



GENERAL CONTRACTORS FOR HOME REPAIR PROJECTS

REQUEST FOR QUALIFICATION # PL-25-02

Issuance of Solicitation: Tuesday, November 11, 2025

Questions Due Date: Monday, November 24, 2025

Bid Submission Deadline: Tuesday, December 9, 2025

THE CITY OF PEMBROKE PINES
PROCUREMENT DEPARTMENT
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020

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A - HUD Section 3 Implementation Plan and Forms 1-6

B - HUD's Davis-Bacon and Labor Standards Contractor Guide Addendum

C - Specimen Contract - Contractual Services Agreement

D - Sample Insurance Certificate



SECTION 1 - NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFQ # PL-25-02

General Contractors for Home Repair Projects

Solicitations may be found on the City of Pembroke Pines website under the Procurement Department at <http://www.ppines.com/index.aspx?NID=667>, and may be downloaded directly from the OpenGov platform at <https://procurement.opengov.com/portal/pembrokepines>.

For Technical Support, proposers can reach the OpenGov Service Desk between 7:00 am to 10:00 pm from Monday through Friday via the following methods:

- Chat (preferred method): Click the button in the lower right-hand corner of the portal.
- E-mail: procurement-support@opengov.com
- Phone: 1 (650) 336-7167

If additional help is needed with downloading the solicitation package please contact the Procurement Department at (954) 518-9020 or by email at purchasing@ppines.com. The Procurement Department hours are between 7:00 am to 6:00 pm on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, FL 33025.

Bidders shall submit all questions regarding this bid via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/pembrokepines>. Please note the deadline for submitting questions. All answers will be posted on the City's e-Procurement Portal. Bidders may also click "Follow" on this bid to receive an email notification when answers are posted. It is the bidder's responsibility to check the portal for updates. Only written responses issued through the OpenGov platform will be considered official for interpretations or clarifications.

Proposals will be accepted until 2:00 pm on Tuesday, December 9, 2025, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/192796>.

Bid Opening: The sealed electronic proposals will be publicly opened at 2:30 pm, on the bid due date, by the City Clerk's Office, in the **City Clerk's Office Conference Room located on the 4th Floor in the Charles F. Dodge City Center**/City Hall Administration Building, located at 601 City Center Way, Pembroke Pines, Florida, 33025.

Virtual Bid Opening: In light of public health concerns and to ensure accessibility for all, the City encourages interested parties and the public to participate virtually via live streaming instead of attending the meeting in person. As a result, meetings may be a combination of in-person and virtual, all as provided by law. To virtually attend the bid opening, please use the Cisco Webex Meetings platform.

Virtual Meeting Details:



- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>.

To ensure an efficient meeting process, participants are requested to mute their audio and camera during the meeting. While the public is welcome to attend the virtual bid opening, **please note that active participation and commenting will not be allowed during the proceedings.**

For further information about the bid opening or assistance in accessing the virtual meeting, please contact:

Jamie Chen or other Procurement Staff in the Procurement Department
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
(954) 518-9061 or 954-518-9020
purchasing@ppines.com

SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE

2.1 Project Timeline

The Agreement shall take effect as of the date of execution and shall terminate no later than two (2) year after the date of execution of the Agreement by the City Manager, or upon the expenditure of all funds in conformance with the requirements of the respective program, unless terminated sooner by either party.

Contractors are required to complete all work within 120 days from the issuance of the Notice to Proceed. Extensions may be granted for circumstances beyond the contractor's control (e.g., weather delays, emergencies, or other uncontrollable events preventing reasonable access to the home). Any extension requests must be submitted in writing and approved by both the City and the homeowner.

Contractors are not authorized to begin work until receiving a 'Notice to Proceed' from the City's Housing Consultant or other authorized City personnel. Contractors with delays may be restricted from receiving additional work until current projects are satisfactorily completed. Contractors experiencing delays on three successive projects may be removed from consideration for future work unless delays are due to uncontrollable factors as determined by the city.

2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	November 11, 2025
Question Due Date:	November 24, 2025, 11:30pm
Issuance of Final Answers to Questions:	November 27, 2025
Bid Submission Deadline:	December 9, 2025, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluation Committee Meeting:	To Be Determined (TBD)

2.3 Estimated Project Cost

Not Applicable.

2.4 Grant/Federal Funding

Federal and State grant funds will be used for this program.

2.5 Additional U.S. Department of Housing and Urban Development (HUD) Requirements

The project is federally funded through the U.S. Department of Housing and Urban Development (HUD) and must adhere to strict federal guidelines. This includes compliance with the Davis-Bacon

Act, which requires the payment of prevailing wages for all laborers and mechanics working on the project. The Contractor will be responsible for submitting certified payroll records reflecting the applicable prevailing wages for each trade involved. Please see "**HUD's Davis-Bacon and Labor Standards Contractor Guide Addendum**" in the attachments section for further information.

Additionally, the project is governed by Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 ensures that employment and economic opportunities created by HUD assistance benefit low- and very low-income individuals, especially those residing within the project's service area. **Contractors** must demonstrate their compliance with Section 3 requirements, please see "**HUD Section 3 Implementation Plan and Forms 1-6**" in the attachments section for additional information. This may include providing information on how they will hire qualified low- and very low-income individuals and/or utilize Section 3 businesses as part of the project. As part of the bidding process, **Contractors** must return Form 1 with their bid submission, as failure to do so may result in the disqualification of your submittal. In addition, Forms 2-6 must be submitted with final reporting, 30 days after project completion, as applicable.

2.6 Proposal Security/Bid Bond

A Proposal Security shall not be required for this project.

2.7 Payment and Performance Bonds

Payment and Performance Bonds shall not be required for this project.

SECTION 3 - PURPOSE AND BACKGROUND

3.1 Purpose

The City of Pembroke Pines is seeking statements of qualifications from qualified firms, hereinafter referred to as the Contractor, to perform residential home repair projects with significant and verifiable experience, in accordance with the terms, conditions, and specifications contained in this solicitation.

This bid is designed to overlap the current pool of General Contractors for Home Repair Projects, in an effort to create a new pool that will replace the current pool upon its expiration but that can be called upon the award of this solicitation. Vendors of the current pool that would like to continue being a part of the pool must bid on this solicitation to be considered for the new pool. The types of services to be rendered include the following:

- Correcting municipal code violations
- Abating any health and safety problems in the resident's home
- Providing safe electrical and mechanical systems
- Stopping weather penetration to make the resident's home more energy efficient
- Improving the general condition of the resident's structure

As each home repair project is determined, the approved pool of contractors will be invited to submit a bid for that particular home repair. The bid must include a quote and a timeline to complete the requested project. The lowest, most responsive/responsible Contractor that can meet the City's requirements shall be awarded the project(s) on an as-needed basis.

To be included in the pool, interested general contractor firms shall submit qualification statements, performance data and other information relative to the proposed Scope of Services. Responses will be evaluated by a Selection/Evaluation Committee. Firms that do not provide the information requested, or which fail to meet the minimum qualification criteria, shall be disqualified from further consideration.

The Contractor is responsible for communicating all project milestones—including work commencement, inspections, and completion dates—to the assigned Senior Project Specialist. Failure to maintain communication may result in suspension from the Contractor Pool. Contractors must also keep property owners informed about permits, scheduling, warranties, and any project-related issues. Effective and timely communication will be evaluated by the Housing Consultant, the City, and the homeowner upon project completion.

3.2 Background

Pembroke Pines, Florida, ranked as the eleventh largest city among the state's four hundred plus municipalities and the second largest in Broward County, maintains a welcoming small-town

ambiance that resonates with its residents. Located conveniently in southwest Broward County, the city provides seamless access to major highways, employment centers, entertainment venues, parks, golf courses, and a diverse array of dining and shopping options.

With a population of approximately 170,000 residents spread across 32.68 square miles, Pembroke Pines is renowned as one of the best cities to live in America. The city boasts 28 superior parks, lush landscaping, and a distinctive South Florida charm that contributes to its natural beauty. Notably recognized as 2024's Best Place to Raise a Family in Florida, and 2024's Best City of Hispanic Entrepreneurs by WalletHub, Pembroke Pines also earned a place as the on Money Magazine's esteemed Best Places to Live list in 2014, as the sole Florida representative, ranking in at #32 in the nation.

Incorporated in 1960, Pembroke Pines is celebrated as a safe and desirable community, having received accolades such as the All-America City designation. The city's commitment to arts and culture, exceptional schools, diverse population, numerous parks, and forward-thinking approach in an ever-evolving world make it a standout destination.

Pembroke Pines is also the home to the largest municipal-run charter school system in the nation, serving over 6,000 students across five separate campuses. The City's award-winning charter school system is located in the Broward County School District, which is the sixth largest school district in the nation.

SECTION 4 - SCOPE OF WORK

4.1 Scope of Work

The General Contractor services required include, but are not necessarily limited to the following:

1. Complete residential home repairs per specifications and requirements provided by the City.
2. Submit permits (and drawings) for construction repairs as required.
3. Produce quality work.
4. Abide by and adhere to all conditions and requirements of the rehabilitation program.
5. Complete all repairs in a prompt/timely manner, 120 Days from NTP, and within budget.
6. Effectively practice sound financial business practices and fiscal responsibility.
7. Establish and maintain professional and pleasant rapport with the City and property owners.

Contractors who attend a Pre-Bid Walkthrough must submit a bid or provide written justification for not doing so. Failure to comply may result in removal from the qualified Contractor Pool at the City's discretion.

4.2 General Term on Non-Collusion

1. Prohibition on Dual Role

A bidder or any of its principals submitting a proposal as a Primary Contractor under this solicitation shall not, directly or indirectly, participate as a Subcontractor, consultant, joint venture partner, or principal on any other bid submitted for the same project or contract package.

2. Disqualification

Any bidder found to be participating in more than one proposal in violation of this provision shall be subject to disqualification of all affected bids.

3. Certification

Each bidder shall certify in its bid submission that it is not acting, and will not act, as a subcontractor or participant in any other competing bid under this solicitation.

4.3 Frequently Asked Questions (FAQs)

4.2.1 GENERAL QUESTIONS

Question # 1	Can I include multiple parties in my response?
Answer	Yes, however the City of Pembroke Pines will only pay one party for the work that is rendered. For instance, one party will receive the check as if they are the prime contractor and would have to pay the other parties as they would normally pay subcontractors.
Question # 2	With respect to the inspection part, are these Program Inspectors required to complete the housing quality standard form?

Answer Program Inspectors will use the inspection form that mirrors HUD's housing quality standard form. However, inspectors will be provided rehabilitation standards adopted by the City as a guide to complete inspections and work specifications.

Question # 3 All the inspector has to do is issue reports and cost estimates?

Answer The Program Inspector must perform comprehensive inspection accompanied by checklist and photos as well as a detailed write up/works specifications on the repairs needed. The work specifications submitted to the City should have cost estimates. If any environmental inspections have been ordered on the property and mitigation is required, the Program Inspector will incorporate the mitigation steps in the overall work specs that the contractors will bid on. Environmental inspectors will be required to complete inspection requested, provide formal written report, photos and mitigation required. These reports should also have a cost estimate.

4.2.2 INSURANCE QUESTIONS

Question # 4 In regards to the Professional Liability / Errors & Omissions Insurance. Usually this type of insurance is not taken by construction companies, except in special cases such as this. The cost of this insurance is significant. Could this coverage be added to our liability insurance certificate at the time of signing a contract with the city rather than now?

Answer Professional Liability / Errors & Omissions Insurance is no longer required. Please see section 2.6.5 is marked as NO.

4.2.3 BONDING QUESTIONS

Question # 5 Will this project require the company to have Bonding?

Answer Due to the budgeted amount for each project, these projects will not be subject to federal bonding requirements.

4.2.4 LICENSE QUESTIONS

Question # 6 On April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. In other words, after April 22, 2010, federal law requires that contractors who perform renovation, repairs, and painting jobs should hold a valid EPA Certified Renovator per HUD 40CFR. The EPA certification is a 90 day process from course approved + application, to final certification. Therefore, this EPA certification must be part of the firm qualification documents. Please advise.

Answer Contractors must submit a current and valid Certified-EPA Renovator's certificate with their bid packages.

Question # 7 What specific state/local licenses are required?

Answer Requirements vary by occupation and services that are performed by the contractor. Firms should know what state/local licenses are needed for them to perform the required services.

Question # 8 Is the Certified EPA Renovator's Certificate a requirement for qualifying or just for jobs on pre-1978 structures?

Answer If any of the upcoming home repair projects require environmental inspections, the City feels that requiring the EPA Renovator's Certificate is best practice because it allows all of the environmental jobs to be rotated through certified Environmental Inspectors.

4.2.5 FUNDING QUESTIONS

Question # 9 Are you doing a combination of DRI and CDBG to fund this home repair program?

Answer The City will utilize federal CDBG, HOME, SHIP and other funding sources as available. The program utilizes one streamlined process to capture the most restrictive program's requirement.

Question # 10 Please provide the estimated cost budget for this project.

Answer The budget for each project is dependent on the program. Please contact the City's Contract Housing Administrator.

Question # 11 What is the maximum amount that you propose to give to an eligible homeowner?

Answer The City provides a maximum amount depending on the program. Please contact the City's Contract Housing Administrator.

Question # 12 A lot of times when you use that housing quality standard, once you identify a deficiency, we somewhat have an obligation to correct that deficiency even if it goes over the \$90,000. Do you have some type of strategy in mind for these projects?

Answer Code, health and safety are priority items that will be addressed. If a project is cost prohibitive, the City reserves the right to not fund the project. If the project is suitable and funds are available, the unit can be assisted under the City's substantial rehabilitation program. The majority of repairs can be assisted within the maximum budget due to the condition of the housing stock.

Question # 13 How many houses/projects are anticipated?

Answer This varies as it is dependent on state/federal funding.

Question # 14 In terms of the draw schedule, how is mobilization addressed? If contractors only get paid upon 100% of completion of the job and satisfaction by the owner, what if you have a disgruntled owner, do you have something in place to circumvent that?

Answer General contractors are paid upon 100% upon completion of the project. If the program inspection and building inspections indicate the work was done according to the approved work specifications, then there is no justification to withhold payment from a contractor.

4.2.6 BUSINESS CONCERN QUESTIONS

Question # 15 Why do you require Certified Section # 3 business and concern?

Answer Section 3 is a federal requirement that the City of Pembroke Pines must comply with. It is designed to create employment and training opportunities for residents living in the areas receiving federal funding.

Question # 16 Certified Section 3 Business Concern: Usually this type of service (inspections and estimates) is conducted only for the qualifier; not for employees. There is a special reason this Certified Section 3 Business Concern is required?

Answer That is correct. Only the qualified person can perform the inspections. The section 3 employee can be the qualifier but does not have to be. For example, if an inspection firm needs to hire part-time clerical support as a result of being selected in the inspector's pool, then that would trigger Section 3 compliance. Please refer to the 3 ways to qualify as a section 3 business concern.

Question # 17 Does Section 3 only apply for new hires?

Answer Yes, Section 3 only applies to new hires.

Question # 18 Companies qualified as Section 3 in Miami Dade County meet with the requirements for this proposal? Or have to be independently qualified as Section 3 for Broward County?

Answer Because the income guidelines are different for Broward and Miami-Dade, you will have to certify to Broward County's income guidelines and preferably hire someone from Pembroke Pines, but no further than beyond the Broward County jurisdiction. Section 3 is based on income and location of the employees.

SECTION 5 - SUBMITTAL DOCUMENTS

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, December 9, 2025**. Please note vendors should be registered on OpenGov under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

Prospective proposers interested in responding to this solicitation are requested to provide all of the applicable information listed in this section. Submittals that do not respond completely to all of the requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

1 CONFIRMATION TO BIND

1.1 I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

☐ Please confirm

*Response required

2 CERTIFICATION OF INSURANCE COMPLIANCE AND INTENT TO PROCURE REQUIRED COVERAGE

NOTE: Vendors are not required to purchase any additional insurance in order to submit a bid. However, they must certify that they either currently hold, or are able and willing to obtain, all required insurance coverages, endorsements, and limits prior to award and execution of the contract.

2.1 I certify that, if awarded this contract, I will be required to obtain and maintain all insurance policies as detailed in the INSURANCE REQUIREMENTS Section of this solicitation before any work may commence, and throughout the life of the contract.*

☐ Please confirm

*Response required

2.2 Do you confirm that you will only use insurance carriers licensed to do business in the State of Florida and rated no less than "A" as to management, and no less than "Class VI" as to financial strength by A.M. Best, and that you understand all endorsements required (e.g., Additional Insured, Waiver of Subrogation, etc.) must be included?*

☐ Yes

☐ No

*Response required

2.3 Do you currently carry insurance policies that meet or exceed the minimum requirements outlined in the INSURANCE REQUIREMENTS section of this solicitation?*

☐ Yes

☐ No

*Response required

When equals "Yes"

2.3.1 Please upload your current certificate(s) of insurance that demonstrate compliance with the insurance requirements outlined in this solicitation.*

*Response required

When equals "No"

2.3.2 Please upload documentation showing that you have obtained a letter from your insurance broker or carrier, such as a Letter of Intent to Insure, Evidence of Insurability, or a Conditional Certificate of Insurance.*

Documentation should show that:

- You can obtain the required insurance.
- The limits and types of coverage will meet the INSURANCE REQUIREMENTS outlined in the solicitation.
- You will provide a COI upon contract award.

*Response required

When equals "No"

2.3.3 Please upload your current certificate(s) of insurance.*

*Response required

2.4 Do you believe you are exempt from one or more insurance requirements (e.g., Workers' Compensation)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

2.4.1 Please upload written documentation requesting an exemption on your company letterhead, subject to City approval.*

*Response required

2.5 Do you plan on using subcontractors for this project?*

☐ Yes

☐ No

*Response required

When equals "Yes"

2.5.1 Do you acknowledge that all subcontractors must also carry the same insurance or be covered under your policy, and that proof of such coverage must be provided to the City?*

☐ Yes

☐ No

*Response required

3 EXPERIENCE AND CAPABILITIES

The relative experience and qualification of each applicant's proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the team and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff.

3.1 Explain your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm.*

*Response required

3.2 Describe the size of your firm.*

*Response required

3.3 Describe your firm's financial history, strength and stability.*

*Response required

3.4 Describe your firm's range of activities.*

*Response required

3.5 Describe the specialized experience and technical competence of the firm or persons with respect to working on similar projects.*

*Response required

3.6 Do you have a minimum of two (2) years of experience? Please provide proof of such experience.*

*Response required

3.7 The firm must provide information on their proximity to and familiarity with the area in which the project is located.*

*Response required

3.8 Explain the availability and access to the firm's top level management personnel.*

*Response required

3.9 Identify the contact person and supervisory personnel who will work on the various projects, including the relative experience of all professionals proposed for use on the team.*

*Response required

3.10 Provide summaries of key persons and on-site staff to be assigned to the project with emphasis on their experience with similar work.*

*Response required

3.11 Explain the ability and experience of the field staff with specific attention to project related experience.*

*Response required

3.12 Contractor should list any applicable qualification, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members.*

*Response required

3.13 Provide the recent, current, and projected workload of the firm.*

*Response required

3.14 What is your reputation compared to your peers in the market?*

*Response required

3.15 What is your reputation like among customers and how have you developed it?*

*Response required

3.16 How does your service differ from similar competitors? How do you win and retain business?*

*Response required

3.17 A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.*

*Response required

4 FIRM'S UNDERSTANDING AND APPROACH TO THE WORK

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project.

4.1 Provide a narrative statement demonstrating an understanding of the overall intent of this solicitation, as well as the methods used to complete assigned tasks.*

*Response required

4.2 Please clearly describe all aspects of the project proposed.*

*Response required

4.3 Include details of your approach and work plans.*

*Response required

4.4 How would you organize this project in terms of milestones?*

*Response required

4.5 Identify any issues or concerns of significance that may be appropriate.*

*Response required

4.6 How do you ensure the quality of your services?*

*Response required

4.7 What criteria do you use to measure your quality?*

*Response required

4.8 How often do you find mistakes or errors in your work and what is done to correct these errors, and what is the average correction time?*

*Response required

4.9 Describe the firm's techniques for quality control. At a minimum describe the firm's technique to control design and contract documentation, including record keeping.*

*Response required

5 PREVIOUS EXPERIENCE

In this section, vendors are required to provide a detailed account of their previous experience relevant to the services outlined in this solicitation. The aim is to assess the vendor's capability and track record in delivering similar projects.

5.1 How many clients have you provided Services for?*

*Response required

5.2 What similar or related projects have you worked on within the past three years?*

*Response required

5.3 What challenges did you face and how did you overcome them?*

*Response required

5.4 How many of your clients are repeat clients?*

*Response required

5.5 How much of your revenue is derived from managing projects similar to ours?*

*Response required

5.6 Please describe the past record of performance of the firm or person with respect to accessibility to clients, ability to meet schedules, communication, and coordination skills. *

*Response required

6 REFERENCE # 1

The minimum experience for this project is **five (5) years**. Provide specific examples of similar experience conducting licensed work of equal or similar scope of work, preferably delivered by the proposed team members. A **minimum of 3** references should be from the last **five years** and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of

work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the ability to enter information for 5 different references including their contact details and specific project information.

Please note that the City prefers references who are not current employees of the City of Pembroke Pines, as we generally do not contact our own employees for reference checks.

Proposers are advised to confirm that:

- A. Each reference provided by the Respondent has up to date contact persons and contact information;
- B. The contact person provided for each reference is someone who has personal knowledge of the Proposer's performance during the referenced project; and
- C. The contact person for each reference has been contacted by the Proposer regarding this specific bid submittal and such person confirmed their willingness to serve as a reference.

6.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

6.2 Reference Contact Information - Reference's Business Address*

*Response required

6.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

6.4 Reference Contact Information - Reference's E-mail Address*

*Response required

6.5 Reference Contact Information - Reference's Phone Number*

*Response required

6.6 Project Information - Was your firm the prime contractor for the listed project?*

☐ Yes

☐ No

*Response required

6.7 Project Information - Name of Contactor Performing the Work*

*Response required

6.8 Project Information - Name and location of the project*

*Response required

6.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

6.10 Project Information - Project Duration*

*Response required

6.11 Project Information - Completion (Anticipated) Date*

*Response required

6.12 Project Information - Size of Project*

*Response required

6.13 Project Information - Cost of Project*

*Response required

7 REFERENCE # 2

7.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

7.2 Reference Contact Information - Reference's Business Address*

*Response required

7.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

7.4 Reference Contact Information - Reference's E-mail Address*

*Response required

7.5 Reference Contact Information - Reference's Phone Number*

*Response required

7.6 Project Information - Was your firm the prime contractor for the listed project?*

☐ Yes

☐ No

*Response required

7.7 Project Information - Name of Contactor Performing the Work*

*Response required

7.8 Project Information - Name and location of the project*

*Response required

7.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

7.10 Project Information - Project Duration*

*Response required

7.11 Project Information - Completion (Anticipated) Date*

*Response required

7.12 Project Information - Size of Project*

*Response required

7.13 Project Information - Cost of Project*

*Response required

8 REFERENCE # 3

8.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

8.2 Reference Contact Information - Reference's Business Address*

*Response required

8.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

8.4 Reference Contact Information - Reference's E-mail Address*

*Response required

8.5 Reference Contact Information - Reference's Phone Number*

*Response required

8.6 Project Information - Was your firm the prime contractor for the listed project?*

☐ Yes

☐ No

*Response required

8.7 Project Information - Name of Contactor Performing the Work*

*Response required

8.8 Project Information - Name and location of the project*

*Response required

8.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

8.10 Project Information - Project Duration*

*Response required

8.11 Project Information - Completion (Anticipated) Date*

*Response required

8.12 Project Information - Size of Project*

*Response required

8.13 Project Information - Cost of Project*

*Response required

9 REFERENCE # 4

- 9.1 Reference Contact Information - Name of Firm, City, County or Agency
- 9.2 Reference Contact Information - Reference's Business Address
- 9.3 Reference Contact Information - Reference's Contact Name & Title
- 9.4 Reference Contact Information - Reference's E-mail Address
- 9.5 Reference Contact Information - Reference's Phone Number
- 9.6 Project Information - Was your firm the prime contractor for the listed project?
☐ Yes
☐ No
- 9.7 Project Information - Name of Contactor Performing the Work
- 9.8 Project Information - Name and location of the project
- 9.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 9.10 Project Information - Project Duration
- 9.11 Project Information - Completion (Anticipated) Date
- 9.12 Project Information - Size of Project
- 9.13 Project Information - Cost of Project

10 REFERENCE # 5

- 10.1 Reference Contact Information - Name of Firm, City, County or Agency
- 10.2 Reference Contact Information - Reference's Business Address
- 10.3 Reference Contact Information - Reference's Contact Name & Title
- 10.4 Reference Contact Information - Reference's E-mail Address
- 10.5 Reference Contact Information - Reference's Phone Number
- 10.6 Project Information - Was your firm the prime contractor for the listed project?
☐ Yes
☐ No
- 10.7 Project Information - Name of Contactor Performing the Work
- 10.8 Project Information - Name and location of the project
- 10.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 10.10 Project Information - Project Duration
- 10.11 Project Information - Completion (Anticipated) Date
- 10.12 Project Information - Size of Project
- 10.13 Project Information - Cost of Project

11 PROJECT DOCUMENTS

11.1 PROPOSERS BACKGROUND INFORMATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Proposers Background Inform...](#)

*Response required

**12 SWORN STATEMENT ON PUBLIC ENTITY CRIMES UNDER FLORIDA
STATUTES CHAPTER 287.133(3)(a)**

12.1 SWORN STATEMENT ON PUBLIC ENTITY CRIMES FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Sworn Statement on Public E...](#)

*Response required

12.2 Public Entity Crimes Status*

- Which option did you select on the Sworn Statement on Public Entity Crimes Form:
 - A) Neither the entity submitting this 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.
 - B1) 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 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.)
 - B2) 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 The person or affiliate was placed on the convicted vendor 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.)

- B3) 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 The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

- ☐ A) No convictions.
- ☐ B1) Convicted, final order did not place on the convicted vendor list.
- ☐ B2) Convicted, listed, then removed.
- ☐ B3) Convicted, not listed, action pending.

*Response required

12.3 Did you select option B1 or B2 above?*

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

12.3.1 Please upload a copy of the final order issued by the hearing officer of the State of Florida, Division of Administrative Hearings.*

*Response required

12.4 Did you select option B3 above?*

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

12.4.1 Please describe any action taken by or pending with the Department of General Services.*

*Response required

13 EQUAL BENEFITS CERTIFICATION FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

13.1 EQUAL BENEFITS CERTIFICATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Equal_Benefits_Certificatio...](#)

*Response required

13.2 Equal Benefits Status*

- Which option did you select on the Equal Benefits Certification Form:
 - A. Contractor currently complies with the requirements of this section; or
 - B. Contractor will comply with the conditions of this section at the time of contract award; or
 - C. Contractor will not comply with the conditions of this section at the time of contract award; or
 - D. Contractor does not comply with the conditions of this section because of the following allowable exemption (Check only one box below):
 - 1. The Contractor does not provide benefits to employees' spouses in traditional marriages;
 - 2. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;
 - 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;
 - 4. The Contractor is a governmental agency;

- ☐ A) Contractor currently complies.
- ☐ B) Will comply by contract award.
- ☐ C) Will not comply.
- ☐ D1) Does not comply due to an exemption: No spousal benefits for anyone.
- ☐ D2) Does not comply due to an exemption: Provides cash equivalent after trying.
- ☐ D3) Does not comply due to an exemption: Religious or related nonprofit.
- ☐ D4) Does not comply due to an exemption: Government agency.

*Response required

13.3 Did you select option D2 above?*

☐ Yes

☐ No

*Response required

When equals "Yes"

13.3.1 Please upload a notarized affidavit detailing the reasonable efforts made to provide benefits to employees' Domestic Partners or spouses, along with the amount of the cash equivalent provided.*

*Response required

14 DRUG-FREE WORKPLACE CERTIFICATION

14.1 VENDOR DRUG FREE WORKPLACE CERTIFICATION*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor Drug-Free Workplace ...](#)

*Response required

14.2 Drug-Free Status*

☐ Complies fully.

☐ Does not comply.

*Response required

15 STANDARD DOCUMENTS

The following documents are standard documents that the City generally requires for every solicitation. As a result, we recommend vendors to keep these documents updated and readily available so that they can be easily uploaded for each project that the vendor would like to participate in. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

15.1 NON-COLLUSIVE AFFIDAVIT*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Non-Collusive Affidavit.pdf](#)

*Response required

15.2 SCRUTINIZED COMPANY CERTIFICATION*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Scrutinized Company Certifi...](#)

*Response required

15.3 E-VERIFY SYSTEM CERTIFICATION*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
 - b. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E- Verify system administered by the U.S. Department of Homeland Security (“DHS”).
 - c. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.
- [E-Verify System Certificati...](#)

*Response required

15.4 HUMAN TRAFFICKING AFFIDAVIT*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- [Human Trafficking Affidavit...](#)

*Response required

16 VENDOR REGISTRATION

16.1 Do you currently have a City of Pembroke Pines Vendor Number registered in the PaymentWorks System?*

- The City of Pembroke Pines utilizes OpenGov as its e-Procurement platform for solicitation and bid submission purposes. However, please be advised that **vendor registration for onboarding and processing payments is handled separately** through the City's Accounts Payable Division using **PaymentWorks**, a secure online vendor management platform.
- All vendors that will be submitting invoices and requiring payments from the City are required to register on the PaymentWorks platform. If the vendor is not currently registered with the City via PaymentWorks and does not have a Vendor Number, the City will have to invite the vendor to register.
- For formal solicitations such as this project, the Procurement Department will send PaymentWorks registration invitations to vendor(s) who are under active consideration for award. Please be aware that not all vendors who submit proposals

will receive an invitation, in order to manage system usage and avoid onboarding vendors who are unlikely to receive payments from the City.

- Invitations will typically be sent to the contact listed on the submitted Vendor Information Form.

☐ Yes

☐ No

*Response required

When equals "Yes"

16.1.1 What is your Vendor Number?*

*Response required

16.2 VENDOR INFORMATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor Information Form.pdf](#)

*Response required

16.3 FORM W-9 (REVISED MARCH 2024)*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- b. Note - Please use the March 2024 version of the form as previously dated versions of this form may delay the processing of any payments to the selected vendor.

- [Form W-9 \(Rev March 2024\).pdf](#)

*Response required

17 OPTIONAL DOCUMENTATION

17.1 TRADE SECRETS

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.
- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret

pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 (“Public Records Laws”), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer’s response to the solicitation constitutes a Trade Secret.

- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE OPENGOV WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.
- d. The city’s determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city’s officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city’s treatment of records as public records.

17.2 FINANCIAL STATEMENTS

- a. The City is **NOT** requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor’s financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a “public works” project.

17.3 ALTERNATIVES

- a. If you are submitting an alternative product, please upload any related information in this section (such as specification sheets, etc.).

- b. In addition, pursuant to the “**Brand Names**” Section included in the [GENERAL TERMS AND CONDITIONS](#) Section if and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase “OR EQUAL” is added. However, if a product other than that specified is bid, Proposers shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the vendor’s responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

17.4 **ADDITIONAL INFORMATION**

- a. Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

17.5 **PROFESSIONAL LICENSES**

- a. If applicable, please upload any professional licenses that may be required to perform the services outlined in the solicitation.

18 VENDOR CLASSIFICATION

18.1 Is your firm a Veteran Owned Small Business (VOSB)?*

- a. The evaluation of competitive bids is subject to section 35.37 of the City’s Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation.
- b. A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the Veteran Owned Small Business (VOSB).

☐ Yes

☐ No

*Response required

When equals "Yes"

18.1.1 Upload the "Determination Letter" from the United States Department of Veteran Affairs Center notifying the business that they have been approved as a Veteran Owned Small Business (VOSB)

When equals "Yes"

18.1.2 Upload Veteran Owned Small Business Certification(s) from any relevant agency(ies)

18.2 Is your firm a Minority-Owned Business Enterprise (MBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.2.1 Please indicate the classification of your Minority-Owned Business Enterprise (MBE)*

Select all that apply

☐ African-American MBE

☐ Asian-American MBE

☐ Hispanic-American MBE

☐ Native-American MBE

☐ Other option not listed above

*Response required

When equals "Yes"

18.2.2 MBE Certification Documentation*

1. Upload your MBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple MBE certifications, please combine them into one (1) document and upload.

*Response required

18.3 Is your firm a Woman-Owned Business Enterprise (WBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.3.1 WMBE Certification Documentation*

1. Upload your WMBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple WMBE certifications, please combine them into one (1) document and upload.

*Response required

18.4 Is your firm a HubZone Business / Labor Surplus Area Firm?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.4.1 HubZone Business / Labor Surplus Area Firm Certification Documentation*

1. Upload your HubZone Business / Labor Surplus Area Firm Certification Documentation, preferably with the U.S. Small Business Administration (SBA). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

18.5 Is your firm a Broward County Small Business Enterprise (SBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.5.1 SBE Certification Documentation*

1. Upload your SBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

18.6 Is your firm a Broward County Business Enterprise (CBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.6.1 CBE Certification Documentation*

1. Upload your CBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

18.7 Is your firm a Broward County Disadvantaged Business Enterprise (DBE)?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.7.1 DBE Certification Documentation*

1. Upload your DBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

18.8 Does your firm have a Vendor Classification that was not listed above?*

☐ Yes

☐ No

*Response required

When equals "Yes"

18.8.1 Other Vendor Classification Certification Documentation*

1. Upload your other Certification Documentation here. If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

19 FEDERAL DOCUMENTS

19.1 Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds*

a. **Lobbying:**

1. As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the Contractor must complete the **Certification Regarding Lobbying**.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall also complete and submit the **Standard Form - LLL, "Disclosure Form to Report Lobbying,"** in accordance with its instructions.

b. **Debarment, Suspension and Other Responsibility Matters:**

1. Where the Contractor is unable to certify to any of the statements in the certification for **Debarment, Suspension and Other Responsibility Matters**, he or she shall **provide an explanation**.

- Please download the below documents, complete, and upload.

- [Federal Certification for L...](#)

*Response required

19.2 Are you currently registered as an active entity on SAM.gov (System for Award Management)?*

- a. All vendors submitting bids for this project must be registered and active in the System for Award Management (SAM.gov) at the time of bid award. This is a federal requirement for entities receiving federal funds, including contracts, grants, or other financial assistance. Registration on SAM.gov ensures that vendors are eligible to do business with the U.S. government and are not suspended, debarred, or otherwise excluded from participation in federal programs. SAM registration is free and can be completed at <https://sam.gov>. Bidders must provide their Unique Entity ID (UEI) and proof of active registration as part of their proposal.

☐ Yes

☐ No

*Response required

When equals "Yes"

19.2.1 If yes, please provide your Unique Entity ID (UEI)*

*Response required

When equals "Yes"

19.2.2 What is the expiration date of your current SAM.gov registration?
(MM/DD/YYYY)*

*Response required

When equals "Yes"

19.2.3 Proof of Registration Upload*

1. Please upload a PDF copy or screenshot of your entity's active registration status from SAM.gov that includes:
 - A. Entity Name
 - B. Unique Entity ID (UEI)
 - C. DUNS (if applicable)
 - D. Registration Status ("Active")
 - E. Expiration Date

2. *This document must be downloaded from <https://sam.gov> and must show the current status at the time of bid submission.*

*Response required

- 19.3 Debarment Status - Is your entity currently debarred, suspended, or otherwise excluded from receiving federal contracts or financial assistance?*

☐ Yes

☐ No

*Response required

When equals "Yes"

- 19.3.1 If yes, please provide an explanation.*

*Response required

When equals "Yes"

- 19.3.2 If yes, please upload any relevant documentation, if applicable.

- 19.4 Form 1 of HUD Section 3 Implementation Plan*

- a. This project is governed by Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 ensures that employment and economic opportunities created by HUD assistance benefit low- and very low-income individuals, especially those residing within the project's service area.
- b. NO VALUEs must demonstrate their compliance with Section 3 requirements, please see "**HUD Section 3 Implementation Plan and Forms 1-6**" in the attachments section for additional information.
- c. This may include providing information on how they will hire qualified low- and very low-income individuals and/or utilize Section 3 businesses as part of the project.
- d. As part of the bidding process, NO VALUE must return **Form 1** with their bid submission, as failure to do so may result in the disqualification of your submittal.
- e. In addition, Forms 2-6 must be submitted with final reporting, 30 days after project completion, as applicable.
- f. Please download the below documents, complete, and upload.

- [Form 1 of HUD Section 3 Imp...](#)

*Response required

- 19.5 I certify that the information provided above is true and correct to the best of my knowledge. I understand that false or misleading statements may disqualify this bid and subject the entity to federal penalties.*

☐ Please confirm



*Response required

SECTION 6 - EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive qualification statements received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information and references contained in the proposals as submitted. As such, the submittals should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.
- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate submittals based on the criteria outlined in this solicitation.
- C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria. In addition, the Evaluation Committee may schedule a meeting for the firms to make presentations and answer questions for clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.
- D. The Evaluation Committee will make a recommendation to the City Commission for award of contract. The contract shall be awarded to the most responsive/responsible proposer whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria. If an agreement cannot be reached with the highest ranked firm, the City shall have the option to start negotiating with the next highest ranked firm(s).

No.	Evaluation Criteria	Scoring Method	Weight (Points)														
1.	Experience and Capabilities The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><tr><td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr><tr><td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	32.5 <i>(32.5% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											

2.	Firm's Understanding and Approach to the Work The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><tr><td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr><tr><td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	35 (35% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
3.	Previous Experience & References The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><tr><td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr><tr><td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	30 (30% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
4.	Veteran Owned Small Business Preference Please note that the Veteran Owned Small Business (VOSB) Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points. All other vendors shall receive zero (0) points.	Pass / Fail	2.5 (2.5% of Total)														