



# **TOWN OF LAUDERDALE-BY-THE-SEA**

## **REQUEST FOR PROPOSAL**

Notice to Proposer  
RFQ #11-01-01

April 1, 2011

### **Request For Proposal**

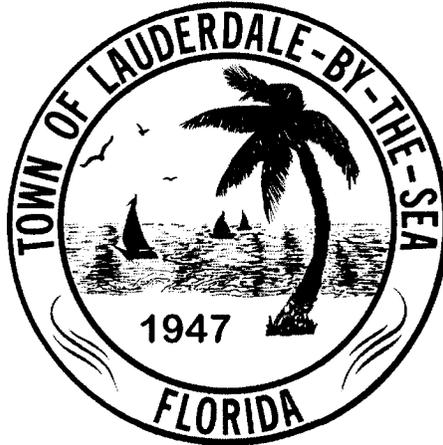
#### **Professional Construction, Engineering and Inspection Services for Hardscape and Landscape Enhancements**

The Town of Lauderdale-by-The-Sea, Florida, is seeking the services of a Professional Engineering Firm to provide professional construction, engineering and inspection services for hardscape and landscape enhancements on State Road A1A. This work is to be performed in accordance with generally accepted engineering standards applicable to professional engineering governed by the State of Florida and FDOT. In addition, the work must be performed by a consultant pre-qualified by FDOT to perform said services and be experienced in administering Local Agency Program projects.

Those individual/firms interested in being considered for this project are instructed to submit nine (9) copies and one (1) original of their qualifications, pertinent to this project prior to 2:00pm (local) on April 28, 2011, to the office of the Town Clerk, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308 in conformance with the Request for Proposals. Qualified responses will be reviewed and ranked as provided for in Town Code and current policy. The recommended firm will be provided to the Town Clerk for Commission's approval. Any proposal received after time and date specified will not be considered.

No pre-proposal conference has been scheduled.

# Town of Lauderdale-By-The-Sea



## REQUEST FOR PROPOSAL No. 11-01-01

**PROFESSIONAL CONSTRUCTION, ENGINEERING AND  
INSPECTION SERVICES FOR HARDSCAPE AND  
LANDSCAPE ENHANCEMENTS**

**RFP OPENING: April 28, 2011, 2:00 P.M.**

Town Hall

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**REQUEST FOR PROPOSALS NO. 11-01-01**

Pursuant to the Florida Statutes, Chapter 287.055 (Consultants Competitive Negotiations Act), the Town of Lauderdale By The Sea, Florida invites qualified firms to submit Letters of Interest, Statements of Qualifications and Experience, and Standard Forms 254 & 255 for consideration to provide:

**PROFESSIONAL CONSTRUCTION, ENGINEERING AND INSPECTION  
SERVICES FOR HARDSCAPE AND LANDSCAPE ENHANCEMENTS**

The Town intends to award a contract to a firm(s) to provide services necessary for the project (the "Project") described herein.

The Town of Lauderdale-By-The-Sea, Florida (the "Town") will receive sealed proposals until 2:00 p.m. (local) April 28, 2011, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

See Part II, Section I, for information regarding submitting a proposal.

**The Town's contact information for this RFP is:**

**Town Clerk**  
4501 Ocean Drive  
Lauderdale-by-the-Sea, Florida 33308  
Telephone: 954-776-0576.  
Fax: 954-776-1857  
Email: JuneW@lauderdalebythesea-fl.gov

RFP documents may be obtained via the Internet at the The Town of Lauderdale-By-The-Sea website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov) and this RFP is posted on [www.Demandstar.com](http://www.Demandstar.com). If you do not have internet access, you may obtain the documents by contacting the Town Clerk.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

## Table of Contents

<b>Part I</b>	<b>Statement of Work</b>	<b>1</b>
A	Objective	1
B.	General Information	1
C	Scope of Work	1
D	Technical Requirements	2
E	Insurance and Licenses	2
<b>Part II</b>	<b>General Information</b>	<b>4</b>
A	Definitions	4
B	Invitation to Propose; Purpose	4
C	Contract Awards	4
D	Proposal Costs	5
E	Inquiries	5
F	Delays	5
G.	Pre-proposal Meeting	5
H	Proposal Submission	5
I	Proposal Format	6
J	Proposal – Procedural Information	8
K	Public Records	8
L	Irregularities; Rejection of Proposals	9
M	Evaluation Method and Criteria	9
N	Representations and Warranties	10
O	Town Contract	11
<b>Exhibits</b>	<b>Forms Page</b>	
	RFP Form A. Qualifications Statement	1
	RFP Form B. Reference Form	3
	RFP Form C, Price Proposal Form	4
	RFP Form D, Proposer's Certification	6

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**REQUEST FOR PROPOSALS NO. 11-01-01**  
**Part I – Statement of Work**

**PART I - STATEMENT OF WORK**

**A. OBJECTIVE**

The Town of Lauderdale-By-The-Sea is a seaside community with a permanent population of about 6,000 that increases to about 9,000 during the winter season.

The Town of Lauderdale By The Sea is constructing an enhancement project on SR A1A between Pine Avenue on the south to Terra Mar Drive on the north that generally consists of the installation of specified hardscape features and landscape enhancements. This project is being advanced in partnership with the Florida Department of Transportation (FDOT) via their Local Agency Program (LAP). Reference FPID 418022-1-58-01. The project is designed and will be bid in the near future.

***The Town seeks a FDOT prequalified firm to represent the Town during the construction of the project.***

**B. GENERAL INFORMATION ABOUT RFP 11-01-01 see above.**

**C. SCOPE OF WORK**

The scope of services may include, but is not limited to, the following construction, engineering, inspection, and administrative tasks:

1. Perform services to ensure compliance with applicable Federal and State provisions related to LAP projects.
2. Prepare administrative and other related forms required for submittal to FDOT and other applicable agencies.
3. Perform all required daily inspections of constructed improvements, maintain inspection and project records.
4. Schedule, coordinate, and chair periodic meetings with the contractor, Town and other appropriate entities including a preconstruction conference.

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**REQUEST FOR PROPOSALS NO. 11-01-01**  
**Part I – Statement of Work**

5. Processing of and responding to Contractors Requests for Information, shop drawings and other related project information and submittals.
6. Evaluate and provide recommendations regarding the Contractor's payment applications.
7. Prepare biweekly written reports detailing project status.
8. Process project related materials required to maintain and demonstrate compliance with FDOT standards and specifications.
9. Prepare or assist in the preparation of applications for reimbursement from State and Federal agencies.
10. Provide project close-out services. This may include recommendations for preliminary and final acceptance of the project, preparation and approval of punch list items, and project certification as required to all permitting agencies.

The DELIVERABLES shall also include:

- ✓ Meetings with Town staff, contractor as necessary.
- ✓ All services and reports necessary to complete the scope of work

**D. TECHNICAL REQUIREMENTS**

Firms must be prequalified by the FDOT to provide Construction, Engineering, and Inspection services and able to provide a sufficient number of qualified personnel in strict and full compliance with the current minimum training and experience standards required by the FDOT.

In addition, the consultant must detail experience in administering Local Agency Programs and must specifically furnish three examples of LAP projects similar in scope and size to this project successfully completed within the last five years, with references, in the local area (Broward, Palm Beach, and Dade Counties). Firms must be licensed to practice Professional Engineering and Surveying in the State of Florida, Florida State Statute 471, by the Board of Professional Regulation.

**E. INSURANCE AND LICENSES**

The successful Proposer shall maintain in full force and effect throughout the contract:  
(a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part I – Statement of Work**

- 1. Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors coverage.
- 2. Workers' Compensation Insurance** – Statutory.
- 3. Comprehensive Automobile Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non Owned Auto Liability.
- 4. Professional Liability** – Please indicate if you carry Professional Liability Insurance and, if so, in what amount. Editorial comment: the firms that are capable of this work will carry this. Since the project construction cost is less than \$1M, I recommend that as the minimum requirement.

**END OF PART I**

TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA

REQUEST FOR PROPOSALS NO. 11-01-01

Part II –General Information

PART II: RFP GENERAL INFORMATION

A. DEFINITIONS

For the purposes of this Request for Proposals (RFP):

**Contact information** for the purpose of this RFP shall mean:

**Town Clerk**  
4501 Ocean Drive  
Lauderdale-by-the-Sea, Florida 33308  
Telephone: 954-776-0576.  
Fax: 954-776-1857  
Email: JuneW@lauderdalebythesea-fl.gov

**FDOT** means the Florida Department of Transportation (FDOT)

**LAP** means Local Agency Program and more specifically the Town of Lauderdale-By-The-Sea's Project No. FPID 418022-1-58-01.

**Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP.

**Town** shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

B. INVITATION TO PROPOSE; PURPOSE

The Town solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the Town as specifically described in Part I, Statement of Work.

C. CONTRACT AWARDS

The Town Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the Town to be most advantageous. The Town anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Town selects a Proposal, the Town will provide a written notice of the award.

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the successful Proposer.

**D. PROPOSAL COSTS**

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

**E. INQUIRIES**

The Town will not respond to oral inquiries. Proposers may mail, electronic mail or fax written inquiries for interpretation of this RFP to the attention of the City Clerk. Please mark the correspondence "RFP No. 11-01-01 QUESTION".

The Town will respond to written inquiries received at least 7 working days prior to the date scheduled for receiving the proposals. The Town will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Town will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Clerk. Although the Town will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

**F. DELAYS**

The Town may postpone scheduled due dates in its sole discretion. The Town will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

**G. PRE-PROPOSAL MEETING      No pre-proposal meeting is scheduled.**

**H. PROPOSAL SUBMISSION**

Proposers shall submit one (1) original and nine (9) copies and one CD of the proposal in a sealed, opaque package. The package shall be clearly marked on the outside as follows:

To: Town of Lauderdale-By-The-Sea  
RFP No. 11-01-01  
Project: SR A1A Enhancement

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

Submitted by: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

Proposals shall be submitted in person or by mail. Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Due to the irregularity of mail service, the Town cautions Proposers to assure actual delivery of proposals to the Town prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the Office of the Town Clerk before proposal opening time. Proposers may withdraw their proposals by notifying the Town in writing at any time prior to the opening. Proposals, once opened, become property of the Town and will not be returned.

**I. PROPOSAL FORMAT**

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or completed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

**1. Letter of Transmittal**

This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the Town. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

2. Title Page

The title page shall show the name of Proposer's agency/firm, address, name of contact person, telephone number(s), email address, date, and the RFP No. and the Project name.

3. Table of Contents

Include a clear identification of the material by section and by page number.

4. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Town's primary contact and provide the person(s)' background, training, experience, qualifications and authority.
- Completed RFP Forms A, B, C, and D. All RFP forms are included as exhibits this document.
- Documentation that the firm is prequalified with the FDOT to provide CEI services.
- Complete Standard Forms 254 & 255.

5. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishments for each.

6. Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

7. Compensation  
Compensation or fees shall be determined with contract negotiations.
8. Additional Information  
Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

**J. PROPOSAL – Procedural Information**

1. Interviews:  
The Town reserves the right to conduct personal interviews or require presentations prior to selection. The Town is not responsible for any expenses which Proposers may incur in connection with a presentation to the Town or related in any way to this RFP.
2. Request for Additional Information:  
The Proposer shall furnish such additional information as the Town may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The Town reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.
3. Proposals Binding:  
All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. Town may desire to accept a proposal after this time. In such case, Proposer may choose whether or not to continue to honor the proposal terms.
4. Alternate Proposals:  
An alternate proposal is viewed by the Town as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Town will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Town's best interest.
5. Proposer's Certification Form:  
Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. This form must be acknowledged before a notary public with notary seal affixed on the document.

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

**K. PUBLIC RECORDS**

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Town's treatment of records as public records.

**L. IRREGULARITIES; REJECTION OF PROPOSALS**

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

**M. EVALUATION METHOD AND CRITERIA**

**1. General**

The Town shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of proposals and Proposers. The Town's decisions will be final. The Town's evaluation criteria may include, but shall not be limited to, consideration of the following:

- A. ability to meet set standards;
- B. availability of qualified personnel;
- C. expertise of personnel;
- D. financial resources and capabilities;
- E. past contracts with other governmental jurisdictions;
- F. past performance records;
- G. qualifications of Proposer;

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

- H. references;
- I. related experience in Florida;
- J. technical soundness of proposal; and,
- K. location of the office from which services will be rendered, along with the number of administrative and professional staff at that office.
- L. Disclosure of any pending or past litigation within the last 5 years resulting from the performance of services and the disposition of same.
- M. Participation by Small, Disadvantaged or Minority owned businesses.

**2. Selection**

The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Town Manager may request oral presentation from the Proposers. Proposers are advised that the Town reserves the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

**N. REPRESENTATIONS AND WARRANTIES**

In submitting a proposal, Proposer warrants and represents that:

- 1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
- 2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
- 3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
- 4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means,

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

**REQUEST FOR PROPOSALS NO. 11-01-01**

**Part II –General Information**

methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.

5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFP or contract.

**O. Town Contract**

The selected Proposer is expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

**End of Part II**

# RFP FORM A

Proposer: \_\_\_\_\_

## QUALIFICATIONS STATEMENT

**Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**  
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - 1.1. The correct and full legal name of the Proposer is:
  - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
  - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Broward County occupational license number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization have a specialty?
10. List the last three project of this nature that the firm has completed. Please provide project description, reference, fees and construction cost of work completed.
11. Have you ever failed to complete any work awarded to you? If so, where and why?

12. Provide the following information concerning all contracts **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

<b>Name of Project</b>	<b>Contract with:</b>	<b>Contract Amount</b>	<b>Estimated Completion Date</b>	<b>% of Completion to Date</b>

*(Continue list as necessary)*

13. Provide the following information for any subconsultants you will engage if awarded the contract.

<b>Subconsultant Name</b>	<b>Address</b>	<b>Work to be Performed</b>

*The foregoing list of subconsultants may not be amended after award of the contract without the prior written approval of the Town Manager, whose approval shall not be unreasonably withheld.*

# RFP Form B

Proposer: \_\_\_\_\_

## REFERENCE FORM

Forms A, B & C are available in WORD format from the Town Clerk upon request.

**THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.** The Proposer guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_
  
2. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_
  
3. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_
  
4. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

## RFP Form C

Proposer: \_\_\_\_\_

### PRICE PROPOSAL FORM

**The form is not required to be submitted as this procurement is being conducted pursuant to the Consultant's Competitive Negotiations Act (CCNA), *Section 287.055 of the Florida Statutes.***

**The fee schedule for services will be negotiated in accordance with the Consultants Competitive Negotiations Act.**

# RFP FORM D

Proposer: \_\_\_\_\_

## PROPOSER'S CERTIFICATION

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.** The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes 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, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for

CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Mailing Address

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Notary Public  
\_\_\_\_\_

\_\_\_\_\_  
My Commission Expires: