

**CITY OF DANIA BEACH, FLORIDA
AND
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY**



**REQUEST FOR QUALIFICATIONS (“RFQ”)
FOR
ARCHITECTURAL, SURVEYING, LANDSCAPE
ARCHITECTURE AND ENGINEERING CONSULTING
SERVICES**

City RFQ No. 20-005

**Prepared by:
City of Dania Beach, Florida
100 West Dania Beach Boulevard
Dania Beach, Florida 33004**

September 25, 2020

CITY OF DANIA BEACH, FLORIDA

**REQUEST FOR QUALIFICATIONS (“RFQ”) FOR
ARCHITECTURAL, SURVEYING, LANDSCAPE ARCHITECTURE AND
ENGINEERING CONSULTING SERVICES
RFQ NO. 20-005**

NOTICE TO PROPOSERS

NOTICE IS GIVEN that the City of Dania Beach, Florida (the “City”) and Dania Beach Community Redevelopment Agency (“CRA”) will be accepting sealed Proposals for its “**Architectural, Surveying, Landscape Architecture and Engineering Consulting Services**”, RFQ No. 20-005”.

For the purposes of this RFQ, the terms “City” and “CRA” are referred to jointly and collectively as “City”, unless the context otherwise is indicated to mean one entity or the other.

Proposals will be accepted on DemandStar or by email to the procurement department at procurement@daniabeachfl.gov until Friday, October 23, 2020 at 10:00 a.m. EST. Proposals received after this time will be rejected.

All electronic submissions will remain confidential and exempt from public record requirements until the response opening is conducted.

PROJECT DOCUMENTS

Documents may be obtained from www.demandstar.com or from the City Website at www.daniabeachfl.gov.

MANDATORY PRE-PROPOSAL MEETING

A MANDATORY Pre-Proposal meeting will be held on Friday, October 2, 2020, at 11:00 A.M. using RingCentral meeting software. All Proposers and interested persons are required to attend the meeting, which will outline the Project as described in the Proposal, and provide an opportunity for questions and answers for all interested persons. Any interpretations, clarifications or additional information not disclosed in this Proposal and determined to be necessary by the Owner in response to questions, will be issued by means of addendum or addenda, which addendum or addenda will be posted to the City website, www.daniabeachfl.gov, and www.demandstar.com, for all interested persons identified by the Owner as having received the Proposal Documents. The Proposer is required to check these sites to see if there has been any addendum or addenda posted for this Proposal. Only questions answered and information supplied by means of such addendum or addenda will be considered as binding. Oral interpretations, clarifications or other information will have no legal and binding effect. Proposals from those who have failed to attend will not be opened. Proposers arriving past the indicated time will not be eligible to submit a Proposal.

Interested proposers may join this meeting by using this link:

<https://meetings.ringcentral.com/j/1488296232>

PROPOSAL SUBMISSION

Proposals must be submitted electronically via email to procurement@daniabeachfl.gov or on DemandStar, the City's designated electronic bidding system. All bid document files must be clearly labeled **"RFQ No. 20-005, Architectural, Surveying, Landscape Architecture and Engineering Consulting Services"**.

For emailed submissions, please enter the following in the subject line: “**Architectural, Surveying, Landscape Architecture and Engineering Consulting Services**”.

Pursuant to Florida law, all Proposals to this RFP are exempt public records until thirty (30) days after opening, or award of Proposal, whichever is sooner. In the event presentations are necessary, all responders will be required to exit the room during the presentations of the other responders as portions of selection committee meetings at which presentations are made are exempt from Florida’s public meeting laws.

Proposals will be publicly opened and read aloud at 1:00 P. M., on the Proposal due date referenced above using RingCentral meeting software, in the presence of the City Clerk or designee on the above stated date. Award of Contracts for the Proposals will be made at a subsequent City Commission meeting and CRA Board meeting.

All Proposers are advised that the City has not authorized the use of the City seal by individuals or entities responding to City Proposals.

The City Commission of the City of Dania Beach reserves the right to reject any and all Proposals, to waive any informality in a Proposal and to make an award in the best interests of the City.

Published on: September 25, 2020

OVERVIEW

The City of Dania Beach (“City”) and Dania Beach Community Redevelopment Agency (“CRA”) are soliciting Proposals from interested persons, firms or both for the provision of the services described in this RFQ. Through a Request for Qualification process described in this document, persons and firms interested in assisting the City, CRA or both with the provision of such services must prepare and submit a qualifications packet in accordance with the procedure and schedule in this RFQ. The City and CRA will review submittals only from those persons and firms that submit a Request for Qualifications packet which includes all the information required to be included as described in the RFQ.

The City and CRA intend to qualify and retain one or more consultants under separate continuing services agreements for the services described in the RFQ. No minimum amount of such professional services or compensation will be assured to any of the persons or firms so retained, and the City and CRA shall not be prevented in any manner from retaining other firms in their sole discretion to perform any such work, subject to compliance with all laws and regulations of agencies having jurisdiction.

As provided in Section 287.055, Florida Statutes, the selected consultants(s) will be retained under a continuing contract and shall be required to provide services on an on-going, as-needed basis, on various projects and assignments. Consultant(s) may perform work for various departments of the City including, but not limited to, Public Services, Parks and Recreation,

and Community Development. The scope of services include, but are not limited to, providing general engineering and architectural services for miscellaneous planning, design and construction management projects, such as, but not limited to, buildings, facilities, parks, roadways, drainage, structural matters, matters involving bridges, electrical, mechanical, traffic engineering, civil/site planning, water and sewer, environmental assessments and engineering, permitting, land use and zoning, architectural design and space planning, construction management, and project management aspect. The City may also require the selected consultants to perform construction engineering inspections (CEI), threshold inspections, plans review and landscape architecture services.

In order to be considered, persons, consulting firms or team joint ventures must demonstrate specific experience and capabilities in all related areas for which they seek to perform work as described above and be particularly familiar with the design criteria and standards used within each discipline area and, in particular, the practices of the State of Florida Department of Transportation, Broward County Public Works Department, Broward County Department of Environmental Resources Management and Broward County Water and Sewer Department, the State of Florida Department of Health, the State of Florida Department of Environmental Protection and the South Florida Water Management District as well as applicable building codes. Consultants should also be familiar with the standards, practices, requirements and applicable ordinances of the City of Dania Beach.

INSTRUCTIONS TO PROPOSERS

1. GENERAL

The following instructions are given as guidance to Proposers in properly preparing their Proposals to this Request for Qualifications for Consultant Services are to be provided to the City of Dania Beach, Florida (the “City”) and Dania Beach Community Redevelopment Agency (“CRA”).

The contract(s) to be awarded under this RFQ will be for continuing services with no time limitation but with a termination provision.

2. SCOPE OF SERVICES

In accordance with Florida State Statute 287.055, known as the “Consultants’ Competitive Negotiation Act” (the “CCNA”), the purpose of this solicitation is to establish a list of consultants for each category listed below to be used on an as-needed basis, to provide prompt and efficient professional services required by the City and CRA on a project by project basis.

The various services within a category may include but not be limited to designs, studies, cost estimating, and construction management.

Florida law requires the City and CRA to make a determination of a Proposer’s qualifications to perform the services prior to engagement. The information used in this RFQ will be used by the City and CRA to make this determination. The City and CRA intend to execute agreements with selected Consultants for providing on-call services. The Consultants will provide these services

on a non-exclusive basis. The City and CRA do not guarantee that any or all of the services identified in this RFQ will be assigned to the Consultants during the term of their Agreement. The Continuing Contract will enable the Consultant to perform work of a specified nature as outlined in the Contract.

Upon review of the qualifications by a City Bid Review committee, firms will be evaluated and ranked. The Bid Review Committee may short list and rank firms per category and may interview the firms for final rankings and recommendations for award of contracts by the City Commission and CRA Board. The Bid Review Committee shall solely use the criteria provided for in this RFQ. No criteria may be modified by the Committee after publication of the RFQ (other than for clarification purposes, via addenda provided to all the Proposers). Proposers may be short listed in more than one category.

While pursuing this RFQ process, the City and CRA reserve the right to award contracts to Proposers that will best serve the interests of the City and CRA and Proposals considered by the City and CRA to be the most qualified.

The City and CRA reserve the right to accept or reject any or all Proposals, based upon their deliberations and opinions. In making such determinations, the City and CRA reserve the right to investigate the financial capability, integrity, experience, references and quality of performance of each Proposer, including officers, principals, senior management and supervisors as well as the staff identified in the Proposal.

The City also reserves the right to waive minor variations or irregularities in the Proposals.

The following categories are intended to provide an overview of the types of projects that may be contemplated by the City and CRA in the future. Proposers shall clearly specify the category or categories of their expertise for which they are submitting their Proposal and indicate same on the front of their Proposal for ease of evaluation by the City and CRA. For each category, Proposers shall ensure that their team is capable of performing all of the services listed for each category. Proposers can expect to provide services including, but not limited to the tasks identified below, for both the City and CRA even when the CRA is not specified in the below description:

GENERAL CATEGORIES

Civil Engineering – Engineering or project management services as requested on public works projects including, but not limited to, sanitary sewer, storm sewer, water mains, street paving, sidewalks, bridges, drainage projects, and building repairs; preparation of plans and specifications for construction projects varying in complexity, for a portion of a project or as the entire project. Services may include preliminary plans and cost estimates, necessary field work, drafting, design, surveying, bid assistance, construction inspection, and project management.

Architectural and Building Services – Services may include but will not be limited to new sites and facilities, studies, renovations or upgrades to existing facilities; the following specialties are required but are not limited to: mechanical, electrical, plumbing, structural and architectural engineering, waterproofing and building envelope and building environmental specialists.

Utilities Engineering - To prepare and develop planning documents, feasibility studies, preliminary design, detailed engineering studies, engineering and technical reports, facility upgrades and modifications, construction documents, permitting, utility management and operation assistance, hydraulic modeling, water and wastewater rate studies, financial and revenue analyses, short and long term capital improvement plans, and other professional services that may be deemed necessary relating to the City's water and sewer utility systems.

Transportation Planning and Engineering - Services may include traffic and transportation studies, traffic impact studies, parking studies, comprehensive transportation planning, traffic signal and other traffic/transportation related studies and transportation engineering design services that may be necessary.

Land and Route Surveying - Professional surveying services such as American Land Title Association ("ALTA") and American Congress of Surveying and Mapping ("ACSM") land titles, Letter of Map Amendment ("LOMA"), boundary and topographic surveys, road stakeouts, construction layouts and as-builts, subsurface utility surveying, preparation of plat and subdivision documents and other surveying related services.

Geotechnical Engineering - Geotechnical engineering to provide professional services for a variety of projects on an as-needed basis.

Environmental Engineering - The Consulting Engineer shall provide environmental studies and analyses, environmental compliance support, due diligence environmental studies such as Phase 1, Phase II, wetland permitting and biological evaluations, and technical services relating to environmental engineering.

Landscape Architecture - The Consultant shall provide landscape architectural services and technical services relating to landscape and beautification.

General Consulting Engineering - The Consulting Engineer shall provide planning, engineering, environmental studies and analyses, project feasibility studies, preliminary and detailed engineering design, procurement assistance, general construction oversight, construction engineering and inspections, construction management, contract management and administration, grants, State of Florida Revolving Fund (“SRF”) loan compliance services, environmental compliance support, due diligence and technical services, design peer reviews as required and any and all other relevant services required by the City in support of the City’s operations, including but not limited to utilities operation consultation to the Public Services Department. In addition, the Consulting Engineer shall have the expertise to provide support for the City’s Capital Improvement Projects and utilities operations on an as needed basis. The project manager (“PM”) shall be a Florida professional engineer with design, procurement, construction management, and inspection experience, shall be a Florida Department of Environment Protection Agency (“FDEP”) qualified stormwater management inspector, as applicable, and must have experience to manage State Revolving Funds (“SRF”) projects with

municipalities in South Florida. Any proposal that does not meet these mandatory experience requirements for the PM will be considered non-responsive as to that PM service.

The Proposers must be licensed to perform all nature of services within a category and have extensive municipal experience in South Florida. They will be expected to provide some or all of the following services:

- a) Design, engineering, budget and construction cost estimating services, bidding assistance, permitting and contract administration services during construction, which may or may not include on-site representation during construction.
- b) Provide for scopes of services in a timely manner and work within budgets.
- c) Effectively practice sound financial business practices and fiscal responsibility.

3. SUBMISSION DEADLINE AND RESPONSE OPENING

All Proposals must be received by no later than 10:00 a.m., on October 23, 2020. The list of Proposers will be opened and read aloud at 1:00 p.m., on that same day. Due to the current COVID-19 health concerns, electronic proposals are required.

4. POSTPONEMENT AND EXTENSION OF DATE FOR SUBMITTING PROPOSALS:

The City and CRA reserve the right to postpone and extend the date for the receipt of Proposals and will give ample notice of any such postponement and extension to each known prospective Proposers.

5. SUBMITTAL REQUIREMENTS:

Multiple responses from one person or firm are not acceptable and will result in rejection by the City of Proposals from that firm.

5.1 Proposers shall, as a minimum, include the following information with the submittal of its Proposal:

5.1.1. Business Structure:

1. Provide description of the general capabilities of the Proposer, including information relating to the total size and staffing, professional staff, resources, and clerical support.
2. Provide résumés of all key personnel who may be assigned to perform the requested services.

5.1.2 Relevant Experience:

1. Provide a list of five (5) similar contracts for services within the last five (5) years provided to other municipalities in South Florida, together with current contact names and telephone numbers with each municipality; contact persons must be able to speak about the performance of the Proposer. The form for the submission of the information is attached as Exhibit “A” and is made a part of and is incorporated into this RFQ by this reference.

5.1.3 Insurance Coverage:

Proposers who or which are responding to the RFQ **MUST** comply with all of the insurance requirements specified in Section 10.5 (“Insurance Requirements”) of the RFQ Documents and the Agreement upon award to the successful Proposer.

- 5.2 Litigation:** Provide a listing of all lawsuits or proceedings involving the Proposer within the past ten (10) years, including case names and numbers, courts, nature of the actions and disposition or status of each case.

- 5.3** A statement that the Proposer is an equal opportunity employer and that it does not and will not discriminate against any person, employee or applicant for

employment on account of age, race, creed, religion, color, sex, sexual orientation, disability, national origin, marital status, or political affiliation.

5.4 Minority/Women's Participation: The City of Dania Beach, in accordance with the requirements as stated in U.S. Code of Federal Regulations, 2 CFR 200.321, encourages the active participation of minority businesses, women's business enterprises and labor surplus area firms as a part of any agreement whenever possible. The Proposer must take affirmative steps and if subcontracts are to be let through a Proposer, the subcontractor is required to also take the affirmative steps listed below:

Qualified small and minority businesses and women's business enterprises and to be placed on solicitation lists;

- a) Small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- b) Total requirements are to be divided, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- c) Delivery schedules, where the requirement permits are to be established. which encourage participation by small and minority businesses, and women's business enterprises.
- d) Services and assistance, as appropriate, are to be used, which is provided by such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

5.5 Copies of all licenses, certificates of competency or other documentation required by federal, state or local laws, statutes or regulations are required to be submitted as evidence of the authority to perform the services described in the RFQ.

5.6 The following is a list of items that are REQUIRED to be returned with the RFQ Proposal:

Exhibit “A” – References

Exhibit “B” – Public Entity Crimes Form

Exhibit “C” – Non-Collusion Affidavit

Exhibit “D” – Qualification Statement

Exhibit “E” – Questionnaire

Exhibit “F” – Certification

Exhibit “G” – Drug Free Work Place Certification

Exhibit “H” – Acknowledgement of Addenda

Exhibit “I” – Certification of Accuracy of Proposal

5.7 All Proposals must include preliminary certificates of insurance verifying all general insurance requirements (as noted in Paragraph 10.5).

5.8 All Proposals must be signed by a representative who is authorized to contractually bind the Proposer.

6. MINIMUM QUALIFICATION REQUIREMENTS:

In order for a Proposal to be considered by the City, Proposers shall demonstrate in their Proposals compliance with the following minimum requirements:

- 6.1** Proposers must be currently certified, licensed and authorized to work in the State of Florida to perform Architectural, Surveying, Landscape Architecture and Engineering Consultant Services and with services as sought by this RFQ;
- 6.2** Experience working with government agencies in South Florida within each applicable category;
- 6.3** Currently insured and meeting City insurance requirements with insurance certificates provided that state the name of the Proposer, current street address of the business and the type of work for which a Business Tax Receipt is issued as well as all additional insurance requirements, including required endorsements.
- 6.4** The City and CRA shall not consider Proposals that fail to demonstrate compliance with the above requirements. The selected Proposer(s) shall maintain and keep in force insurance throughout the life of any contract, and all renewals and extensions, if any, pertaining or related to the requirements specified in this Section. Failure of the Proposer to comply with these requirements will be

sufficient grounds for the City, the CRA or both, to declare the Contract in default and subject the contract to possible termination by the City, the CRA or both.

7. EVALUATION CRITERIA AND PROCEDURES:

The City and CRA will consider Proposers that are responsive and responsible by providing accurate information as delineated (see Section 5, “Submittal Requirements”, in this RFQ).

All submitted Proposals will be evaluated based on the information provided that is responsive to this RFQ. Evaluation criteria shall be applied in compliance with Section 287.055, Florida Statutes, and will include, but not be limited to, the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current and projected workloads of the firms

- 7.1 Per Florida Statute 287.055, in determining whether a firm is qualified, the agency factors to be considered include experience and qualifications of the company, experience and qualifications of assigned staff, approach and delivery of services, location of proposer’s office(s) (preferred to be local) in Broward County and whether the Proposer is a certified minority business enterprise.

The scoring of the Proposals by the Bid Review Committee will be based on a point total and not a percentage factor. The Bid Review Committee will evaluate and rank the Proposals received on the basis of the criteria and available points indicated below

CRITERIA	MAXIMUM POINTS
Firm Qualifications (Qualifications of the firm; number of years firm has been in business; references/past performance; recent, current and projected workloads)	40
Experience and Qualification of Assigned Staff (Staff's experience, qualifications and technical capabilities)	30
Approach and Delivery of Services (Understanding the scope of work, ability to comply with the full scope of work, technical soundness of Proposal)	25
Minority Business Enterprise (Current certification must be provided with response)	5
TOTAL MAXIMUM POINTS	100

7.2 The City may select for interview a short list of no less than three (3) and no more than five (5) Proposers (for each category of services) to identify which Proposers are deemed to be the most highly qualified from those firms submitting Proposals.

7.3 Pursuant to Florida Statutes, Section 286.0113(2)(b)(1), "Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a

competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from s. [286.011](#) and s. 24(b), Article I of the State Constitution”. Therefore, all Proposers will be required to exit the room during the presentations by the other Proposers when the Bid Review Committee addresses the foregoing matters.

- 7.4** The City reserve the right to accept or reject any or all Proposals, or parts of any Response, to waive any informalities, technicalities or irregularities, to re-advertise the RFQ, to request further Proposals or clarifications, or take any similar actions that may be deemed to be in the best interests of the City. The City reserves the right to negotiate continuing contracts with more than one Proposer in each category in response to the RFQ.

8. INTERPRETATIONS:

Any interpretations, clarifications or additional information not disclosed in this RFQ and determined to be necessary by the City or CRA in response to Proposer’s questions will be issued by means of addendum or addenda, which addendum or addenda will be posted to the City website, www.daniabeachfl.gov, and to Demand Star, www.demandstar.com, for all interested persons identified by the City as having received the RFQ. The Proposers are required to check the site to see if there has been any addendum or addenda posted regarding this RFQ. Only questions answered and information supplied by means of such addendum or

addenda will be considered as binding. Oral interpretations, clarifications or other information will have no legal and binding effect.

- 8.1** All questions requiring clarification or interpretation of the RFQ Documents shall be made in writing and shall be delivered to the City and CRA (and their respective Consultants, if applicable) at least ten (10) business days prior to the date and time for the receipt of Proposals. No questions shall be answered within the five (5) business days prior to the date and time for the receipt of Proposals.
- 8.2** Questions regarding the RFQ documents shall be directed to the City of Dania Beach Procurement Division at procurement@daniabeachfl.gov. Any modification or interpretation of the RFQ documents lies within the sole and exclusive judgment of the City or its Consultant and the CRA, if so authorized by City and CRA, and shall be made in writing in the form of an Addendum or Addenda to all those who or which are recorded by the City and the CRA, as having obtained a complete set of the RFQ Documents.
- 8.3** Interpretations or modifications of the RFQ Documents made in any manner other than an Addendum or Addenda issued by the City and the CRA shall not be binding. All updates, clarifications, or modifications to the RFQ shall be issued via written Addendum or addenda and shall be provided to all Proposers.
- 8.4** A Proposer, prior to submitting its Response, shall ascertain in writing that it has received any Addendum or all Addenda issued for the services.

8.5 Costs for those matters not questioned and not addressed in an Addendum or Addenda shall be the responsibility of the Proposer, and Proposer shall be responsible to include such costs in the RFQ.

9. PUBLIC RECORDS: :

If selected, the following will apply:

9.1 Proposer agrees to keep and maintain public records in Proposer's possession or control in connection with Proposer's performance under the Agreement. Proposer additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Proposer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the City.

9.2 Upon request from the City custodian of public records, Proposer shall provide the City with a copy of the requested records or allow the records to be inspected

or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.

9.3 Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with the Agreement are and shall remain the property of the City.

9.4 Upon completion of the Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Proposer shall be delivered by the Proposer to the City Manager or CRA Executive Director, at no cost to the City, within seven (7) days. All such records stored electronically by Proposer shall be delivered to the City in a format that is compatible with the City's information technology systems. Once the public records have been delivered upon completion or termination of the Agreement, the Proposer shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

9.5 Any compensation due to Proposer shall be withheld until all records are received as provided in this RFQ.

9.6 Proposer's failure or refusal to comply with the provisions of this section shall result in the immediate termination of the Agreement by the City or CRA.

9.7 Section 119.0701(2)(a), Florida Statutes

IF THE PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, THE PROPOSER MUST CONTACT THE CITY CUSTODIAN OF PUBLIC RECORDS.

Custodian of Records: THOMAS SCHNEIDER, CITY CLERK

**Mailing Address: 100 W. Dania Beach Boulevard
Dania Beach, Florida 33004**

Telephone number: 954-924-9800, Ext. 3623

Email: tschneider@daniabeachfl.gov

10. INSURANCE COVERAGE:

A selected Proposer shall not commence services under an Agreement until it has obtained all insurance required under this paragraph and as required by the Agreement, and not until such time that the coverages are approved by the Risk Manager of the City. The Proposer shall not allow any employee of Proposer or any subcontractor to commence services on any subcontract until the subcontractor and all coverages required of any subcontractor have been obtained and approved by the Risk Manager of the City. In addition, the Proposer shall be responsible for any and all policy deductibles and self-insured retentions.

The following are requirements that must be met regarding the Proposer's delivery of Certificates of Insurance for all coverages required in the Agreement and Proposal Documents:

10.1 "Preliminary" certificate means that certificates of insurance verifying all general insurance requirements (as noted below) must be included with your Proposals submittal on the date and time of the opening of Proposals.

If the "preliminary" certificates are not included with a submittal, then the City has the right to consider the submitted response as non-responsive on the date and time of the response opening. "Preliminary" Certificates may be issued without documentation of all "Special Provisions". However, Proposers must understand that all provisions, including "Special Provisions" noted below, are expected to be

fully documented on or attached to the “Official” Certificates of Insurance as described below.

10.2 “Official” Certificates of Insurance must be delivered to the City Clerk’s office and Risk Manager of the City. If the “Official” certificates are not delivered before or on the fourteenth (14th) Business Day after the issuance by the City of the “Notice of Selected Proposer”, then the City has the right to consider the awarded Agreement to the successful Proposer as void and to negotiate a contract with the next best qualified Proposer. “Special Provisions”, as referenced below under each type of insurance requirement shall be fully confirmed on or attached to the “Official” certificates.

10.3 All Certificates of Insurance must clearly identify the contract to which they pertain, including a brief description of the subject matter of the contract. The certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days’ prior written notice has been given to City. If this coverage is not provided, then the Proposer is responsible for such notice to City. Insurance policies for required coverages shall be issued by companies authorized to do business under the laws of the State of Florida and any such companies’ financial ratings must be no less than A-VII in the latest edition of the “BEST’S KEY RATING GUIDE”, published by A.M. Best Guide. In the event that the insurance carrier’s rating shall drop, the insurance carrier shall immediately notify the City in writing.

10.4 Coverages shall be in force until all services required to be performed under the terms of the Agreement, including any applicable warranty period, is satisfactorily completed as evidenced by the formal written acceptance by the City. In the event insurance certificates provided to City indicate that the insurance shall terminate and lapse during the period of the Agreement, including any applicable warranty period, then in that event, the Proposer shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverages for the balance of the period of the Agreement, including any extension of it, and including any applicable warranty period, is in effect. **THE PROPOSER AND ANY APPROVED SUBCONTRACTOR SHALL NOT PERFORM OR CONTINUE SERVICES PURSUANT TO THE AGREEMENT, UNLESS ALL COVERAGES REMAIN IN FULL FORCE AND EFFECT. ANY DELAY IN THE WORK CAUSED BY A LAPSE IN COVERAGE SHALL BE NON-EXCUSABLE, SHALL NOT BE GROUNDS FOR A TIME EXTENSION, AND WILL BE SUBJECT TO ANY OTHER APPLICABLE PROVISIONS DESCRIBED IN THE AGREEMENT OR ELSEWHERE IN THE RFQ DOCUMENTS CONCERNING DELAY.**

INSURANCE REQUIREMENTS

10.5 The Proposer shall secure and maintain throughout the duration of the Agreement, insurance of such types and in such amounts not less than those specified below as satisfactory to City and CRA, naming the City and CRA as Additional Insureds, underwritten by a firm rated A-X or better by A.M. Best and qualified to do business in the State of Florida. The insurance coverage shall be primary insurance with respect to the City and CRA, their officials, employees, agents and volunteers naming the City and CRA as additional insureds. Any insurance maintained by the City and CRA shall be in excess of the Proposer's insurance and shall not contribute to the Proposer's insurance. The insurance coverages shall include at a minimum the amounts set forth in this section and may be increased by the Proposer as it deems necessary or prudent.

Commercial General Liability coverage with limits of liability of not less than a \$1,000,000.00 per Occurrence combined single limit for Bodily Injury and Property Damage. This Liability Insurance shall also include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Proposer. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000.00 each.

Workers Compensation and Employer's Liability insurance, to apply for all employees for statutory limits as required by applicable state and federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000.00 each accident. No employee, subcontractor or agent of the Proposer shall be allowed to provide services pursuant to this RFQ who is not covered by Workers Compensation insurance.

Business Automobile Liability with minimum limits of \$1,000,000.00 per Occurrence, combined single limit for Bodily Injury and Property Damage. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include Owned, Hired, and Non-Owned Vehicles.

Professional Liability Insurance in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence, single limit.

Coverage shall apply for a minimum of three years following completion of the services.

The above are minimum requirements for projects up to \$100,000.00. For projects over \$100,000.00, the following increased limits are required:

- General Liability: \$2,000,000.00 Per Occurrence/\$4,000,000 Aggregate
- Automobile Liability: \$2,000,000.00

- Professional Liability: \$3,000,000.00 Per Occurrence

11. RESPONSE PROTEST PROCEDURE:

11.1 RFQ Protest Procedure: After a Notice of Intent to Award a contract is posted, any actual or prospective Proposer in connection with the pending award of the Contract, or any element of the process leading to the award of the Contract may protest to the City Manager. A protest must be filed by 5:00 P.M. on the third (3rd) Business Day after posting of the Notice of Award (excluding the day that the Notice is posted) or any right to protest is waived. The protest must be in writing, must identify the name and address of the protester, and must include a factual summary of, and the basis for, the protest. Filing shall be considered complete when the written protest, together with an RFQ Protest w are both timely received by the City Manager's Office. No RFQ Protest shall be accepted unless it complies with the requirements of this Section.

11.2 An RFQ Protest Bond is intended to compensate the City for the expenses of administering the protest. If the protest is decided in the protester's favor, the entire deposit shall be returned to the protester. If the protest is not decided in the protester's favor, the deposit shall be retained by the City. The deposit shall be in the form of a cashier's check. The amount of the RFQ Protest Bond shall be Five Thousand Dollars (\$5,000.00).

11.3 Prior to any decision being rendered under this section with respect to a Proposal protest, the City Manager and the City Attorney, or their respective designees, shall certify whether the submission of the Proposer to the Proposal in question is responsive. The parties to the protest shall be bound by the determination of the City Manager and the City Attorney with regard to the issue of responsiveness.

11.4 **Protest Committee:** The Protest Committee shall have the authority to review, settle, and resolve all protests. Members of the Protest Committee will be appointed by the City Manager. If the Protest Committee determines that the pending award of a contract or any element of the process leading to the award involved a significant violation of law, applicable rule or regulation, all steps necessary and proper to correct the violation shall be taken. If the Protest Committee determines that the protest has merit, the City Manager shall direct all appropriate steps be taken to remedy it.

11.5 The decision shall specifically state the reasons for the action taken and inform the protestor of its right to challenge the decision. Any person aggrieved by any action or decision of the Protest Committee, with regard to any decision rendered under this section may appeal the decision to the City Commission for a hearing. The City Commission will hear the appeal and render a final decision.

11.6 In the event of a timely protest, the City Manager shall stay the award of the Contract, unless after consulting with the City Attorney and a representative from the City's Department for which the services are being obtained, the City Manager then

determines that the award of the contract is necessary without delay to protect the substantial interests of the City. The continuation of the award process under these circumstances shall not preempt or otherwise affect the protest.

11.7 The institution and filing of a protest under this provision is an administrative remedy that shall be employed prior to the institution and filing of any civil action against the City concerning the subject matter of the protest.

12. CONE OF SILENCE

Definitions: “Cone of Silence,” as used in this RFQ means a prohibition on any communication between:

a potential vendor, service provider, proposer, lobbyist, or consultant, and:

a City Commission member, City’s or CRA’s professional staff including, but not limited to, the City Manager and her staff, or any member of the City’s Bid Review Committee.

Restriction; Notice: A Cone of Silence shall be imposed upon this RFQ upon the advertisement of the RFQ. At the time of imposition of the Cone of Silence, the City Manager or designee shall provide for public notice of the Cone of Silence by posting a notice at the City Hall.

Termination of Cone of Silence: The Cone of Silence shall terminate at the beginning of the City

Commission or CRA Board meeting (whether a regular or special meeting) at which the City Manager or CRA Executive Director make a written recommendation of award to the City Commission or CRA Board. However, if the City Commission or CRA Board refers the City Manager's or CRA Executive Director's recommendation back to the City Manager or CRA Executive Director or staff for further review, the Cone of Silence shall be re-imposed until such time as the City Manager or CRA Executive Director makes a subsequent written recommendation.

Exceptions to Applicability: The provisions of this section shall not apply to:

Communication with the City RFQ representative;

Oral communications at pre-proposal conferences;

Oral presentations before the Bid Review Committee;

Public presentations made to the City Commission members during any duly noticed public meeting;

Communications regarding the RFQ between a potential vendor, service provider, proposer, lobbyist or consultant and the City's Procurement Administrator or City or CRA employee designated as responsible for administering the procurement process for the RFQ, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;

Communications with the City Attorney and his staff;

Duly noticed site visits to determine the competency of a Proposer regarding the RFQ during the time period between the opening of Proposals and the time the City Manager or CRA Executive Director makes a written recommendation;

Any emergency procurement of goods or services pursuant to City Code;

Proposals to the City's request for clarification or additional information;

Communications to enable City and CRA staff to seek and obtain industry comment or perform market research, provided all related communications between a potential vendor, service provider, proposer, lobbyist, or consultant and any member of the City's and CRA's professional staff including, but not limited to, the City Manager and staff are in writing or are made at a duly noticed public meeting.

Penalties: Violation of this section by a Proposer or other listed person shall render any RFQ award or contract to the Proposer voidable by the City Commission, City Manager, CRA Board or CRA Executive Director. Any person who violates a provision of this section may be prohibited from serving on the City Bid Review Committee. In addition to any other penalty provided in this RFQ, violation of any provision of this section by a City employee may subject the employee to disciplinary action.

Please contact the City Attorney for any questions concerning "Cone of Silence" compliance.

EXHIBIT "A"

REFERENCE LIST

FIVE (5) MUNICIPALITIES FOR WHICH PROPOSER PERFORMED SIMILAR SERVICES IN SOUTH FLORIDA WITHIN THE PAST FIVE (5) YEARS

The following is a list of at least five (5) references from municipalities for which Proposer provided similar services to those sought in this RFQ in the past five (5) years:

1. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

2. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

3. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

4. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

5. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

EXHIBIT "B"

**CITY OF DANIA BEACH, FLORIDA
SWORN STATEMENT UNDER §287.133(3)(A), FLORIDA STATUTES
PUBLIC ENTITY CRIMES**

(This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths.)

1. This sworn statement is submitted with Request for Qualifications, City RFQ No.: 16-004

2. This sworn statement is submitted by: _____
(PRINT Name of entity submitting sworn statement)

its business address is: _____

Federal Identification Number
(FEIN) is: _____
(if applicable)

Social Security Number: _____
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

3. My name is: _____
(PRINT Name of individual signing this document)

and my relationship to the entity is: _____
(President, General Partner, etc. as applicable)

4. I understand that a "public entity crime" as defined in §287.133(1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that to be "convicted" or "conviction" as defined in §287.133(1)(b), Florida Statutes, means a finding of guilt and conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere (also known as a plea of "No Contest").

6. I understand that an "affiliate" as defined in §287.133(1)(a), Florida Statutes means:
- (a) A predecessor or successor of a person or a corporation convicted of a public entity crime; or
 - (b) An entity under the control of any natural person who is active in the management of the entity and which has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima-facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in §287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- 1. _____ Neither the entity submitting the sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - 2. _____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 and (Please now indicate which additional statement below applies):
 - A. _____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

B. _____ The person or affiliate was placed on the convicted list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

C. _____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of General Services)

Signature (of person whose **Printed** Name first appears above)

Date

STATE OF _____

COUNTY OF _____

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2020.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

EXHIBIT "C"

NON-COLLUSION AFFIDAVIT

The undersigned Proposer has not divulged, discussed or compared his/her/its Response with any other Proposer, and has not colluded with any other Proposer or party to this Request for Qualifications whatsoever.

Signature of Proposer

PRINT Name of Proposer

Title

_____, 2020
Date

STATE OF _____

COUNTY OF _____

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2020.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

EXHIBIT "D"

PROPOSER'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made below:

Submitted By:	_____	<u>Check One</u>
Name:	_____	<input type="checkbox"/> Corporation
Address:	_____	<input type="checkbox"/> Partnership
City, State, Zip	_____	<input type="checkbox"/> Individual
Telephone No.	_____	<input type="checkbox"/> Other
Fax No.	_____	(describe)
Email	_____	

State the true, exact, correct and complete name of the partnership, corporation, trade or other name under which you do business and the address of the place of business.

The full legal name of the Proposer is:

The address of the principal place of business is:

1. If Proposer is a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President's name: _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

Name and address of Resident Agent: _____

2. If Proposer is an individual or a partnership, answer the following:

Date of organization: _____

Name, address and ownership percentage units of all partners:

State whether general or limited partnership and confirm it is registered to do business in Florida: _____

3. If Proposer is other than an individual, corporation or partnership, describe the organization and give the names and addresses of principals:

4. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

5. How many years has your organization been in business under its present business name? _____

a) Under what other former names has your organization operated?

6. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this RFQ. Please attach certificate of competency and state registration.

7. Have you personally reviewed the requirements for the proposed services?

YES NO

8. Do you have a complete set of documents, including drawings and addenda?

YES NO

9. Did you attend the Pre-Proposal Conference if any such conference was held?

YES NO

10. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

11. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of services which you have performed and to which you refer (government owners are preferred as references).

Name	Address	Telephone

12. List the pertinent experience of the key individuals of your organization (continue with an additional sheet, if necessary).

13. State the name and title of the individual who will have responsibility relating to the services:

14. State the name and address of attorney or law firm, if any, for the business of the Proposer:

15. State the names and addresses of all businesses and individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business:

16. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

17 State the name of the Surety Company which will be providing the bond, and name and address of agent:

18. Bank References:

Bank	Address	Telephone

19. Attach a financial statement including Proposer's latest balance sheet and income statement showing the following items:

- a) Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses)
- b) Net Fixed Assets
- c) Other Assets
- d) Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes)
- e) Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings).

20. State the name of the firm preparing the financial statement and its date:

21 Is this financial statement for the identical organization named on page one?

YES NO

22. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by the City in awarding a contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the proposal, and if after the award, to cancel and terminate the award, contract or both.

Signature

Print Name

Title

Date

STATE OF _____)

COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2020.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

EXHIBIT "E"
QUESTIONNAIRE

Please print or type

Firm Name: _____

President or Other Principal of Proposer: _____

Business Address: _____

Telephone: _____ Fax: _____

Email: _____

1. How many years has your organization been in business?

2. Have you ever failed to complete work awarded to you; if so, where and why?

3. Have you personally reviewed the proposed work and do you have a complete plan for its performance?

4. Will you sublet any part of this work? If so, list the portions or specialties of the work that you propose to subcontract.

a) _____

b) _____

c) _____

d) _____

Licensed in: _____
(County/State)

5. Include a subcontracting plan that identifies items such as a description of percentage of work to be subcontracted.

Contractor's License # _____ Expiration Date: _____

Contractor must have proper licensing prior to submitting Proposal and must submit evidence of same.

Remainder of this page intentionally left blank

EXHIBIT "F"

CERTIFICATION

(THIS DOCUMENT MUST BE SUBMITTED WITH THE PROPOSAL)

We (I), the undersigned, agree to furnish the item(s)/service(s) described in the RFQ. We (I) certify that we(I) have read the entire document, including the Scope of Work, Additional Requirements, Supplemental Attachments, Instructions to Proposers, Terms and Conditions, and any addenda issued. We (I) agree to comply with all of the requirements of the entire Request for Proposals.

Indicate which type of organization below:

INDIVIDUAL PARTNERSHIP CORPORATION OTHER

If "Other", Explain: _____

_____ Authorized Signature	_____ Company Name
_____ Typed/Printed Name	_____ Address
_____ Telephone	_____ City, State, ZIP
_____ Fax	_____ Federal Tax ID Number
_____ Email address for above person (if any)	

EXHIBIT "G"

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF DANIA BEACH for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number(1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by _____ the
(PRINT Name of Authorized Agent)
 _____ of _____
(Title) (Proposer Name)

who does certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Date

Signature

EXHIBIT “H”

ACKNOWLEDGMENT OF ADDENDA

The Proposer acknowledges the receipt of the following addenda issued by the City and incorporated into and made part of the RFQ. In the event the Proposer fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by the Proposer.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME	TITLE	SIGNATURE (BLUE INK ONLY)

EXHIBIT "I"

CERTIFICATION TO ACCURACY OF PROPOSAL

The Proposer, by executing this form, certifies and attests that all forms, affidavits and documents related to the document that it has enclosed in the Proposal in support of its Proposal are true and accurate. Failure by the Proposer to attest to the truth and accuracy of such forms, affidavits and documents shall result in the Proposal being deemed non-responsive and such Proposal will not be considered.

By submitting a response to do the work, the Proposer certifies that a careful review of the RFQ has taken place and that the Proposer is fully informed and understands the requirements of the RFQ and the expected Agreement and the quality and quantity of services to be performed.

The undersigned individual, being duly sworn, deposes and says that:

- A. He/She is _____ of _____, the Proposer that has submitted the attached Proposal;
- B. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all forms, affidavits and documents submitted in support of such Proposal;
- C. All forms, affidavits and documents submitted in support of this Proposal and included in this Proposal are true and accurate;
- D. No information that should have been included in such forms, affidavits and documents has been omitted; and
- E. No information that is included in such forms, affidavits or documents is false or misleading.

EXHIBIT "I"
CERTIFICATION TO ACCURACY OF PROPOSAL
(continued)

Signature (Blue ink only)

Print Name

Title

Date

STATE OF _____)

COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this ____ day of _____, 2020.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public