



**NORTH BAY VILLAGE REQUEST  
FOR PROPOSALS**

**Architectural/Engineering Design Services for:  
NEW VILLAGE MUNICIPAL CENTER  
RFP NO. NBV RFP No. 2015-002**

Public Notice is hereby given that North Bay Village, Florida is requesting proposals from experienced and qualified vendors to provide Architectural/Engineering Design Services for a NEW VILLAGE MUNICIPAL CENTER/VILLAGE HALL (RFP NO. 2015-002)

**Sealed Responses clearly labeled with the RFP title and number must be received by mail or hand delivered on or before November 10, 2015, no later than 4:00 P.M. local time. The responses will be publicly opened at 4:10 P.M.** Late submittals and facsimile submissions will not be considered. The respondent shall bear all costs associated with the preparation and submission of the submittal documents.

Respondents must submit one unbound original and nine (9) bound copies, [a total of ten (10) sets] of the SOQ and two electronic copies (CDs or USB Drives are acceptable forms of electronic copies) to the Office of the Village Clerk, North Bay Village, 1666 Kennedy Causeway, Suite 300, North Bay Village, Florida 33141.

Copies of this Proposals Document may be obtained at Demand Star at [www.demandstar.com](http://www.demandstar.com) or at the Village Administrative Offices, 1666 Kennedy Causeway, Suite 300, North Bay Village, Florida 33141 from 9:00 A.M. to 4:00 P.M., Monday through Friday, or by emailing [yvonne.hamilton@nbvillage.com](mailto:yvonne.hamilton@nbvillage.com).

The Village reserves the right at any time to modify, waive or otherwise vary the terms and conditions of the RFP including but not limited to deadlines for submission, submission requirements, informalities or irregularities in any submittal, and the Scope of Work. The Village further reserves the right to reject any or all submittals, to cancel or withdraw this RFP at any time or take any other such actions that may be deemed in the best interest of the Village, to award in whole or in part to one or more respondents, or take any other such actions that may be deemed in the best interest of the Village.

Pursuant to Section 38.18 of the Village Code, "Ethics Ordinance", a Cone of Silence is hereby imposed whereby any communications between any potential bidder, service provider, lobbyist or consultant and the Village's staff and elected officials pertaining to this RFP are prohibited. All Communications, either verbal or written, shall be with the Village Clerk.

Yvonne P. Hamilton,  
CMC Village Clerk