

**CITY OF DANIA BEACH, FLORIDA**



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**REQUEST FOR QUALIFICATIONS FOR  
FRANK C. 'TOOTIE' ADLER PARK IMPROVEMENTS**

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**City RFQ NO. 21-033**

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

November 9, 2021

**CITY OF DANIA BEACH, FLORIDA**  
**REQUEST FOR QUALIFICATIONS (“RFQ”) FOR**  
**“FRANK C. ‘TOOTIE’ ADLER PARK IMPROVEMENTS”**  
**RFQ NO. 21-033**

**NOTICE TO PROPOSERS**

**NOTICE IS GIVEN** that the City of Dania Beach, Florida (the “City”) will be accepting sealed Proposals for its **“Frank C. ‘Tootie’ Adler Park Improvements, RFQ NO. 21-033”**.

Proposals will be accepted on DemandStar until Tuesday, December 7, 2021 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](http://www.demandstar.com) or from the City Website at [www.daniabeachfl.gov](http://www.daniabeachfl.gov).

**PRE-PROPOSAL MEETING**

A pre-proposal meeting will not be held.

## PROPOSAL SUBMISSION

Proposals must be submitted electronically on DemandStar, the City's designated electronic bidding system. All bid document files must be clearly labeled **"RFQ NO. 21-033, Frank C. 'Tootie' Adler Park Improvements"**.

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 10:00 A. 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.

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: November 10, 2021

## **OVERVIEW**

The City of Dania Beach (“City”) is soliciting Proposals from interested persons, firms, or both for the provision of the services described in this RFQ. Through a Request for Qualifications process described in this document, persons and firms interested in assisting the City in provision of such services must prepare and submit a qualifications packet in accordance with the procedure and schedule in this RFQ. The City 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.

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. Consultants should also be familiar with the standards, practices, requirements, and applicable ordinances of the City of Dania Beach.

The City intends to select a professional architecture, landscape architecture or engineering firm capable of providing services necessary to complete the improvements within the City as outlined in this RFQ. The scope of services include, but are not limited to, working with the City to create a bid package, identify all documents to include in the package, modifications to any drawings or documents to include in the package including any special grant conditions, photos, and other pertinent information and to provide overall project management for the project as well as assistance with construction management.

## **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 that are to be provided to the City of Dania Beach, Florida (the “City”).

### **2. SCOPE OF SERVICES**

The scope of work is a general guide to the work the City expects to be performed by the Consultant and is not a complete listing of all services that may be required or desired. The engineering services include designing, permitting, bidding assistance and providing construction phase services associated with identified improvements to be made to Frank C. “Tootie” Adler Park.

#### **I. Description of Proposed Project**

The City of Dania Beach is a recipient of the Florida Recreation Development Assistance Program (FRDAP) grant. The FRDAP grant program is administered by the Florida Department of Environmental Protection and provides financial assistance for acquisition or development of land for public outdoor recreation. The City has been awarded \$200,000 in grant funds which will be matched by the City for a total of \$400,000. The grant provides for a range of improvements including the installation of exercise stations, play structures, walking trails, picnic areas and restrooms.

A copy of the grant agreement accompanies this RFQ as Attachment ‘A’ which contains a project plan for the work and improvements proposed for the project site. As this project will be partially funded by State funds, Proposers should consider the compliance requirements contained in the Grant Agreement, number A21002, between the City of Dania Beach and the Florida Department of Environmental Protection. Proposers must carefully review and become familiar with the Grant Agreement conditions that govern this contract. All state and federal requirements contained within the grant agreement are applicable to the respondent.

## II. City's Priorities

Detailed construction documents are needed for bidding for this park improvement project. The City's priorities for the Project include requiring the selected firm to:

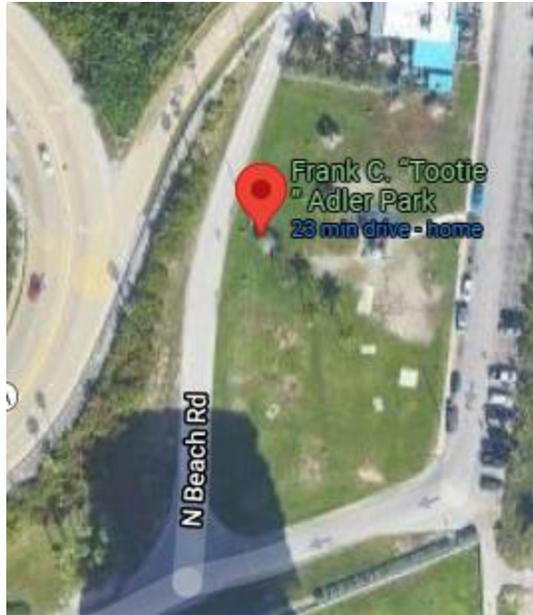
- Design the elements of the Project as described above
- Ensure that all installations are in strict compliance with the Florida Building Code or Miami Dade Specifications

III. In accordance with Florida State Statute 287.055, known as the "Consultants' Competitive Negotiation Act" (the "CCNA"), the purpose of this solicitation is to invite architecture, landscape architecture and engineering firms (Consultants) to provide proposals for the design, surveying services, permitting, bidding assistance and construction phase services associated with the park improvement project identified in this RFQ. Work includes but is not limited to the following:

- Design, analysis and permitting for construction of the project.
- Devise a bidding strategy to meet the project schedule that may include multiple contractors through multiple bids.
- Project management and oversight.
- Permit applications.
- Final signed and sealed Plans, permits, detailed bid form, Technical Specifications and details.
- Complete and orderly maintenance of paperwork and records.
- Receipt and logging of correspondence.
- Review of Contractor(s) monthly invoices during construction phase and applications for payment.
- Project closeout inspection.

## A. **PROJECT LOCATION**

Frank C. "Tootie" Adler Park at 100 N. Beach Rd, Dania Beach, FL 33304.



3. **SUBMISSION DEADLINE AND RESPONSE OPENING**

All Proposals must be received by no later than 10:00 a.m., on December 7, 2021. The list of Proposers will be opened and read aloud at 10:00 a.m., on that same day. Due to current COVID-19 health concerns, electronic proposals are required.

4. **POSTPONEMENT AND EXTENSION OF DATE FOR SUBMITTING PROPOSALS:**

The City reserves 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:**

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

5.1.1 **Business Structure:** Provide a description of the general capabilities of the Proposer, including information relating to the total size and staffing, professional staff, resources, and clerical support; Provide résumés of all key personnel who may be assigned to perform the requested services.

**5.1.2 Relevant Experience:** Provide a list of five (5) similar contracts for services within the last five (5) years provided to other municipalities, 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 insurance requirements specified in Section 8.5 (“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 Equal Opportunity Statement:** 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:

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.

**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 services as sought by this RFQ;
- 6.2 Experience working with government agencies;
- 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 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 to declare the Contract in default and subject the contract to possible termination by the City.

7. **EVALUATION CRITERIA AND PROCEDURES:**

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

- 7.1 **Criteria:** All submitted Proposals will be evaluated based on the information provided that is responsive to this RFQ. Evaluation criteria will include, but not be limited to, the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms.

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:

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

- 7.2** 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, Florida Statutes, 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.
- 7.2** The City reserves 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.

- 8. INTERPRETATIONS:** Any interpretations, clarifications or additional information not disclosed in this RFQ and determined to be necessary by the City 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](http://www.daniabeachfl.gov), and to Demand Star, [www.demandstar.com](http://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 at least ten (10) days prior to the date and time for the receipt of Proposals. No questions shall be answered within the five (5) 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](mailto:procurement@daniabeachfl.gov). Any modification or interpretation of the RFQ documents lies within the sole and exclusive judgment of the City or its Consultant, if so authorized by City, 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, 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 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, 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.

**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](mailto: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 (14<sup>th</sup>) 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.**

**10.5 Insurance Requirements:** 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 naming the City as Additional Insured, 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, its officials, employees, agents and volunteers naming the City as additional insured. Any insurance maintained by the City 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.

**10.5.1** 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.

**10.5.2** 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.

**10.5.3** 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.

**10.5.4** 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** 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 (3<sup>rd</sup>) 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.

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**

- 12.1 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 professional staff including, but not limited to, the City Manager and her staff, or any member of the City's Bid Review Committee.
- 12.2 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.
- 12.3 Termination of Cone of Silence:** The Cone of Silence shall terminate at the beginning of the City Commission (whether a regular or special meeting) at which the City Manager makes a written recommendation of award to the City Commission. However, if the City Commission refers the City Manager's recommendation back to the City Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the City Manager makes a subsequent written recommendation.
- 12.4 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 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 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 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 professional staff including, but not limited to, the City Manager and staff are in writing or are made at a duly noticed public meeting.

**12.5 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 or City Manager. 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 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. 21-033

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 \_\_\_\_\_, 2021.

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

\_\_\_\_\_, 2021  
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 \_\_\_\_\_, 2021.

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:	_____	Check One
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:

\_\_\_\_\_

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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?

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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.

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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:

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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**

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

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

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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:

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

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

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18. Bank References:

<b>Bank</b>	<b>Address</b>	<b>Telephone</b>

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-subsidiary).

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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 \_\_\_\_\_, 2021.

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 \_\_\_\_\_, 2021.

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public