



CITY OF MARGATE
5790 MARGATE BOULEVARD
MARGATE, FLORIDA 33065

REQUEST FOR QUALIFICATIONS (R.F.Q.) NO. 2016-012
ARCHITECTURAL SERVICES

PROPOSAL SUBMISSION DATE: WEDNESDAY, MARCH 30, 2016

PROPOSAL SUBMISSION TIME: 11:00 AM, LOCAL TIME

**ALL PROPOSALS MUST BE RECEIVED BY THE PURCHASING DIVISION PRIOR TO THE
DATE AND TIME SPECIFIED ABOVE**

**CITY OF MARGATE
ARCHITECTURAL SERVICES
R.F.Q. NO. 2016-012**

The City of Margate ("City") is seeking Request for Qualifications (R.F.Q.) from qualified Architectural Firms to provide design and construction administration services for various improvements on a continuing contract basis as required by the City.

I. PURPOSE:

The City is interested in entering into agreements with a minimum of one (1), but possibly one (1) or more additional qualified Architectural Firms who can provide design and construction assistance in the implementation of projects identified in the City's five-year capital plan. In the event the City makes a multiple award for these services, projects/tasks shall generally be awarded to the firm that possesses a particular skill or experience that would be required for the completion of a specific project/task, as determined in the sole discretion of the City. However, the City may award projects/tasks on a rotation basis if in the sole discretion of the City, more than one awarded firm possesses the particular skill or experience that would be required for the completion of a specific project/task.

Pursuant to Florida Statutes, Chapter 287.055, Consultants Competitive Negotiations Act, (CCNA) the City of Margate ("City") seeks to identify firms with substantial experience and capabilities to perform continuing professional architectural consulting services on an open ended continuing services basis. Anticipated disciplines include: design services, permitting services and construction administration services.

Any professional services awarded through this R.F.Q. will be for projects that do not exceed \$2,000,000 in basic construction cost and for study activity if the fee for professional services for each individual study does not exceed \$200,000.

Potential projects may include but are not limited to streetscape improvements, capital projects, building and open space design, utility and infrastructure improvements, as well as other projects on an as needed basis.

The information submitted in response to the R.F.Q. will be used by the City to make this determination. Additionally, evaluation points will be assigned to information contained in the package to aid in reducing the total number of

submittals to fewer than two firms. These short listed firms may then be invited to make presentations to the selection committee, at a future date; if the selection committee feels additional information about this firm is necessary.

II. SCOPE OF SERVICES:

Subject to each task assignment, in general, the firms may be required to provide:

- A. Design services - within the scope of the practice of architecture, provide preliminary design, construction documents, and cost estimates.
- B. Permitting services – assist with acquiring necessary approvals required by all local, regional, state, and federal jurisdictional agencies.
- C. Construction administration services - on site observations to enable consultant's certification as required by regulatory agencies and ensure that the facilities are constructed in compliance with approved plans and specifications.

III. THE SUBMITTAL PACKAGE:

The City has prepared the following compilation of instructions in the R.F.Q. in order to minimize costs and response time and to ensure the R.F.Q. response is designed to provide the necessary information about the firm. Each submittal must include the attached checklist labeled "Exhibit A". This checklist must appear immediately after the cover letter. To ensure that all submittals can be evaluated on an equitable basis, the R.F.Q. requires each respondent to provide the requested information in a prescribed format and organization that excludes supplemental materials. Any supplemental information included with the response must appear after the required materials and tabbed "Additional R.F.Q. Information", or under separate cover. The submittal package should be organized as listed below with one tab for each item.

The submittal package must be organized in the following manner:

1. Cover Letter (Please address firm's resources, personnel availability and commitment in cover letter.)
2. Check List (Exhibit A)
3. Firm/Team organizational chart which includes:
 - a. Individual's Name and Position
 - b. Name of Firm
 - c. Clear designation of one person who will be the main contact for the respondent
4. Firm description. (Qualification Statement)

5. "Key Staffing" (Name, title and years with firm only. **Do not include a resume here.** All resumes, if included, should be included under "Additional R.F.Q. Information" tab.)
6. Project Management
 - a. Describe project management approaches to address: communication needs of the team, how key decisions will be made, how conflicts will be resolved, how coordination will be handled with other entities (government, utilities etc.) and how schedule and budget will be managed.
7. Offeror's Certification and Non-Collusive Affidavit Form
8. SF 330 Forms

IV. SUBMISSION REQUIREMENTS:

1. The City of Margate Purchasing Division will accept sealed Qualification Proposals until 11:00 AM, local time, Wednesday, March 30, 2016. R.F.Q. packets will be received in the Office of the Purchasing Division, City of Margate, City Hall, Finance Department, Second Floor, 5790 Margate Boulevard, Margate, Florida 33063. Proposals received prior to the date and time above will be considered. Proposals received after the date and time will not be considered and will be returned to the firm(s) unopened.

2. Interested firms shall submit one (1) original and five (5) copies of the qualifications proposal **(NO THREE (3) RING BINDERS)**, as well as an electronic copy (flash drive or disk – do not send via e-mail) of the complete submittal, no later than the date and time as stated above. The original and five (5) copies must be bound or in binders on 8.5" x 11" white paper with tabbed/identified sections as stated in Section II – The Submittal Package. The proposal packages shall be sealed and clearly marked on the outside "R.F.Q. 2016-012 ARCHITECTURAL SERVICES" and addressed to the Purchasing Division at the address above. Respondents desiring to submit a proposal should carefully review the instructions and other related sections of the R.F.Q. Compliance with all requirements shall be solely the responsibility of the Respondent.

3. By submitting a proposal, the Proposer certifies that they have fully read and understood the proposal method and have full knowledge of the scope, nature, and quality of work to be performed.

4. **NO FAXED OR ELECTRONICALLY SUBMITTED PROPOSALS WILL BE ACCEPTED.** It shall be the sole responsibility of the Proposer to have their proposal delivered to the City of Margate Purchasing Division, Finance Department, Second Floor, City of Margate City Hall, 5790 Margate Boulevard, Margate, FL 33063 prior the date and time specified.

5. Proposers may withdraw their proposals by notifying the Purchasing Division in writing at any time prior to the scheduled opening. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representative must disclose their identity and provide a receipt for the proposal. Proposals, once opened, become the property of the City and will not be returned to the Proposers.

6. The Offeror's Certification form shall be signed by an authorized company representative.

In accordance with the American with Disabilities Act (ADA) this document may be requested in an alternate format.

V. ADDENDA, ADDITIONAL INFORMATION:

All questions and requests for additional information in connection with this Request for Qualifications (R.F.Q.) shall be directed in writing or by email to Spencer Shambray, Purchasing Supervisor, 5790 Margate Boulevard, Margate, FL 33063. Fax number (954) 935-5258. Email purchase@margatefl.com.

Any addenda or answers to written questions supplied to participating proposers shall become part of the Request for Qualifications and the resultant contract.

If you have received this R.F.Q. packet from a source other than directly from the City of Margate Purchasing Division, you are not registered. All interested parties must register with the City of Margate Purchasing Division office (address for submission of qualifications) in order to receive any changes, additions, addenda or other notices concerning this project. Contact the Purchasing Division at (954) 935-5346 or by email to purchase@margatefl.com. Include in the subject line "RFQ 2016-012 – Architectural Services"

No negotiations, decisions or actions shall be initiated by the Proposer as a result of any discussions with a City employee. Only those communications which are in writing from the Purchasing Division may be considered as a duly authorized expression. Also, only communications from Proposers, which are signed and submitted in writing, will be recognized by the City as duly authorized expressions on behalf of the Proposer. It is the Proposer's responsibility to contact the Purchasing Division at (954) 935-5346 (prior to the date and time for submission) to determine if any addenda have been issued.

VI. INSURANCE REQUIREMENTS:

The awarded Proposer shall procure and maintain at its own expense and keep in effect during the full term of the Contract a policy or policies of insurance which shall be determined by the City prior to contract. Additionally, any subcontractor hired by the awarded Proposer for this contract shall provide insurance coverage as well.

The City of Margate ("City") shall be named "additional insured" under the appropriate policies. Awarded Proposer agrees to provide CITY a Certificate(s) of Insurance evidencing that all coverage, limits and endorsements required are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum of thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage.

The Certificate Holder address shall read:

1. City of Margate
Purchasing Division
5790 Margate Boulevard
Margate, FL 33063
Re: RFQ 2016-12
2. The required insurance coverage shall be issued by an insurance Company, duly authorized and licensed to do business in the State of Florida, with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide:

Financial Stability to A+
3. Insurance Companies selected must be acceptable to City. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to the City by certified mail.

VII. EVALUATION AND SCORING:

Selection will be in accordance with the Consultant's Competitive Negotiations Act, as amended, Section 287.055, Florida Statutes. The selection process consists of evaluation and scoring by the Selection Committee. Each category

will be scored and when the scores awarded for all categories are totaled, the scores will be tabulated and added to achieve the Total Points and Weighted Score awarded to each firm. Both criteria will be used to rank each firm one, two, three, etc. The ranking of each firm will be tabulated from each Committee Member and combined with other Committee Members to determine the total score and weighted score for the firm.

1. Firm's experience in South Florida.
2. Firm's personnel qualifications.
3. Firm's governmental experience.
4. Firm's approach to project management.
5. Firm's resources, personnel availability and commitment.

Failure to respond to all the items listed above will result in a lower overall score and may hinder a firm's chance of being selected.

The Scoring Criteria is made up of the categories above that collectively represent a Grand Total Point Value of 100 points, as described herein. The points indicated below as "Points Possible" are the maximum that can be allocated for each category. The point value shall be the basis of establishing a finalist list of the top ranking R.F.Q. submittals.

Firm Experience: The firm will be expected to demonstrate its experience with projects similar to those listed in Exhibit A. Particular attention should be given to projects completed with other local government agencies. This information must be included on SF 330.

Firm's Personnel Qualifications: The firm shall name the actual Project Manager assigned to the City and other key staff to be assigned to projects, describe their ability and experience and indicate the function of each individual within the organization and their proposed role on City projects. This information must be included on SF 330.

Firm's Governmental Experience: The firm shall detail experience with other governmental agencies. This information must be included on SF 330.

Firm's Approach to Project Management: The firm shall detail approach to be utilized in managing projects including, but not limited to, coordination with other governmental agencies and other utility companies.

Firm's Resources, Personnel Availability and Commitment: The firm shall demonstrate a commitment to completing project on time and within budget. Firm must also demonstrate flexibility to complete projects per client's specifications.

EVALUATION CATEGORIES

POINTS POSSIBLE

1. Firm's experience in South Florida	25
2. Firm's personnel qualifications	30
3. Firm's governmental experience	20
4. Firm's approach to project management	15
5. Firm's resources, personnel availability and commitment	10

GRAND TOTAL OF POINTS

100 POINTS

VIII. AWARD OF CONTRACT:

Based on final rankings resulting from the above described process, the Selection Committee will make a recommendation to the City Commission for the award of the contract to a minimum of one (1) firm.

The contract or contracts shall be awarded to the most qualified Proposer(s) whose proposal(s) is/are determined to be the most advantageous to the City and who agree to provide the required services at compensation which the City determines is fair, reasonable and competitive.

The City intends to award an initial contract term of three (3) years, with an option to renew annually for two (2) additional one year terms, up to a total of five (5) years.

IX. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS:

All working papers and reports must be retained in accordance with requirements and procedures set forth by the General Records Schedule for Local Government Agencies as promulgated by the Division of Archives, History and Records Management (a division of the Florida Department of State) at the firm's expense, unless the firm is notified in writing by the City of the need to extend the retention period. The firm will be required to make working papers available, upon request, to the following parties or their designees:

- City of Margate
- U.S. General Accounting Office (GAO), or local OIG
- Parties designated by federal or state governments or by the City as part of an audit quality review process.

In addition, the firm shall respond to the reasonable inquiries of auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

X. TIME REQUIREMENTS:

A. PROPOSAL CALENDAR, NOTIFICATION AND CONTRACT DATES

The schedule of events, relative to the procurement shall be as follows:

Event	Date (on or by)
1. Issuance of R.F.Q.	March 7, 2016
2. Receipt of R.F.Q.	March 30, 2016
3. Proposal Evaluations	Week of 4/4/16
4. Oral Presentations with short listed firms	Week of 4/18/16
5. Recommendation to City Commission	May 4, 2016
6. Negotiations	Week of 5/9/16
7. Contract Award	May 18, 2016

Be advised that the City is prepared to award a single contract or multiple contracts as is deemed to be in the best interest of the City. The City reserves the right to change and/or delay scheduled dates.

As the best interest of the City may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

The successful proposer shall be required to execute a contract with the City covering the scope of services to be provided and setting forth the duties, rights and responsibilities of the parties.

A. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request firms to make oral presentations either in person, by phone, or by internet. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

B. Final Selection

The City will select/award the firm(s) which best meets the interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decision will be final.

XI. SUMMARY OF PROVIDED DOCUMENTS TO BE SUBMITTED WITH PROPOSALS:

Samples of the following documents, (except certificate of insurance) are attached and shall be executed as a condition to this offer:

- (a) Offeror's Certification
- (b) Offerors's Qualifications Statement
- (c) Non-Collusive Affidavit Form
- (d) Exhibit A
- (e) SF 330 Forms

XII. GENERAL CONDITIONS:

A. PUBLIC ENTITY CRIMES INFORMATION STATEMENT: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplies, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

B. DISCRIMINATORY VENDOR LIST: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

C. EXPENSES: All expenses for making the proposal to the City are borne by the Proposer.

D. WITHDRAWAL OF PROPOSAL: Any proposal may be withdrawn up until the date and time set forth for the opening proposals. Any proposal not withdrawn shall constitute an irrevocable offer for a period of 90 days or until one or more of the proposals have been duly accepted and a contract is awarded. No guarantee or representation is made herein as to the time between the proposal opening and subsequent award.

E. APPLICABLE LAWS: All applicable laws and regulations of the U.S. Government, State of Florida, Broward County, and City ordinances and regulations will apply to any resulting award of contract.

F. FORM OF AGREEMENT: Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City and shall contain, as a minimum, applicable provisions of the Request for Proposal. The City reserves the right to reject any agreement that does not conform to the Request for Qualifications and any City requirements for agreements and contracts.

G. CONFLICT OF INTEREST: For purposes of determining any possible conflict of interest, all Proposers must indicate if any City employee or elected official is an owner, corporate officer, or employee of their business. If such relationship(s) exist, the Proposer must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.13.

H. COPYRIGHTS AND PATENT RIGHT: Proposer warrants that there has been no violation of copyrights or patent rights in manufacturing, producing and/or selling the item(s) ordered or shipped as a result of this proposal, and successful proposer agrees to hold the City harmless from any and all liability, loss or expense by any such violation.

I. TAXES: The City is exempt from any taxes imposed by the State and Federal Governments. Exemption certificates will be provided upon request.

J. RETENTION OF RECORDS AND RIGHT TO ACCESS CLAUSE: The successful proposer shall preserve and make available all financial records, supporting documents, statistical records and any other documents pertinent to this contract for a period of five (5) years after termination of this contract; or if an audit has been initiated and audit findings have not been resolved at the end of these (5) years, the records shall be retained until resolution of audit finding.

K. NON-COLLUSIVE STATEMENT: By submitting this proposal, the Proposer affirms that this proposal is without previous understanding, agreement, or connection with any person, business, or corporation submitting a proposal for the same materials, supplies, service, or equipment, and that this proposal is in all respects fair, and without collusion or fraud. (Refer to "Non-Collusive Affidavit" form attached.)

L. ASSIGNMENT: Successful Proposer may not assign or transfer this contract in whole or part without prior written approval of the City.

M. TERMINATION FOR CONVENIENCE OF CITY: Upon thirty (30) calendar days written notice delivered by certified mail, return receipt requested, to the successful Proposer, the City may without cause and without prejudice to any other right or remedy, terminate the agreement for the City's convenience whenever the City determines that such termination is in the best interests of the City. Where the agreement is terminated for the convenience of the City the notice of termination to the successful proposer must state that the contract is being terminated for the convenience of the City under the termination clause and the extent of the termination. Upon receipt of such notice, the contractor shall promptly discontinue all work at the time and to the extent indicated on the notice of termination, terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the contract and refrain from placing further orders and subcontracts except as they may be necessary, and complete any continued portions of the work.

N. LITIGATION VENUE: This agreement shall have been deemed to have been executed within the State of Florida. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection or dispute arising out of this Agreement shall be litigated only in the courts of the Seventeenth Judicial Circuit in and for Broward County, Florida.

O. CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in the current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

P. GOVERNMENT RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality, workmanship, or performance of the items/services offered on the proposal prior to delivery/performance, it shall be the responsibility of the Contractor to notify the City at once, indicating in their letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned hereby, or to cancel the contract at no further expense to the City.

Q. CONTRACTOR NOTICES: The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and orders of public authorities bearing on the safety of persons and property and their protection from damage, injury or loss.

R. DAMAGES OR LOSS: The Contractor shall be liable for damage or loss (other than damage or loss to property insured under the property insurance provided or required by the Contract Documents to be provided by the Owner)

to property at the site caused in whole or in part by the Contractor, a sub-contractor of the Contractor or anyone directly or indirectly employed by either of them, or by anyone for whose acts they may be liable.

S. WAIVER OF JURY TRIAL: CITY AND CONTRACTOR HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT EITHER MAY HAVE TO A TRIAL BY JURY IN RESPECT TO ANY ACTION, PROCEEDING, LAWSUIT OR COUNTERCLAIM BASED UPON THE CONTRACT, ARISING OUT OF, UNDER, OR IN CONNECTION WITH THE WORK, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR THE ACTIONS OR INACTIONS OF ANY PARTY.

T. INDEMNIFICATION: To the extent permitted by Florida law, Contractor agrees to indemnify, defend, save, and hold harmless the City, its officers and employees, from or on account of all damages, losses, liabilities, including but not limited to reasonable attorney fees, and costs to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

U. NO WAIVER: No waiver of any provision, covenant or condition within this agreement, or of the breach of any provision, covenant or condition within this agreement shall be taken to constitute a waiver of any subsequent breach of such provision, covenant or condition.

OFFEROR'S CERTIFICATION R.F.Q. 2016-012

WHEN OFFEROR IS AN INDIVIDUAL

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this ____day
of _____, 20__.

By: _____
Signature of Individual

Witness

Printed Name of Individual

Witness

Business Address

City/State/Zip

Business Phone Number

State of _____

County of _____

The foregoing instrument was acknowledged before me this____day
_____, 20__, by _____(Name), who is personally known
to me or who has produced_____as identification and who
did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or type as Commissioned)

OFFEROR'S CERTIFICATION R.F.Q. 2016-012

WHEN OFFEROR IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A FICTITIOUS OR TRADE NAME

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 20__.

Printed Name of Firm

By: _____
Signature of Owner

Witness

Printed Name of Individual

Witness

Business Address

City/State/Zip

Business Phone Number

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by _____ (Name), who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or type as Commissioned)

OFFEROR'S CERTIFICATION R.F.Q. 2016-012

WHEN OFFEROR IS A PARTNERSHIP

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 20__.

Partner _____
Printed Name of Partnership
By: _____
Signature of General or Managing

Witness _____
Printed Name of Individual

Witness _____
Business Address

City/State/Zip

State of _____
Business Phone Number

County of _____

The foregoing instrument was acknowledged before me this____day of _____20__ by (Name), _____(who is personally known to me or who has produced_____as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or type as Commissioned)

OFFEROR'S CERTIFICATION R.F.Q. 2016-012

WHEN OFFER IS A CORPORATION

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 20__.

Printed Name of Corporation

Printed State of Incorporation

(CORPORATE SEAL)

By: _____
Signature of President or other authorized officer

ATTEST:

Printed Name of President or other authorized officer

By _____
Secretary

Address of Corporation

City/State/Zip

Business Phone Number

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____ (Name), _____ (Title) of _____ (Company Name) on behalf of the corporation, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

Notary Public

Name of Notary Public: Print, Stamp, or Type as Commissioned

OFFEROR'S QUALIFICATION STATEMENT R.F.Q. 2016-012

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

SUBMITTED TO: City of Margate (Purchasing Supervisor)

ADDRESS: 5790 Margate Boulevard
 Margate, Florida 33063

CIRCLE ONE

SUBMITTED BY:	Corporation
NAME:	Partnership
ADDRESS:	Individual
PRINCIPAL OFFICE:	Other

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

The correct name of the Offeror is:
The address of the principal place of business is:

2. If Offeror is a corporation, answer the following:

- a. Date of Incorporation:
- b. State of Incorporation:
- c. President's name:
- d. Vice President's name:
- e. Secretary's name:
- f. Treasurer's name:
- g. Name and address of Resident Agent:

3. If Offeror is an individual or a partnership, answer the following:

- a. Date of organization:

b. Name, address and ownership units of all partners:

c. State whether general or limited partnership:

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

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

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

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

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

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

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

(Signature)

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or Type as Commissioned)

EXHIBIT A
CONSULTANT CHECKLIST – R.F.Q. 2016-012

NOTE:

- A) This Exhibit must be included in R.F.Q. immediately after the cover letter.
- B) R.F.Q. Package must be put together in order of this checklist.
- C) Any supplemental materials must appear after those listed below and tabbed "Additional R.F.Q. Information".

- 1. _____ Cover letter
- 2. _____ Copy of this checkList (Exhibit A)
- 3. _____ Firm/Team Organizational Chart
- 4. _____ Firm's Description(s) (Offeror's Qualification Statement)
- 5. _____ Key Staffing (Name, title and years with firm only. **Do not include a resume here.** All resumes, if included, should be included under "Additional R.F.Q. Information" tab.)
- 6. _____ Project Management
- 7. _____ Offeror's Certification and Non-Collusive Affidavit Form
- 8. _____ SF 330

EXHIBIT B
LIST OF POTENTIAL PROJECTS

<u>PROJECT NAME</u>	<u>PROJECT TYPE</u>	<u>BUDGET</u>
Southeast Park Concession Building	Park Improvement – Addition	\$350,000
Sports Complex Dug Out Renovation	Park Improvement – Renovation	\$250,000
Marina Restroom Facility with Storage	Park Improvement – Addition	\$300,000



NON-COLLUSIVE AFFIDAVIT FOR R.F.Q. 2016-02

State of _____)
County of _____)ss.

_____ being first duly sworn, deposes
and says that:

He/she is the _____, (Owner, Partner, Officer,
Representative or Agent) of _____, the Offeror that has submitted the
attached Proposal;

He/she is fully informed regarding the preparation and contents of the attached
Proposal and of all pertinent circumstances regarding such Proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Offeror nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, have in any
way colluded, conspired, connived or agreed, directly or indirectly, with any other
Offeror, firm, or person to submit a collusive or sham Proposal in connection with
the Work for which the attached Proposal has been submitted; or to refrain from
bidding in connection with such Work; or have in any manner, directly or indirectly,
sought by agreement or collusion, or communication, or conference with any
Offeror, firm, or person to fix the price or prices in the attached Proposal or of any
other Offeror, or to fix any overhead, profit, or cost elements of the Proposal price or
the Proposal price of any other Offeror, or to secure through any collusion,
conspiracy, connivance, or unlawful agreement any advantage against (Recipient),
or any person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not
tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part
of the Offeror or any other of its agents, representatives, owners, employees or
parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By _____

Printed Name

Title

ACKNOWLEDGMENT
NON-COLLUSIVE AFFIDAVIT FOR R.F.Q. 2016-02

State of Florida
County of _____

On this the _____ day of _____, 20____, before me, the undersigned Notary Public of the State of Florida, personally appeared

_____ and
(Name(s) of individual(s) who appeared before notary)

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print,
Stamp, or Type as Commissioned)

☐ Personally known to me, or
☐ Produced identification:

(Type of Identification Produced)

☐ DID take an oath, or ☐ DID NOT take an oath