and to).

This RFQ encourages proposers to be innovative and provide new designs or ideas which may further enhance or improve this initiative. Proposers must provide documentation in demonstration of your company's previous completed projects and ability to satisfy the needs of this Town of surfside initiative. Completed projects must be innovative and reflective of Urban Park Design. Proposers are to include sketches or renderings of completed projects, along with detailed descriptions of their innovative qualities.

References should be of projects with similar scope as listed in this RFQ. Provide references for five (5) large parks and recreation system construction design projects. Information should include:

- Client Name, address, contact person telephone and FAX numbers and e-mail addresses
- Description of work
- Year the project was completed
- Total cost of the construction estimated and actual

Tab 3: Incorporation of Resiliency Elements

Provide narrative describing intentions and actions that will include resilient design elements and will meet and/or exceed the Town’s Climate Crisis Report and Action Plan.

Tab 4: Project Team, Experience and Team Organizational Chart

The prime Consultant shall provide a summary of the experience and qualifications of the firm’s team and individuals who will be involved on this project. In addition, list the tasks that will be subcontracted out and provide a summary of the experience and qualifications of the lead personnel for each sub- Consultant that will oversee performing this work. Provide an Organization Chart.

Tab 5: Insurance

Provide a statement agreeing to obtain (prior to award) Insurance with coverages as detailed in the RFQ. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the Town along with their qualification data. A properly completed Accord Form is preferable. The Town of Surfside must be named as an additional insured for all policies prior to entering into an agreement. .

Tab 6: Other Information

Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the proposer (please limit this information to two pages).

Tab 7: Addenda (if applicable)

All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

Tab 8: Previous Work

List all contracts which the Proposer has performed for the Town of Surfside, if any. The Town will review all contracts the Proposer has performed for the Town. As such, the Proposer must list and describe all services and work performed for the Town of Surfside and include for each project:

- a) name of the Town Department which administers or administered the contract,
- b) description of work,
- c) total dollar value of the contract,
- d) dates covering the term of the contract,
- e) Town contact person and phone number,
- f) statement of whether Proposer was the prime contractor or subcontractor, and
- g) the results of the project.

## 1.6 PROPOSAL SECURITY

N/A

## 1.7 MANDATORY PRE- SUBMITTAL CONFERENCE

A Mandatory Pre-RFQ Submittal Conference is scheduled for **February 13, 2020 at 10:00 AM** at the Town of Surfside Community Center, 9301 Collins Avenue, Surfside, Florida. All Proposers planning to submit proposals are required to attend this meeting. Proposers should allow enough time to ensure arrival prior to the indicated time. The doors to the room will be closed and the meeting will start promptly at the appointed time. Those arriving after the doors have closed will not be considered to be in attendance. Proposals from those who have failed to attend will not be accepted. All persons attending the pre-submission conference will receive the answers to all questions asked or submitted.

## 1.8 ADDITIONAL INFORMATION OR CLARIFICATION; ADDENDA

Requests for additional information or clarifications must be received by Sandra Novoa, M.M.C. Town Clerk, no later than **5:00 PM, February 28, 2020**. Any questions regarding RFQ No. 2020-02 are to be submitted either in writing or via e-mail directly to Sandra Novoa, Town Clerk, in accordance with the deadline for receipt of questions also specified in the Public Notice Section of this RFQ. The request for additional information and clarification must contain the RFQ number and title, Proposer's name, name of Proposer's contact person, address, phone number, and e-mail.

Written requests for additional information or clarifications to this RFQ shall be addressed directly to Sandra Novoa, M.M.C., Town Clerk, at: **Town Clerk's Office, Surfside Town Hall, 9293 Harding Ave., Second Floor, Surfside, Florida 33154.**

Emails requesting additional information or clarifications for this RFQ must be received by Sandra Novoa, M.M.C., Town Clerk, at the following email: [snovoa@townofsurfsidefl.gov](mailto:snovoa@townofsurfsidefl.gov). The request shall include, at a minimum, the RFQ number and title, the Proposer's name, the name of Proposer's contact person, address, phone number, and email.

The Town will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal deadline. All persons attending the mandatory pre-**proposal** conference will receive the Town's response. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any written addendum to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

## 1.9 SELECTION, AWARD OF AGREEMENT

- 1) The award of the Agreement will be to the entity the Town determines possesses adequate qualifications in the best interest of the Town and most advantageous to the Town taking into account the evaluation criteria set forth below and whose Proposal complies with the requirements of the RFQ. In no case will the award be made until all necessary investigations have been made into the responsiveness

and responsibility of the Proposer(s) and the Town Manager is satisfied that the Proposer is qualified to perform the Services and has the necessary experience, ability, organization, capital and equipment to carry out the Services in accordance with the specifications of this RFQ.

2) Proposals submitted will be evaluated by a Selection Committee ("Selection Committee") consisting of members appointed by the Town Manager, who will review submissions and provide a recommendation to the Town Commission.

3) **Qualification Evaluation**

The Selection Committee shall examine the documentation submitted in the Proposal to determine the responsiveness of each Proposer. Failure to provide the required information may disqualify any such Proposal as non-responsive and such Proposal may not be considered. The Selection Committee will disqualify any Proposers that make false statements. The evaluation of proposals and the determination of conformity and acceptability shall be the sole responsibility of the Selection Committee. Such determination shall be based on information furnished by the Proposer, as well as other information reasonably available to the Town. The Selection Committee may make such investigations as it deems necessary to determine the ability of the Proposer to perform the Services and the Proposer furnish the Town with all such information and data for this purpose as the Town may request before and during the Proposal period. The Selection Committee reserves the right to make additional inquiries, interview some or all Proposers, make site visits, interview references, obtain credit reports, or any other action it deems necessary to fairly evaluate all Proposers. The Selection Committee may at its sole discretion reject a Proposer or qualify a Proposer.

4) **Evaluation**

The Selection Committee will evaluate and rank each Proposal in each of the categories listed below. Qualifications will be evaluated and ranked based on, among additional factors, the following:

- a. Depending on the number of qualifications submitted, the Selection Committee may short-list the Proposers to three (3), and then interview and rank those top three (3) Proposers.
- b. The Proposal ranked one (1) will be recommended by the Selection Committee to the Town Commission for award of the Agreement.
- c. The Town Commission may consider the selection of a Proposer based upon the recommendation of the Selection Committee, and will make the final selection and award of the proposer.
- d. The Selection Committee evaluation will be based on the total number of points awarded to the following criteria:

• Technical Approach/Implementation Schedule	30 points
• Company Qualifications/Project Experience	25 points
• Incorporation of Resiliency Elements	15 points

- Project Team and Team experience 30 points

- 5) The Town will select the most qualified Proposer whose proposal best serves the interests of and represents the best value to the Town. The Town will act, at its sole discretion, in what it considers to be in the best interest of the Town. The Town will evaluate the comparable experience, capability, project management, workload, financial strength, and other factors the Town deems pertinent and will select the Proposer that it deems to be most qualified, in the best interest of the Town and most advantageous in accordance with the criteria and requirements set forth in this RFQ.
- 6) If the Town selects a Proposal, the Town will provide a written notice of award to the successful Proposer, who meets the requirements and criteria of this RFQ, and the Town may negotiate and enter into an agreement during the agreement process at compensation which the Town determines is fair, competitive and reasonable.
- 7) If the successful Proposer to whom an agreement is awarded forfeits the award by failing to execute the agreement, the Town may, at the Town's sole option, discontinue negotiations with the Proposer, award the agreement to the next lowest responsive and responsible Proposer and proceed to negotiate an agreement with compensation which the Town determines is fair, competitive and reasonable, reject all proposals or re-advertise for the Services.
- 8) If the Town and selected Proposer are unable to negotiate a mutually acceptable agreement, the Town may terminate negotiations and begin negotiations with other qualified firms. This process may continue until an agreement has been executed or all proposals have been rejected. No Proposer shall have any rights in the project or against the Town arising from such negotiations.
- 9) The Town will request, accept and consider proposals for the fees or compensation to be paid under the agreement only during competitive negotiations with the selected proposer, in accordance with Section 287.055, Florida Statutes.

#### **1.10 AGREEMENT EXECUTION**

- 1) Until final award and execution of an Agreement, the Town reserves the right to cancel this solicitation, reject any and all proposals, with or without cause; to waive any informality or irregularity; or to accept the Proposal which is in the best interest of the Town.
- 2) Upon acceptance of a Proposal and award of the agreement, the successful Proposer shall deliver the executed agreement, along with required bonds, insurance and any other items requested, to the Town within 10 days. Failure to do so will be deemed as a breach of agreement by the Proposer and result in forfeiture of proposal security as may be required in this RFQ.
- 3) The award of the agreement, if it is awarded, will be to the lowest responsible and responsive proposer whose proposal best serves the interests of, and represents the best value to, the Owner pursuant to the criteria set forth in this RFQ, and the Charter and Code of the Town of Surfside, and whose proposal shall comply with the requirements of this RFQ.

- 4) Time is of the essence for this project and the time frames set in the proposal, if set by the proposer, will be accorded weight by the Town in the determination of the best proposal.
- 5) In no case will the award be made until all necessary investigations have been made into the responsibility of the Proposer and until the Town is satisfied that the proposer is qualified to perform the Services and has the necessary organization, capital, and equipment to carry out the provisions of the agreement to the satisfaction of the Town within the time specified.

## **2.0 INSTRUCTIONS**

Careful attention must be given to all requested items contained in this RFQ. Proposers are required to submit QUALIFICATIONS in accordance with the requirements of this RFQ.

### **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.**

Proposers shall complete all required forms and information as set forth in this RFQ.

The entire set of documents, together with all attachments hereto, constitutes the RFQ. Each Proposer must return these documents with all information required and necessary for the Town to properly analyze the response in total and in the same order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFQ text is followed. All responses to this RFQ shall be returned in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope, prior to the stated deadline.

Proposers must provide a response to each requirement of the RFQ. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity.

**CONE OF SILENCE.** Notwithstanding any other provision of these specifications, the provisions of the Town "Cone of Silence" are applicable to this transaction. The "Cone of Silence", as used herein, means a prohibition on any communication regarding a particular Request for Proposal (RFP), Request for Qualification (RFQ), or bid, between a potential vendor, service provider, contractor, bidder, lobbyist, or consultant, and the Town Commission, Town's professional staff including, but not limited to, the Town Manager and his or her staff, any member of the Town's selection or evaluation committee.

The Cone of Silence shall be imposed upon each RFP, RFQ, and bid after the advertisement of said RFP, RFQ, or bid.

The Cone of Silence shall terminate at time the Town Manager makes his or her written recommendation to the Town Commission. However, if the Town Commission refers the Town's Manager's recommendation back to the Town Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the Town Manager makes a subsequent written recommendation.

The Cone of Silence shall not apply to:

1. Oral communications at pre-proposal/pre-bid conferences.

2. Oral presentations before selection or evaluation committees.
3. Public presentations made to the Town Commission during any duly noticed public meeting.
4. Communications in writing at any time with any town employee, unless specifically prohibited by the applicable RFP, RFQ, or bid documents. The bidder or proposer shall file a copy of any written communication with the Town Clerk. The Town Clerk shall make copies available to any person upon request.
5. Communications regarding a particular RFP, RFQ, or bid between a potential vendor, service provider, contractor, bidder, lobbyist or consultant and the Town's Purchasing Agent or Town employee designated responsible for administering the procurement process of such RFP, RFQ or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.
6. Communications with the Town Attorney and his or her staff.
7. Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the Town Manager makes his or her written recommendation.
8. Any emergency procurement of goods or services pursuant to Town Code.
9. Responses to the Town's request for clarification or additional information.
10. Contract negotiations during any duly noticed public meeting.
11. Communications to enable Town staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, contractor, bidder, lobbyist, or consultant and any member of the Town's professional staff including, but not limited to, the Town Manager and his or her staff are in writing or are made at a duly noticed public meeting.

Please contact the Town Attorney for any questions concerning the Cone of Silence compliance.

Violation of the Cone of Silence by a particular bidder or proposer shall render any RFP award, RFQ award, or bid award to said bidder or proposer voidable by the Town Commission and/ or Town Manager

## **2.1 EXAMINATION OF DOCUMENTS AND SITE**

- 1) Proposers shall visit the project site and become familiar with the nature and extent of Services and work to be performed and local conditions that may affect the

Services.

- 2) The Solicitation Documents were prepared to present an essentially accurate representation of existing conditions, interpreted from available information on the project site. The Proposer is not relieved, however, of the responsibility of becoming fully informed as to existing conditions at the project site.
- 3) Proposers shall examine existing site improvements, and conditions, utilities, and streets to determine all conditions which will affect the Services.

## **2.2 SUBSTITUTIONS**

- 1) N/A

## **2.3 SUBMISSION RECEIPT/WITHDRAWAL/CHANGES**

- 1) Sealed proposals will be accepted in accordance with the instructions detailed in this RFQ. The Proposer shall file all documents necessary to support its response and shall include them with its Proposal. Each Proposer shall be responsible for the actual delivery of responses no later than the submission deadline to the exact address indicated in this RFQ. The Town reserves the right to accept or reject late submitted qualifications, in the sole discretion of the Town Manager or his designee.
- 2) A Proposer may withdraw his proposal at any date and time prior to the time the proposals are scheduled to be opened but may not be resubmitted. Proposals may not be modified after submittal. After proposal opening, no proposal may be cancelled or modified.

## **2.4 DISCREPANCIES, ERRORS, AND OMISSIONS**

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to Sandra Novoa, M.M.C., Town Clerk. Should it be necessary, a written addendum will be issued and incorporated to the RFQ. The Town will NOT be responsible for any oral instructions, clarifications, or other communications.

## **2.5 DISQUALIFICATION**

The Town reserves the right to disqualify proposals before or after the submission deadline, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

## **2.6 CAPITAL EXPENDITURES**

The selected Proposer understands that any capital expenditures that the selected Proposer makes, in order to prepare and submit the proposal or in performance of the Services required in this RFQ are business risks and may not be recoverable by the proposer. The Town, however, is not and shall not pay or reimburse any capital expenditures or any other expenses incurred by any Proposer.

## **2.7 PERFORMANCE OF THE SERVICES.**

- 1) The Design Team shall be identified in the RFQ response.



## **2.8 PERFORMANCE BOND AND PAYMENT BOND**

- 1) N/A

## **2.9 HOLD HARMLESS AND INDEMNIFICATION**

All Proposers shall hold the Town, its officials, and its employees harmless and covenant not to sue the Town, its officials, and its employees in reference to the Town's decision to reject, award, or not award an RFQ, as applicable. Additionally, the selected Proposer shall indemnify, defend, and save harmless the Town, its officers, agents, and employees, from or on account of any injuries or damages, received or sustained by any person or persons during or on account of the Proposer's performance of its Services under this RFQ, or by or in consequence of any negligence (excluding the sole negligence of the Town), in connection with the same; or by use of any improper materials or by or on account of any act or omission of the said selected Proposer or his Sub-Proposers, agents, servants, or employees. The selected Proposer shall indemnify, defend, and hold harmless the Town and their agents or employees from and against all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the Services described in the RFQ, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than work itself) including the loss of use resulting wherefrom and (b) is caused in whole or in part by any negligent act or omission of the selected Proposer, Sub-Proposer, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

## **2.10 INSURANCE REQUIREMENTS**

The selected proposer shall secure and maintain throughout the duration of the agreement, insurance of the type and in the minimum amount specified below and shall demonstrate its ability to do so:

Comprehensive General Liability ("CGL") insurance, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability, and Two Million Dollars (\$2,000,000) aggregate.

Professional Liability insurance, with minimum limits of Two Million Dollars (\$2,000,000) per occurrence, combined single limit and Two Million Dollars (\$2,000,000) aggregate.

Worker's Compensation, as required by law, together with no less than \$1,000,000 for Employer's Liability.

Business Automobile Liability which shall include coverage for all owned, non-owned and hired vehicles for minimum limits of not less than One Million Dollars (\$1,000,000) per occurrence, One Million Dollars (\$1,000,000) per accident for bodily injury and Five Hundred Thousand Dollars (\$500,000) per accident for property damage.

## **2.11 LAWS AND REGULATIONS**

- 1) Each proposer and the selected proposer shall comply with all applicable laws and regulations of the Federal Government, State of Florida, and local ordinances of Miami-Dade County and the Charter and Code of the Town of Surfside in the preparation and submittal of a proposal in response to this RFQ and in the performance of the Services and any agreement

awarded as a result of this RFQ. Specific reference is made to Town Ordinance 09-1543 which allows a five (5%) per cent local preference in scoring to holders of current Town local business receipts for businesses which are physically located with the Town of Surfside limits and three (3%) per cent to local businesses located within a ten (10) mile radius of the Town's corporate limits.

2) Trench Safety Act: The Occupational Safety and Health Administration excavation safety standards, 29 CFR 1926.650 Subpart P trench safety standards will be in effect during the period of construction of the Project. In compliance with current State of Florida statutes, the Proposer shall provide documentation required by the Florida Trench Safety statute to the Owner, in conjunction with the Proposal submission.

## **2.12 RESERVATION OF RIGHTS**

- 1) The Town reserves the right to:
  - a. Accept any or all responses, waive any immaterial defect or informality in any responses to this RFQ, or to cancel or postpone this RFQ process AT ANY TIME; to reject any or all responses in whole or in part; or to reissue an RFQ for the Services described herein;
  - b. Accept the Proposer who will, in the Town's sole discretion, best serve the interests of and represent the best value to the Town;
  - c. Reject any and all qualifications and to seek new qualifications when such a procedure is reasonably in the best interest of the Town;
  - d. Investigate the financial capability, integrity, experience, and quality of performance of each Proposer, including officers, principals, senior management, and supervisors, as well as staff identified in the response to RFQ;
  - e. Investigate the Proposer's qualifications or those of its agents, as it deems appropriate;
  - f. Conduct personal interviews of any or all Proposers prior to selection (the Town shall not be liable for any costs incurred by the Proposer(s) in connection with such interviews);
  - g. Waive any of the conditions or criteria set forth in this RFQ;
  - h. Decide whether to select a firm based on submission received in response to this RFQ or whether to hold interviews with the firms the Town deems best qualified for the project.
- 2) The Town is under no obligation to return the Qualifications.
- 3) The Town will not be liable for any costs incurred by a proposer in the preparation of the response to this RFQ.
- 4) Each Proposal shall be prima facie evidence that the respective Proposer has full knowledge of the scope, nature, quantity and quality of the Services to be performed; the detailed requirements of the specifications; and the conditions under which the Services are to be performed.

- 5) Proposers shall furnish the Town with such additional information as the Town may reasonably require.
- 6) The Town must be satisfied that the Proposer demonstrates the ability to meet the requirements of this RFQ. .

### **2.13 ATTACHMENTS**

The Exhibits to this RFQ are as follows:

**Attachment “A” - Public Entity Crime Affidavit**

**Attachment “B” - Non-Collusive Affidavit Attachment “C” - Anti-Kickback Affidavit**

**Attachment “D”- Drug Free Workplace Affidavit**

**Attachment “E”- Guidelines/Concepts for Resilient Design - 96th Street Park**

**Attachment “F”- Design Brief**

**Attachment “G”- Boundary Topographic Survey**

**ATTACHMENT "A"**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a) FLORIDA  
STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY  
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted

to

\_\_\_\_\_

by

\_\_\_\_\_

for

\_\_\_\_\_

whose business address is

\_\_\_\_\_

\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN)

\_\_\_\_\_

(If the entity had no FEIN, include the Social Security Number of the individual signing  
this sworn statement:

\_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(l)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in

the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.
6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which one (1) of the following three (3) statements is applicable.)

       (1) Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

       (2) The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

       (3) The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Proposer list. (Attached is a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO , WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR THE



**ATTACHMENT "B"**

**NON-COLLUSION AFFIDAVIT**

**STATE OF FLORIDA**

**COUNTY OF MIAMI-DADE**

The undersigned being first duly sworn as provided by law, deposes, and says:

**1.1.** This Affidavit is made with the knowledge and intent that it is to be filed with the Town of Surfside and that it will be relied upon by said Town, in any consideration which may give to and any action it may take with respect to this proposal.

**1.2.** The undersigned is authorized to make this Affidavit on behalf of, \_\_\_\_\_  
(Name of Corporation, Partnership, Individual, etc.)

a corporation duly organized and existing under the laws of the State of \_\_\_\_\_  
which he is \_\_\_\_\_ (Sole Owner, Partner, President, etc.)

**1.3.** Neither the undersigned nor any person, firm, or corporation named in above Paragraph 1.2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this proposal by the Town, also that no head of any department or employee therein, or any officer of the Town of Surfside, Florida is directly interested therein.

**1.4.** This proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 1.2 has not colluded, conspired, connived or agreed directly or indirectly with any Proposer or person, firm or corporation, to put in a sham proposal, or that such person, firm or corporation, shall refrain from Proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or QUALIFICATIONS of any other Proposer; and all statements contained in the proposal or QUALIFICATIONS described above are true; and further; neither the undersigned, nor the person, firm or corporation named above in Paragraph 1.2, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

\_\_\_\_\_  
**AFFIANT'S NAME**

\_\_\_\_\_  
**AFFIANT'S TITLE**

\_\_\_\_\_  
Name of Proposer

The foregoing Affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by  
\_\_\_\_\_, as \_\_\_\_\_ of  
\_\_\_\_\_, a Florida corporation, on behalf of said corporation. He/She  
personally appeared before me and is personally known to me.

NOTARY SEAL

Notary: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Florida  
My Commission Expires: \_\_\_\_\_



**ATTACHMENT "C"**

**ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA                    }  
  }SS  
COUNTY OF MIAMI-DADE            }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum to be paid for the Services will be paid to any employees of the Town of Surfside, its elected officials, and/or its design Contractors, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn and subscribed before this

\_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
(Printed Name)

My commission expires: \_\_\_\_\_

**ATTACHMENT "D"**

**DRUG-FREE WORKPLACE**

The undersigned Proposer (firm) in accordance with Chapter 287.087, Florida Statutes, hereby certifies that \_\_\_\_\_ does:

*(Name of Company)*

- 1) Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are under consideration a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under consideration, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature (Blue ink only)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Witness my hand and official notary seal/stamp at day and year written above

STATE OF FLORIDA)

COUNTY OF MIAMI-DADE) SS:

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared as \_\_\_\_\_ of \_\_\_\_\_ an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Form as the proper official of for the use and purposes mentioned in the Form and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He/She is personally known to me or has produced as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this \_day of, 2020.

---

My Commission Expires:  
NOTARY PUBLIC

**EXHIBIT “E”**  
**GUIDELINES/CONCEPTS FOR RESILIENT RE-DESIGN – 96<sup>th</sup> Street Park**

This document is intended to provide guidelines or concepts to designers as they think about how the redesign of the 96<sup>th</sup> Street Park can help Surfside respond to environmental challenges and climate change. This is not a comprehensive list of ideas, and the Town does not expect to see all of these ideas in one design.

Consider it the Town’s challenge: how can the 96<sup>th</sup> Street Park serve the community’s existing needs while also helping Surfside prepare for intensifying climate change impacts (sea-level rise, sunny-day flooding, hotter temperatures, heavier rainfall, stronger storms and higher storm surge).

Guidance:

- **Think of multi-use and multi-function design:**
  - Multi-use recreationally (ex: ball fields that can be serve as both soccer fields and football fields)
  - Multi-function with ecosystem services (groundwater infiltration, increased absorption capacity under ball fields, native landscape plantings for local pollinators and xeriscaping which requires little to no irrigation- just natural rain and drought cycles)
  
- **Go off the grid with self-supported facilities:** Use solar, wind, and (when possible) site the building with passive heating and cooling in mind using windows and screening to make the most of direct sun exposure to warm the building and shade to cool it
  
- **Include water storage and stormwater management:**
  - From a rainfall perspective: where is the water going to go when it falls from the sky?
    - Follow the path of any given drop of rainwater and funnel it where you want it to go using site grading
    - Create topography where there it is too flat to allow water runoff in order to prevent flooding/ponding in areas where the ponding is unwanted.
    - Capture rain water from the roofs into cisterns, rain barrels, rain gardens, bioswales, etc.
  
  - From a sea-level rise perspective:
    - How can this park help Surfside live with rising water over the next 10, 30, 50 years?
    - The Town of Surfside uses [sea-level rise projections from the Southeast Florida Regional Climate Change Compact](#). The most recent projections will be available in late 2019. Find a preview [here](#).
  
  - From a water quality perspective:
    - How can this park help improve water quality?
    - Use plants that can also aid in bioremediation of stormwater runoff pollutants (Ex: [City of Arcata, CA water treatment wetlands](#))

- Look at <https://dlandstudio.com/Gowanus-Canal-Sponge-Park-Masterplan> in NYC for ways in which a park adjacent to a canal (or any water body really) can be designed to service water quality improvement /bioremediation ecosystem services functions.
- **Create a low-impact, multi-benefit landscape and maintenance plan:**
  - Use Florida-friendly plants and practices in landscaping: <https://sfyl.ifas.ufl.edu/lawn-and-garden/florida-friendly-landscaping/>
  - Do not use ‘mow and blow’ landscape maintenance, which produces CO2, and avoid using any chemical roundup type products. Instead utilize more nature-friendly methods of maintenance such as hand pulling weeds (if they are TRULY unwanted plants that spring up), and just let nature be natural and wild (but in a well-organized/designed natural landscape)
- **Take advantage of the waterfront**
  - Create a terraced ‘Riverwalk’/boardwalk design that allows pedestrian access near the water’s edge while also allowing the water to flow up into the terraced wetland when it floods (think of having raised boardwalk path over natural landscape terraced gardens instead of paved walkways and grass) Examples:
    - Shanghai Houtan Park: <https://www.asla.org/2010awards/006.html>
    - San Antonio Riverwalk park: <https://www.wired.com/2016/08/7-cities-transforming-rivers-blights-beauties/>
    - Detroit Riverfront Conservancy: <https://detroitriverfront.org/>
- **Include educational tools to teach park users about resilience**
  - Install signs explaining resilient features in the park and why those features are important to Surfside’s future
  - Incorporate ‘citizen science’ features such as rain gauges and flood monitors

**Local examples:**

Van Alen Institute “Keeping Current” design challenges:

- Redesign of a repetitive loss property in North Miami: <https://www.vanalen.org/projects/keeping-current-north-miami/>
- Redesign of Jose Marti Park in the City of Miami: <https://www.vanalen.org/projects/keeping-current-jose-marti-park/>

Redesign of Maurice Gibb Park on Miami Beach: <https://www.remiamibeach.com/south-beach/maurice-gibb-park-design-approved/>

**EXHIBIT "F"**  
**DESIGN BRIEF**  
**TOWN OF SURFSIDE**  
**RECONSTRUCTION OF 96TH STREET PARK**  
**9572 Bay Drive, Town of Surfside, FL 33154**

**December 2, 2019**

Prepared by:



The intent of the design brief is to provide the program requirements and design objectives necessary to communicate to the design team firm sufficient information that will clearly demonstrate the high level of expectations to provide professional Architectural and Engineering services that will, along with a qualified General Contractor, build a quality project within specific budget and schedule requirements of the Town. The design brief will be compiled to form the premise of the program and design intent.

## **TABLE OF CONTENTS**

### **SECTION 1 PROJECT SUMMARY**

- GENERAL DESCRIPTION

### **SECTION 2 NARRATIVE**

- RECREATION BUILDING

### **SECTION 3 NARRATIVE**

- FACILITY PROGRAM

### **SECTION 4 SITE AMENITIES**

- PLAYGROUNDS
- SHADE STRUCTURE
- BASKETBALL COURT
- GREENSPACE / SOCCER FIELD
- FIELD LIGHTING
- SIGNAGE
- PARK ACCESSORIES
  - WASTE RECEPTACLES
  - BENCHES
  - BICYCLE FACILITIES
  - KAYAK LAUNCH

### **SECTION 5 LANDSCAPING AND IRRIGATION**

### **SECTION 6 FENCING**

### **SECTION 7 SECURITY LIGHTING**

### **SECTION 8 CIVIL ENGINEERING DESIGN WATER, SEWER, PAVING & DRAINAGE**

### **SECTION 9 DEMOLITION**

### **END OF TABLE OF CONTENTS**



**SECTION 1 – PROJECT SUMMARY**

The TOWN OF SURFSIDE commissioned Calvin, Giordano & Associates, Inc. to provide the design brief for the RECONSTRUCTION OF 96TH STREET PARK. The intent of this design brief is to engage a Design firm that clearly demonstrates the highest level of ability to provide professional Architectural and Engineering services to design a quality project within specific budget and schedule requirements of the Town. This design brief has been compiled to present guidelines for the program and design intent.

The proposed +/- one-acre project site is located at 9572 Bay Drive, Town of Surfside, FL 33154

The following aerial image is provided below for reference.



Proposed new amenities:

- Recreation Building +/- 1,600sf
- Full Court Basketball Court
- Green Space/Soccer Field
- Minor field lighting
- Landscaping & Irrigation

Two (2) playgrounds (age specific)

Shade Structure

Fencing

Security Lighting

Benches / Seating Areas

During construction, all utilities serving adjacent and off-site facilities including, but not limited to, water, sewer, electric, natural gas, and irrigation shall not be interrupted.

A topographic survey is provided, which describes the existing conditions where the proposed site development is to be located. Final construction logistics will be reviewed and approved by the Owner and the Design A/E Professional.

The new structure for the Park, at a minimum, shall meet the hurricane standards for a 180 MPH, and exposure category C rating per ASCE 7-10, and F.B.C. 2017, CH 16, High Velocity Hurricane Zone.

All work shall conform to minimum standards of the authorities having jurisdiction. All design for the project shall conform to all current applicable codes, standards, and governing authorities including, but not limited to the following (some may not apply):

- TOWN OF SURFSIDE Sustainability & Resiliency Goals, as detailed in the Town of Surfside Climate Crisis Report and Action Plan
- Florida Administrative Code
- Miami Dade County Public Works
- Miami Dade Regulatory and Economic Resources (RER) – Trees
- Miami Dade Regulatory and Economic Resources (RER) – Asbestos:
- Miami Dade County Miscellaneous Small Projects (RER)
- Miami Dade County Fire Department Permit -
- Florida Building Code 2017
- Florida Plumbing Code 2017
- FBC Energy Efficiency Chapter 13
- Florida Mechanical Code 2017
- Florida Accessibility Code 2017
- Florida Energy Conservation Code
- Florida Department of Environmental Resource Management
- SMACNA HVAC Duct Construction Standards
- Florida Fire Prevention Code
- NFPA Standards and Code
- Life Safety Code
- Florida Department of Environmental Protection NPDES i
- NFPA 13 Installation of Sprinkler Systems
- NFPA72 National Fire Alarm Code, Including all recommendations of appendix
- National Electric Code - NFPA 70-2014
- Illuminating Engineering Society Design Guidelines

**SECTION 2 – NARRATIVE**

**RECREATION BUILDING**

The building programs and concept site plan included in this Architectural Design Brief have been developed with and approved by the Town of Surfside. The purpose of these documents is to identify and illustrate the spaces to be included in the building and site, their relationship to each other, including required adjacencies, and the circulation and access between these spaces and site amenities including access points, exterior walkways, and other site amenities. *The Design Team is responsible for assuring all these programmatic requirements are achieved and for providing a new facility that meets current Federal, State and Local Code and Regulatory requirements in effect at the time the project is permitted. Approval of the final plans and project specifications developed by the Design team is required from the Town of Surfside.*

In addition to the information provided in other sections of the Design Brief and the conceptual site plan, the following general building requirements shall be applicable.

A. Building Entrances

1. Main Entry – The main building entry shall have direct access and be clearly visible and easily identifiable from access routes. There shall be a covered area directly outside the main entrance doors into the building.
2. Security – All entrances shall be either visible from an occupied interior space or camera monitored via a central security monitoring location or both to assure the safety and security of the users of the facility.

B. Circulation Requirements

1. Circulation shall be organized to provide efficient, convenient access to all spaces within the building and between the building and site amenities.
2. All circulation spaces shall comply with all applicable life safety requirements, codes, and standards, including, but not limited to the requirements of these DCP Documents, and the current Editions of the Florida Building Code, NFPA-101: Life Safety Code, Florida Fire Code, Florida Accessibility Code and all other Codes applicable to this project that are in affect at the time of permitting.

### C. Glazing Requirements

1. Maximize indoor/outdoor relationship and day lighting.
2. Impact/Wind/Water Protection – Glazing shall be impact type to comply with the requirements of the Florida Building Code and meet Miami- Dade Product Approval requirements based on wind speeds and load requirements identified in other sections of the DCP. Shutters or louvers are not acceptable for use as storm protection.
3. Sun control/Shading - Exterior sun control/shading devices, such as building overhangs/recesses, sunscreens, etc. can be used where interior spaces are exposed to direct sunlight through any type of clear glazing.

### D. Roofing Requirements

1. The primary building roof shall relate (though not necessarily copy or mimic) the other park buildings throughout the Town in configuration, pitch, and color and be compatible in scale/proportion with the local neighborhood.
  - a. General Roof Slope and Drainage – The elimination of water shall be a major Design requirement of the roof system. All roofing shall be Designed with positive drainage, detailed to shed water away from vertical elements, and include drips and edge detailing to prevent water from running down/staining vertical building surfaces. Water ponding on roofs is prohibited. Roofs and roof drain system shall be Designed to eliminate growth of mildew on building surfaces.
  - b. Flat roofs are not permitted.
  - c. Roof Drainage - A system of gutters and downspouts in compliance with Florida Building Code requirements shall be provided to dispose of rainwater. Downspouts shall be connected to the site storm drain system if compatible with the proposed civil Design. Termination at splash blocks is allowed only in pervious areas directly connected to areas specifically Designed for storm water retention.
    - i. Design and detailing of gutters and downspouts shall be integrated with that of the building Design concept and overall building vocabulary. In no case shall gutters or downspouts appear as architecturally separate from or “added onto” the building.
    - ii. Gutters must be located over doors, walkways and paved surfaces or areas where people gather.

- d. Skylights – Use of skylights is acceptable as long as they are compliant with Florida Building Code requirements and fit in with the overall building Design concept and vocabulary.
- e. Rooftop equipment is limited to vents or outside air intakes. These items shall be located such that it is not visible from the ground or be completely screened by construction Designed in conjunction with the building Design concept. Mechanical equipment shall not be permitted to produce audible noise in any occupied public or building occupant space.

#### D. Exterior Materials and Finishes

- 1. Materials and finishes are to be contextual and compatible with existing park buildings throughout the Town of Surfside and shall accentuate a Design vocabulary that is unique to the Town as well as reflective of and compatible with the local neighborhood. Use of the Town’s and local neighborhood logo in the Design palette is encouraged to accomplish this goal. The Design team is required to submit final drawings, material samples and other items selected for the project to the Town for final approval.
- 2. Exterior walls to be stucco with painted finish.

#### E. Interior Materials and Finishes

- 1. All interior surfaces exposed to view shall be provided with a finish material. The DESIGN team is required to submit final drawings, material samples and other items selected for the project to the Town for final approval
- 2. Final approval of colors and patterns selected for finishes shall be approved by the Town.
- 3. All interior materials and finishes shall comply with all applicable requirements of these Design guidelines, current FBC, current NFPA-101, and all authorities having jurisdiction, regarding fire protection, fire rating, flame spread and slip resistance.
- 4. Color palettes shall be differentiated between the Men’s and Women’s Restrooms and respective vestibule.
- 5. Built in cabinets to be laminate finish with solid surface countertops. Colors and patterns to be selected by the Design Team – final approval by the Owner.

6. As Owner/Occupant the Town of Surfside desires durable, low maintenance, quality finishes to be incorporated throughout the building that are compatible with their budget and practical for the function and proposed use of the building. If not otherwise identified in the specifications the finish materials identified for this project are to meet the following minimum requirements.

- a. Fluid applied flooring – 1/8"
- b. Resilient flooring-1/8"
- c. Fluid applied wall coating – 10 mil
- d. Fluid applied wall base – seamless, integrated to match wall
- e. Ceramic tile – ¼"
- f. Gypsum wall board – 5/8" (1/2" acceptable at ceilings)
- g. Acoustical ceiling panels – 5/8"

7. Requirements for interior materials and finishes:

- a. Common Room
  - i. Floors: VCT
  - ii. Base: Rubber
  - iii. Walls: painted gypsum wall board
  - iv. Ceiling: 24" x 24" non-directional acoustical panels/gypsum board soffits  
(Maintain minimum ceiling height of 10 ft)
- b. Restrooms (interior - accessible from inside and outside the building)
  - i. Floors: Fluid applied
  - ii. Base: Match walls
  - iii. Walls: Ceramic tile wainscot on tile backer board to 60" minimum on all walls.
  - iv. Painted gypsum wall board above (impervious paint)
  - v. Ceiling: Painted gypsum wall board (impervious paint)
  - vi. (Access panels which are to be provided to access any equipment, valves, or otherwise above the ceiling to be painted to match the ceiling)
  - vii. Partitions: 1" solid HDPE with homogeneous color
- c. Vestibules (at restrooms)
  - i. Floors: Fluid applied

- ii. Base: Match walls
  - iii. Walls: Fluid applied on exposed concrete / masonry
  - iv. Ceiling: Painted gypboard (impervious paint)
- d. Custodial
    - i. Floors: Sealed concrete
    - ii. Base: Match floor
    - iii. Walls: Fluid applied & ceramic tile wainscot to 60" on fixture wall
    - iv. Ceiling: Painted gypboard (impervious paint)

#### F. Green Building

LEED certification is not required though recommended. The DESIGN team shall endeavor to use the best practices and strategies outlined in Surfside's Climate Crisis Report and Action Plan and in the U.S. Green Building Council (USGBC) LEED building rating system, while keeping the overall project within budget.

The DESIGN team is responsible for incorporating materials and systems and to provide the necessary personnel and consultants to implement the requirements.

1. Strategies:
  - a. Building energy performance 10% efficient more than code.
  - b. Water use reduction 20% better than code.
  - c. Provide natural daylighting to 75% of interior spaces.

#### G. Accessibility for Persons with Disabilities

1. Shall fully comply with the requirements of all Code requirements in effect at the time of permitting regarding building accessibility for persons with disabilities.

#### H. Security

1. The Community Room shall have direct visibility and access to the main entrance.
2. All exterior building areas including but not limited to building entrances to be provided with video surveillance. Equipment and manufacturer used to be compatible with and able to interface with the Town's surveillance systems.

## J. Signage

Signage shall be provided to direct users in and around the building and identify the spaces within the building.

- a. Directional Signage – Directional signage shall be provided at all circulation decision points within the project to facilitate clear and efficient way finding for building users.
- b. Emergency / Life Safety Signage – Signage and other informational devices required for life safety purposes shall be provided in compliance with all applicable life safety codes and all agencies having jurisdiction.
- c. Primary Facilities Signage- Signage and other information devices to identify primary facilities within the building such as restrooms, mechanical and electrical rooms, etc shall be provided as required by Code.

## K. Mechanical / Electrical Requirements / Lighting

1. All enclosed areas to be air conditioned except as noted below.
  - a. Custodial – mechanically ventilated.
  - b. Mechanical / Electrical Rooms – air conditioned where required by code, otherwise mechanically ventilated.
2. Design temperatures and parameters in air-conditioned spaces shall follow ASHRAE guidelines.
3. Provide mini-split a/c units in Mechanical and Electrical Rooms where a/c required. Size each to provide minimum cooling for each space as required by Code. Units fully automated to control temperature and humidity within the space.
  - a. Provide units as manufactured by Mitsubishi, Trane, Daiken or equal.
4. Mechanical Exhaust systems to be ducted to the exterior, terminated in compliance with Code requirements.
5. All exterior mechanical and electrical equipment including panels to be rated for exterior exposure.
6. Provide theft deterrent measures at all exterior mechanical and electrical equipment.



#### L. Plumbing

1. Plumbing fixtures including toilets, urinals, sinks, lavatories, mop sinks, drinking fountains, etc. shall be provided and installed complete with all fittings and trim, fully operational.
2. All plumbing fixtures shall be provided with low- flow features.
3. Contractor to provide all piping including connections to existing utilities for a complete operating system.

#### M. Electrical

1. Contractor to provide all conduit, wiring, panels, transformers and other components as required including connection to existing electrical service as required to provide a complete, fully functional electrical system. Includes electrical for the building as well as requirement for required site electrical and lighting.
2. All exterior mechanical and electrical equipment including panels to be rated for exterior exposure.
3. Provide theft deterrent measures at all exterior mechanical and electrical equipment.
4. Provide electrical surge suppression for all electrical components and equipment.
5. Provide Burglar alarm
6. Lightning detection/prediction system with battery backup for site. Lightning protection for new Recreation Building is required.

#### N. Lighting

1. Contractor to provide all interior and exterior lighting fixtures and controls for a complete operating system.
  - a. LED luminaires shall be utilized in the building lighting system throughout. Sources shall be recessed where there are ceilings, surface mounted or suspended where there are no ceilings.

b. Coordinate lighting controls including location and operating schedules with the Owner.

2. General lighting levels in all areas to comply with Illuminating Engineering Society of North America, (IES) standards. Lighting system lighting load density (watts/SF and Lighting Control System shall comply with FBC Energy Conservation requirements. The location and requirements for task and decorative lighting subsystems to be coordinated with the Owner.

O. Fire Alarm

1. Contractor to provide a complete, automated fully addressable fire alarm system if required by Code.

P. IT

1. Contractor to provide a complete data system including all wiring and components based on coordination of system requirements and device locations during Design with the Owner.
2. Provide conduit from the site property line to the building per communications and cable supplier's requirements.

Q. Acoustic Requirements

1. Careful acoustic Design shall be provided for all occupied spaces. Provide special attention to the Community Room.

R. Insulation Requirements

1. Thermal insulation for the building envelope to be provided to comply with the requirements of the overall Green Building goals listed above, but in no case shall be less than as required to meet the Florida Energy Code Efficiency requirements. Insulation at ceiling areas shall be installed independent from and above finish ceilings.

S. Accessories, Furniture, Fixtures and Equipment

1. All built-in casework and equipment including but not limited to office cabinets and countertops, and shelving in storage areas to be detailed by the Design Team. All countertops shall be solid plywood where water will be present.
2. General furniture and equipment including desks and chairs, filing cabinets and similar moveable items to be provided by the Owner unless otherwise noted.

3. Restroom Accessories / Fixtures / Equipment shall be corrosion resistant.

## END OF ARCHITECTURAL DESIGN CRITERIA NARRATIVE

### SECTION 3 – NARRATIVE

#### FACILITY PROGRAM

Approximate Size: 1,600 SF

##### Community Room

- Maximize visibility to the exterior / day lighting
- High ceiling
- Includes storage room.
- Breakfront: Provide for arts and craft sink, cabinets/countertop and refrigerator.

##### Storage

- Room provided for general building storage
- Direct access from Community Room

##### Women's Restroom

- Access from the Community Room and Exterior
- Fixtures as required to meet Code requirements

##### Men's Restroom

- Access from the Community Room and Exterior
- Fixtures as required to meet Code requirements

##### Mechanical / Electrical

- If separate rooms are required, they are to be directly accessible from the building exterior.
- Electrical room to be sized to accommodate site area lighting systems equipment / panels.

##### I.T. Closet (Data, Communications, CCTV, Lighting Control Equipment)

- Equipment accessible from the building interior in secured space.
- Coordinate location of services to the room with the Owner

#### Custodial

- Provide mop sink with wall mounted mop/broom holder on wall above
- Provide stainless steel shelf (min 36" x 10") for storing cleaning materials on one wall

#### END OF FACILITY PROGRAM

#### SECTION 4 SITE AMENITIES

- PLAYGROUNDS
  - Shall be provide by a reputable Playground vendor/Mfg. with all necessary qualifications.
  - Shall include equipment for ages 2-5 years old and 5-12 years old, as well as one (1) set of swings (min.).
  - Equipment for different age groups & swings should be separated from each other as much as possible but may be contained within the same safety surface area.
  - Safety surface shall be poured-in-place rubber or synthetic turf.
  - Playground areas may be covered with shade structure.
- SHADE STRUCTURE
  - At minimum shall provide one (1) main shaded seating area
    - May be hard-covered roof (i.e. gazebo / pavilion or removeable fabric covering.
    - Can be adjacent to building with extended roof or stand alone
    - Shall be close proximity to the playground(s).
- BASKETBALL COURT
  - Design a new, appropriately sized basketball court meeting dimensional requirements and court markings for recreational level play. (Half-court may be acceptable).
  - Include bench (s?) on concrete pad.
  - Court shall have a safety buffer of eight (8) feet minimum behind back boundary lines and six (6) feet on each sideline.
  - Concrete shall be 3000 psi compressive strength placed on four (4) inches of compacted aggregate base. Designer may consider asphalt surface with recreation coating/ surfacing.
  - New post(s) shall be black powder coated and adjustable.
  - New backboard(s) shall be rectangular in shape and made of maintenance free material with a front flexible mounted rim and nylon net.

- GREENSPACE / SOCCER FIELD
  - Bermuda turf grass or synthetic turf as budget allows
  - Sized appropriately for 10 and under soccer (and other activities)
  - All sports equipment (goals, corner flags, benches should be included).
- FIELD LIGHTING
  - Light fixtures shall be LED that provides for illumination levels meeting Code minimums by Miami-Dade County and Town of Surfside Ordinances.
  - All new wiring shall be placed underground. Conduit for underground electrical lines shall be under hardscape or have a minimum of four (4) feet of cover.
  - All pole wiring shall be inside the pole and not exterior mount.
  - Design A/E shall include in the construction drawings a proposed photometric plan for OWNER approval.
  - All handholes shall be polymer concrete and installed with locking tamper-proof stainless-steel bolts. Any handholes located in pervious areas shall have rectangular or square concrete collars no less than 18 (eighteen) inches wide and 6 (six) inches thick.
- SIGNAGE
  - All new exterior signage shall be made of 0.08" thick aluminum plate with a reflective surface. All lettering shall be screened; no decals or stick-on letters are allowed, and signage shall provide for a uniform, aesthetic look.
  - Park monument sign. sign shall be up-lit.
- PARK ACCESSORIES
  - Waste receptacles shall be mechanically fastened to concrete slabs. A minimum of three (3) shall be located for the benefit of park patrons and one (1) next to the basketball court.
  - Throughout the park benches shall be mechanically fastened to concrete slabs.
  - Bike racks that accommodate no fewer than ten (10) bikes located at locations for the convenience of park patrons. Bike racks shall be mechanically fastened to a concrete slab.
  - A new flagpole no less than twenty-five (25) feet in height above finished grade on the park site. The flagpole shall have an internal halyard with a cleat cover box and cylinder lock suitable for outdoor environments, single sheave, revolving truck, and a four (4) inch diameter stainless steel ball at the top of the pole. Flagpole shall be up-lit.
- KAYAK LAUNCH
  - Basis of Design: Paddle Products by The Dock Doctors: Model KLL-100

## SECTION 5 LANDSCAPING AND IRRIGATION

- Landscaping shall meet or exceed all applicable Town of Surfside Code of Ordinances.
- The Landscape Architect shall include new park landscaping consisting of shade trees, small trees, palms, shrubs, and ground covers. All pervious areas shall be landscaped or sodded with St. Augustine 'Floritam' sod. This shall include, but not be limited to, perimeter plantings, building foundation plantings, screening trees and hedges and any other new landscaping that may be desirable and enhance the overall aesthetics of the park.
- An Existing Tree Inventory Plan shall accurately identify the location, species, size and condition of all existing trees within the project. The Existing Tree Inventory Plan shall state the disposition of existing landscape material (i.e. Relocation, Removal, Remain or Replace) and provide justification. The Designer shall coordinate with the OWNER, as applicable, for all determinations (final decisions regarding disposition/treatment/actions for impacted landscape components).
- Any existing trees adjacent to proposed hardscape or building foundations shall include provisions for root barriers or other method to avoid future damage to surface features.
- Any existing trees remaining on-site either in their current locations or relocated shall be pruned by an I.S.A. certified arborist.
- A Tree Relocation Plan shall provide a landscape layout for all relocated material identified in the Existing Tree Inventory Plan. All trees designated for relocation shall be relocated within the project limits, and as approved by the OWNER. Any landscape materials that are relocated shall be done in accordance with standard industry practice.
- Any impacted trees that cannot be relocated shall be replaced in kind. In kind is defined as providing new plant material of the same species, and which the total diameter of the new trees adds up to the diameter of the existing tree to be replaced.
- Existing trees to remain shall be protected during construction with tree protection fencing as required by Town and County Ordinances.
- All plant material shall meet or exceed the requirements for Florida Grade No. 1, according to the current edition of the "Grades and Standards for Nursery Plants" published by the Florida Department of Agriculture and Consumer Services placed into effect on August 1, 2015.
- All new shade trees shall be a minimum of three (3) inch caliper, twelve (12) foot height and five (5) foot spread, with a minimum of four (4) feet of clear trunk.
- All shrubs shall be a minimum of eighteen (18) inches height at the time of planting.
- All landscape beds shall be mulched a minimum three (3) inches in thickness.
- Root barriers shall be installed in any location where there is less than ten (10) feet horizontal clearance between any existing or proposed tree from any existing or proposed utility line, curb, pavement, concrete or other hardscape. Root barrier shall be Bio-Barrier Root Protection or approved equal installed per manufacturer's recommendations.
- All pervious areas shall be irrigated with the new fully automatic underground irrigation system.

- All irrigation lines located under any hardscape (sidewalk, asphalt, etc.) shall be in a sleeve.
- Irrigation heads shall be configured such that there is 100% coverage and 50% overlap, and there is no overspray onto the pavements/hardscapes, walkways or building(s).
- Rainbird components or approved equal shall be used wherever possible.

## **SECTION 6 FENCING**

- Picket Style Fencing:
  - Picket style steel fencing shall be used for the dumpster enclosure gates. The dumpster gate shall have a solid metal backing to visually shield the dumpster.
  - Picket style fencing shall be black electrostatic painted galvanized steel or aluminum six (6) feet in height and consistent aesthetically with Estate Fencing.
  - All columns and pickets shall have caps or other decorative element (no open ends).
  - All gates shall be swing type with provisions for secured open and locked closed.
- Chain Link Fencing:
  - Any new chain link fence shall be six (6) foot tall nine (9) gauge fabric, Class 2b black polymer coated, knuckled selvage, two (2) inch mesh size with both top and bottom rails except where otherwise specified.
  - Tie wires shall be nine (9) gauge black polymer coated to match the proposed fence fabric. Reference ASTM F668.
  - All fencing appurtenances/accessories including but not limited to rails, posts, tension bars, tension bands, tie wire, rail ends, brace bands, dome caps etc. shall be polymer coated and match the color of the fence fabric. Moving parts may be field coated using a liquid polymer touch up.
  - Carriage bolts used for fittings shall be installed with the head on the secure side of the fence. All bolts shall be peened over to prevent removal of the nut.

## **SECTION 7 SECURITY LIGHTING**

- Minimum lighting level to remain “on” during nighttime hours when park is closed to public.

## **SECTION 8 CIVIL DESIGN**

- WATER, SEWER, PAVING & DRAINAGE
  - New facilities: As required by Code
  - No parking to be provided on-site unless otherwise directed by Town or Code.
  - Electric, Telephone and Internet: All service lines to the new recreation building for any utility shall be placed underground with a minimum cover of 4 feet.

## **SECTION 9 DEMOLITION**

- The project includes the demolition of the existing Recreation Building, equipment and basketball court surface and posts along with associated features and materials, asphalt, various hardscape and concrete walkways or portions thereof, concrete curbing, underground conduit and pipes, vegetative cover (excluding trees to remain), lighting systems or components, fencing, and all other items not designated to remain. All existing irrigation materials that are encountered during the demolition or site development work. The project includes removing all vegetation, trash, debris and deleterious material.

All materials resulting from demolition become the property of the contractor to salvage or haul away and dispose of in accordance with all governing regulations including but not limited to local, County, State, and Federal requirements. No salvaged materials may be incorporated into the new improvements, unless otherwise directed.

## **BOUNDARY & TOPOGRAPHIC SURVEY**

- A topographic survey is provided, which describes the existing conditions where the proposed site development is to be located. Final construction logistics will be reviewed and approved by the Owner and the Design A/E Professional.