

**Appendix A**

**RFP #FY2011-04**



**REQUEST FOR PROPOSALS (RFP)**  
**TO PROVIDE PARKING LOT STANDARDS**  
**RFP #FY2011-04**

**I. PURPOSE**

The purpose of this RFP is to seek proposals for analyzing each of the Town's parking lots, recommending improvements, prioritizing the recommendations and providing an engineering estimate of what the improvements would cost.

The improvements must be in compliance with Miami-Dade County code and any applicable Town codes. Once the Town receives and reviews the consultants work, the Town will provide a list of improvements to be bid and the consultant will prepare the bid documents.

**A. General**

Driveways, driveway ramps, parking stalls, aisles, including pavement, drainage, landscaping, screen fencing, and lighting shall conform to these standards and all requirements of the Town Code. All spaces and driveways must function properly. Town inspection is required at appropriate times to insure that all specifications are met.

**B. Permits**

The builder shall obtain a parking lot permit from the Building Department prior to modifying an existing parking lot. To obtain a permit, a plan for the project must be submitted to the Building Department. Any restriping or improvements, other than for maintenance purposes, to a parking lot also requires approval of a parking lot permit by the Building Development Department.

**C. Plans**

Plans for the parking lots shall conform to Miami-Dade County standards and the code of ordinances of the Town of Surfside and shall show the following on a priority basis with each item estimated for cost:

1. Paving
2. Striping with comparison of single stripe vs. double stripe
3. Signage to include business directory and beach access information. The proposal shall include a line item for commercial design of the signage program to be used throughout the Town.
4. Curbing
5. Lighting to include high intensity energy efficient bulbs. Consideration shall be given for shielding where lighting is near residential property.
6. Landscaping upgrade or replacement depending on condition to include irrigation
7. Drainage
8. Trash receptacles
9. Design concepts for alleys on the west and east side of Harding Avenue from 94<sup>th</sup> Street to 96<sup>th</sup> Street to include paving.
10. Ingress/Egress

#### **D. Pavement**

Parking lots shall be paved or resurfaced with an all-weather surface such as asphaltic concrete (AC). All spaces shall be marked, with disabled spaces having special marking in each space. Directional entrances, exits and aisles shall be signed and marked on the pavement.

#### **E. Wheel Stops**

Wheel stops shall be checked and replaced as needed.

#### **F. Stall Sizes**

All parking stalls shall comply with the parking bay dimension standards for average sized cars. (10' x 20').

#### **G. Landscaping**

In all zones, required street yard areas shall be landscaped. All dead plants shall be replaced as necessary. Drought tolerant planting must be used in accordance with the Miami-Dade County landscape standards for water conservation.

Landscape areas shall have a permanent underground irrigation system. Irrigation shall provide uniform precipitation and adequate water to maintain healthy plants.

#### **H. Accessible Parking**

All accessible parking spaces shall be constructed and signed in accordance with state and local laws, and shall be located conveniently for use by disabled persons, as approved by the Building Department. The number of accessible parking spaces shall be two per cent of the total spaces in each lot.

#### **I. Signing**

All existing signs will be checked and replaced as needed. Entrances and exits that are one-way shall be marked with an approved sign and pavement marking. Accessible spaces shall be signed with pavement marking or markings on wheel stops in accordance with state code and local laws. All pavement markings, striping, and signs shall be approved by the Public Works Department.

#### **J. Parking Lot Locations**

- Town Hall Lot – NE corner of 93<sup>rd</sup> Street & Harding Avenue
- Collins Lot – SW corner of 93<sup>rd</sup> Street & Collins Avenue
- 94<sup>th</sup> Street Lot – SE corner of 94<sup>th</sup> Street & Harding Avenue
- Post Office Lot – SW corner of 95<sup>th</sup> Street & Collins Avenue
- Shul Lot – NW corner of 95<sup>th</sup> Street & Collins Avenue
- Abbott Lot – East side 9500 Abbott Avenue

#### **K. PLAN OF ACTION**

Please deliver one (1) original and six (6) copies of the written proposal in a 3-ring binder format, labeled “RFP #11-04 Parking Lot Standards”. Proposals must be received by **Debra Eastman, Town Clerk, Town of Surfside, 9293 Harding Avenue, Surfside, Fl 33154 on or before 3p.m., Wednesday, May 4, 2011** after which time receipt will officially be closed. The time/date stamp located in Town Hall will be the official authority for determining late applications. Proposals submitted by facsimile (fax) or electronically will NOT be accepted.

Questions regarding the proposal request must be submitted in writing to **Assistant Chief John Di Censo, Town of Surfside, 9293 Harding Avenue,**

Surfside, Fl 33154 or e-mail [jdicenso@townofsurfsidefl.gov](mailto:jdicenso@townofsurfsidefl.gov) before 5:00 p.m., Monday, April 25, 2011.

A review of the written proposals will be completed by May 9, 2011 by a committee selected by the Town Manager.

*The Town of Surfside reserves the right to reject any and all proposals, or any part thereof, or to accept any proposals or any part thereof, or to waive any informalities or defects in any proposal, as deemed to be in the best interest of the Town within the sole discretion of the Town.*

## II. OPENING OF PROPOSALS

All proposals submitted will be opened and read aloud publicly at the Office of the Town Clerk, 9293 Harding Avenue Surfside, Florida, on the date and at the time stated, or as may be amended by addendum.

## III. COMMUNICATIONS OR INQUIRIES

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made to the attention of **Assistant Chief John Di Censo, Town of Surfside, 9293 Harding Avenue, Surfside, Fl 33154 or e-mail at [jdicenso@townofsurfsidefl.gov](mailto:jdicenso@townofsurfsidefl.gov)**. Such inquiries or requests for information shall be submitted in writing and shall contain the requester's name, address, telephone number and email address.

## IV. ADDENDA

The Town may issue an addendum in response to any inquiry received, prior to proposal opening, which changes, adds to or clarifies the terms provisions or requirements of the solicitation. The applicant shall not rely on any representation, statement or explanation whether written or verbal, other than those made in this RFP or in any addenda issued. **Where there appears to be a conflict between this RFP and any addenda, the last addendum issued shall prevail.**

It is the applicant's responsibility to ensure receipt of all addenda, and any accompanying documentation. The application is required to acknowledge the receipt of all addenda in its application.