



May 29, 2015

To: SBE-A/E Firms

Re: Vizcaya Museum and Gardens Master Plan Refinement

Project No.: **VZMP-AE-2015**

The above-referenced project is being considered for competition measures among Small Business Enterprise (SBE-A&E) firms. If you are interested in participating as an **SBE-A/E Sub-Consultant** (in **Technical Categories 3.01, 3.04, 9.05, 10.00, 11.00, 12.00, 13.00, 15.01, 16.00, 19.00, 20.00, or 22.00**) to perform work in connection with this project, please complete and return the attached Verification of Availability form and, provide the "Required" examples of work **your firm have completed on similar projects as outlined in the attached project description, by 4:00 P.M., Tuesday, June 2, 2015.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form may be sent via facsimile transmission (305) 375-3160 or e-mail to [kellyd@miamidade.gov](mailto:kellyd@miamidade.gov). If you have any questions, please contact me at (305) 375-3147.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Duncombe".

**Kelly Duncombe**

Contract Development Specialist II  
Internal Services Department  
Small Business Development Division  
111 NW 1st Street #19 Floor  
Miami, FL 33128  
[kellyd@miamidade.gov](mailto:kellyd@miamidade.gov)

Office (305) 375-3147 | Fax (305) 375-3160

*"Delivering Excellence Every Day"*

Attachments

**VERIFICATION OF AVAILABILITY**

SMALL BUSINESS DEVELOPMENT DIVISION  
SMALL BUSINESS ENTERPRISE – A/E PROGRAM  
111 N.W. 1<sup>ST</sup> STREET, 19<sup>TH</sup> FLOOR  
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MS. KELLY DUNCOMBE

I am herewith submitting this letter of verification of availability and capability to propose at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Vizcaya Museum and Gardens Master Plan Refinement  
VZMP-AE-2015

CONTRACT ESTIMATED AMOUNT: \$250,000

**SUB-CONSULTANTS - CHECK THE RELATED CATEGORY**

3.01\_\_\_ 3.04\_\_\_ 9.05\_\_\_ 10.00\_\_\_ 11.00\_\_\_ 12.00\_\_\_  
13.00\_\_\_ 15.01\_\_\_ 16.00\_\_\_ 19.00\_\_\_ 20.00\_\_\_ 22.00\_\_\_

NAME OF SBE – A/E \_\_\_\_\_ Certification Expires: \_\_\_\_\_  
DATE

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Telephone: \_\_\_\_\_ Bonding Capacity: N/A

PRINT NAME AND TITLE \_\_\_\_\_

SIGNATURE OF COMPANY REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**Project Title:** Vizcaya Museum and Gardens Master Plan Refinement

**Project Number:** VZMP-AE-2015

**Department:** Parks, Recreation and Open Spaces

**Estimated Cost:** \$250,000

**Technical Certification Categories:**

	<b>Description</b>	<b>Percentage</b>	<b>Amount</b>
<b>14.00</b>	Architecture ( <b>PRIME</b> )	40%	\$100,000
<b>21.00</b>	Land Use Planning ( <b>PRIME</b> )	8%	\$20,000
3.01	Highway Systems – Site Development and Parking Lot Design/Urban Design	4%	\$10,000
3.04	Highway Systems – Traffic Engineering Studies/Urban Design	6%	\$15,000
9.05	Environmental Engineering – Contamination Assessment and Monitoring	2%	\$5,000
10.00	Environmental Engineering	2%	\$5,000
11.00	General Structural Engineering	4%	\$10,000
12.00	General Mechanical Engineering	4%	\$10,000
13.00	General Electrical Engineering	4%	\$10,000
15.01	Surveying and Mapping – Land Surveying	2%	\$5,000
16.00	General Civil Engineering	4%	\$10,000
19.00	Value Analysis and Life-Cycle Costing	4%	\$10,000
20.00	Landscape Architecture	12%	\$30,000
22.00	ADA Title II Consultant	4%	\$10,000
	<b>Total Estimated Design Fees</b>	<b>100%</b>	<b>\$250,000.00</b>

**EXPERIENCE AND QUALIFICATIONS:**

All Prime and subconsultant firms (with exception of cost estimating, surveyor and testing consultants) will be required to have Museum and Historical Building/Site Master planning experience, with a minimum of three (3) projects sited.

Are you able to satisfy the above stated experience requirement?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Vizcaya Museum and Gardens Master Plan Refinement**

**Project No. VZMP-AE-2015**

Please complete the following “**Reference Requirements**” citing previous projects completed with Museum and Historical Building/Site master planning experience:

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**June 1, 2015**

**Vizcaya Museum and Gardens – Master Plan Refinement**

Request for Qualifications (RFQ) for Master Planning Services

Invitation

Vizcaya Museum and Gardens, a Miami-Dade County agency, invites architecture design firms to submit Request for Qualifications (“RFQ”) responses for the task of Master Plan Consultant (“MPC”) responsible for the refinement of a master plan for Vizcaya Museum and Gardens.

Project Description

The Vizcaya Museum and Gardens Trust preserves the early twentieth-century Miami estate of American businessman James Deering. The Main House was designed in the 1910s and offers visitors 34 decorated rooms with antique furnishings and art objects spanning 2,000 years. The approximately 50-acre estate includes ten acres of formal gardens nestled between a native mangrove forest and a rockland hammock. Across South Miami Avenue stands a northern Italian-style village complex that once housed domestic staff quarters, service functions and livestock barns. These two contrasting perspectives offer Vizcaya a unique opportunity to engage and educate our visitors on how Vizcaya functioned during James Deering’s time. Vizcaya seeks to reestablish the relationship in which the Village supports and enriches the Main House and Gardens side of the property. By doing so, we wish to capitalize on our ability to support the organization both operationally and with expanded opportunities to engage our local community in ways that we have not been able to do in the past.

Throughout this project Vizcaya Museum and Gardens wants to focus on and address four goals as identified in its 2013 Strategic Plan:

**Goal I – Preservation:** Vizcaya wishes to prioritize its list of capital projects through a cost benefit analysis taking into account the following factors: strengthening the integrity of the National Historic Landmark estate for visitors to and residents of Miami-Dade County; restoring and adaptively re-using Village buildings to meet current mission priorities including audience engagement, internal needs, and income generation; re-creating horticultural and agricultural experiences on the Village property in accordance with past history while supporting new visitor amenities; need to sequence critical projects to ensure integrated solutions, and fundability.

**Goal II – Engagement:** Programming the Vizcaya Village in a way that seamlessly connects the east and west properties operationally and programmatically, at once distinct and

complementary. The Vizcaya property attracts more than 200,000 visitors per year and the Vizcaya Village is required to support both daytime visitor functions and to provide opportunities for deeper community-based programming.

**Goal III – Organizational Structure:** Primarily dealing with developing a plan that addresses Vizcaya’s internal issues with space, including but not limited to: how the site that is now occupied by a non-historic museum facility should be utilized; where to house collections, equipment storage and staff offices; accommodating internal operations such as horticulture facilities and a conservation lab; and developing appropriate plans for security to have a functioning presence in the Village.

**Goal IV – Financial Resources:** This goal, as it pertains to the Master Plan Refinement, is intended to focus on refining capital project cost estimates to prioritize projects for phasing of implementation. Vizcaya also wishes to work with the MPC to evaluate and report to the best of its ability, projected operational costs of this expanded museum operation as well as identify possible means of new revenue and strategizing with Vizcaya staff the packaging of this plan for potential donors and funding sources.

#### Selection Process

The process will be conducted adhering to the requirements set forth in Section 287.055 of the Florida Statutes, the Consultants Competitive Negotiations Act. Any questions regarding the RFQ must be e-mailed to the designated representative before 5:00 PM on June 9, 2015 at [chris.rodgy@vizcaya.org](mailto:chris.rodgy@vizcaya.org). Answers to timely submitted questions will be provided no later than June 15, 2015. All submittals must include all required information as described herein and be submitted by 5:00 PM on June 17, 2015. All responding firms are will be required to attend an interview to present their RFQ package on either June 22 or June 23, 2015. Negotiations will begin with the selected firm on June 24, 2015. The work will begin immediately after a Notice to Proceed is issued and is expected to be completed within six months.

The process is detailed more fully in the body of this RFQ. Please do not contact any member of the RFQ management team, regarding this solicitation other than through the procedures outlined herein.

#### RFQ Table of Contents

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#### **1. PROJECT BACKGROUND**

Vizcaya’s Mission Statement, approved by the Miami-Dade County Board of County Commissioners, reads: Vizcaya Museum and Gardens is a National Historic Landmark that preserves the Miami estate of agricultural industrialist James Deering to engage our community and its visitors in learning through the arts, history and the environment.

Vizcaya has experienced numerous years of visitation and infrastructural growth. With this

growth has come the realization that space is a much-needed commodity. Along with the museum's needs for space to accommodate internal functions and visitor services, the development of programs to engage the local community is critical to continued sustainable growth. The Vizcaya Village, an original part of the property, is central to the institution's future. The historic buildings in the Village were used for many years as offices and other facilities by Miami-Dade County's Park and Recreation Department; in recent years they have reverted to Vizcaya. Some have been restored, most are in need of full rehabilitation. The non-historic portion of the Village has been occupied by a museum for several decades; that institution is moving to a new site and the grounds and building it has occupied are major factors of consideration for this study. Key priorities for the master plan refinement are:

### Stakeholders

Vizcaya Museum and Gardens ("VMG") is owned and operated by Miami-Dade County ("MDC").

Vizcaya Museum and Gardens Trust is the governing board of the institution, as created by County ordinance in 1998. The Trust is the agency responsible for selecting the MPC.

VMG is within the City of Miami. VMG is bordered on the north by S.W. 32<sup>nd</sup> Road and private residences. VMG is bordered on the south by the neighborhood of Bay Heights on the west side of South Miami Avenue and by charitable organizations associated with the Roman Catholic Archdiocese of Miami on the east side of South Miami Avenue. VMG intends to include its neighbors in this process.

Vizcaya has been involved in the development of The Underline project, aimed at creating a park beneath Miami-Dade County's Metrorail system. VMG has an interest in the Underline's development and connection to the property given the existence and proximity of the Vizcaya Metrorail station, which may be reached by a pedestrian bridge that crosses Route 1.

Ready to Grow Gardens, Slow Food Miami and Urban Paradise Guild are also stakeholders that have been involved in pilot agriculture projects in the Vizcaya Village. VMG collaborates closely with Miami-Dade County Public Schools and is eager to ensure that the master plan supports deeper engagement of students.

### Studies

The following studies have been created and are available as part of this RFQ:

1. 2005 Vizcaya Museum and Gardens Master Plan developed in conjunction with LORD Cultural Resources and Richard J. Heisenbottle Architects.
2. 2013 Vizcaya Museum and Gardens Master Plan Update developed by WolfBrown.
3. Vizcaya Village Structural Assessment and Stabilization Recommendations Report, currently being conducted by William B. Medellin Architect, P.A.
4. 2011 Cultural Landscape Report developed in conjunction with Heritage Landscapes

LLC and Falcon + Bueno.

5. 2006 Main House Architecture Assessment Report developed by Joseph K. Oppermann – Architect, P.A.
6. 2006 Collections Conservation Assessment Report developed by James Swope, Conservator.
7. 2004 Documentation of Historic and Existing Conditions with Recommendations for Conservation Planning Report prepared by: Gregory Saldana, Rocco Ceo, Frank Matero and John Hinchman.
8. 2013 Main House, Cast Stone Survey Report conducted by Rosa Lowinger & Associates.
9. 2010 Design Recommendations and Specifications for the Fountain Garden Canals, Merboy Fountain and the Sutri Fountain, developed by McKay Lodge Fine Arts Conservation Laboratory, Inc.

#### Current Site Condition

Vizcaya is situated between US 1 and Biscayne Bay, and the property is bisected by South Miami Avenue. Most of the east side of the property, which consists of rockland hammock, the Main House and formal gardens, was deeded to Miami-Dade County by the family of James Deering on November 1, 1952. On November 9, 1955 the family deeded the balance of the property, including the Village, to the County. Vizcaya has been open for public tours since 1953. The Main House significantly retains its historic configuration, although the adjacent gardens and grounds have been truncated over the years.

Vizcaya was operated by the MDC Park and Recreation Department until the Vizcaya Museum and Gardens Trust was created in 1998. The Park and Recreation Department utilized the various Village buildings as their department headquarters until the mid-1990s, after which the Village buildings were returned to the management of VMG. Several of the Village buildings have since been stabilized and/or renovated. In the late 1950s, the County erected a museum facility on the southern portion of the Village property. In recent years this has been occupied by a science museum that is moving to a new purpose-built facility c. late 2016. Between the historic Village buildings and the non-historic museum facility is a large asphalted parking lot that now serves visitors of both Vizcaya and the science museum. While the numerous Village buildings maintain their historic appearance, the parking lot and non-historic museum facility have dramatically altered the historic appearance of the site.

In 2004, as part of the Building Better Communities Bond Program—to construct and improve cultural, library and multicultural facilities—Vizcaya was granted \$50 million. To date, Vizcaya has expended approximately \$30 million, leaving \$20 million left to complete preservation projects and enhance its standing as a community resource. In 2011 Vizcaya completed a project that saw much needed improvements to Main House infrastructure, the rehabilitation and upgrades of the Café and Gift Shop, construction of a new orchid display garden, and construction of a new restroom facility. Around 2012, VMG also completed a \$2.5 million sculpture conservation program addressing approximately 150 outdoor



sculptures. In 2012, a hurricane impact-resistant glass canopy was erected in the Courtyard of the Main House, replacing its mid-1980s predecessor. Currently, Vizcaya is in the process of replacing the Main House chillers, extensively conserving masonry elements in all three Loggia's in the Main House, and installing a new horticulture shed on the far south end of the property.

Even though Vizcaya has been aggressive in preserving its historic resources and enhancing how it serves visitors and the community, there still remains a long list of unmet needs. Vizcaya struggles to provide convenient and adequate parking for an ever-increasing number of visitors. The roof and fenestration systems for the Main House are long overdue for repair or replacement, and updated hurricane protections systems are required (as noted above, the skylight over the central Courtyard was replaced in 2012). Although Vizcaya is currently in the process of replacing the Main House chillers, the vast majority of the air handlers in the Main House are in need of replacement. Along with the Main House HVAC system, replacing fire suppression system and upgrading the electrical system are also high priority projects, just to name a few. At the same time, critical infrastructural is required in the gardens. In recent years, historic plant and tree specimens have been well maintained; however, garden infrastructure (including irrigation and drainage, fountain pumping and filtration systems, landscape lighting, and many of the plant specimens) is in need of replacement. Garden paving systems, architectural elements (historic masonry and gates), and site furnishings are also in need of conservation or replacement.

Several of the Vizcaya Village buildings were comprehensively renovated in the past decade: the East Gate Lodge and West Gate Lodge (for offices); the Garage (as a public assembly space); the Blacksmith's Shop (currently being used as a pilot conservation space); and the Mechanic's Shop (currently being used as a conference room). Other Village buildings have recently been emptied of their contents in anticipation of a priority stabilization program currently in process.

### Project Cost

The estimated design fees for this project is two hundred and fifty thousand dollars (\$250,000.00) exclusive of contingencies. The county reserves the right to negotiate or reject any and all proposal(s), if the price exceeds the estimated project cost.

### Funding

The master plan refinement project will be funded through the Building Better Communities Bond Program allocation for VMG.

For more information about Vizcaya Museum and Gardens and for a description of funds budgeted and available for this project, visit <https://www.vizcaya.org> and <http://www.miamidade.gov/bondprogram/building-better-communities.asp>.

## **2. PROJECT GOALS & OBJECTIVES**

### Goal

Vizcaya aspires to preserve the estate, connect the Vizcaya Village to the Main House and

Gardens, and engage our community in issues of conservation/sustainability, agriculture/horticulture, history and the arts.

### Objectives

1. Preserve Vizcaya's historic resources
2. Creating sustainable, long-term parking while providing safe and convenient arrival and departure
3. Reconnect the Village with the Main House and Gardens
4. Appropriately address Vizcaya's need for internal space, visitor service space and programmatic space
5. Adapt the Village into the appropriate mix of spaces for engaging programming for local and general visitors, staff offices and operational needs
6. Be progressive in using sustainable methods during construction/preservation and everyday operation

VMG seeks a master plan that will:

- Reflect and support the Mission, Vision and Core Values of Vizcaya.
  - VMG Vision Statement: Vizcaya Museum and Gardens is recognized locally, nationally and internationally for its cultural significance and its exemplary approach to preservation and educational programming – inspiring broad participation in advancing the organization's mission.
  - VMG Core Values: All members of the Vizcaya family are committed to delivering excellence every day by:
    - Creating an inclusive, welcoming, and respectful environment for visitors, volunteers, and employees of diverse backgrounds and needs.
    - Participating with our visitors and our stakeholders in developing better understanding of the world and ourselves through Vizcaya's rich artistic, historical, and natural resources.
    - Collaborating within Vizcaya and across our community to establish programs that are exemplary, well integrated, relevant, and rewarding.
    - Embracing reflective practice and ongoing evaluation to support innovation and integrity in all of our work.
    - Placing preservation and learning at the center of all endeavors.
- Prioritize Vizcaya's many wants and needs into a visionary program that can be successfully implemented in phases and capitalize on the estate's Centennial, which commences in December 2016.
- Allow Vizcaya to reconnect the Main House and Gardens with the Village while enhancing visitor experience and more deeply connecting the organization with local residents through the following:
  - Creating a sustainable, long-term parking operation that provides safe and convenient arrival and departure for all visitors of the museum and supports the aesthetics, preservation and interpretation of the site.
  - Building appropriate visitor arrival and admission facilities for both general visitors and group tours (adult and school groups).
  - Providing quality visitor amenities throughout the Vizcaya campus, taking all types of visitors into account.

- Interpreting the Village through a myriad of engaging platforms to educate visitors. Topics of interpretation will include but not be limited to: the socio-historical role of the Village and those who occupied it during James Deering's lifetime, how agriculture and horticulture influenced the development of Vizcaya and remains relevant today, and how Vizcaya has influenced Miami throughout its history.
- Re-establishing green spaces in the Village to enable interpretation of the historic site, re-establishment of horticultural and agricultural resources, and establishment of a public amenity for neighbors.
- Providing community-centered program spaces within the Village.
- Creating exhibit space for at least three different types of either permanent, rotating or traveling exhibits.
- Opening the Main House southwest tower historic staff quarters for interpretation.
- Preserves Vizcaya's historic resources for the future.
- Provide fully vetted recommendations for addressing appropriate uses for the non-historic museum facility.
- Develop short-term and long-term solutions for satisfying Vizcaya's internal needs for offices, meeting spaces, break rooms and other utilitarian functions that factor in appropriate organizational growth as well as providing storage space for Vizcaya's collections and archives that are not currently on display.
- Provide a fully vetted solution for visitors migrating to and from the Village and the Main House and Gardens, which are divided by South Miami Ave., in a safe and efficient manner, taking into account wayfinding and access from public transit points.
- Develop plans for establishing expanded operational facility(s) for maintenance, conservation and horticulture as well as a satellite security operations space in the Village.
- Reflects the unique history of Vizcaya and the public needs of the surrounding neighborhoods

It is anticipated that the work will be led by an architectural firm working cooperatively with a MPC team that has a proven track record with National Historic Landmarks and similar museum projects that have been successfully implemented.

Communications will play a key role in this project. The selected MPC will work closely with VMG's representative and key stakeholders from the community to develop a plan that addresses all of Vizcaya's needs and objectives. The selected MPC will be tasked with the creation and production of outreach materials designed to inform and update the community. The MPC will employ a thorough community outreach process to help formulate the final design.

### **3. PROJECT TEAM**

Key personnel assigned to this project must include, but is not limited to: (a) a full-time architect, (b) a support team including an exhibit designer/museum planner, traffic engineer, civil engineer, landscape architect and horticulturist, geo-technical engineer, electrical engineer, surveyor, a cost estimator, all with design experience on similar projects.

MDC has set Small Business Development project goals as follows: TBD

Vizcaya Museum and Gardens intends to enter into a contract with the selected MPC for the refinement of its master plan. As part of the master plan development services for the project, the MPC must review the existing studies and reports.

Vizcaya reserves the right to award to other consulting firms any services beyond the development of the master plan, Vizcaya Museum and Gardens is performing an evaluation of the firm's capability to perform the implementation phasing design with the express purpose of allowing it the flexibility of contracting with the selected MPC for the entire design at a later time. Vizcaya is further reserving its rights to reuse the plans developed in the master plan in any further design related to those demonstration projects.

#### **4. PROJECT GENERAL REQUIREMENTS**

##### **A. Plan of Services and Deliverables**

The selected MPC will be required to develop a detailed Plan of Services and several Deliverables for the project. The Plan of Services and Deliverables provided through this project must include:

- Executive Summary and Introduction describing the project objectives and goals
- Project limits and proposed scope of services
- Staffing plan including staff hour assignments of key and support staff members as well as an organization chart
- Description of MPC duties and responsibilities of other agencies
- Description of MPC deliverables, including a list of conceptual drawings and specifications to be prepared as part of the project
- Cost estimation and control procedures
- Project schedule and management procedures
- MPC cost details and supporting documentation
- A plan and process for working with the owner/owners representative and stakeholders
- A methodology for implementation including preliminary and feasibility planning approvals from state and local agencies
- Development of a Design criteria package (including but not limited to the following):
  - A design narrative including a qualitative description of the proposed master plan, and all requested goals and objectives previously described
  - Analysis of site parking and circulation needs, vehicular and pedestrian
  - Evaluation and refinement of institutional program needs for various aspects of mission
  - Evaluation of non-historic museum building for re-use or replacement
  - Summary of proposed uses and recommendations by building and location
  - Analysis of regulatory compliance
  - Phasing and Implementation schedule and sequencing

- Any other plans and studies necessary to explain the development and describe the architectural character and materials
- Selection and suggested sub-contractors including but not limited to, landscape architect and horticulturist, traffic engineer, structural engineer, cost estimator, exhibit/museum planner
- Public meetings and community engagement, up to three sets of meetings with three groups of residents/stakeholders
- Models as needed to share with community/stakeholders
- Completion less than 6 months from Notice to Proceed
- Create standards for pedestrian and bicycle trail and recreational spaces
- Improve the safety of intersections and provide car/human conflict mitigation proposals
- Evaluate and make recommendations of existing property valuations
- Establish a target construction budget
- Develop funding strategies
- Implementation plan including financial analysis of operational costs before, during and after implementation phases.
- Conceptual design documents for implementation phasing of the master plan

#### B. Meetings

The selected MPC must attend via conference call or in person, regular bi-weekly status meetings held with VMG's representative. These meetings will be held in the offices of Vizcaya and must be attended by the Project Manager of the selected MPC. The meetings must serve as a forum to discuss and resolve issues in the design process.

Minutes of all meetings must be prepared and distributed by the MPC within one week of the meeting. The MPC must also be responsible for maintaining a list of action items which must be updated at each meeting.

#### C. Project Schedule

The selected MPC must prepare a Project Schedule, including a work breakdown, which depicts the project with key milestones and deliverables. All schedules must be made available to the owner/owners representative in an electronic format as well as a graphic format. Color wall size versions of these schedules must be made available upon request. Vizcaya requests that the MPC use Microsoft Project.

#### D. Document Preparation

At the conclusion of all Project activities, a final version of working electronic files, as well as formatted print version, and deliverables must be transmitted to the owner/owners representative via a compact disk (CD) media within a plastic case with the project name, and a list of the directories/files all clearly typed/printed on the cover and insert. The owner/owners representative will share the CD with necessary MDC agencies.

#### E. Administration

The MPC must prepare monthly progress reports and invoices. These progress reports and invoices must be in the format approved by MDC and must be submitted to the Project Manager no later than the tenth day of the month after which services have been performed.

### 5. RFQ PROCESS & SCHEDULE

#### Evaluation, Scoring & Selection Process

Applications are due by June 17, 2015 at 5 PM ET. All complete applications will be reviewed by the Competitive Selection Committee (CSC). Each committee member will score each RFQ.

The selection process shall be performed by the CSC, appointed by the Executive Director. The process shall adhere to Florida Statutes, Section 287.055. Vizcaya Museum and Gardens will be using a one-tier selection process, consisting of two parts, A and B. Local preference shall be considered where applicable and in compliance with Section 2-8.5 of the Code. During the selection process, the Capital Projects Manager shall monitor the points awarded to each firm by the individual CSC members and investigate and recommend a corrective action by the CSC for any variation in excess of thirty-three percent (33%) of the average score award by all CSC members by criteria. Any such disparities must be resolved prior to continuing the selection process and finalization of the rating.

**1. Part A Selection: (Maximum 100 points)** In accordance with the selection process, each Competitive Selection Committee member shall complete his or her evaluation sheet for each proposer based on the following selection criteria:

- a. **Criteria 1A: Qualifications of firms including the team members assigned to the project (50 points)**  
Evaluation of the qualifications of the firm and individuals to be assigned to the project, quality and availability of the manager and staff of the firm to be assigned (if any). The qualifications shall also include, but not be limited to, familiarity with Trust requirements/County regulations and experience level of professional and management staff.
- b. **Criteria 2A: Knowledge and past experience of similar type projects (20 points)**  
Evaluation of the respondent's understanding of the scope of work, which may include but not be limited to, studies performed that may affect the specific project being evaluated for: key design elements, contract, approach to the project, understanding and awareness of the permitting requirements involved with the project and health and safety programs as applicable.
- c. **Criteria 3A: Past performance of the firms (20 points)**  
Evaluation of the firms on the team, overall interrelationship with proposed sub consultants and responsiveness, experience in scheduling projects, and timely submittal of deliverables on past projects. Respondents shall submit a minimum of three (3) evaluations completed by professional references for work performed

within a three-year period or another period stated within the NTPC. For respondents with previous County work experience, the Capital Projects Manager may provide the CSC the available performance evaluation data for each firm. The firms may be provided a standard performance questionnaire to augment the County's data.

- d. Criteria 4A: Ability of team members to interface with the Trust (10 points)**  
Communication ability, proximity to the project, commitment to satisfy the Trust's requirements and familiarity with Trust and County guidelines.

**2. Part B Selection: (Maximum of 100 points)**

Part B evaluation provides the opportunity for firms to submit additional information and give an oral presentation. CICC shall schedule a public hearing and invite each team to make an oral presentation not to exceed a specified duration. Oral presentations, when required, shall be followed by a question and answer period. Firms will be evaluated based on the following selection criteria:

- a. Criteria 1B: Knowledge of Project Scope (50 points)**  
Evaluation of the respondent's understanding of the scope of work, which may include but not be limited to, studies performed that affect this project, key design elements, (a design scheme may be required) and effects on the community involved. The managerial approach to the advertised solicitation shall also be evaluated, including the implementation of systems that shall be utilized to keep track of the project schedule, cost control, quality assurance and quality control, understanding and awareness of permitting requirements and health and safety programs.
- b. Criteria 2B: Qualifications of team members assigned to the project (40 points)**  
Evaluation of the qualifications of the individuals to be assigned to the project, including the project manager and staff of the firm to be assigned (if any). The qualifications shall include, but not be limited to, experience with similar projects, management experience, and familiarity with Trust requirements/County regulations.
- c. Criteria 3B: Ability to provide required services within schedule and budget (10 points)**  
Evaluation of the respondent's overall management approach including experience in scheduling projects, systems that will be used to keep track of the project schedule, cost control, quality assurance, and quality control, issues and methods employed to avoid cost overruns and project delays.

At the conclusion of the respondent's proposal review and oral presentation, the CSC shall recommend to the Executive Director, in order of preference, the most highly qualified respondents determined as follows:

1. Each CSC member shall assign points on a written ballot in accordance with the established evaluation criteria factors.

2. The Capital Projects Manager shall record the totals for each respondent and read the information into the record. Final ranking shall be determined by the highest overall combined score and shall be forwarded to the Executive Director for approval.

3. In the event of a tie vote, the CSC shall consider the firm with the highest points for Criteria 1B, then 1A, then 2B, then 2A until a top ranking firm is identified.

All firms who have submitted complete applications will be required to visit Miami and be interviewed by the CSC. Each firm will have 50 minutes plus Q&A.

Questions regarding RFQs and the selection process must be directed to [chris.roddey@vizcaya.org](mailto:chris.roddey@vizcaya.org). Plus all questions will be responded to and sent to all participants. Responses to any questions not submitted through this process will not be binding.

The selection committee may require supplemental information that clarifies submitted materials from any or all teams and team members.

If a submission is incomplete, it is submitted prior to June 12<sup>th</sup>, and if it appears that the omission can be corrected promptly, teams may be offered the opportunity to provide the required information by June 17<sup>th</sup>, the final deadline. If a firm does not respond within the time stated, its proposal will not be considered.

#### RFQ Schedule

RFQ Available on request: June 1, 2015  
Questions fielded through: June 9, 2015  
All answers to questions posted by: June 15, 2015  
RFQs received through: June 17, 2015, 5 PM ET  
Interviews in Miami: June 22 and June 23, 2015  
Selected firm negotiations begin: June 24, 2015  
Notice to Proceed: July 10, 2015

## **6. RFQ CONTENTS & REQUIREMENTS**

### RFQ Contents

Responses shall include sufficient detail to understand clearly and accurately your team's ability to provide the requested services. Responses should communicate the capabilities, knowledge, experience and capacity of your firm to deliver on the requirements of the project. All Prime and sub consultant firms (with exception of the cost estimating, surveyor and testing consultants) will be required to have Museum and Historical Building/Site master planning experience, with a minimum of three projects sited. Submissions should include the following organized and keyed as follows:

- A. Statement of Interest
- B. Firm Description



- C. Project Team Information
- D. Firm Experience and References
- E. Approach to Fulfilling Project Objectives
- F. Submission

A. Statement of Interest – up to 1000 words

Provide a statement of interest for the project. The statement, on company letterhead, shall cite the individual who will be the primary point of contact to Vizcaya for matters relating to the Proposal and shall be signed by an individual with the authority to commit the firm to the project.

B. Firm Description – up to 1000 words

- a. Statement of firm’s mission, design philosophy, general master plan approach, firm history and years in business.
- b. Primary contacts including title, telephone number and email address for each. Indicate which person will be the contact for the RFQ process.
- c. Listing of any relevant firm awards or honors

C. Project Team Information – up to 1000 words plus resumes

- a. Provide an organizational chart of your team along with a brief description of the role and relevant background of team members and their responsibilities. Clearly identify the primary contact and team leader.
- b. Provide full resumes of key team members describing relevant experience, certifications, areas of specialization and any other relevant information.
- c. Include a statement regarding the current availability of each proposed team member, percentage of time each person will be dedicated to the project and hourly rates for each. Provide information on sub-contracted team members: name of company, core competency, team member.

D. Firm Experience and References – up to 800 words

- a. List three (3) similar projects that the prime firm has completed, at least one project must be minimum \$10 Million dollar completed construction project, beginning with the most recent, that your proposed team has worked on within the past 10 years (with an emphasis on completed master planning of a museum and National Historic Landmark site). Begin with the most relevant work first.
- b. Provide a brief description and scope of services provided for each project; the year the work was performed, the current status of the project, and include a photo representing your work. Also provide the proposed schedule and the actual schedule and reasons for extensions if any. Include the proposed project budget and the actual project budget with reasons for increases if any.
- c. Provide one (1) references for each of the three (3) projects referenced above (organization names and contact persons, addresses, phone numbers, e-mail addresses). Indicate the person who was the day-to-day liaison.

E. Approach to Fulfilling Project Objectives – up to 1,000 words

- a. Provide a narrative describing your process for fulfilling the project objectives. Include a brief discussion of the approach to the performance of the work that illustrates your understanding of the work being requested.
- b. State any special concerns or opportunities your team identifies for the project with an

emphasis on museum planning, Secretary of the Interior's Standards for the Treatment of Historic Properties, visitor services, traffic engineering, museum programming with a focus on community engagement, greenspace development, transit-related opportunities.

c. Respondents are encouraged to demonstrate creativity and the ability to define a coordinated process. You may suggest alternatives to the proposed tasks or deliverables that improve upon achievement of the project objectives.

F. Submission - Deliver your RFQ as one (1) unbound copy (marked as original) and one copy in PDF format on a flash drive submitted to Vizcaya Museum and Gardens, 3251 South Miami Avenue, Miami, FL 33129 by 5 PM, June 17, 2015.

#### Miscellaneous

In order to be considered, all requested information must be submitted in the order and by the deadline specified in this RFQ.

Vizcaya Museum and Gardens Trust has the authority to make this selection and reserves the right to accept, modify or reject any or all responses, in part or total, and to waive any informalities determined to be in the best interest of the project. A recommendation will be made to the Vizcaya Museum and Gardens Trust whose decision will be final.

Expenses incurred by the respondents in replying to this RFQ or presenting before the selection committee is at the respondents' own expense and risk.

Respondents are asked to channel all questions and conversations via email, through Chris Roddy, Deputy Director for Facilities, Vizcaya Museum and Gardens, and the institution's representative for the selection process at [chris.roddey@vizcaya.org](mailto:chris.roddey@vizcaya.org). Firms are asked to avoid conversations regarding this selection with any Vizcaya Museum and Gardens, staff, committee member or project stakeholders during the solicitation period except as provided for herein. Failure to comply with this clause may be grounds for rejection.

***Thank you for your interest  
Vizcaya Museum and Gardens  
June 1, 2015***