

TOWN OF SURFSIDE
REQUEST FOR PROPOSALS



RFP No. 2023-04
DESIGN SERVICES FOR THE
SURFSIDE MEMORIAL
(for RFQ 2023-02 Short-Listed Firms)

The Town of Surfside Commission:

Mayor Shlomo Danzinger
Vice Mayor Jeffrey Rose
Commissioner Fred Landsman
Commissioner Marianne Meisheid
Commissioner Nelly Velasquez

Town of Surfside
9293 Harding Ave
Surfside, Florida 33154

ISSUE DATE: August 15, 2023
RFP OPENING DATE: September 28, 2023
RFP OPENING TIME: 2:00 P.M

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Surfside (“Town”) is soliciting proposals from qualified firms short-listed through Request for Qualifications 2023-02 (“RFQ”) to provide design services (the “Services”) for the Surfside Memorial Project (the “Project”). Previously qualified short-listed firms (“Proposers”) may pick-up a copy of the Request for Proposals No. 2023-04 (“RFP”) 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.townofsurfsidefl.gov. The RFP contains detailed and specific information about the scope of services, submission requirements, and evaluation and selection procedures. One (1) original and three (3) proposal in hard copy, One (1) original and three (3) presentation in hard copy, and one (1) electronic copy on a USB drive of both the proposal in PDF format and presentation in PowerPoint format must be delivered no later than **September 28, 2023, at 2:00 PM**, to the following address: **Town of Surfside Town Hall, Town Clerk’s Office, 9293 Harding Avenue, Surfside, Florida, 33154**. The envelope containing the sealed Proposal must be clearly marked as follows: **“SEALED PROPOSAL, RFP NO. 2023-04 DESIGN SERVICES FOR THE SURFSIDE MEMORIAL, OPENING DATE AND TIME/SUBMISSION DEADLINE: September 28, 2023 at 2:00 PM.”** The outside of the sealed envelope shall also show the name of the Proposer. The Town Clerk shall certify the time of acceptance.

The Town will not be conducting a pre-conference meeting as part of this RFP, as one was held on June 29, 2023 as part of the related RFQ 2023-02. The Town will not be accepting questions or requests for clarifications as part of this RFP.

The Town shall solicit, evaluate and award the contract in a manner consistent with the Consultants’ Competitive Negotiation Act, Section 287.055, Florida Statutes, and in accordance with the RFP. The Town intends to enter into an agreement with the successful Proposal to provide design Services for the Project.

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”) and request for proposals (“RFP”) 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: August 15, 2023

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SECTION 1
INFORMATION FOR PROPOSERS

1.1 INTRODUCTION

On June 3, 2023, the Town of Surfside (the “Town”), a municipality located in Miami-Dade County, Florida, pursuant to Florida Statutes §287.055, the Consultants’ Competitive Negotiation Act (“CCNA”), issued Request for Qualifications 2023-02 (the “RFQ”) for the purpose of soliciting qualifications from qualified firms to perform architectural, engineering, and landscape design services (the “Services”) for the Surfside Memorial Project (the “Project”). The Town received three (3) responses to the RFQ by the deadline. On August 9, 2023, the Evaluation Committee evaluated the responses received and short-listed three (3) firms deemed most qualified to perform the Services (the “Proposers”).

Pursuant to this Request for Proposals 2023-04 (this “RFP”), the Town hereby requests proposals from the qualified firms short-listed through the RFQ for the selection of one qualified design firm (the “Consultant” or “Proposer”) to perform the Services for the Project. This RFP constitutes Phase II of the procurement process detailed in the RFQ for the selection of one Consultant. Please note this RFP consists of a written Proposal and PowerPoint Presentation, hence, all related documents as part of this RFP submission are hereby referred to and constitute the “Proposal.”

Florida law requires the Town to select a Proposer that best serves the interests of the Town and represents the best value to the Town in accordance with this RFP. The information used in the RFP will be used by the Town to make its determination. The Town intends to award a contract to the selected Consultant to provide the Services contemplated in this RFP. The contract will be negotiated pursuant to the CCNA.

The RFQ, and all terms and conditions therein, are hereby incorporated and made a part of this RFP.

1.2 SCHEDULE OF EVENTS

The following schedule shall govern this RFP. The Town reserves the right to change the scheduled dates and times at its sole discretion.

| | DESCRIPTION | DATE* | TIME* (EST) |
|---|---|--------------------|--------------------|
| 1 | RFQ Short List Announced & RFP Provided to Short List Firms | August 15, 2023 | TBA |
| 2 | Deadline to Submit RFP Proposal with Presentation | September 28, 2023 | 2:00 PM |
| 3 | Oral Presentation (In-Person) – Short Listed Firms | October 5, 2023 | 10:00 AM |
| 4 | Evaluation of RFP Proposals | October 5, 2023 | 10:00 AM |
| 5 | Town Manager Recommendation of Firm | TBA | TBA |
| 6 | Town Commission Meeting for Selection of Firm, and Authorization to Negotiate | TBA | TBA |
| 7 | Town Commission Meeting for Approval of Final Contract | TBA | TBA |

1.3 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 Proposers 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 Proposers shall render any RFP award, RFQ award, or bid award to said bidder or Proposers voidable by the Town Commission and/ or Town Manager

- 1.4 **ADDENDA.** If the Town finds it necessary to add to, or amend this RFP prior to the Proposal submittal deadline, the Town will issue written addenda/addendum. Each Consultant must acknowledge receipt of each addendum by signing the acknowledgement and providing it with its Proposal.
- 1.5 **CERTIFICATION.** By submitting a Proposal to this RFP, the signer of the Proposal declares that the person(s), firm(s) and parties identified in the Proposal are interested in and available for providing the Services; that the Proposal is made without collusion with any other person(s), firm(s) and parties; that the Proposal is fair in all respects and is made in good faith without fraud; and that the signer of the cover letter of the Proposal has full authority to bind the person(s), firm(s) and parties identified in the Response. By submitting a Proposal, the Consultant shall certify that it has fully read and understood this RFP and the Proposal method and has full knowledge of the scope, nature, and quality of work to be performed.
- 1.6 **ECONOMY OF PREPARATION.** Proposals should be prepared simply and concisely, providing a straightforward, concise description of the Proposer's ability to fulfill the requirements of the RFP.
- 1.7 **INTERVIEWS.** The Town reserves the right to conduct personal interviews and/or require oral presentations by any or all Consultants prior to ranking, or at any time during the evaluation process, or at the Town Commission Meeting where selection and award is made.
- 1.8 **PROPOSALS BINDING.** All Proposals submitted shall be binding upon the Proposer for 365 calendar days following opening.
- 1.9 **PUBLIC RECORDS.** Florida law provides that municipal records should be open for inspection by any person under Chapter 119, F.S. Public Records law. All information and materials received by the Town in connection with Proposals shall become

property of the Town and shall be deemed to be public records subject to public inspection.

- 1.10 PROPOSAL DISCLOSURE.** Upon opening, Proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes, to the extent applicable. Proposers are required to *identify specifically* any information contained in their Proposal which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All Proposals received from Proposers in response to this RFP will become the property of the Town and will not be returned to the Proposers. In the event of contract award, all documentation produced as part of the RFQ, this RFP and Contract negotiations will become the exclusive property of the Town.
- 1.11 PROPOSAL WITHDRAWAL.** Proposers may withdraw their Proposal by notifying the Town Clerk in writing at any time prior to the scheduled opening. Proposers may withdraw their Proposal in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide written receipt for the returned Proposals. Proposals, once opened, become the property of the Town and will not be returned to the Proposers.
- 1.12 RETENTION OF PROPOSAL.** The Town reserves the right to retain all Proposals submitted and use any ideas contained in any Proposal, regardless of whether that Consultant is selected.
- 1.13 REQUESTS FOR INFORMATION/CLARIFICATION.** The Town may furnish additional information related to this RFP so as to clarify any provision contained herein and/or to facilitate Proposals. The Town has made efforts to provide accurate and complete information in the RFQ and this RFP. The Town shall not be penalized in any way for the lack of any information deemed necessary by any responding firm. Accuracy of this data is not guaranteed. It is the sole responsibility of responding Proposers to assure that they have all information necessary for submission of their Proposals.
- 1.14 EXAMINATION OF DOCUMENTS AND SITE.** Proposers may visit the Project site and become familiar with the nature and extent of Services to be performed and local conditions that may affect the Services. The Proposer is responsible for becoming fully informed as to existing conditions at the Project site. Proposers shall examine existing site improvements, and conditions, utilities, and streets to determine all conditions which will affect the Services.
- 1.15 IRREGULARITIES & RESERVATION OF RIGHTS.** Proposals will be selected at the sole discretion of the Town. The Town reserves the right to waive any irregularities in the request process, to reject any or all Proposals, reject a Proposal which is in any way incomplete or irregular, re-bid the entire solicitation or enter into agreements with more than one Proposers. Proposals received after the deadline provided in this RFP will not be considered.

The Town reserves the right to award one or more contract(s) to the Proposer who will best serve the interests of the Town, who is considered by the Town to be the most qualified, and whose bid meets the requirements and criteria set forth in the RFQ and this RFP. Notwithstanding, the Town may, at its sole discretion, reject all Proposals and cancel the solicitation, in which case no award will be made.

The Town reserves the right to accept or reject any or all Proposals, based upon its deliberations and opinions. In making such determination, the Town reserves the right to investigate the financial capability, integrity, experience and quality of performance of each Consultant, including officers, principals, senior management and supervisors, as well as the staff identified in the Proposal.

Proposers shall furnish additional information as the Town may require. This includes information that indicates financial resources as well as ability to provide the requisite services. The Town reserves the right to make further investigations of the qualifications of the firm as it deems appropriate, including but not limited to background investigations and checking of references.

- 1.16 LOBBYIST REGISTRATION.** Proposers must comply with the Town’s lobbyist regulations after Cone of Silence has been lifted. Please contact the Town Clerk for additional information.
- 1.17 PROPOSAL/PRESENTATION COSTS.** The Town shall not be liable for any costs, fees, or expenses incurred by any Proposer in responding to this RFP, nor subsequent inquiries or presentations relating to its Proposal.
- 1.18 LATE SUBMISSIONS.** Proposals received by the Town after the time specified for receipt will not be considered. They will be marked “LATE” and returned unopened. Any disputes regarding timely receipt of Proposals shall be decided in the favor of the Town. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. The Town shall not be responsible for Proposals received after the submittal deadline and encourages early submittal.
- 1.19 COMPLETENESS.** All information required by this RFP must be supplied to constitute an acceptable and complete Proposal.
- 1.20 PERMITS, TAXES, LICENSES.** The Consultant shall, at its own expense, obtain all necessary permits, pay all licenses, fees and taxes required to comply with all local ordinances, state and federal laws, rules, regulations and professional standards that would apply to this contract.
- 1.21 LAWS, ORDINANCES.** The Consultant shall observe and comply with all federal, state, and local laws, including ordinances, rules, regulations and professional standards that would apply to the contract.
- 1.22 TERMS OF ENGAGEMENT; PROFESSIONAL SERVICES AGREEMENT.** The selected Proposer(s) should be prepared to execute an agreement, in substantially the form of the Professional Services Agreement sample provided in Attachment “B” of

RFQ 2023-02 (the “Contract”), provided that the Town may elect a different form of contract. The terms of the Contract may be negotiated upon selection of Consultant. Refer to Attachment “B” of RFQ 2023-02 for a sample of the Contract.

1.23 CONSULTANT PERFORMANCE EVALUATION. At the end of the Project, the Consultant will receive a performance evaluation from the Town based on the quality of the Services rendered by Consultant and the results of the Project.

1.24 BONDS. The selected Consultant must, prior to performing any portion of the Services and within three (3) days of the Effective Date of the Contract, deliver to the Town the Bonds required to be provided by Proposer hereunder and the Professional Services Agreement (collectively, the “Bonds”). The Town, in its sole and exclusive discretion, may also require other bonds or security, in order to guarantee that the awarded contract with the Town will be fully and appropriately performed and completed. The surety providing such Bonds must be licensed, authorized, and admitted to do business in the State of Florida and must be listed in the Federal Register (Dept. of Treasury, Circular 570). The cost of the premiums for such Bonds shall be included in the contract price. If notice of any change affecting the scope of services/work, the contract price, contract time, or any of the provisions of the Contract is required by the provisions of any bond to be given to a surety, the giving of any such notice shall be the selected Consultant’s sole responsibility, and the amount of each applicable bond shall be adjusted accordingly. If the surety is declared bankrupt or becomes insolvent or its right to do business in Florida is terminated or it ceases to meet applicable law or regulations, the selected Consultant shall, within five (5) days of any such event, substitute another bond (or Bonds as applicable) and surety, all of which must be satisfactory to the Town.

1.24.1 PERFORMANCE BOND. If this provision is selected, the selected Consultant must deliver to the Town a performance bond in an amount equal to 100 percent of the price specified in the Contract. The performance bond shall provide that the bonding company will complete the Project if the selected Consultant defaults on the contract with the Town by failing to perform the Contract in the time and manner provided for in the contract. If a performance bond is required, the Town shall select this box: .

1.24.2 PAYMENT BOND. If this provision is selected, the selected Consultant must deliver to the Town a payment bond in an amount equal to 100 percent of the price specified in the Contract. The payment bond shall provide that the bonding company or surety will promptly pay all persons who supply labor, materials, or supplies used directly or indirectly in the performance of the work provided for in the contract between the selected Consultant and the Town if the selected Consultant fails to make any required payments only. If a payment bond is required, the Town shall select this box: .

1.24.3 WAIVER OF BONDS. If this provision is selected, the Town Manager has waived or limited the requirements contained herein for payment or performance bonds upon such circumstances as are deemed in the best interest of the Town. If the

requirement for a payment bond is waived, the Town shall select this box: . If the requirement for a performance bond is waived, the Town shall select this box: .

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[END OF SECTION 1]

SECTION 2 **SCOPE OF SERVICES**

2.1 BACKGROUND

Founded on May 18, 1935, Surfside is home to approximately 6,000 residents. It is a coastal community that celebrates its diverse roots. Visitors enjoy the area throughout the year as the Town and local businesses work to serve this community with its wide array of cultures and family oriented recreational opportunities. One thing that sets Surfside apart is its commitment to the quality of life of its residents. Old and new houses are mixed together in harmony, while maintaining a relaxing and charming beach town neighborhood setting. The Town has been challenged over the years with its history of hurricanes and storm conditions. Unfortunately, environmental challenges are not the only hardships the Town has faced in recent years, sadly in 2021, the Town experienced what is now referred to as the most tragic event to ever occur in its history.

On June 24, 2021, the condominium building Champlain Towers South (the “CTS Building”), located at 8777 Collins Ave, Surfside, FL 33154 (the “Property”), experienced an unprecedented partial structural collapse. The Governor of Florida issued Executive Order No. 21-148 declaring a State of Emergency in Miami-Dade County due to the CTS Building collapse and to assist in the response and recovery efforts as well as the development of mitigation plans necessary to address hazards posed by the collapse.

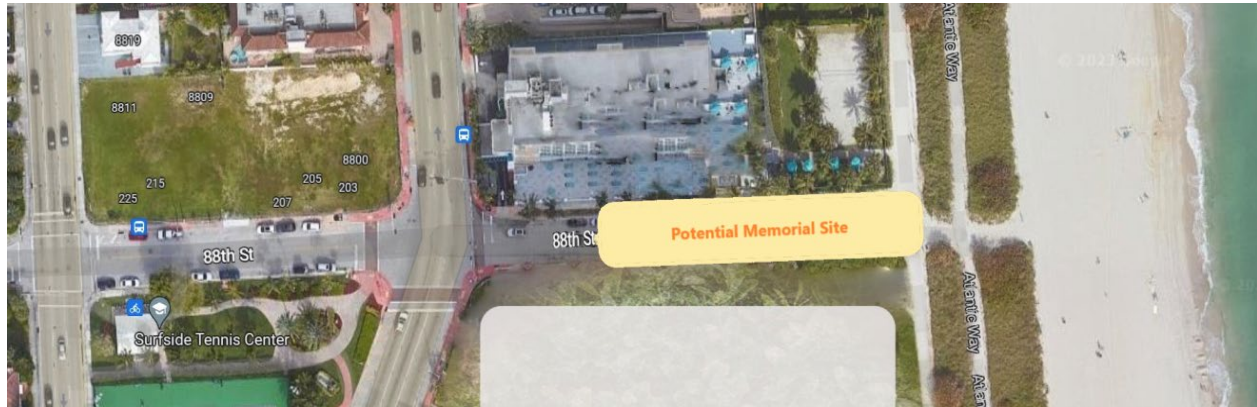
2.2 PROJECT DESCRIPTION

The Town of Surfside is commencing the emotional and community-driven Project to create the Surfside Memorial to honor and remember the lives lost in the tragic event that occurred on June 24, 2021, when the CTS Building collapsed. The Surfside Memorial will serve as a permanent remembrance of the immense loss suffered by the Surfside community and will offer a place for families, friends, and visitors to reflect, understand the truth of that day, and find solace through the peace and serenity conveyed through this site. The Town is seeking a design for a linear park that will incorporate natural and built elements to tell the story of the building collapse and its victims. The Surfside Memorial will culminate with a memorial piece that will be the focal point of the park, requiring the involvement of an artist who can help capture the emotions and essence of the tragedy and remember the people that are no longer here with us. The hope is that this Memorial will serve as a beacon of hope and healing for the community and future generations to come.

The selected firm shall develop a complete design and provide the overall administration and management of all aspects of the design of the Project. The design should be successfully completed within eighteen (18) months of being awarded. This timeframe is inclusive of all design project components including the following tasks: Traffic Engineering, Geotechnical, Permitting, Survey, Call for Artist, Public Outreach, Civil Engineering and Construction Management support.

2.3 LOCATION

The proposed Project will generally be located on 88th Street (to be partially closed for pedestrian traffic only), the beach end adjacent to Collins Avenue, in Surfside, Florida. The area lies in the right-of-way along the space between where the CTS Building stood and the hotel to the north of it. It will be a linear area that extends from mid-street end to approximately the hard pack on the beach. The exact dimensions of the site for the Project that will become the Memorial Site are being determined and surveyed at this time. Sample image of Project site location provided below:



2.4 SCOPE OF SERVICES

The Project design shall be provided by a multi-disciplined team of Landscape Architecture, Architecture Design and Engineering professionals and shall provide design services, engineering services, cost estimating, cost management, value analysis, value engineering, cost tradeoff pricing, and peer review. The design team will consider feedback provided by the Town Manager’s Surfside Memorial Committee on February 28, 2023 (Attachment “A”) along with additional Town Commission and public feedback to be received upon the firm conducting several other public meetings to help guide the development of the design plans. Design shall be completed in accordance with the latest editions of all applicable Federal, State, County and Town codes/regulations.

To further assist in developing a Proposal relative to your potential responsibilities as an Architecture/Engineering (A/E) team member, the breakdown of responsibilities may include, but are not limited to the following:

1. The Landscape Architect will function as the lead consultant for the A/E Team. The Landscape Architect will be responsible for leading and coordinating the activities of all their sub-consultants including, but limited to, a Civil Engineer, Architect, Artist and any other team members as determined by the Landscape Architect and Town.
2. As part of this Proposal, the Landscape Architect shall include the following services as part of their scope to include tasks:

| | |
|---|---|
| <ul style="list-style-type: none"> • Geotechnical Services • Survey Services • Traffic Consultant • Master Site Planning • Civil Engineering • Low Voltage and Lighting Consultant • Landscape and Architectural Design Services | <ul style="list-style-type: none"> • Structural Engineering Design Services • Mechanical, Electrical, and Plumbing Engineering Design Services • Permitting • Call for Artist • Public Outreach • Construction Management |
|---|---|

3. The Landscape Architect shall be responsible for reviewing all code requirements as well as drawing submissions for zoning, permitting and allowable requirements to all agencies.
4. The Landscape Architect shall be responsible for evaluating the existing site and surrounding areas as they relate to the project.
5. With input from the Town, the Landscape 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.
6. The Landscape Architect 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 drawings.
7. The Landscape Architect shall participate in a design and construction process that supports a speed-to-market effort by the project team. This includes the A/E Team’s effort towards early on-boarding of their Subcontracts as design assist partners as well as the Artist through a Call for Artist component that will ultimately create the remembrance piece.
8. The Landscape Architect will be responsible to design the project to meet the Owner’s project budget. The Landscape Architect will support ongoing value engineering by the Construction Manager and Project Manager throughout the design process.
9. 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.
10. Architectural services during the construction period can be assumed as construction administration. The Landscape Architect’s primary responsibilities during this phase will include:

- Active participation in the effort to implement design documents.
- Timely processing of RFI's and Submittals.
- Attendance at progress and coordination meetings as requested by the Owner or otherwise required to maintain construction progress.
- Regular jobsite inspections and reporting.

2.5 PUBLIC INFORMATION

The selected Consultant will coordinate and conduct program validation, design review meetings, public involvement meetings, and Commission meetings to facilitate the Project, gain additional public feedback, and will maintain and provide all records of these meetings with the action agendas. The selected Consultant will attend and participate in all design team meetings and presentations held by the Town. The Firm will ensure that the Town Manager's Surfside Memorial Committee is engaged throughout the design development process and that their feedback is considered as concepts are proposed and developed.

2.6 PROJECT BUDGET

The selected Consultant will provide cost estimating, cost management, value analysis, value engineering, and peer review. The Firm will provide a proposed Project budget to the Town and the Town will review and determine acceptance. The selected Proposer must ensure their design will provide for the completion of the entire Project (including permitting fees, construction, etc.) to fall below or within the total Town approved project budget.

2.7 TIMELINE

The design of this Project must be completed within eighteen (18) months from the time the selected Consultant is awarded this Project.

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[END OF SECTION 2]

SECTION 3
PROPOSAL REQUIREMENTS & EVALUATION

3.1 INSTRUCTIONS

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

PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.

Proposers shall complete all required forms and information as set forth in this RFP. The entire set of documents, together with all attachments hereto, constitutes the RFP. 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. Proposers' notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed. All Proposals to this RFP shall be returned in a sealed envelope or package with the RFP 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 RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity.

3.2 PROPOSAL SUBMISSION REQUIREMENTS

Sealed Proposals including One (1) original and three (3) proposal in hard copy, One (1) original and three (3) presentation in hard copy, and one (1) electronic copy on a USB drive of both the proposal in PDF format and presentation in PowerPoint format must be received by **no later** than **2:00 PM EST on September 28, 2023** and be clearly marked on the outside, **"RFP No. 2023-04 DESIGN SERVICES FOR SURFSIDE MEMORIAL."** The outside of the sealed envelope shall also show the name of the Proposer. All Proposals must be received by the Office of the Town Clerk, in the Town Hall located at 9293 Harding Avenue, Surfside, FL 33154, by **2:00 PM EST on September 28, 2023**, at which time their receipt will be publicly documented by the Town Clerk or her designee(s).

Sealed Proposal Packages will be received at:

Town of Surfside
Office of the Town Clerk
9293 Harding Avenue
Surfside, Florida 33154

3.3 PROPOSAL PACKAGE / REQUIREMENTS

Each Proposer shall submit One (1) original and three (3) proposal in hard copy, One (1) original and three (3) presentation in hard copy, and one (1) electronic copy on a USB drive of both the proposal in PDF format and presentation in PowerPoint format. Each Proposal shall be limited to ten (10) pages (printed portrait, on paper size 8.5 in. x 11 in., printed on only one side of the paper, single or larger spacing, font size not less than 11) excluding the PowerPoint presentation that shall be limited to no more than twenty (20) slides (printed landscape, on paper size 8.5 in. x 11 in., printed on only one side of the paper, in full slide

prints). The sections shall follow the order given below and no material other than that listed in this Section should be included in the Proposal and/or PowerPoint Presentation (the "Proposal Package").

3.3.1 Proposal Requirements (maximum ten (10) pages):

A. Cover Page. Each Proposal submitted shall have a cover page with Consultant's business name, address, and telephone number; name and all contact information for individual that will serve as "Project Manager," a primary liaison between the Consultant and the Town; date; and subject "RFP No. 2023-04 for Design Services for Surfside Memorial."

B. Table of Contents. A Table of Contents that outlines in sequential order the major areas of the Proposal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents and shall be in the order required by this RFP.

C. Detailed Project Approach.

The Town seeks a comprehensive and innovative Project approach that demonstrates the firm's unique perspective and problem-solving capabilities. Building upon the information previously submitted in RFQ 2023-02, we encourage the Proposer to delve into the details and present a refined strategy that showcases the firm's ability to address the specific challenges posed by this high-profile and sensitive community Project, particularly focusing on memorial design. The Town aims to understand how the firm's approach will set it apart from other Proposers and ensure the successful execution of this Project. Under this Proposal requirement provide the following:

- a. **Project Vision:** Provide a vivid and compelling vision for the Project, highlighting its significance to the community, the intended emotional impact, and how it will honor the memories of the victims or relevant stakeholders.
- b. **Design Process Innovation:** Describe innovative approaches to the design process that will distinguish the firm's work. Explain how the firm will incorporate cutting-edge technology, sustainable practices, and creative methodologies to bring the project to fruition.
- c. **Community Engagement:** Outline a comprehensive community engagement plan that goes beyond standard procedures. Emphasize the firm's strategies for soliciting and incorporating public feedback, particularly from victim families and friends, throughout the design and implementation stages.
- d. **Project Management Excellence:** Elaborate on the firm's project management capabilities, with a focus on how the firm plans to organize and execute the Project efficiently. Address how the firm will manage schedule, budget, and potential risks effectively.
- e. **Addressing Challenges:** Identify potential challenges that may arise during the course of the Project and present the firm's proactive approach to mitigating these challenges. Showcase adaptability and problem-solving skills.
- f. **Sensitivity and Compassion:** Demonstrate an understanding of the emotional gravity associated with memorial projects. Explain how the firm will approach

this Project with sensitivity and compassion while navigating the complex emotions of victims' families, survivors and the community.

- g. **Past Experience Integration:** Showcase how the firm will leverage its past experiences in working with high-profile and sensitive community projects, particularly memorials, to inform and enhance your approach for this specific project.

Note: While the Proposer may build upon the information previously submitted in RFQ 2023-02, we encourage all Proposers to avoid duplicating previous responses. Instead, focus on providing information as required in this RFP, fresh insights and elaborating on initial ideas to offer a more detailed and innovative project approach.

D. Design Concept.

Provide a creative vision and design concept(s) for the memorial Project. Proposers should consider the valuable feedback received from community, as outlined in the RFQ 2023-02 Attachment "A" Memorial Committee Notes and Additional Town Feedback with related support documentation to include meeting minutes and presentation slides. Refer to RFQ 2023-02 Attachment "A" Support Documentation. The Proposer should showcase innovative and thoughtful design concept(s) that align with the Surfside Memorial Committee's and Town's feedback while incorporating resilient/sustainable elements and Florida native and coastal landscaping. Under this Proposal requirement, each Proposer shall provide the following:

- a. **Design Concept Narrative:** Provide design concept(s) that reflect the firm's vision for the memorial. The concepts should be influenced by the RFQ 2023-02 Attachment "A" Memorial Meeting Minutes summary and support documentation, demonstrating a keen understanding of the sentiments, preferences, and aspirations expressed by the community.
- b. **Resilient/Sustainable Elements:** Integrate resilient and sustainable design elements into the concept(s). Describe how the design addresses long-term durability, environmental considerations, and innovative approaches to sustainability while preserving the integrity and emotional significance of the memorial.
- c. **Florida Native and Coastal Landscaping:** Outline how the design will incorporate Florida native plants and coastal landscaping to create a harmonious and contextually appropriate environment that seamlessly blends with the natural surroundings.
- d. **Narrative of Intentions and Actions:** Provide a narrative that elaborates on the intentions behind the design concept(s) and the actions it seeks to evoke from visitors. Consider the emotional, reflective, and commemorative aspects of the memorial and how the design will foster an atmosphere of healing and remembrance.
- e. **Accessibility and Inclusivity:** Address how the design concept(s) prioritize accessibility and inclusivity, ensuring that the memorial space is welcoming and accommodating to individuals of all ages, abilities, and backgrounds.

- f. **Estimated Project Schedule:** Provide an estimated Project schedule outlining key milestones, design phases, community engagement efforts, and anticipated completion dates. This schedule should demonstrate the proposing firm's practical understanding of the Project's timeline and milestones.
- E. **Forms.** All forms related to Attachment "C" were completed and submitted as part of the Proposer's RFQ 2023-02 response. Attachment "C" does not need to be resubmitted as part of this RFP.
- F. **Proofs of Authorization.** All Proofs of Authorization were submitted as part of the Proposer's RFQ 2023-02 response. Proofs of Authorization do not need to be resubmitted as part of this RFP.
- G. **Insurance.** Refer to RFQ 2023-02 Section 3.3.O Insurance Requirements. Language as specified in that section is hereby incorporated by reference. The Proposer has previously provided this information and will be required to submit insurance coverage as specified in that section of the RFQ if selected, at the time of contracting.

3.3.2 Presentation Requirements (maximum twenty (20) PowerPoint slides):

- A. **Presentation Content.** The presentation is a crucial component of the proposal and serves as an opportunity for each proposing firm to showcase its capabilities and approach. The presentation should be engaging, professional, and visually appealing, effectively conveying the essence of the proposal.
 - a. **Slide 1 – Cover Slide:** Display the name of the proposing firm, key contacts, and pertinent credentials. Utilize a professional layout with branding elements to create a visually appealing presentation.
 - b. **Slide 2 - Project Team:** Introduce the key members of the project team, including their roles and expertise. Showcase the firm's collective experience and qualifications relevant to this specific project.
 - c. **Slides 3 to 4 - Project Understanding:** Succinctly outline the firm's comprehensive understanding of the project's requirements, objectives, and key challenges. Showcase the depth of knowledge regarding the community's needs and aspirations.
 - d. **Slides 5 to 6 - Project Approach:** Present the innovative Project Approach that will drive the memorial's successful execution. Elaborate on the firm's strategies for project organization, schedule management, budget control, and design development. Highlight the unique methodologies and past experiences that set the firm apart.
 - e. **Slides 7 to 12 - Design Concept(s):** Introduce Design Concept(s) for the memorial, drawing inspiration from the RFQ 2023-02 Attachment "A" Memorial Meeting Minutes summary. Use visuals and narratives to articulate the intentions and emotions evoked by the concept(s).
 - f. **Slide 13 - Resilient & Sustainable Elements:** Outline the incorporation of resilient and sustainable elements in the design concept(s). Describe how these elements enhance the memorial's durability, environmental responsibility, and

- longevity.
- g. **Slide 14 - Community Engagement:** Detail the firm's community engagement plan for soliciting and incorporating public feedback throughout the design and implementation process. Emphasize a compassionate approach while working with victims' families and survivors.
 - h. **Slide 15 - Accessibility & Inclusivity:** Highlight how the design concepts prioritize accessibility and inclusivity to provide a meaningful experience for all visitors.
 - i. **Slide 16 - Project Schedule:** Present a realistic project schedule outlining key milestones and deliverables. Demonstrate a well-structured plan for efficient project execution.
 - j. **Slide 17 – Call for Artists:** Discuss how a unique artistic element will be included in the memorial and the firm’s experience working with artists. Include prior experience leading a Call for Artists process, if any.
 - k. **Slide 18 - Materials & Artifacts:** Outline the proposed materials and artifacts to be integrated into the memorial design. Explain how these elements will contribute to the emotional significance and longevity of the memorial.
 - l. **Slide 19 - Budget Overview:** Provide general total project costs related to proposed design concepts. A ballpark numerical idea of what a memorial could range from design through construction completion. Do not separate costs by phase, simply an overall estimated total project cost related to such comparable memorials. If no number can be determined explain the total project cost budget methodology.
 - m. **Slide 20 - Conclusion:** Summarize the firm's commitment to the project's success and the memorial's significance to the community. Reiterate the key strengths of the proposed approach and design concepts, leaving a lasting impression on the evaluators.

3.4 EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria and respective weight:

| | Criteria | Maximum Points |
|----|---|-----------------------|
| 1. | <p><u>Detailed Project Approach</u> The Town seeks a comprehensive and innovative Project approach that demonstrates the Firm's unique perspective and problem-solving capabilities. Building upon the information previously submitted in RFQ 2023-02, each Proposer shall provide details and present a refined strategy that showcases the firm’s ability to address the specific challenges posed by this high-profile and sensitive community Project, particularly focusing on memorial design. The Town aims to understand how the firm's approach will set it apart from other Proposers and ensure the successful execution of this Project.</p> | 25 |
| 2. | <p><u>Design Concept</u> Provide a creative vision and design concept(s) for the memorial Project. Proposers should consider the valuable feedback received from</p> | 50 |

| | | |
|--------------|---|-----|
| | community, as outlined in the RFQ 2023-02 Attachment "A" Memorial Committee Notes and Additional Town Feedback with related support documentation including meeting minutes and presentation slides. Refer to RFQ 2023-02 Attachment "A" Support Documentation. The Proposer should showcase innovative and thoughtful design concept(s) that align with the Surfside Memorial Committee's and Town's feedback while incorporating resilient/sustainable elements and Florida native and coastal landscaping. | |
| 3. | <u>Presentation</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 Commission. Firms will be required to provide and present on a twenty (20) slide PowerPoint as part of this requirement. | 25 |
| TOTAL | | 100 |

3.5 SELECTION PROCESS

- A. RFQ Compliance with Minimum Requirements.** On June 3, 2023, the Town of Surfside (the "Town"), a municipality located in Miami-Dade County, Florida, issued Request for Qualifications 2023-02 (the "RFQ") for the purpose of soliciting qualifications from qualified firms to perform architectural, engineering, and landscape design services (the "Services") for the Surfside Memorial Project (the "Project") pursuant to Florida Statutes §287.055, the Consultants' Competitive Negotiation Act ("CCNA"), as may be amended. The Town received three (3) responses to the RFQ by the deadline.
- B. Evaluation Committee Review of RFQ Responses.** The Town Manager appointed an Evaluation Committee to review and evaluate the responsive Responses during a public meeting. On August 9, 2023, the Evaluation Committee scored and ranked the highest scoring Responses and short-listed the top three (3) firms deemed qualified to perform the required services using the evaluation criteria set forth under in the RFQ (the "Short-Listed Firms").
- C. Short-List for RFP and Oral Presentations.** The Short-Listed Firms were invited to participate in this RFP which will include a request for a detailed Project approach, design concept, and schedule. The Short-Listed Firms will also participate in a 20-minute oral presentation followed by up to a ten (10)-minute questions-and-answer session. Details on the oral presentations have been provided to the Short-Listed Firms as part of this RFP. The oral presentation will be worth twenty-five percent (25%) in the final scoring and the responses to the RFP will be worth seventy-five percent (75%).
- D. Process of Evaluation and Ranking.** The Evaluation Committee will score and rank the Firms based on the Proposals received in response to this RFP and oral presentations, and present the rankings and scoring to the Town Manager. The Town

Manager shall provide the Firm rankings and scoring to the Town Commission, including the most qualified and recommendation for selection of a Firm.

- E. Town Commission Meeting to Confirm Rankings and Selected Firm; Authorize Negotiations.** The Town Commission shall confirm the rankings and selected Firm, taking into consideration the Town Manager’s recommendation, the Evaluation Committee’s scoring and ranking, and all aspects of the Consultant’s Proposal, and authorize the Town Manager to negotiate a Contract with the selected Consultant(s) in the order of ranking. The Town Commission shall have the final authority to select the Consultant(s) and award any Contract(s).
- F. Tie in Rankings.** Should the Evaluation Committee’s evaluation process for this RFP result in a tie in the rankings, the tie will be resolved in favor of the Proposer with the highest score for qualifications of the Project Team, including Key Staff members with the greatest work experience in the relevant field, as set forth in the RFQ.
- G. Negotiation of Contract.** After confirmation of the selection of the Consultant(s) by the Town Commission, the Town Manager or designee(s) shall negotiate a Contract in accordance with Section 287.055, Florida Statutes, with the selected Consultant(s) at compensation that the Town Manager, in his/her sole discretion, determines is fair, competitive, and reasonable and with terms that incorporate the major terms and conditions contained in this RFP. Should the Town Manager be unable to negotiate a satisfactory contract with the selected Consultant at a price the Town Manager determines to be fair, competitive, and reasonable, negotiations with that Consultant may be terminated. The Town Manager or designee(s) shall then undertake negotiations with the next highest-ranked Consultant, and, if negotiations are terminated, shall continue to each next highest-ranked Consultant until a satisfactory contract may be negotiated. Any award and execution of a Contract shall be subject to approval by the Town Attorney as to form, content, and legal sufficiency.
- H. Town Commission Meeting to Approve Contract with Consultant.** Upon reaching mutually agreeable terms with the selected Consultant(s), the Contract for the selected Consultant shall be presented to the Town Commission for final approval.

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[END OF SECTION 3]

SECTION 4
ATTACHMENTS

ATTACHMENT "A"
Town Manager's Surfside Memorial Committee
February 28, 2023
Meeting Notes and Additional Town Feedback

Refer to Attachment "A" of RFQ 2023-02 for complete Supporting Documentation. This Attachment has previously been provided.

To gain a better understanding of the project and facilitate the development of the preliminary conceptual design, the Town has made available the meeting minutes and presentation slides for the Surfside Memorial Committee Meeting held on February 28, 2023. The committee is composed of friends and families of victims of the CTS building collapse. The Committee is very involved in this Memorial development process and has provided feedback on what elements they would like included and not included in the overall design.

The Committee members expressed that the Memorial honoring their loved ones who died in the collapse should accurately reflect the truth of what happened during the tragedy and serve as a way to remember those who lost their lives. They suggested incorporating an artistic element and natural features such as moving water, as well as providing seating for reflection and separate spaces for different types of engagement with the Memorial. They want to include recovered material from the building, as much as possible, in the site. Miami-Dade County has stored some recovered rebar and other metal pieces that are being held for the possibility of being repurposed by an artist.

The Committee members also mentioned the importance of separating the Memorial from the general public walking through to the beach and ensuring that there is an entrance that clearly indicates it is a Memorial. The entrance was described as possibly a covered walkway or pillars, clear columns. It is important to note that the design needs to take into consideration wind factors as the location of the site can present a wind tunnel effect. Additionally, lighting, plants, and a covered walkway were discussed.

The Committee members indicated a desire for a digital component to accompany the Memorial. This could be in the form of a supplementary website to provide the history of the collapse, the building code changes that have come about following the collapse, and that tells a fuller story of the people who lost their lives. Some members even mentioned possibly adding QR codes to the site that would link back to the digital component. Overall, the feedback received emphasized the importance of remembering, truth, retelling the story of the collapse and the lives lost, incorporating names, providing seating, lighting, nature, and creating some sort of separation from beachgoers.

Memorials play a crucial role in honoring the memories of those who have passed away, particularly in the aftermath of tragic events. For families and friends of the deceased, memorials provide a physical space for them to pay their respects, process their grief, and remember their loved ones. Memorials also serve as a remembrance to society as a whole of the events that led to the creation of the memorial, and the lives that were lost as a result.

One well-known example of a memorial built to honor the victims of a tragedy is the National September 11 Memorial and Museum in New York City, which commemorates the lives lost in the terrorist attacks on September 11, 2001. The memorial consists of two reflecting pools that sit in the footprints of the former Twin Towers, with the names of the victims inscribed on bronze panels. Similarly, the Sandy Hook Memorial in Connecticut was built to honor the victims of the 2012 shooting at Sandy Hook Elementary School. The memorial consists of a grove of trees with a winding path leading to a central stone with the names of the victims inscribed.

Other examples of memorials built to honor victims of tragedies include the Oklahoma City National Memorial and Museum, which commemorates the 168 people who lost their lives in the 1995 bombing of the Alfred P. Murrah Federal Building, and the Vietnam Veterans Memorial in Washington, D.C., which honors the 58,000 men and women who died or went missing during the Vietnam War. These memorials serve as a way for society to remember the past and ensure that the lives lost will never be forgotten.

ATTACHMENT "B"

**PROFESSIONAL SERVICES AGREEMENT
SAMPLE**

Refer to Attachment "B" of RFQ 2023-02 for the sample Professional Services Agreement. This Attachment has previously been provided.

ATTACHMENT “C”

SINGLE EXECUTION AFFIDAVITS

Refer to Attachment “C” of RFQ 2023-02. All short-listed firms have submitted this form as part of the RFQ 2023-02. This Attachment does not need to be resubmitted as part of this RFP.