

West Coast Inland Navigation District



REQUEST FOR PROPOSALS

#2020-06

Architectural Design and Planning Services

MAIL PROPOSALS TO:

West Coast Inland Navigation District
200 E. Miami Ave
Venice, FL 34285
ATTENTION: Jeff Devine

OPENING DATE:

PROPOSER: _____
INDIVIDUAL OR FIRM NAME

REQUEST FOR PROPOSALS

The West Coast Inland Navigation District is seeking proposals from individuals, firms, teams or consultants; hereafter called "Proposer(s)" to secure design services for a new operations center. Proposers with design experience of government buildings, office buildings, or public facilities shall provide Architectural and Engineering services for design, schematic design, design development, construction design, and permitting documentation necessary to complete construction of a facility of approximately 4,500 sq/ft, to be located at 910 Gulf Coast Blvd, Venice, FL 34285. The District will select the Proposer most qualified to perform the services described, and which meets all relevant selection criteria. A mandatory pre-proposal meeting will be held on July 21st 2020, at 1:00 p.m. in the District office located at 200 E. Miami Ave, Venice, FL 34285. A conference call option will be available upon advanced request. This meeting is designed to provide Proposers with the opportunity to ask questions about the selection process and the desired design elements. Electronic copy of this document can be downloaded from the District website, or you can contact: Jeff Devine, 941-485-9402. Proposals must be received no later than 2:00 p.m. on August 10th 2020. Please Note: Hard-copy RFP packets will not be mailed or faxed. Proposers having inquiries are asked to contact Jeff Devine at 941-485-9402 or jeff@wcind.net.

BACKGROUND

The West Coast Inland Navigation District (WCIND) is a multi-county special taxing body, covering Manatee, Sarasota, Charlotte, and Lee counties, encompassing an estimated 1.47 million people. The district plays a pivotal role in the waterway projects that promote safe navigation from the "Open Water" of the Gulf of Mexico or the Gulf Intracoastal Waterway (GIWW) to the systems of secondary waterways and supports boating, fishing, and beach-oriented projects. WCIND supports county and local governments in maintaining and enhancing: public navigation channels and inlets, boating access facilities, waterfront parks, and piers and special structures.

West Coast Inland Navigation District is currently seeking funding to build a new facility for District operations. Since its inception in 1947, WCIND has never had its own facility to meet its operational needs. The District has operated out of rented space, including hotel rooms, or it has purchased existing buildings built for other purposes. The current office facility was originally constructed as a print shop for a local newspaper in 1965. The building is no longer adequate to meet the operational needs of the District.

PROJECT DESCRIPTION / DESIGN ELEMENTS

Proposal will cover all costs associated needed to complete the design of a facility of approximately 4,500 sq/ft, to be located at 910 Gulf Coast Blvd, Venice, FL 34285. Proposals submitted shall encompass all necessary schematics, plans, etc. to construct such a facility. Elements of facility design shall include but not be limited to:

- Office space for current employees and future growth.
- Meeting space for staff trainings and regional meetings. (10-12 people)
- Public meeting space for Board meetings and regional meetings. (Up to 60 people)

- Library area for secure file storage and record keeping.
- Break room with kitchenette
- Public restrooms and employee restrooms
- Secure copy Room/information technology room
- Reception area to separate public meeting space from employee areas/office space
- Design work for all power and data to include State-of-the-art technology to facilitate remote meetings and enhanced communications
- Public parking area and secure employee parking area
- Exterior Facility lighting
- Ingress and egress driveways
- Landscaping and monument sign
- All elements must meet ADA compliance standards
- Hurricane Rated

Design proposal should optimize access and use by considering existing District owned facilities on site while not hindering potential future growth. The District is currently constructing a hurricane rated storage facility for its equipment and vehicles on the District owned property at 910 Gulf Coast Blvd, Venice, FL 34285. It is the District's intent for the proposed facility to be located at the same site to create a campus to centrally locate operations. It is also suggested that placing the facilities in proximity will reduce construction costs through shared use of utility connections, etc.

The District has received an initial feasibility analysis and site comparison of two district owned properties. This feasibility analysis includes; Geotechnical Reports, Phase I Environmental Reports, Property Surveys, Arborist Reports. The Feasibility report is available to Proposers upon request.

PROPOSAL ELEMENTS

Proposal should include:

- General Business Information including proof that the proposer is licensed and authorized to work in the State of Florida
- Copies of current business, and professional licenses of staff assigned to project
- 3 references for comparable design work
- 3 examples of comparable design work
- The cost and time elements for completion of the following:
 - Architecture & Engineering -Design/Drawings to include structural, mechanical, electrical, and plumbing.
 - Civil Engineering – Soil/Dirt work for surveys/elevations
 - Line item Projection of Costs to include: design, permitting, and construction,
 - For 3 initial floorplans
 - Cost Per Round of Revision/edits
 - Selection and finalization

PROPOSAL SELECTION AND AWARD PROCESS

Evaluation Committee

The District's evaluation committee will consist of the Executive Director, Assistant Executive Director and County partners who may be asked for their input because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP.

Preliminary Evaluation

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the District reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

Rights to reject proposals

The District reserves the right to reject any and all proposals in full and/or in part, waive any informalities, issue subsequent RFPs, cancel the entire RFP, remedy technical errors in the RFP process, and seek assistance in the evaluation process.

Evaluation Criteria

Proposals will be evaluated using the following criteria:

1. Project team's professional qualifications, and key personnel experience.
2. Ability to perform the services expeditiously at the request of the District. Location and availability of technical support people and assigned project manager to the City.
3. Similar project experience and expertise of the firm and assigned staff.
4. Completeness of RFQ submittal.
5. Cost. The District will not automatically select the lowest cost service but proposers are strongly encouraged to be competitive.

PROPOSAL SUBMISSION

Proposers must submit two (2) copies of the proposal to be received by the District no later than 2:00 p.m. EST on August 10th, 2020. Proposals should be sent to: West Coast Inland Navigation District, C/O RFP 2020-06, 200 E. Miami Ave, Venice, FL 34285. Phone inquiries and questions may be directed to Jeff Devine at 941-485-9402 or jeff@wcind.net.