

REQUEST FOR QUALIFICATIONS

FOR DESIGN CRITERIA PROFESSIONAL SERVICES FOR THE MIAMI BEACH CONVENTION CENTER RENOVATION

RFQ 2014-142ME

BID ISSUANCE DATE: FRIDAY, FEBRUARY 14, 2014

PRE-BID MEETING DATE: FRIDAY, FEBRUARY 28, 2014, 1:00 PM

RFQ DUE DATE AND TIME: MONDAY, MARCH 10, 2014 BY 3:00 PM

ISSUED BY:

MIAMIBEACH

Maria Estevez, *Assistant Director*

DEPARTMENT OF PROCUREMENT MANAGEMENT

1700 Convention Center Drive, Miami Beach, FL 33139

305.673.7000 x 7490 | MariaEstevez@miamibeachfl.gov

MIAMI BEACH

RFQ 2014-142ME

FOR DESIGN CRITERIA PROFESSIONAL SERVICES FOR THE MIAMI BEACH CONVENTION CENTER RENOVATION

TABLE OF CONTENTS

Section I	Overview & Response Procedures	5
Section II	Minimum Qualifications Requirements	9
Section III	Scope of Services.....	9
Section IV	Response Format	11
Section V	Evaluation Process.....	12
Section VI	Special Terms & Conditions: Insurance	12
Section VII	Appendices.....	14
	Appendix A – Response Certification, Questionnaire & Requirements Affidavit	
	Appendix B – Existing MBCC Floor Plan and Program Information	
	Appendix C – Preliminary MBCC Improvements	
	Appendix D – Preliminary Schedule	

CITY OF MIAMI BEACH

DEPARTMENT OF PROCUREMENT MANAGEMENT

1700 Convention Center Drive – Third Floor

Miami Beach, Florida 33139

Tel: 305-673-7490 | Fax: 786-394-4404 | www.miamibeachfl.gov



PUBLIC NOTICE

Sealed responses, as detailed herein, will be received until 3:00 PM on, MARCH 10, 2014, at the above listed address.

ANY RESPONSE RECEIVED AFTER 3:00 PM ON THE RESPONSE DUE DATE WILL BE RETURNED TO THE RESPONDENT UNOPENED, AND WILL NOT BE CONSIDERED. THE RESPONSIBILITY FOR SUBMITTING RESPONSES BEFORE THE STATED TIME AND DATE IS SOLELY THE RESPONSIBILITY OF THE RESPONDENT. THE CITY WILL NOT BE RESPONSIBLE FOR DELAYS CAUSED BY MAIL, COURIER SERVICE, OR ANY OTHER ENTITY OR OCCURRENCE.

The City utilizes *PublicPurchase* for automatic notification of bid opportunities and document fulfillment, including the issuance of any addendum to this RFQ. This system allows vendors to register online and receive notification of new bids, addendums and awards. Registration is available through www.publicpurchase.com.

Any prospective respondent who has received this RFQ by any means other than through *PublicPurchase* must register immediately with *PublicPurchase* to assure receipt of any addendum issued to this RFQ. Prospective respondent are solely responsible for assuring they have received any addendum issued to this RFQ. Failure to receive an addendum may result in disqualification of response submitted.

Respondents are hereby advised that this RFQ is subject to the following ordinances/resolutions, which may be found on the City of Miami Beach website: www.miamibeachfl.gov/procurement.

- CONE OF SILENCE..... CITY CODE SECTION 2-486
- PROTEST PROCEDURES..... CITY CODE SECTION 2-371
- DEBARMENT PROCEEDINGS..... CITY CODE SECTIONS 2-397 THROUGH 2-485.3
- LOBBYIST REGISTRATION AND DISCLOSURE OF FEES..... CITY CODE SECTIONS 2-481 THROUGH 2-406
- CAMPAIGN CONTRIBUTIONS BY VENDORS..... CITY CODE SECTION 2-487
- CAMPAIGN CONTRIBUTIONS BY LOBBYISTS ON PROCUREMENT ISSUES..... CITY CODE SECTION 2-488
- REQUIREMENT FOR CITY CONTRACTORS TO PROVIDE EQUAL BENEFITS FOR DOMESTIC PARTNERS..... CITY CODE SECTION 2-373

- LIVING WAGE REQUIREMENT..... CITY CODE SECTIONS 2-407 THROUGH 2-410
- LOCAL PREFERENCE FOR MIAMI BEACH-BASED VENDORS..... CITY CODE SECTION 2-372
- PREFERENCE FOR FLORIDA SMALL BUSINESSES OWNED AND CONTROLLED BY VETERANS AND TO STATE-CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISES..... CITY CODE SECTION 2-374
- FALSE CLAIMS ORDINANCE..... CITY CODE SECTION 70-300

All questions or requests for clarifications must be received by the procurement contact named above no later than **ten (10) calendar days** prior to the scheduled RFQ due date. The City Clerk, rafaelgranado@miamibeachfl.gov, must be copied on any question or comment submitted in response to this RFQ. All responses to questions/clarifications will be sent to respondents in the form of a written addendum.

THE CITY OF MIAMI BEACH RESERVES THE RIGHT TO ACCEPT ANY RESPONSES DEEMED TO BE IN THE BEST INTEREST OF THE CITY, OR WAIVE ANY IRREGULARITY AND/OR INFORMALITY IN ANY RESPONSE, OR REJECT ANY AND/OR ALL RESPONSES.

Sincerely,

Maria Estevez
Assistant Director
Department of Procurement Management

SECTION I - OVERVIEW AND RESPONSE PROCEDURES

A. INTRODUCTION / BACKGROUND

Owned by the City of Miami Beach, the Miami Beach Convention Center (MBCC or Convention Center) is a significant economic generator for the City and the region. Originally built in 1957, the MBCC encompassed 108,000 square feet. In 1968, an additional 130,500 square feet of exhibit space was added, with additional support facilities subsequently constructed in 1974. In 1986, as the demand for exhibition space increased, the facility underwent a \$92 million renovation and doubled in size to its current footprint of approximately 1.2 million square feet, including approximately 502,000 square feet of exhibition space and 126,000 square feet of meeting space.



The expanded MBCC opened in 1989. Since that time, the facility has received over \$50 million in continuing upgrades, including complete renovations of all restrooms, full carpet replacement, and installation of a state-of-the-art telecommunications and networking infrastructure.

In Miami Beach, the 790-room Loews Hotel and the 425-room Royal Palm Hotel, both of which received public financing, opened in 1998 and 2003, respectively, to improve the MBCC's ability to accommodate events with significant out-of-town attendance.

Since the 1989 MBCC renovation, significant changes have taken place in the convention and tradeshow industry. The number of events, attendance, and space needs have generally increased on an annual basis, industry-wide, with periods of stagnation during recessionary times. The economic impact of the convention and tradeshow has also increased over time. Many cities have responded to this industry growth by increasing the size of their convention centers, and by adding amenities such as increased meeting space, general session space, various technological amenities, and related features, in an effort to address industry trends.

The MBCC currently hosts approximately 145 events annually, including internationally recognized events such as Art Basel Miami Beach and the Miami International Boat Show. It also hosts rotating conventions, meetings, and a number of annual trade shows.

The City of Miami Beach plans to renovate and expand the MBCC under a design-build structure. The City is seeking a design criteria professional to prepare the design criteria package to facilitate a design-build competitive process. In broad terms, the design criteria professional will be responsible for designing and documenting the renovation and expansion program through the design development stage (30% drawings), commonly referred to as "bridging documents". The design criteria professional will also assist with the evaluation of the design-build team responses and monitoring compliance to designs and specifications throughout the construction drawing and construction process.

This RFQ is issued pursuant to Chapter 287.055, Florida Statutes, the Consultants Competitive Negotiations Act (CCNA).

B. SOLICITATION TIMETABLE

The tentative schedule for this Solicitation is as follows:

Solicitation Issued	February 14, 2014
Pre-Submittal Meeting	February 28, 2014 @ 1:00 PM
Deadline for Receipt of Questions	March 3, 2014
Responses Due	March 10, 2014
Selection Committee Meeting (Proposal Evaluations and Respondent Presentations)	March 25, 2014

C. RESPONSE SUBMITTAL DUE DATE

An original and twenty (20) copies of complete responses, and one electronic copy (CD or flash drive), must be received **no later than 3:00 p.m. on the dated stated in Section 1(B)**, at the following address:

City of Miami Beach City Hall
Procurement Division - Third Floor
1700 Convention Center Drive
Miami Beach, Florida 33139

The original and all copies, including the electronic copy, must be submitted to the Procurement Division in a sealed package clearly noted with the respondent's name, address, and RFQ number and title. **No facsimile, electronic, or e-mail Responses will be considered.** The City reserves the right to request additional copies which shall be provided at no cost to the City.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFQ, ON OR BEFORE THE STATED TIME AND DATE, WILL BE SOLELY AND STRICTLY THAT OF THE RESPONDENT. THE CITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY MAIL, COURIER SERVICE, OR BY ANY OTHER ENTITY OR OCCURRENCE.

ANY RESPONSES RECEIVED AFTER STATED DUE DATE WILL BE RETURNED TO THE RESPONDENT UNOPENED. RESPONSES RECEIVED AFTER THE RFQ DUE DATE AND TIME WILL NOT BE ACCEPTED AND WILL NOT BE CONSIDERED.

D. PRE-SUBMITTAL MEETING

A Pre-Submittal Meeting will be held on the date and time noted in Section 1(B) at the following address:

Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139
Hall A – Room A106/107

Attendance (in person or via telephone) is **mandatory** as a source of information. Respondents interested in participating in the Pre-Submittal Meeting via telephone must follow these steps:

- (1) Dial the TELEPHONE NUMBER: 1- 888-270-9936 (Toll-free North America)
- (2) Enter the MEETING NUMBER: 1142644

E. CONTACT INFORMATION

Contact: Maria Estevez	Telephone: 305-673-7000 ext. 7490	Email: MariaEstevez@miamibeachfl.gov
---------------------------	--------------------------------------	---

Any questions or requests for clarifications must be made **in writing** to the Procurement Division. Facsimile or e-mail requests are acceptable. Please send all questions and/or requests for clarifications to the contact named above, with a copy to the City Clerk's Office at RafaelGranado@miamibeachfl.gov, no later than the date specified in the RFQ timetable.

F. RESPONSE TO QUESTIONS & ADDENDUM TO RFQ

The Procurement contact will issue replies to inquiries and any other corrections or amendments, as he/she deems necessary, in written addenda issued prior to the deadline for responding to the RFQ. Respondents should not rely on representations, statements, or explanations (whether verbal or written), other than those made in this RFQ or in any written addendum to this RFQ. **Respondents should verify with the Procurement Division prior to submitting that all addenda have been received.**

G. METHOD OF AWARD

Pursuant to F.S. 287.055, the City shall first consider the qualifications of firms through the process outlined in Section V, Evaluation of Process. The ranking results of Steps 1 & 2 outlined in Section V, Evaluation of Process, will be considered by the City Manager who may recommend to the City Commission the respondent(s) he deems to be in the best interest of the City, or may recommend rejection of all responses. The City Manager's recommendation need not be consistent with the scoring results identified herein and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity and skill of the respondent to perform the contract.
- (2) Whether the respondent can perform the contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the respondent.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the respondent with laws and ordinances relating to the contract.

The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another respondent (or respondents) which it deems to be in the best interest of the City, or it may also reject all responses. Following the final approval of ranking of qualified firms by the City Commission, the City shall attempt to negotiate mutually an agreement with the top-ranked firm; and, if unsuccessful, will attempt to negotiate an agreement with the second-ranked and third-ranked firms (as available), in order of rank.

H. CONE OF SILENCE

Pursuant to the City's Cone Of Silence Ordinance, as codified in Section 2-486 of the City Code, respondents are advised that oral communications between the respondent, or their representatives and 1) the Mayor and City Commissioners and their respective staff; or 2) members of the City's Administrative staff (including but not limited to the City Manager and his staff); or 3) Evaluation Committee members, is prohibited.

I. MODIFICATION/WITHDRAWALS OF RESPONSES

A respondent may submit a modified response to replace all or any portion of a previously submitted response up until the due date and time. Modifications received after the response due date and time will not be considered.

Responses shall be irrevocable until contract award unless withdrawn in writing prior to the due date, or after expiration of **120** calendar days from the opening of responses without a contract award. Letters of withdrawal received after the response due date and before said expiration date, and letters of withdrawal received after contract award will not be considered.

J. RFQ POSTPONEMENT/CANCELLATION/REJECTION

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, responses; re-advertise this RFQ; postpone or cancel, at any time, this RFQ process; or waive any irregularities in this RFQ, or in any responses received as a result of this RFQ.

K. COSTS INCURRED BY RESPONDENTS

All expenses involved with the preparation and submittal of responses, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the respondent, and shall not be reimbursed by the City.

L. EXCEPTIONS TO RFQ

Respondents must clearly indicate any exceptions they wish to take to any of the terms in this RFQ, and outline what, if any, alternative is being offered. All exceptions and alternatives shall be included and clearly delineated, in writing, in the response. The City, at its sole and absolute discretion, may accept or reject any or all exceptions and alternatives. In cases in which exceptions and alternatives are rejected, the City shall require the respondent to comply with the particular term and/or condition of the RFQ to which respondent took exception to (as said term and/or condition was originally set forth on the RFQ).

M. FLORIDA PUBLIC RECORDS LAW

Respondents are hereby notified that all responses including, without limitation, any and all information and documentation submitted therewith, are exempt from public records requirements under Section 119.07(1), Florida Statutes, and s. 24(a), Art. 1 of the State Constitution until such time as the City provides notice of an intended decision or until thirty (30) days after opening of the responses, whichever is earlier. Additionally, in the event an agreement is entered into with a respondent pursuant to this RFQ, respondent agrees to be in full compliance with Florida Statute 119.0701 including, but not limited to, agreement to (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the services; (b) provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law; (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

N. NEGOTIATIONS

The City reserves the right to enter into further negotiations with the selected respondent. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected respondent in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by respondents that by submitting a response, no property interest or legal right of any kind shall be created at any time until and unless a contract has been agreed to; approved by the City; and executed by the parties.

O. PROTEST PROCEDURE

Respondents that are not selected may protest any recommendation for selection of award in accordance with the proceedings established pursuant to the City's bid protest procedures (Ordinance No. 2002-3344), as codified in Sections 2-370 and 2-371 of the City Code. **Protests not timely made pursuant to the requirements of Ordinance No. 2002-3344 shall be barred.**

P. OBSERVANCE OF LAWS

Respondents are expected to be familiar with, and comply with, all Federal, State, County, and City laws, ordinances, codes, rules and regulations, and all orders and decrees of bodies or tribunals having jurisdiction or authority which, in any manner, may affect the scope of services and/or project contemplated by this RFQ (including, without limitation, the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines). Ignorance of the law(s) on the part of the respondent will in no way relieve it from responsibility for compliance.

Q. DEFAULT

Failure or refusal of the selected respondent to execute a contract following approval of such contract by the City Commission, or untimely withdrawal of a response before such award is made and approved, may result in forfeiture of that portion of any surety required as liquidated damages to the City. Where surety is not required, such failure may result in a claim for damages by the City and may be grounds for removing the respondent from the City's vendor list.

R. CONFLICT OF INTEREST

All respondents must disclose, in their response, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Further, all respondents must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the respondent entity or any of its affiliates.

S. RESPONDENT'S RESPONSIBILITY

Before submitting a response, each respondent shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the respondent from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the respondent.

T. RELATIONSHIP TO THE CITY

It is the intent of the City, and respondents hereby acknowledge and agree, that the selected Respondent is considered to be an independent contractor, and that neither the respondent, nor the respondent's employees, agents, and/or contractors, shall, under any circumstances, be considered employees or agents of the City.

U. PUBLIC ENTITY CRIME

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

V. COMPLIANCE WITH THE CITY'S LOBBYIST LAWS

This RFQ is subject to, and all respondents are expected to be or become familiar with, all City lobbyist laws. Respondents shall be solely responsible for ensuring that all City lobbyist laws are complied with, and shall be subject to any and all sanctions, as prescribed therein, including, without limitation, disqualification of their responses, in the event of such non-compliance.

W. CONE OF SILENCE

This RFQ is subject to, and all respondents are expected to be or become familiar with, the City's Cone of Silence requirements, as codified in Section 2-486 of the City Code. Respondents shall be solely responsible for ensuring that all applicable provisions of the City's Cone of Silence are complied with, and shall be subject to any and all sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance.

X. DEBARMENT ORDINANCE

This RFQ is subject to, and all respondents are expected to be or become familiar with, the City's Debarment Ordinance (as adopted pursuant to Ordinance No. 200-3234, and as codified in Sections 2-397 through 2-406 of the City Code).

Y. COMPLIANCE WITH THE CITY'S CAMPAIGN FINANCE REFORM LAWS

This RFQ is subject to, and all respondents are expected to be or become familiar with, the City's Campaign Finance Reform laws, as codified in Sections 2-487 through 2-490 of the City Code. Respondents shall be solely responsible for ensuring that all applicable provisions of the City's Campaign Finance Reform laws are complied with, and shall be subject to any and all sanctions, as prescribed therein, including disqualification of their responses, in the event of such non-compliance.

Z. CODE OF BUSINESS ETHICS

Pursuant to City Resolution No.2000-23879, the respondent shall adopt a Code of Business Ethics ("Code") and submit that Code to the Procurement Division with its response or within five (5) days upon receipt of request. The Code shall, at a minimum, require the respondent, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the City of Miami Beach and Miami Dade County.

AA. AMERICAN WITH DISABILITIES ACT (ADA)

Call 305-673-7490 to request material in accessible format; sign language interpreters (five (5) days in advance when possible), or information on access for persons with disabilities. For more information on ADA compliance, please call the Public Works Department, at 305-673-7000, Extension 2984.

BB. ACCEPTANCE OF GIFTS, FAVORS, SERVICES

Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City, for the purpose of influencing consideration of this response. Pursuant to Sec. 2-449 of the City Code, no officer or employee of the City shall accept any gift, favor or service that might reasonably tend improperly to influence him in the discharge of his official duties.

SECTION II –MINIMUM QUALIFICATIONS & REQUIREMENTS

The City intends to contract with a prime design criteria professional (for purposes of this section II, the design criteria professional shall also be referred to as the Prime Respondent). All other firms involved shall be subcontracts to the prime design criteria professional. Each proposal **must** identify a Prime Respondent.

The Prime Respondent must have successfully completed similar services to those requested herein for public convention centers with at least 250,000 square feet of exhibition space and ballrooms of at least 40,000 square feet.

SECTION III – SCOPE OF SERVICES (SERVICES)

The City of Miami Beach plans to renovate and expand the MBCC under a design-build structure. The City is seeking a design criteria professional to prepare the design criteria package to facilitate a design-build competitive process. In broad terms, the design criteria professional will be responsible for designing and documenting the renovation and expansion program through the

design development stage (30% drawings), commonly referred to as “bridging documents”. The design criteria professional will also assist with the evaluation of the design-build team responses and monitoring compliance to designs and specifications throughout the construction drawing and construction process.

The MBCC is to be renovated and upgraded to “Class A” standards in a manner that best meets the needs of the target market, within the available funds. In general, the renovation is to include all exhibit, meeting rooms, pre-function and support spaces such as loading docks, kitchens, bathrooms, systems, and exterior areas. In addition, the MBCC is to be expanded to accommodate a new ballroom and meeting space. (See **Appendix B** for a summary of existing MBCC floor plan and program spaces, and **Appendix C** for a preliminary summary of desired Convention Center improvements). The specific scope of the renovation and expansion will be finalized with the City after the criteria professional is selected.

The services sought under the RFQ are for the MBCC and the replacement of any MBCC parking that is removed as part of any MBCC expansion.

This RFQ is for the design criteria professional only. The City recognizes that additional design or engineering sub-consultants will be needed. Once the design criteria professional is selected, the selected firm will formulate a process to select sub-consultants. No design or engineering sub-consultants, such as landscape, traffic, cost estimating, structural engineering, mechanical engineering, electrical engineering, civil engineering, security, etc., should be included in this submittal. The City reserves the right to approve or disapprove all sub-consultants prior to engagement of such.

The project budget is currently estimated to be \$500 million for all hard and soft costs related to the MBCC renovation and expansion. Additional funds are available for parking structures.

The scope of services for the design criteria professional shall include, but not be limited to:

- **Programming & Conceptual Design Services** –As a first step, the design criteria professional will work with the City and the City's cost estimator to evaluate the approach and cost of various options for implementing Appendix C, creating a renovation and expansion program that can be accomplished within the available funds, and assure the MBCC will remain in operation for a selected group of shows during the construction phase. The design criteria professional shall provide sufficient documentation to study the various options, assist with prioritization, work with the City's cost estimator to address budget implications, and make presentations to City staff and the City Commission. In creating the conceptual design, the design criteria professional shall also consult with MBCC users, as selected by City staff, to seek input.
- **Schematic Design Services** - In the Schematic Design phase, the design criteria professional shall provide those services necessary to solidify the program and prepare documents consisting of drawings and other documents illustrating the general scope, scale and relationship of project components for approval by the City.
- **Design Development Services** - In the Design Development phase the design criteria professional shall provide those services necessary to prepare from the approved Schematic Design documents, the Design Development documents, consisting of drawings and other documents to fix and describe the size and character of the entire project, including architectural, civil, landscape, structural, mechanical, security, electrical systems, materials, and such other elements as the City may deem appropriate.
- **Phasing Plan** – The design criteria professional shall create a conceptual construction phasing plan enabling the MBCC to accommodate certain key conventions, particularly Art Basel, and other events.
- **Design Criteria Package** – The design criteria professional shall assemble the drawings and specifications in a design criteria package to be sent to potential design-build teams. The design criteria professional shall host a pre-proposal meeting and make the appropriate team members available to answer design-builder proposer questions while the RFP is outstanding.
- **Design-Build Proposal Review** – The design criteria professional shall participate in the review and interview process for the design-build teams, providing advice and comment as requested.
- **Construction Document Oversight** – The design criteria professional shall review the design-builder construction documents at appropriate intervals to assure the specifications are being incorporated.
- **Construction Oversight** – The design criteria professional shall review the design-builder construction at appropriate intervals to assure construction compliance with the design criteria.
- **Meetings** - The design criteria professional shall be required to attend project team meetings and public meetings, prepare

relevant diagrams and renderings, and assist with project scheduling.

- **Other** - Additional services may be required, as determined by the City.

Appendix D presents a preliminary project schedule to completion of construction documents.

SECTION IV – RESPONSE FORMAT

In order to maintain comparability, facilitate the review process, and assist the Evaluation Committee in review of responses, it is recommended that responses be organized and tabbed in accordance with the sections and manner specified below. Hard copy submittals should be bound and tabbed as enumerated below and contain a table of contents with page references. Electronic copies should also be tabbed and contain a table of contents with page references. Respondents should prepare their submittal on 8.5 x 11 paper. Please feel free to include other materials, such as covers, appendices, brochures, etc. at your discretion.

TAB 1	Executive Summary
	<ol style="list-style-type: none">1. Cover Page, Letter, and Table of Contents. The cover letter must indicate Prime Respondent (see Section II) and be signed by same.2. Executive Summary. Provide a brief summary of no more than two (2) pages describing your firm's, experience and qualifications, staff that will be assigned to this project, and any other relevant information.3. Minimum Qualifications. Submit verifiable information documenting compliance with the minimum qualifications and requirements.

TAB 2	Experience & Qualifications
	<p>Qualifications of Proposing Firm(s). Describe experience and qualifications of the respondent in providing the Services detailed herein.</p> <ol style="list-style-type: none">1. Company Information: Provide background information, including company history, years in business, number of employees, and any other information communicating capabilities and experience.2. Relevant Experience: Summarize projects of comparable size and scope where similar services to those described in this RFQ have been provided. For each project include:<ol style="list-style-type: none">a. Project name and location and imagesb. Professional team name(s) and rolesc. Year project completed (or "In Design" or "Under Construction")d. Short description of services providede. Identification of the individuals that worked on the project, and who will work on this projectf. Reference contact informationg. Project development cost3. Project Team: Provide an organizational chart of all personnel to be used for this project, if awarded; the role that each team member will play in providing the services detailed herein; and each team members' qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each team member to be assigned to this project.4. Financial Capacity:<ol style="list-style-type: none">a. Provide a summary of historical gross revenues for the Prime Respondent for the past (3) three years.b. The respondent shall pay D&B to send the Supplier Qualifier Report (SQR) to the City through electronic means, emailing to MariaEstevez@miamibeachfl.gov. The cost of the preparation of the D&B report shall be the responsibility of the Respondent. The respondent can request the report from D&B at: https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696In addition to the SQR, the City reserves the right to require additional information to determine financial capability including, upon written request, the latest annual reviewed/audited financial statements with the auditor's notes. Respondent shall have ten (10) calendar days respond to such a request. Such statements should include, as a

minimum, balance sheets (statements of financial position) and statements of profit and loss (statement of net income). When the submittal is from a co-venture, each team member involved in the co-venture must submit financial statements as indicated above.

TAB 3 Approach and Methodology

Respondent shall describe how they comply with the requirements of this RFQ, including those requirements noted in **Section III - Scope of Services**. Submit detailed information on approach and methodology to project implementation, project timeline, and any other factors that may impact the successful completion of each project that may result.

TAB 4 Forms

Provide Certification, Questionnaire & Requirements Affidavit (Appendix A). Attach Appendix A fully completed and executed. The Certification, Questionnaire & Requirements Affidavit (Appendix A) must be signed by the Prime Respondent.

SECTION V – EVALUATION PROCESS

Evaluation Committee. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements set forth in this Solicitation. If further information is desired, respondents may be requested to make additional written submittals and/or oral presentations to the Evaluation Committee. The evaluation of responses will proceed in a two-step process. The first step will consist of the qualitative criteria listed below to be considered by the Evaluation Committee. The second step will consist of the quantitative criteria established below, to be added to the Evaluation Committee results by the Department of Procurement Management.

Step 1 Evaluation (100 Points). The Evaluation Committee shall meet to evaluate each response in accordance with the qualifications criteria established below for Step 1, Qualitative Criteria. In doing so, the Evaluation Committee may:

- a. Review and score all responses received, with or without conducting oral presentations; or
- b. Review all responses received and short-list one or more respondents to be further considered in oral presentations (using the same criteria).
- c. In no particular order of priority, the criteria used will include, but not be limited to:
 - Experience of the firm
 - Experience of the professionals that will work on this project
 - Availability of resources to perform the required Services
 - Proposed approach and project schedule
 - Ability to maximize results with limited funds
 - Ability to meet time and budget requirements
 - Recent, current, and projected workloads of the firm
 - Quality of references
 - Financial Capacity
 - Results of D&B Report
 - If applicable, general design style of the firm

Step 2 Evaluation (10 Points). Following the results of Step 1 Evaluation Qualitative criteria, the respondents may receive additional points to be added by the Department of Procurement Management to those points earned in Step 1, as follows.

- Miami Beach –Based Vendor 5
- Veterans and State-Certified Service-Disabled Veteran Business Enterprise 5

Negotiation: Once the ranking is approved by the City Commission, the City will enter into contract negotiations with the top ranked firm(s). If the City and selected firm(s) cannot agree on contractual terms within sixty (60) days, the City will terminate negotiations with the next ranked firm, continuing this process with each firm in rank order until agreeable terms can be met or the procurement is terminated. Contract negotiations and execution will take place as quickly as possible after selection.

SECTION VI – SPECIAL TERMS AND CONDITIONS: INSURANCE REQUIREMENTS

The selected design criteria professional (DCP) shall maintain the following required insurance coverage in full force and effect. The DCP shall not commence any work until satisfactory proof of all required insurance coverage has been furnished to the City:

- (a) Professional Liability Insurance, in the amount of one million dollars (\$1,000,000.00), per occurrence, with a

maximum deductible of \$150,000 per occurrence, \$450,000 aggregate. DCP shall notify the City, in writing, within thirty (30) days of any claims filed or made against its Professional Liability Insurance policy.

(b) Comprehensive General Liability Insurance, in the amount of one million dollars (\$1,000,000.00), Single Limit Bodily Injury and Property Damage coverage, for each occurrence, which shall include products, completed operations, and contractual liability coverage. The City of Miami Beach, Florida must be named as an additional insured on this policy.

(c) Worker's Compensation and Employer's Liability coverage within the statutory limits required under Florida law.

(d) The DCP must give the City at least thirty (30) days prior written notice of cancellation or of substantial modifications in any required insurance coverage. All certificates and endorsements shall contain this requirement.

The insurance must be furnished by an insurance company rated B+:VI or better, or its equivalent, according to Bests' Guide Rating Book, and by insurance companies duly authorized to do business in the State of Florida, and countersigned by the company's Florida resident agent.

DCP shall provide the City with a certificate of insurance of all required insurance policies. The City reserves the right to require a certified copy of such policies, upon written request to Consultant.

Pursuant to Section 725.08, Florida Statutes, the DCP shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the DCP and other persons employed or utilized by the DCP in the performance of this Agreement.

The DCP shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. DCP expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by DCP shall in no way limit its responsibility to indemnify, keep, and save harmless and defend the City or its officers, employees, agents, and instrumentalities as herein provided.

The DCP agrees and recognizes that the City shall not be held liable or responsible for any claims which may result from any negligent, reckless, or intentionally wrongful actions, errors or omissions of the DCP in which the City participated either through review or concurrence of the Consultant's actions. In reviewing, approving or rejecting any submissions by the Contractor, or other acts of the Consultant, the City in no way assumes or shares any responsibility or liability of the DCP (including, without limitation its sub-consultants and/or any registered professionals (architects and/or engineers) under this Agreement).

APPENDIX A



MIAMI BEACH

Response Certification, Questionnaire & Requirements Affidavit

RFQ 2014-142ME
DESIGN CRITERIA PROFESSIONAL SERVICES
FOR THE
MIAMI BEACH CONVENTION CENTER
RENOVATION

DEPARTMENT OF PROCUREMENT MANAGEMENT
1700 Convention Center Drive
Miami Beach, Florida 33139

Solicitation No: 2014-142ME	Solicitation Title: Design Criteria Professional Services for the Miami Beach Convention Center Renovation	
Procurement Contact: Maria Estevez	Telephone Number: (305) 673-7000 x 7490	E-mail Address: Mestevez@miamibeachfl.gov

RESPONSE CERTIFICATION, QUESTIONNAIRE & REQUIREMENTS AFFIDAVIT

Purpose: The purpose of this Response Certification, Questionnaire and Requirements Affidavit Form is to inform prospective Respondents of certain SOLICITATION and contractual requirements, and to collect necessary information from Respondents in order that certain portions of responsiveness, responsibility and other determining factors and compliance with requirements may be evaluated. **This Response Certification, Questionnaire and Requirements Affidavit Form is a REQUIRED FORM that must be submitted fully completed and executed.**

1. General Respondent Information.

FIRM NAME:		
No of Years in Business:	No of Years in Business Locally:	No. of Employees:
OTHER NAME(S) BIDDER HAS OPERATED UNDER IN THE LAST 10 YEARS:		
FIRM PRIMARY ADDRESS (HEADQUARTERS):		
CITY:		
STATE:		
TELEPHONE NO.:		
TOLL FREE NO.:		
FAX NO.:		
FIRM LOCAL ADDRESS:		
CITY:		
STATE:		
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT:		
ACCOUNT REP TELEPHONE NO.:		
ACCOUNT REP TOLL FREE NO.:		
ACCOUNT REP EMAIL:		
FEDERAL TAX IDENTIFICATION NO.:		

The City reserves the right to seek additional information from respondent or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the respondent to perform in accordance with contract requirements.

2. **Miami Beach Based (Local) Vendor.** Is prime respondent a Miami Beach based firm?
 YES NO

SUBMITTAL REQUIREMENT: Prime Respondents claiming Miami Beach vendor status shall submit a Business Tax Receipt issued by the City of Miami Beach, as required pursuant to ordinance 2011-3747, to demonstrate that the Respondent is a Miami Beach Based Vendor.

3. **Veteran Owned Business.** Is prime Respondent a veteran owned business?
 YES NO

SUBMITTAL REQUIREMENT: Prime Respondents claiming veteran owned business status shall submit a documentation proving that firm is certified as a veteran-owned business or a service-disabled veteran owned business by the State of Florida or United States federal government, as required pursuant to ordinance 2011-3748.

4. **Litigation History.** Respondent shall submit a statement of any litigation or regulatory action that has been filed against your firm(s) in the last five years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. If "No" litigation or regulatory action has been filed against your firm(s), please provide a statement to that effect. **Truthful and complete answers to this question may not necessarily disqualify a firm from consideration but will be a factor in the selection process. Untruthful, misleading or false answers to this question shall result in the disqualification of the firm for this project.**

SUBMITTAL REQUIREMENT: Prime Respondent shall submit history of litigation or regulatory action filed against respondent, or any respondent team member firm, in the past five (5) years. If Respondent has no litigation history or regulatory action in the past 5 years, submit a statement accordingly.

5. **Suspension, Debarment or Contract Cancellation.** Has prime Respondent ever been debarred, suspended or other legal violation, or had a contract cancelled due to non-performance by any public sector agency?
 YES NO

SUBMITTAL REQUIREMENT: If answer to above is "YES," prime Respondent shall submit a statement detailing the reasons that led to action(s).

6. **Vendor Campaign Contributions.** Prime Respondents and all team members are expected to be or become familiar with, the City's Campaign Finance Reform laws, as codified in Sections 2-487 through 2-490 of the City Code. Respondents shall be solely responsible for ensuring that all applicable provisions of the City's Campaign Finance Reform laws are complied with, and shall be subject to any and all sanctions, as prescribed therein, including disqualification of their Responses, in the event of such non-compliance.

SUBMITTAL REQUIREMENT: Submit the names of all individuals or entities (including your sub-consultants) with a controlling financial interest as defined in ITN. For each individual or entity with a controlling financial interest indicate whether or not each individual or entity has contributed to the campaign either directly or indirectly, of a candidate who has been elected to the office of Mayor or City Commissioner for the City of Miami Beach.

7. **Code of Business Ethics.** Pursuant to City Resolution No.2000-23879, each person or entity that seeks to do business with the City shall adopt a Code of Business Ethics ("Code") and submit that Code to the Procurement Division with its bid/response or within five (5) days upon receipt of request. The Code shall, at a minimum, require the Respondent, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the City of Miami Beach and Miami Dade County.

SUBMITTAL REQUIREMENT: Prime Respondent shall submit firm's Code of Business Ethics. In lieu of submitting Code of Business Ethics, respondent may submit a statement indicating that it will adopt, as required in the ordinance, the City of Miami Beach Code of Ethics, available at www.miamibeachfl.gov/procurement/.

8. **Living Wage.** Pursuant to Section 2-408 of the Miami Beach City Code, as same may be amended from time to time, respondents shall be required to pay all employees who provide services pursuant to this Agreement, the hourly living wage rates listed below:

- Commencing with City fiscal year 2012-13 (October 1, 2012), the hourly living rate will be \$11.28/hr. with health benefits, and \$12.92/hr. without benefits.

The living wage rate and health care benefits rate may, by Resolution of the City Commission be indexed annually for inflation using the Consumer Price Index for all Urban Consumers (CPI-U) Miami/Ft. Lauderdale, issued by the U.S. Department of Labor's Bureau of Labor Statistics. Notwithstanding the preceding, no annual index shall exceed three percent (3%). The City may also, by resolution, elect not to index the living wage rate in any particular year, if it determines it would not be fiscally sound to implement same (in a particular year).

Respondents' failure to comply with this provision shall be deemed a material breach under this bid, under which the City may, at its sole option, immediately deem said respondent as non-responsive, and may further subject respondent to additional penalties and fines, as provided in the City's Living Wage Ordinance, as amended. Further information on the Living Wage requirement is available at www.miamibeachfl.gov/procurement/.

SUBMITTAL REQUIREMENT: No additional submittal is required. By virtue of executing this affidavit document, Respondent agrees to the living wage requirement.

9.. **Equal Benefits for Employees with Spouses and Employees with Domestic Partners.** When awarding competitively solicited contracts valued at over \$100,000 whose contractors maintain 51 or more full time employees on their payrolls during 20 or more calendar work weeks, the Equal Benefits for Domestic Partners Ordinance 2005-3494 requires certain contractors doing business with the City of Miami Beach, who are awarded a contract pursuant to competitive bids, to provide "Equal Benefits" to their employees with domestic partners, as they provide to employees with spouses. The Ordinance applies to all employees of a Contractor who work within the City limits of the City of Miami Beach, Florida; and the Contractor's employees located in the United States, but outside of the City of Miami Beach limits, who are directly performing work on the contract within the City of Miami Beach.

A. Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees?

YES NO

B. Does your company provide or offer access to any benefits to employees with (same or opposite sex) domestic partners* or to domestic partners of employees?

YES NO

C. Please check all benefits that apply to your answers above and list in the "other" section any additional benefits not already specified. Note: some benefits are provided to employees because they have a spouse or domestic partner, such as bereavement leave; other benefits are provided directly to the spouse or domestic partner, such as medical insurance.

BENEFIT	Firm Provides for Employees with Spouses	Firm Provides for Employees with Domestic Partners	Firm does not Provide Benefit
Health			
Sick Leave			
Family Medical Leave			
Bereavement Leave			

If Respondent cannot offer a benefit to domestic partners because of reasons outside your control, (e.g., there are no insurance providers in your area willing to offer domestic partner coverage) you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent and submit a completed Reasonable Measures Application (attached) with all necessary documentation. Your Reasonable Measures Application will be reviewed for consideration by the City Manager, or his designee. Approval is not guaranteed and the City Manager's decision is final. Further information on the Equal Benefits requirement is available at www.miamibeachfl.gov/procurement/.

10. **Public Entity Crimes.** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that 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, response, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, response, 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, responses, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or DCP 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.

SUBMITTAL REQUIREMENT: No additional submittal is required. By virtue of executing this affidavit document, respondent agrees with the requirements of Section 287.133, Florida Statutes, and certifies it has not been placed on convicted vendor list.

11. **Acknowledgement of Addendum.** After issuance of solicitation, the City may release one or more addendum to the solicitation which may provide additional information to respondents or alter solicitation requirements. The City will strive to reach every Respondent having received solicitation through the City's e-procurement system, PublicPurchase.com. However, Respondents are solely responsible for assuring they have received any and all addendum issued pursuant to solicitation. This Acknowledgement of Addendum section certifies that the Respondent has received all addendum released by the City pursuant to this solicitation. Failure to obtain and acknowledge receipt of all addendum may result in response disqualification.

Initial to Confirm Receipt		Initial to Confirm Receipt		Initial to Confirm Receipt	
	Addendum 1		Addendum 6		Addendum 11
	Addendum 2		Addendum 7		Addendum 12
	Addendum 3		Addendum 8		Addendum 13
	Addendum 4		Addendum 9		Addendum 14
	Addendum 5		Addendum 10		Addendum 15

If additional confirmation of addendum is required, submit under separate cover.

DISCLOSURE AND DISCLAIMER SECTION

The solicitation referenced herein is being furnished to the recipient by the City of Miami Beach (the "City") for the recipient's convenience. Any action taken by the City in response to Responses made pursuant to this RFQ, or in making any award, or in failing or refusing to make any award pursuant to such Responses, or in cancelling awards, or in withdrawing or cancelling this RFQ, either before or after issuance of an award, shall be without any liability or obligation on the part of the City.

In its sole discretion, the City may withdraw the solicitation either before or after receiving responses, may accept or reject responses, and may accept responses which deviate from the solicitation, as it deems appropriate and in its best interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting Responses in response to this solicitation.

Following Submittal of a Bid or Response, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the Response and the applicant including, without limitation, the applicant's affiliates, officers, directors, shareholders, partners and employees, as requested by the City in its discretion.

The information contained herein is provided solely for the convenience of prospective Respondents. It is the responsibility of the recipient to assure itself that information contained herein is accurate and complete. The City does not provide any assurances as to the accuracy of any information in this solicitation.

Any reliance on these contents, or on any permitted communications with City officials, shall be at the recipient's own risk. Respondents should rely exclusively on their own investigations, interpretations, and analyses. The solicitation is being provided by the City without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the City or its agents that any Response conforming to these requirements will be selected for consideration, negotiation, or approval.

The City shall have no obligation or liability with respect to this solicitation, the selection and the award process, or whether any award will be made. Any recipient of this solicitation who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer, is totally relying on this Disclosure and Disclaimer, and agrees to be bound by the terms hereof. Any Responses submitted to the City pursuant to this RFQ are submitted at the sole risk and responsibility of the party submitting such Response.

This RFQ is made subject to correction of errors, omissions, or withdrawal from the market without notice. Information is for guidance only, and does not constitute all or any part of an agreement.

The City and all Respondents will be bound only as, if and when a Response (or Responses), as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to this solicitation may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

The City is governed by the Government-in-the-Sunshine Law, and all Responses and supporting documents shall be subject to disclosure as required by such law. All Responses shall be submitted in sealed bid form and shall remain confidential to the extent permitted by Florida Statutes, until the date and time selected for opening the responses. At that time, all documents received by the City shall become public records.

Respondents are expected to make all disclosures and declarations as requested in this solicitation. By Submittal of a Response, the Respondent acknowledges and agrees that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Response, and authorizes the release to the City of any and all information sought in such inquiry or investigation. Each Respondent certifies that the information contained in the Response is true, accurate and complete, to the best of its knowledge, information, and belief.

Notwithstanding the foregoing or anything contained in the RFQ, all Respondents agree that in the event of a final unappealable judgment by a court of competent jurisdiction which imposes on the City any liability arising out of this RFQ, or any response thereto, or any action or inaction by the City with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this Disclosure and Disclaimer which imposes no liability on the City.

In the event of any differences in language between this Disclosure and Disclaimer and the balance of the RFQ, it is understood that the provisions of this Disclosure and Disclaimer shall always govern. The RFQ and any disputes arising from the RFQ shall be governed by and construed in accordance with the laws of the State of Florida.

RESPONDENT CERTIFICATION

I hereby certify that: I, as an authorized agent of the Respondent, am submitting the following information as my firm's response; Respondent agrees to complete and unconditional acceptance of the terms and conditions of this document, inclusive of this ITN, all attachments, exhibits and appendices and the contents of any Addenda released hereto, and the Disclosure and Disclaimer Statement; respondent agrees to be bound to any and all specifications, terms and conditions contained in the ITN, and any released Addenda and understand that the following are requirements of this SOLICITATION and failure to comply will result in disqualification of response submitted; Respondent has not divulged, discussed, or compared the response with other Respondents and has not colluded with any other respondent or party to any other response; respondent acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this response, inclusive of the Response Certification, Questionnaire and Requirements Affidavit are true and accurate.

Name of Respondent's Authorized Representative:	Title of Respondent's Authorized Representative:
Signature of Respondent's Authorized Representative:	Date:

State of FLORIDA)
)
 County of _____)
 _____, a corporation, and that the instrument was signed in behalf of the said corporation by authority of its board of directors and acknowledged said instrument to be its voluntary act and deed. Before me:

On this ____ day of _____, 20__, personally appeared before me _____ who stated that (s)he is the _____ of

 Notary Public for the State of _____
 My Commission Expires: _____.

APPENDIX B



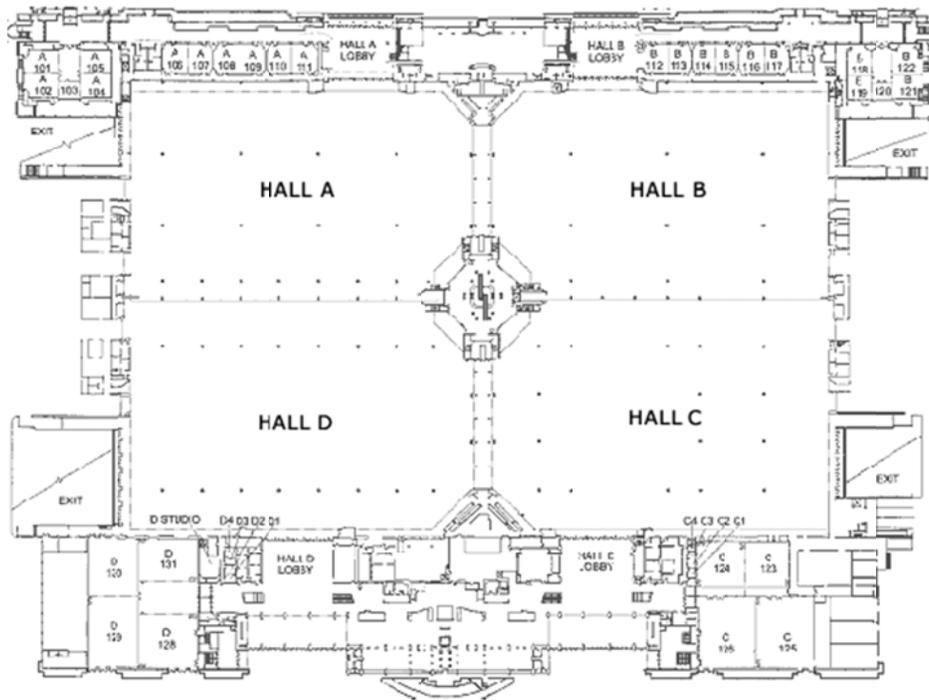
MIAMI BEACH

Existing MBCC Floor Plan and Program Information

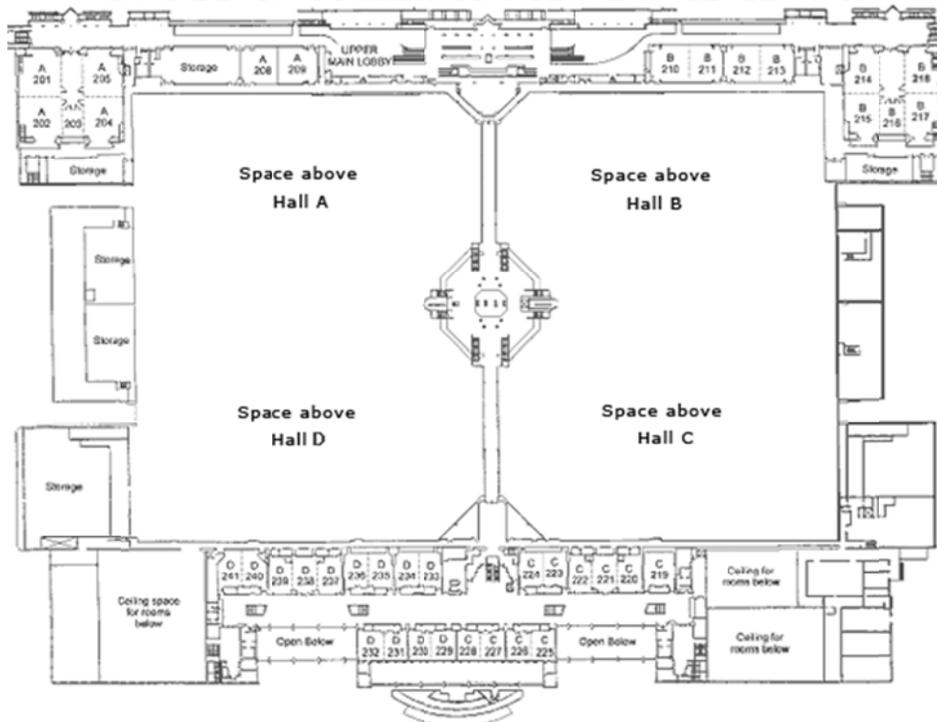
RFQ 2014-142ME DESIGN CRITERIA PROFESSIONAL SERVICES FOR THE MIAMI BEACH CONVENTION CENTER RENOVATION

DEPARTMENT OF PROCUREMENT MANAGEMENT
1700 Convention Center Drive
Miami Beach, Florida 33139

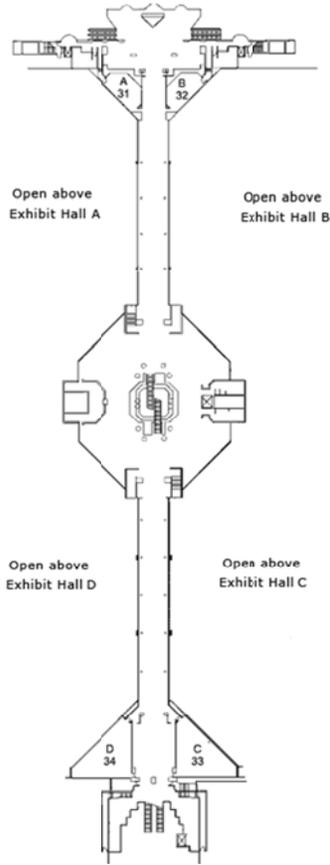
MIAMI BEACH CONVENTION CENTER - LEVEL ONE



MIAMI BEACH CONVENTION CENTER - LEVEL TWO



MIAMI BEACH CONVENTION CENTER - LEVEL THREE



Convention Center Rooms

Exhibition Space

HALLS	SQUARE FOOTAGE	DIMENSIONS (FEET/METERS)	RECEPTION & THEATER STYLE	CLASSROOM STYLE	10' X 10' BOOTHS	CEILING HEIGHT
HALL A	119,970	258ft x 465ft	12,000	7,992	612	35' 0"
HALL B	117,648	258ft x 456ft	11,765	7,840	604	35' 0"
HALL C	132,240	290ft x 456ft	13,225	8,813	672	35' 0"
HALL D	<u>132,990</u>	286ft x 465ft	13,300	8,869	672	35' 0"
	<u>502,848</u>					

Meeting Space – Level 1

ROOM	USEABLE SQ. FT.	APPROXIMATE DIMENSIONS	THEATER SETTING	RECEPTION SETTING	BANQUET SETTING	CLASSROOM 8' X 18" TABLES	CEILING HEIGHT
A101	1,140	38 x 30	85	151	60	56	13'6"
A102	1,140	38 x 30	85	138	60	56	13'6"
A103	500	20 x 25	24	50	20	16	13'6"
A104	1,140	38 x 30	76	125	50	56	13'6"
A105	1,140	38 x 30	76	139	50	56	13'6"
A101/105	6,120	60 x 102	542	711	420	340	13'6"
A101/102	2,280	60 x 38	228	289	150	152	13'6"
A101/102*	3,060	60 x 51	282	368	200	184	13'6"
A104/105	2,280	60 x 38	200	264	130	152	13'6"
A104/105*	3,060	60 x 51	254	343	180	184	13'6"
A106	957	33 x 29	78	108	50	48	12'0"
A107	957	33 x 29	78	107	50	48	12'0"
A106/107	1,914	33 x 58	188	216	110	108	12'0"
A108	957	33 x 29	78	109	50	48	12'0"
A109	957	33 x 29	78	107	50	48	12'0"
A108/109	1,914	33 x 58	188	216	110	108	12'0"
A110	957	33 x 29	78	109	50	48	12'0"
A111	957	33 x 29	78	111	50	48	12'0"
A110/111	1,914	33 x 58	188	191	110	108	12'0"
B112	837	31 x 27	78	100	50	48	12' 0"
B113	837	31 x 27	78	100	50	48	12' 0"
B112/113	1,705	31 x 55	172	200	110	108	12' 0"
B114	837	31 x 27	78	100	50	48	12' 0"
B115	837	31 x 27	78	100	50	48	12' 0"
B114/115	1,705	31 x 55	172	200	110	108	12' 0"
B116	837	31 x 27	78	100	50	48	12' 0"
B117	837	31 x 27	78	100	50	48	12' 0"
B116/117	1,705	31 x 55	172	200	110	108	12' 0"
B118	900	30 x 30	67	107	40	44	13' 6"
B119	900	30 x 30	67	99	50	44	13' 6"
B120	540	20 x 27	28	56	20	16	13' 6"
B121	1,080	36 x 30	70	111	50	44	13' 6"
B122	1,080	36 x 30	70	119	40	44	13' 6"
B118/122	5,640	94 x 60	512	550	350	304	13' 6"
B118/119	1,800	60 x 30	182	206	90	116	13' 6"
B118/119*	2,640	60 x 44	235	280	150	152	13' 6"
B121/122	2,160	60 x 36	162	231	90	116	13' 6"
B121/122*	3,000	60 x 50	262	308	160	152	13' 6"
C123	3,726	54 x 69	349	372	230	192	25' 0"
C123*	3,024	54 x 56	281	307	200	180	25' 0"
C124	4,209	61 x 69	391	424	260	240	25' 0"
C124*	3,416	61 x 56	315	345	220	220	25' 0"
C123/124	7,935	115 x 69	789	794	500	504	25' 0"
C123/124*	6,440	115 x 56	702	600	420	420	25' 0"
C125	6,351	73 x 87	642	642	360	400	25' 0"
C126	6,177	71 x 87	642	628	380	400	25' 0"
C125/126	12,528	144 x 87	1,257	1,271	840	808	25' 0"
C127	1,120	28 x 40	90	100	60	56	13' 4"
C1/2/3/4	90 EACH	9 x 10	---	---	---	---	8' 0"
D128	4,320	60 x 72	360	420	240	236	25' 0"
D129	6,336	72 x 88	570	637	380	384	25' 0"
D128/129	11,616	132 x 88	1,178	1,181	730	784	25' 0"
D130	5,184	72 x 72	480	525	280	304	25' 0"
D131	3,240	60 x 54	260	327	170	168	25' 0"
D130/131	9,504	132 x 72	992	978	540	616	25' 0"
D128/131	21,252	132 x 161	2,142	2,160	1,370	1,416	25' 0"
D STUDIO	400	20 x 20	---	---	---	---	8' 0"
D1/2/3/4	130	13 x 10	---	---	---	---	8' 0"

Meeting Space – Level 2

ROOM	USEABLE SQ. FT.	APPROXIMATE DIMENSIONS	THEATER SETTING	RECEPTION SETTING	BANQUET SETTING	CLASSROOM 8' X 18" TABLES	CEILING HEIGHT
A201	2,200	44 x 50	199	272	120	128	20' 0"
A202	2,200	44 x 50	209	286	120	128	20' 0"
A203	858	33 x 26	66	86	50	40	20' 0"
A204	2,200	44 x 50	209	276	130	128	20' 0"
A205	2,200	44 x 50	199	267	130	128	20' 0"
A201/205	11,514	101 x 114	1,131	1,359	750	788	20' 0"
A201/202*	4,444	44 x 101	441	559	270	296	20' 0"
A201/202	5,757	101 x 57	559	688	340	400	20' 0"
A204/205*	4,444	44 x 101	438	544	300	296	20' 0"
A204/205	5,757	101 x 57	559	671	360	400	20' 0"
A208	1,755	39 x 45	149	186	90	112	14' 0"
A209	1,755	39 x 45	149	186	90	112	14' 0"
A208/209	3,510	90 x 39	336	373	190	236	14' 0"
B210	1,638	39 x 42	149	186	90	112	14' 0"
B211	1,638	39 x 42	149	186	90	112	14' 0"
B210/211	3,276	39 x 84	323	373	190	244	14' 0"
B212	1,638	39 x 42	149	186	90	112	14' 0"
B213	1,638	39 x 42	149	186	90	112	14' 0"
B212/213	3,276	39 x 84	323	373	190	244	14' 0"
B214	1,850	50 x 37	145	215	110	92	20' 0"
B215	2,035	55 x 37	147	233	120	92	20' 0"
B216	924	28 x 33	80	111	50	60	20' 0"
B217	2,035	55 x 37	141	229	120	92	20' 0"
B218	1,850	50 x 37	135	205	100	96	20' 0"
B214/215	3,848	104 x 37	343	449	250	220	20' 0"
B214/215*	5,720	104 x 55	440	660	340	288	20' 0"
B217/218	3,848	104 x 37	332	434	230	220	20' 0"
B217/218*	5,720	104 x 55	440	644	340	288	20' 0"
B214/218	10,504	101 x 104	1,041	1,304	720	696	20' 0"
C219	1,628	44 x 37	126	160	80	84	13' 4"
C220	960	32 x 30	125	136	60	76	13' 4"
C221	1,200	40 x 30	132	137	70	84	13' 4"
C222	960	32 x 30	125	136	60	76	13' 4"
C220/221	1,800	60 x 30	164	274	130	108	13' 4"
C221/222	1,800	60 x 30	164	274	130	108	13' 4"
C220/222	2,700	90 x 30	266	410	190	180	13' 4"
C223	1,290	43 x 30	116	126	60	80	13' 4"
C224	1,290	43 x 30	120	128	60	80	13' 4"
C223/224	2,580	60 x 43	224	254	130	136	13' 4"
C225	1,050	35 x 30	86	108	60	56	13' 4"
C226	1,050	35 x 30	86	107	60	56	13' 4"
C225/226	2,100	60 x 35	168	215	130	112	13' 4"
C227	1,050	35 x 30	86	108	60	56	13' 4"
C228	1,050	35 x 30	86	107	60	56	13' 4"
C227/228	2,100	60 x 35	168	215	130	112	13' 4"
D229	1,050	35 x 30	86	108	60	56	13' 4"
D230	1,050	35 x 30	86	107	60	56	13' 4"
D229/230	2,100	60 x 35	168	215	130	112	13' 4"
D231	1,050	35 x 30	49	49	49	49	13' 4"
D232	1,050	35 x 30	49	49	49	49	13' 4"
D231/232	2,100	60 x 35	168	215	130	112	13' 4"
D233	1,230	41 x 30	118	129	60	80	13' 4"
D234	1,230	41 x 30	120	128	60	80	13' 4"
D233/234	2,460	60 x 41	224	257	130	136	13' 4"
D235	1,230	41 x 30	118	129	60	80	13' 4"
D236	1,230	41 x 30	120	128	60	80	13' 4"
D235/236	2,460	60 x 41	224	257	130	136	13' 4"
D237	1,020	34 x 30	131	134	60	76	13' 4"
D238	1,200	40 x 30	132	138	70	84	13' 4"
D239	1,020	34 x 30	131	134	60	76	13' 4"
D237/238	2,640	60 x 34	158	272	120	108	13' 4"
D238/239	2,640	60 x 34	158	272	120	108	13' 4"
D237/239	3,060	90 x 34	266	406	190	180	13' 4"
D240	1,140	36 x 30	120	128	70	84	13' 4"
D241	1,140	36 x 30	120	128	70	84	13' 4"
D240/241	2,400	60 x 40	221	256	160	160	13' 4"

Meeting Space – Level 3

C33 (Show Office)	900
D34 (Show Office)	900

Convention Center Room Areas

	Square Feet			Total
	Level 1	Level 2	Level 3	
Exhibit Halls	502,098	0	0	502,098
Meeting rooms	68,131	57,768	0	125,899
Lobby/Pre-function	107,619	55,708	0	163,327
Concession/ Food Court	7,450	0	0	7,450
Food Service/Kitchen	4,238	3,408	0	7,646
Front of house support	18,500	26,494	0	44,994
Back-of-House Service	126,388	154,942	0	281,330
Vertical Circulation	15,059	0	0	15,059
Admin Offices	0	0	15,000	15,000
	849,483	298,320	15,000	1,162,803

APPENDIX C



MIAMI BEACH

Preliminary MBCC Improvements

RFQ 2014-142ME
DESIGN CRITERIA PROFESSIONAL SERVICES
FOR THE
MIAMI BEACH CONVENTION CENTER
RENOVATION

DEPARTMENT OF PROCUREMENT MANAGEMENT
1700 Convention Center Drive
Miami Beach, Florida 33139

Preliminary MBCC Improvements

(Note that this list of improvements is preliminary and is not meant to be exhaustive.)

- 1) New 60,000± square foot Ballroom
- 2) Breakout meeting space – renovated ballroom and meeting space totaling 200,000± square feet.
- 3) New Outdoor Function Space
- 4) Existing Exhibit Hall Improvements

A minimum of 500,000 sf of Exhibit Hall space will be maintained. While at present, there has been no final conclusion on whether additional exhibit space is required, should additional exhibit space be recommended, the Respondent must provide supporting data how such a need was identified.

 - a) Halls need to be reconfigured so they can be subdivided into four halls from East to West. With this configuration, the skywalk may be removed depending on the master plan for the east side of the center.
 - b) One of the subdivided halls needs the capability to be further subdivided for smaller events.
 - c) Each subdivided exhibit hall needs access to approximately nine (9) loading docks (36 in total).
 - d) Each subdivided exhibit hall needs one (1) 30' x 30' freight door and four (4) 15' x 24' freight doors.
 - e) Provide appropriate show offices adjacent to each hall.
 - f) Repair exhibit floor to provide for the appropriate lbs per sqf. load
 - g) Repair/improve infrastructure under exhibit halls (plumbing, electrical and data/telecomm) to Class A standards.
 - h) Replace exhibit hall air handlers and install new VFD's
- 5) Existing Meeting Rooms/Pre-Function
 - a) Provide a general renovation of existing meeting spaces and pre-function areas including all finishes (carpet, wall coverings, ceiling, etc.) and fixtures, lighting and lighting controls, sound systems, automatic projector screens, rigging points, etc.
 - b) Install floor power in C 123-126 and D 128-131
- 6) Existing Support Areas
 - a) Replace carpet throughout facility
 - b) Add new restrooms and expand existing to achieve the appropriate number of facilities.
 - c) Upgrade and/or expand kitchen facilities to meet Class A standards.
 - d) Renovate concession stands, renovate/add food court
 - e) Provide for a business center with approximately 1,500 square feet
 - f) Locate engineering shops and their offices in best location given hall reconfiguration
 - g) Provide the appropriate number of permanent ticket booths on the exterior of the facility. Ideally one for each hall with at least eight (8) windows.
- 7) Infrastructure Improvements
 - a) Address stormwater issues

- b) Replace existing escalators
 - c) Replace existing elevators, including relocating/installing freight elevators driven by hall reconfiguration.
 - d) Replace buss duct on west side interior
 - e) Replace exterior doors and windows with impact glass
 - f) Replace all air handlers
 - g) Install roof drain vents
 - h) Replace chiller and cooling tower
 - i) Replace chilled water piping
 - j) Assess and replace/improve all life safety function's including fire sprinkler pump replacement, fire sprinkler valve room replacement, and fire panel replacement to include strobe lighting
 - k) Replace generator
 - l) Replace cooling tower piping
 - m) Chilled water insulation replacement
 - n) Chilled water valve replacement
 - o) Upgrade Compressed air system
 - p) Reduce humidity and condensation problems within the building
 - q) Replace exhaust fans
 - r) Replace exterior sidewalk, stairs and handrails
 - s) Add portable/telescopic riser seating (minimum 4,000 seats)
 - t) Replace all existing interior doors and hardware, including card swipe locking system
 - u) Replace electrical gear
- 8) Sustainability Improvements – Advise on and implement viable sustainability measures within the facility. This could include, but not limited to, solar roof panels, rain water collection, natural light, etc. Achieve LEED certification.
- 9) Technology
- a) Add a Distributed Antenna System (cell phones)
 - b) Expand Wi-Fi to entire facility
 - c) Add digital read boards throughout facility for meeting rooms, exhibit halls
 - d) Add Exterior digital signage and marquee
 - e) Ensure facility is compliant with all ADA requirements, including push button door openers.

APPENDIX D



MIAMI BEACH

Preliminary Schedule

RFQ 2014-142ME
DESIGN CRITERIA PROFESSIONAL SERVICES
FOR THE
MIAMI BEACH CONVENTION CENTER
RENOVATION

DEPARTMENT OF PROCUREMENT MANAGEMENT
1700 Convention Center Drive
Miami Beach, Florida 33139

Preliminary Schedule

