



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, the Indian Trace Development District (ITDD) and Bonaventure Development District (BDD) (collectively the "CITY") will be accepting sealed proposals for:

CONTINUING PROFESSIONAL ARCHITECTURAL SERVICES REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2025-10

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified experienced firms to provide continuing professional architectural services in accordance with Consultants' Competitive Negotiation Act (CCNA), Section 287.055, Florida Statutes, as amended from time to time, under a continuing services contract. The intent of this solicitation is to select one or more qualified firms to provide professional architectural services on an as-needed basis for projects that are limited in scope, cost, and duration as defined under the CCNA.

The selected firm(s) shall provide architectural design and related professional services for various projects, which may include, but are not limited to:

- Feasibility studies, planning, and programming;
- Design, design development, and construction documentation;
- Renovation, alteration, remodeling, or repair of existing facilities;
- Site development related to architectural projects;
- Construction administration and observation services; and
- Other services typically performed by an architect as defined in Section 481.203, Florida Statutes.

All proposers are advised that the CITY has NOT authorized the use of CITY's seal by individuals or entities responding to the CITY's RFQ, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All written or graphical work product shall be provided to the CITY in PDF format, WCAG 2.1, Level AA, ADA compliant.

QUALIFICATIONS

Proposers shall be professionally licensed to practice architecture in the State of Florida and have a resident office in Miami-Dade, Broward, or Palm Beach County, Florida. Proposers shall have been in continuous practice for a minimum of the immediate past ten (10) years, shall have performed work for local governments in Southeast Florida and shall have completed professional architectural services for a government agency with infrastructure similar in scope, size and complexity as the City of Weston.

PRE-PROPOSAL CONFERENCE: Mandatory Non-Mandatory

A mandatory (non-mandatory) pre-proposal conference shall be held virtually on ~~January 12,~~

2026 January 13, 2026 at 3:00 p.m., local time. If mandatory, all Proposers planning to submit a proposal **are required** to attend this virtual conference. Failure of a Proposer to be present at mandatory conference shall render a Proposer. Connect to the Live Event link via Cisco Webex:

Event:	Pre-Proposal: RFQ No. 2025-10, Continuing Professional Architectural Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID = m073bc94ca7dc41223c0e21ab85c35581
	You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Monday, January 12, 2026 Tuesday, January 13, 2026 at 3:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2307 878 9223
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll
	2307 878 9223

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Procurement Manager until **2:00 p.m. local time, on ~~January 26, 2026~~ February 2, 2026 February 9, 2026** (the "Submittal Deadline") at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The sealed proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening: RFQ No. 2025-10, Continuing Professional Architectural Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID = m073bc94ca7dc41223c0e21ab85c35581
	You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Monday, January 26, 2026 Monday, February 2, 2026 Monday February 9, 2026 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2308 148 8598
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll
	2308 148 8598

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may download a copy of RFQ No. 2025-10 for Continuing Professional Architectural Services by visiting the CITY's Procurement website at:

<https://www.westonfl.org/government/procurement>. RFP documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

QUESTIONS

Any questions concerning this solicitation shall be submitted in writing to the **Director of Procurement, Martha Perez-Garviso** at mperezgarviso@westonfl.org, with **“RFQ No. 2025-10, Continuing Professional Architectural Services,”** in the subject line, at least five business days prior to submittal deadline.

CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals pertaining to this RFQ:

Margaret Brown, Mayor;
Henry Mead, Vice Mayor;
Mary Molina-Macfie, Commissioner;
Byron L. Jaffe, Commissioner; and
Fabio A. Andrade, Commissioner

Ryan Fernandes, Director of Technology Services, Selection Committee Member;
Thaddeus Bielecki, Director of Landscaping, Selection Committee Member;
Peter Johnson, Assistant Director of Public Works, Selection Committee Member;
Kara Petty, Director of Parks and Recreation, Alternate Selection Committee Member; and

Any member of the Protest Committee, if and when established.

The details of the CITY’s Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

RIGHTS RESERVED

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
 - A. Reject any or all proposals;
 - B. Waive any informality in a proposal;
 - C. Waive any deficiency or irregularity in the selection process;
 - D. Accept or reject any or all qualifications statements in part or in whole; and
 - E. Request additional information as appropriate.
2. The City Commission reserves the right to:
 - A. Award all or a portion of the services set forth in the RFP/RFQ as determined to be in the best interest of the CITY; and
 - B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.

C. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso
Director of Procurement
City of Weston
2025

Published: December 23,