

**RESOLUTION NO. 18-09-75**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE RECOMMENDATIONS OF THE RFP 18-19 EVALUATION COMMITTEE FOR REPLACEMENT OF PVC MEMBRANE AND CANOPY FOR FOUNDERS PARK; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICE AGREEMENT FOR THE REQUESTED SERVICES; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, on September 10, 2017, Hurricane Irma impacted Islamorada, Village of Islands (the “Village”) and the Florida Keys; and

**WHEREAS**, the PVC Membrane and Canopy of the Amphitheatre at Founders Park within the Village was destroyed by Hurricane Irma; and

**WHEREAS**, the Village subsequently advertised a Request for Proposals (“RFP 18-19”) to replace the PVC Membrane and Canopy of the Amphitheatre at Founders Park from June 19, 2018 through July 27, 2018 (Exhibit A); and

**WHEREAS**, the Village Manager created an Evaluation Committee (the “Committee”) to review responsive proposals to RFP 18-19 and make a recommendation to the Village Council for the selection of a contractor; and

**WHEREAS**, the Committee reviewed the five (5) proposals received using the selection criteria and point system detailed in the RFP and ranked them accordingly; and

**WHEREAS**, the Committee has recommended Tensile Structures Systems, Inc., for selection; and

**WHEREAS**, the Village Council desires to approve the Committee rankings and select the recommended firm for engineering, fabrication and installation of the PVC Membrane and Canopy for the Amphitheatre at Founders Park; and

**WHEREAS**, the Village Council has determined that the procurement and utilization of these services are in the best interest of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval of Ranking.** The Village Council of Islamorada, Village of Islands, hereby approves the Committee's final rankings and recommendations as follows:

1. Tensile Structure Systems, Inc.
2. Fabritecture, LLC.
3. Big span Structures, LLC
4. International Tension Structure
5. StructureFlex, LLC.

**Section 3. Authorization of Village Officials.** The Village Manager and/or his designee are authorized to accept the proposal from Tensile Structures Systems, Inc. for the replacement of the PVC membrane and canopy of the Amphitheater at Founders Park and to take all necessary and expedient action to effectuate performance of the requested services.

**Section 4. Execution of Agreement.** The Village Manager is authorized to execute the Agreement on behalf of the Village, to execute any required agreements and/or documents to implement the terms and conditions of the Agreement and to execute any extensions and/or amendments to the agreement, subject to the approval as to form and legality by the Village Attorney.

**Section 5. Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Agreement.

**Section 6.**    **Effective Date.**    This Resolution shall take effect immediately upon adoption.

Motion to adopt by Vice Mayor Deb Gillis, second by Councilwoman Cheryl Meads.

**FINAL VOTE AT ADOPTION**


**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS**

Mayor Chris Sante	YES
Vice Mayor Deb Gillis	YES
Councilman Mike Forster	YES
Councilwoman Cheryl Meads	YES
Councilman Jim Mooney	YES

**PASSED AND ADOPTED ON THIS 6<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

  
\_\_\_\_\_  
CHRIS SANTE, MAYOR

ATTEST:

  
\_\_\_\_\_  
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF ISLAMORADA,  
VILLAGE OF ISLANDS ONLY

  
\_\_\_\_\_  
ROGET V. BRYAN, VILLAGE ATTORNEY

## EXHIBIT A



**ISLAMORADA, VILLAGE OF ISLANDS  
REQUEST FOR PROPOSALS  
REPLACEMENT OF PVC MEMBRANE AND CANOPY FOR THE AMPHITHEATER  
AT FOUNDERS PARK  
(RFP 18-19)**

**Issue Date: June 19, 2018**

Islamorada, Village of Islands (the "Village"), will receive formal proposals from qualified firms to fabricate and install the PVC membrane and canopy onto the Amphitheatre at Founders Park, located at 87000 Overseas Highway in Islamorada, Florida.

Interested firms are invited to submit Proposals for consideration in accordance with this RFP to the Village Clerk. Original signed Proposal Documents, an electronic copy in Adobe Acrobat PDF format, and five (5) hard copies of the Proposal Documents must be received prior to **3:00 p.m. Eastern Standard Time (EST) on July 20, 2018** by:

Village Clerk  
Islamorada, Village of Islands  
Village Administrative Center, 3<sup>rd</sup> Floor  
86800 Overseas Highway  
Third Floor  
Islamorada, Florida 33036  
Telephone: (305) 664-6412  
Fax: (305) 664-6466

It is the sole responsibility of the firm to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

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### **I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified firms to fabricate and install the PVC Membrane and Canopy onto the Amphitheatre at Founders Park.

## **II. BACKGROUND AND HISTORY**

### **Description of the Village**

Islamorada, Village of Islands (the "Village") is a municipality located in the upper Florida Keys and is comprised of four (4) islands spanning approximately eighteen (18) miles. The Village was incorporated in 1997, and the current population is approximately 6,200. Located in the Upper Florida Keys, the Village is approximately 18 linear miles in length with a land area of approximately 3,900 acres. The Amphitheatre is located inside Founders Park at 87000 Overseas Highway.

## **III. PROJECT DESCRIPTION**

On September 10, 2017, Hurricane Irma impacted Islamorada and the Florida Keys. The hurricane destroyed the PVC membrane and canopy onto the Amphitheatre, approximately 1,400 square feet of PVC membrane and approximately 12 feet by 65 feet of PVC fabric. Pictures of the Amphitheatre are attached as Attachment A.

## **IV. SCOPE OF WORK**

### **PVC Membrane**

The membrane used in the structures shall be manufactured by Serge Ferrari Polyvinylchloride (PVC) with Polyvinylidene Difluoride (PVDF) top surface coating or approved in kind substitute.

Color: White

The tensile membrane installation shall comply with the State of Florida Building Code.

The contractor is responsible for all engineer drawings associated with the project.

The contractor is responsible for administration of all required building permits.

### **Amphitheatre Membrane**

1. Fabricate and install approximately 1,400 square feet of white PVC membrane
2. Fabricate and install all perimeter cables and attach stainless steel hardware
3. Prepare, prime, and re-paint all existing steel with a white three (3)-part paint system
4. Include all hardware, fasteners, cables, clamps etc. required for installation

### **Canopy**

1. Fabricate and install approximately 779 square feet of white PVC/PVDF Fabric approximately 12 feet x 65 feet.
2. Prepare, prime and repaint entire structural supporting frame with white three (3)-part

RFP 18-19

Replacement of PVC Membrane and Canopy for Amphitheatre  
At Founders Park

- paint system.
3. Include all hardware, fasteners, cables, clamps, etc. required for installation.

### **Warranty**

Provide five (5) year warranty on the PVC membrane, canopy, stainless steel hardware and workmanship.

### **Project Schedule**

Time is of the essence. The project should commence no later than thirty (30) days after execution of an agreement with the Village that will be prepared and provided by the Village Attorney's Office. Provide project timeline for commencement and completion of the project.

## **V. ELIGIBILITY CRITERIA**

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy on CD or flash drive. The electronic copy should be identical to the original printed package, in natively converted PDF format. The Proposal shall be enclosed in a sealed envelope and be plainly marked on the upper left-hand corner with the name and address of the Bidder and bear the following title: **Islamorada, Village of Islands "Request for Proposals- Replacement of PVC Membrane and Canopy for the Amphitheatre at Founders Park (ITB-18-19)**

Bid packages must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing your firm and proposal.
2. **Company Overview:** Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys. Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring.
3. **Project Examples:** Provide at least three (3) examples of successfully implemented projects that demonstrate experience with the services described in the scope of work, preferably in a local government setting. Include the client name, project name, project location and summary of services performed.
4. **Project Approach:** Provide in specific detail the method that will be used to fabricate and install the PVC membrane and the canopy, including the proposed materials. Please note that the proposal must include fabrication and installation of both the PVC and the canopy.



5. **Project Timeline and Fee Schedule:** Provide a unit cost and total fees for the service areas identified in the Scope of Services section of this RFP. Time is of the essence. Provide a timeline for completion of the project.
6. **State Authorization to Transact Business:** Provide proof of authorization to transact business in the State from the Florida Secretary of State, if applicable.
7. **Firm References:** Provide a list and description of at least three (3) of the most recent contracts the firm has had where services similar to those contemplated by this RFP were provided.
8. **Insurance:** Provide proof of professional liability insurance, commercial general liability insurance, commercial automobile liability insurance, and worker's compensation insurance coverage as required by law as explained in Exhibit A to this RFP.

## VI. EVALUATION SCORING AND TIMELINE

An Evaluation Committee will convene after the opening of the proposals to evaluate proposals for recommendation to the Village Council.

The point system for scoring of proposals will be as follows:

Company Overview	0-20 Points
Similar Project Experience/References	0-30 Points
Approach	0-40 Points
<u>Fee Schedule</u>	<u>0-50 points</u>
<b>Total Points</b>	<b>140 Points</b>

**The Village reserves the right to accept or reject any or all Bids; to waive irregularities, technical errors and formalities; and to select a qualified firm(s) to provide the Services as it deems will best serve the interest of the Village.**

All inquiries and requests for clarification or interpretation regarding this Invitation to Bid shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us); or by fax to (305) 664-6464 no later than April 7, 2018.

An **optional on-site visit or walk-through** of the project site may be scheduled no later than five (5) calendar days prior to the Bid submission deadline. To schedule an on-site visit, please contact the Procurement and Grants Administrator by telephone at (305) 664-6453, or by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us).

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com/> and on the Village's website at <http://www.islamorada.fl.us/>. No oral change or interpretation of the provisions contained in this Invitation to Bid is valid. Written addenda shall be issued when changes, clarifications or amendments to the Invitation to Bid document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

## **VII. CONFIDENTIALITY AND PUBLIC RECORDS**

The Proposal Documents and related materials received from the Firms in response to this RFQ will become the property of the Village and will not be returned. The Village is a public agency subject to the Florida Public Records Law.

Upon the Village's notice of a decision or intended decisions on selection of a Proposer or within ten (10) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFQ will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the Village pursuant to this RFQ are public records or documents subject to disclosure, except as specifically exempted by Florida law or Applicable Law. The Village reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting their Proposals, each Firm expressly acknowledges and agrees that the Village will not be responsible or liable in any way for any losses that the Firm may suffer from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the Village from all costs (including reasonable attorneys' fees) arising from or related to any action under Florida Public Record's Law.

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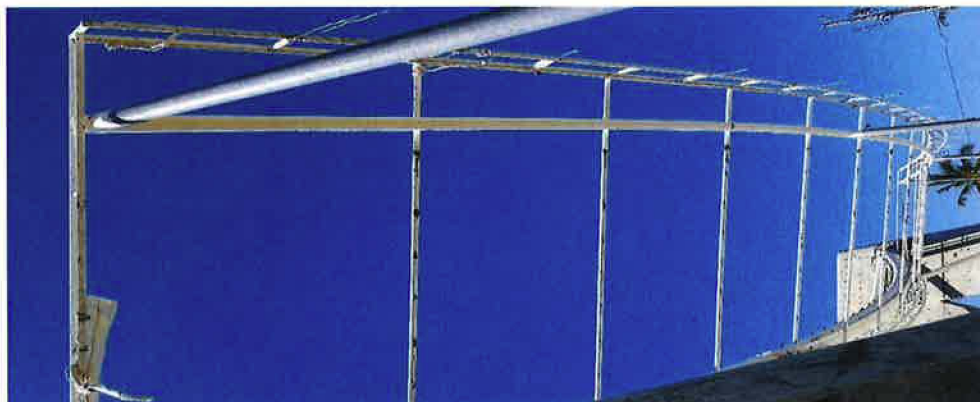
## ISLAMORADA FOUNDERS PARK AMPHITHEATER



*Figure 1: Front View of Amphitheater*



*Figure 2: PVC Membrane of Amphitheater*



*Figure 3: Amphitheater Canopy*