



REQUEST FOR PROPOSAL RFP 16-12

PROFESSIONAL ARCHITECTURAL SERVICES

Project Contact

Tanya Cannady, General Manager

Sun 'n Lake of Sebring Improvement District

5306 Sun 'n Lake Blvd, Sebring, FL 33872

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The Sun 'n Lake of Sebring Improvement District is requesting proposals for Professional Architectural Services for the design and design documents for bidding the expansion and modifications of the Island View Restaurant Kitchen. The Island View Lakefront Restaurant is located at 5223 Sun 'n Lake Boulevard, Sebring, FL 33872 and is further described below. Proposals will be accepted until 2:00 pm, January 17, 2016. (Late or incomplete submittals will not be accepted)

The purpose of this Request for Proposals (RFP) is for the District to receive responses from qualified Professional Architectural Firms for the design of a kitchen addition at the clubhouse, which houses the Island View Restaurant.

Sun 'n Lake of Sebring Improvement District operates a golf course and restaurant/bar for the enjoyment of the members of the club, residents of the community and general public. The restaurant and bar are primarily used for lunch, dinner and drinks. The dining areas are used in three different ways: strictly ala carte service of approximately 275 seats; a banquet in one half of the building (150) and ala carte (125) in the other half; or when the entire building is used for a banquet (275).

The existing kitchen is approximately 1,050 square feet in area and serves approximately 6,250 square feet of dining, bar and screened outdoor seating. The kitchen was originally designed to serve single service meals such as hamburgers and sandwiches. The needs of the residents and members require a full service kitchen to operate and it is our intention to renovate and expand the existing kitchen to properly and safely accommodate the clientele.

Scope of Services

The "Architect" will be required to fulfill duties as directed by the General Manager and work together with the District Engineer. The approved contract for services will commence once the District's Board of Supervisors makes their selection. The services listed below are for the purpose of illustration only and services may not be limited to the items listed here.

The desired improvements for the renovation are as follow:

- Expansion of the existing kitchen
- Two line kitchen (ala carte and banquet) 2,500 to 3,000 square feet
- Dry storage area 200 square feet
- Storage area 800 square feet
- Service bar 200 square feet
- Wait staff service station
- Ala carte cold station
- Banquet prep area
- Ala carte prep area
- Centrally located dishwashing area with dish storage

As part of the project, the selected Architect will be required to work with the Kitchen and District staff to best meet the needs above and keep the project within budget. A construction cost estimate will also be required to be provided by the selected Architect for planning and budgeting. After the design phase is complete, the selected Architect will be required to answer questions and make necessary revisions as part of the bidding process. A sketch of the existing kitchen and the proposed areas for expansion have been attached as Exhibit A and Exhibit B.

Submittal Procedures

Requests for additional information (RFAI) must be received by January 10, 2017 and responses will be posted on the District's website by January 12, 2017.

Firms shall submit three (3) original submittals. Responses must be submitted by 2:00 pm on Tuesday, January 17, 2017. Responses not submitted by that time will be refused. Proposals shall not be valid unless sealed in a single envelope or box marked:

Sun 'n Lake of Sebring Improvement District
Request for Proposals RFP 16-12 - Professional Architectural Services
Attention: General Manager
5306 Sun 'n Lake Boulevard
Sebring, FL 33872

Submittal Requirements

Firms or individuals wishing to provide architectural design services to the Sun 'n Lake of Sebring Improvement District pursuant to this request shall apply for consideration as follows. The response must be organized according to the following format. Information should be concise and specific to address each request and be limited to a total of 25 pages (25 sheets of paper, including tabs). Include a table of contents and tabs to organize the material. All responses shall:

- Contain a letter of interest (no more than one page long);
- Provide the name of each architect proposed to provide services to the District and the name of the lead architect who will have the main contact with the District. This individual is expected to remain the responsible architect throughout the engagement. Also required is a copy of the applicant's current Professional Registration Certificate from the appropriate governing board. The lead architect must have at least five (5) years experience in kitchen design with no less than three (3) projects completed in the last five (5) years;
- Provide a brief description of the history and capabilities of the firm including organizational chart and the resumes of the key persons who may be assigned;
- Provide information about the Respondent's experience with a list of similar projects or engagements that have been completed by the assigned persons within the past three years;
- Provide at least three references from these organizations including names, contact persons, and phone numbers;
- Provide information about the Respondent's capacity and capability to perform on short notice and in a timely manner, and the Respondent's proposed approach to communicating with the Sun 'n Lake of Sebring Improvement District;
- Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities;
- Provide a list and explanation of any ethic complaints filed against the Respondent(s), and a list of any other, similar claims against the Respondent(s), in the last five (5) years;
- The location of staffing and firm resources expected to be made available to serve the Sun 'n Lake of Sebring Improvement District;
- Information on the Respondent's ability to handle the assigned work with the current staff and the workload already assigned to the key person;
- The basis on which compensation will be determined and the method by which payment for services rendered is to be made; and
- Estimate of the approximate combined cost for the project, including an itemization of services included.

Evaluation Criteria & Selection Process

A District review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposals and the ability to execute the services. The top 3-4 firms will be invited to an interview shortly following the submittal deadline. Following the evaluation process, the team will then select the firm that the District considers most qualified and make a recommendation to the Board of Supervisors. Upon its approval, the successful Firm will be requested to enter into negotiations to produce a contract for this assignment. The District reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The District reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient.

Firms will be evaluated in accordance with the weighted criteria listed below.

Criteria	Weight
1. Experience and qualifications; no conflicts	30%
2. Past performance and references	20%
3. Understanding of the District's needs	20%
4. Location of Firm and Staff Assigned to this Project	15%
5. Overall Ability to Execute Services	15%

Other Provisions:

- **Reserves the Right**

The District reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in submittal, and to accept that submittal which is deemed to be in the best interest of the District. The District reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFP as best serves the needs of the District.

- **Insurance Requirements**

The Respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the District. The awarded firm must file with the District certificates of insurance prior to commencement of work evidencing the District as a certificate holder as additionally insured.

- No Collusion
By offering a submission to this RFP, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no other person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.
- Application of Drug Free Workplace Act
All Respondents shall represent that they have established drug free workplaces.
- Public Entity Crime
Section 287.122(2)(a), Florida Statutes, states “A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount, provided in s.287.017 for CATEGORY TWO, for a period of 36 months following the date of being placed on the convicted vendor list.” All submittals must be accompanied by an executed form PUR 7068.
- Costs for Submittals
The Board of Supervisors will not reimburse for any costs associated with the preparation and submittal of any proposal, for any travel and/or per diem costs.
- Submittal Withdrawal
After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the Board of Supervisors.

CERTIFICATION OF INFORMATION PROVIDED

I certify that the information and responses provided on this submittal are true, accurate and complete. The Sun 'n Lake of Sebring Improvement District or its representatives may contact any entity or reference listed in this submittal. Each entity or reference may make any information concerning the Respondent available to the Owner.

Signature

Printed Name

As _____ (title)

Dated this _____ day of _____, 20____.

STATE OF _____ }

COUNTY OF _____ }

On this _____ day of _____, 20____, before me the undersigned authority, personally appeared _____, to me known to be the individual described in and who executed the foregoing instrument as _____ (title) of the firm of _____ and acknowledged the execution of the same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

Signature of Notary Public – State of Florida

Print, Type or Stamp Commissioned Name

Personally known _____

Produced Identification _____

Type of Identification Produced _____

NON-COLLUSION AFFIDAVIT OF PROPOSER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the proposer that has submitted the attached proposal;
Title Company Name

2. He/She is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in the attached proposal or any other proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the Sun 'n Lake of Sebring Improvement District, Sebring, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2014.

Notary Public, State of Florida

My Commission Expires

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____.

City and State
City and State
2. The above named entity is submitting a Proposal for the Sun ‘n Lake of Sebring Improvement District **RFP # 16-11** described as: 4 - Jacobsen GP400 Gas Riding Greens Mowers
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations, if necessary, and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the Sun ‘n Lake of Sebring Improvement District.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the District.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the District.

Dated this ____ day of _____, 2014

Signature

Typed Name and Title

Sworn to and subscribed before me this ____ day of _____, 2014

Personally Known _____ Or produced identification _____. Identification Type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public

My commission expires _____

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any requests for equitable adjustment, contract claims, bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the Sun ‘n Lake of Sebring Improvement District, RFP #16-11 (4) Jacobsen GP400 Gas Riding Greens Mowers.

Firm

Date

Authorized Signature and Title

Printed or Typed Name and Title

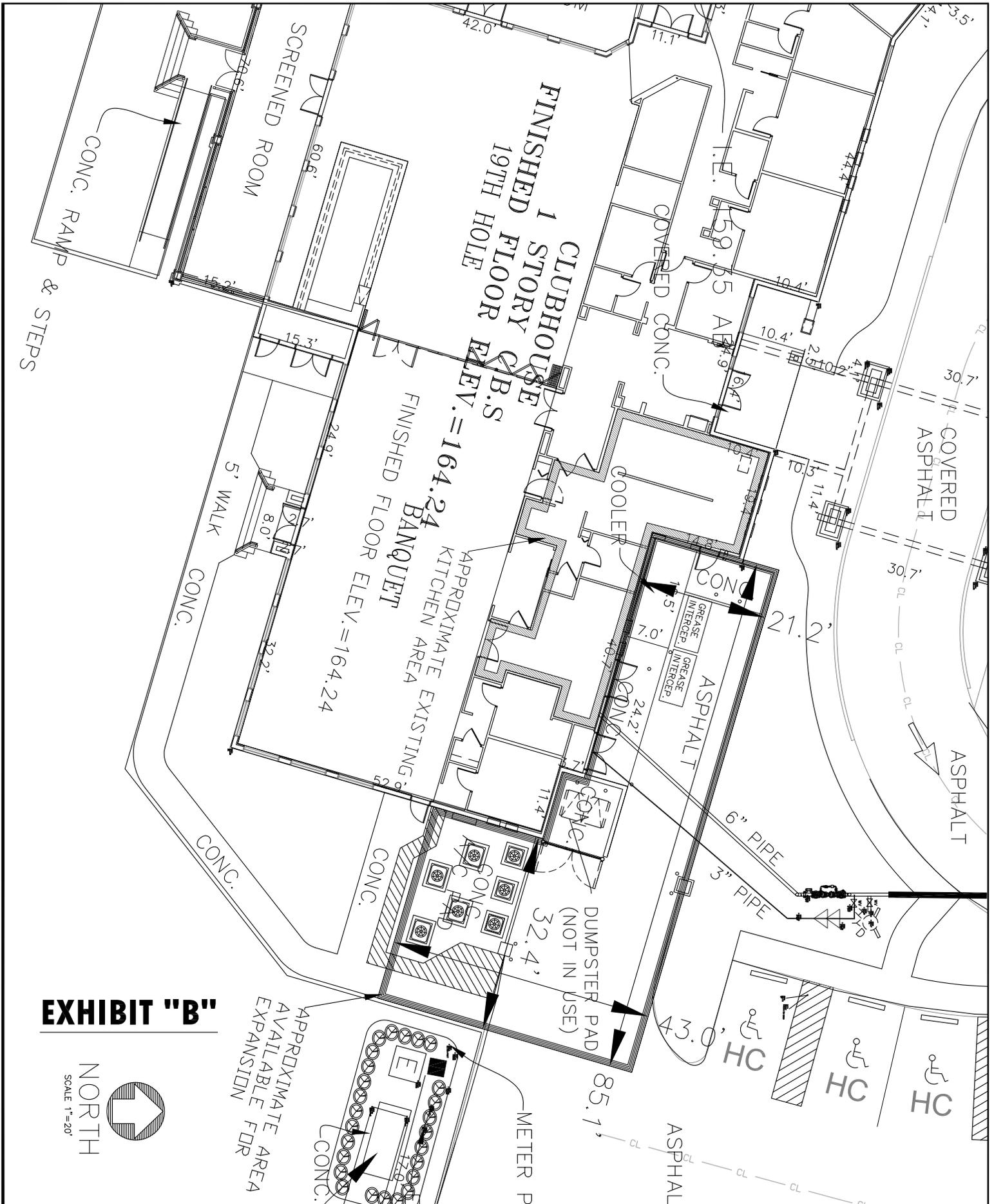


EXHIBIT "B"



APPROXIMATE AREA AVAILABLE FOR EXPANSION

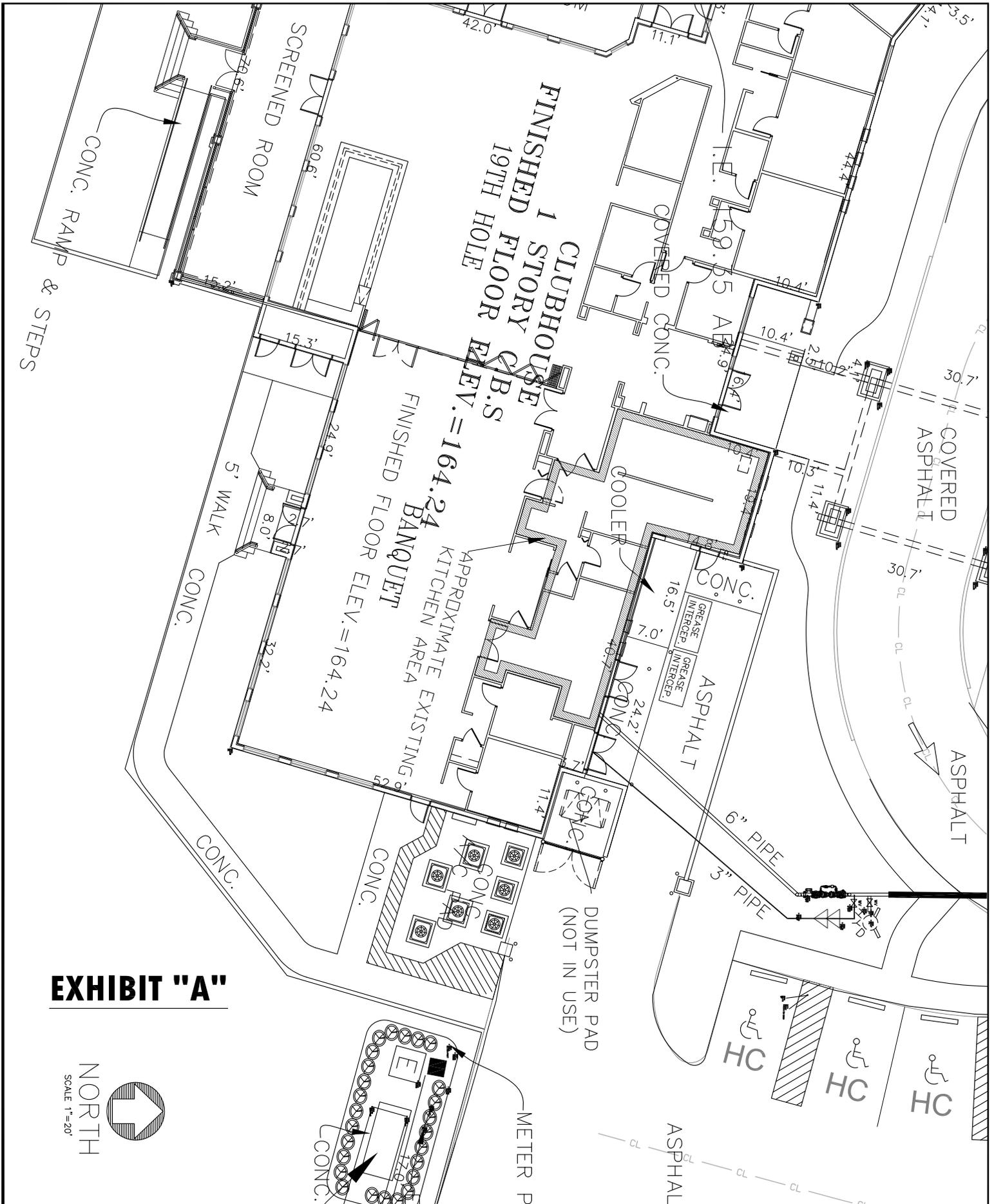


EXHIBIT "A"

