



Design Criteria Professional – Parking Garage & Event Space at City Center

Request for Qualifications # AD-19-01

General Information		
Project Cost Estimate	The construction cost is estimated at \$20 million dollars and the professional services are estimated at \$588,000.	See Section 1.5 / Tab 5
Evaluation of Proposals	Evaluation Committee	See Section 1.6
Mandatory / Non-Mandatory Pre-Bid Meeting	Not Applicable	Not Applicable
Question Due Date	February 25, 2018	See Section 1.7
Proposals will be accepted until	2:00 p.m. on March 12	See Section 1.7
Proposal Security / Bid Bond	Not Applicable	Not Applicable
Payment and Performance Bonds	Not Applicable	Not Applicable

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



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ATTACHMENTS

Attachment A: Contact Information Form



Attachment B: Vendor Information Form and a W-9
Attachment C: Non-Collusive Affidavit
Attachment D: Sworn Statement on Public Entity Crimes Form
Attachment E: Local Vendor Preference Certification
Attachment F: Veteran Owned Small Business Preference Certification
Attachment G: Equal Benefits Certification Form
Attachment H: Vendor Drug-Free Workplace Certification Form
Attachment I: Vendor Certification Regarding Scrutinized Companies List
Attachment J: Proposer's Completed Qualification Statement
Attachment K: Sample Insurance Certificate
Attachment L: Specimen Contract (**Professional Services Agreement**)
Attachment M: References Form
Attachment N: Standard Form 330



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

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

RFQ # AD-19-01

Design Criteria Professional – Parking Garage & Event Space at City Center

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, March 12, 2019. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City of Pembroke Pines is seeking qualification statements from Design Criteria Professionals to prepare the Design Criteria Package (DCP) for the construction of a new parking garage and the development of event space at the Charles F. Dodge City Center located at 601 City Center Way, Pembroke Pines, FL 33025 in accordance with the terms, conditions, and specifications contained in this solicitation and in accordance with the Consultant’s Competitive Negotiation Act (C.C.N.A. – Florida Statute 287.055). The parking garage will include banquet space with a warming/prep kitchen on the top floor and therefore must be designed to include easy access to the banquet kitchen from the main kitchen in the Great Hall. The event space will be developed on the grassy area just to the north of the main City Center building.



1.3 PROJECT SUMMARY

The City is requesting qualification statements from a qualified firm, hereinafter referred to as Design Criteria Professional, who holds a current certificate of registration under chapter 481 to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under chapter 471 to practice engineering and who has documented experience in the preparation of design criteria package for public facilities for similar projects and meets the minimum qualifications described in this document.

The Consultant shall provide the City of Pembroke Pines with a Design Criteria Package for the construction of a **new parking garage and the development of event space at the Charles F. Dodge City Center located at 601 City Center Way, Pembroke Pines, FL 33025.**

The project is to design, permit and construct a new parking garage and the development of event space designed to support the existing functions of the current City Center facility with capability for future growth.

The Design Criteria package at a minimum shall contain concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to an agency's request for proposal, or to permit an agency to enter into a negotiated design-build contract. The design criteria package must at a minimum specify performance based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, and parking requirements applicable to the project.

Pursuant to FL 287.055(9)(b) a Design Criteria Professional who has been selected to prepare a design criteria package for the City is not eligible to render services under a design-build contract executed pursuant to the design criteria package.

The basic services provided by the Design Criteria Professional shall include but not be limited to preparation of bidding documents incorporating schematic design, performance specifications and design criteria for the project (the bidding documents shall require compliance with the design criteria by the Design-Build firm awarded this Project) and enforcement of the design criteria including but not limited to notifying the City of regarding the Design-Builder's compliance or non-compliance with the requirements of the design criteria.

1.4 SCOPE OF WORK

1.4.1 REVIEW AND ANALYZE EXISTING CONDITIONS

The Design Criteria Professional shall become familiar with the Project site through frequent site visits, research, and examination of any record drawings, as applicable. Frequent visits shall continue until the Design Criteria Professional is thoroughly familiar



with the Project site, problem areas, and existing hazardous conditions, if any. The City will facilitate the Design Criteria Professional's access to the Project site, as needed, for investigative purposes.

1.4.2 PUBLIC OUTREACH STAKEHOLDER MEETINGS

The selected team will solicit input on the **new parking garage and the development of event space** concepts by meeting with City Administration and City Commission and other stakeholders to identify existing issues, concerns and goals. The final document shall reflect a document that is financially feasible and includes a balance of public and professional staff input.

1.4.3 DEVELOP PROPOSED DESIGN CRITERIA PACKAGE DOCUMENT

The Design Criteria Professional shall identify all the necessary requirements with all applicable agencies having jurisdiction over the work and/or utility providers to develop the design criteria guidelines based on input received at the outreach meetings and direction from City staff.

1.4.4 PREPARE ADMINISTRATIVE REVIEW DRAFT

The consultant will prepare an administrative draft of the design criteria package for staff review and comments

1.4.5 PREPARE PUBLIC REVIEW DRAFT

Based on staff's review of the administrative draft, the consultant will prepare a public review draft for presentation to the City Commission.

1.4.6 PREPARE FINAL DESIGN CRITERIA PACKAGE

Upon adoption/acceptance, the consultant shall submit the final document reflecting any changes resulting from Staff and City Commission deliberations.

1.4.7 EXAMPLES OF COST TO IMPLEMENT PROJECT

The Design Criteria Professional shall also provide a detailed cost estimate of all components to construct the **new parking garage and the development of event space** as described in the Design Criteria Package.

1.5 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond



completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

All proposals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:

Subject: **RFQ # AD-19-01 “Design Criteria Professional – Parking Garage & Event Space at City Center”**

1. Date
2. Name of the Firm
3. Address of the local office
4. Telephone Number
5. Email Address

Tab 1 – Letter of Interest:

Limit to two (2) pages.

1. Attach a letter of interest that explains your firm’s interest in working on this project, a positive commitment to perform the required work and a description of the firm including:
 - a. Include the size
 - b. Range of activities
 - c. Firms strength and stability
 - d. **Location of firm** (Firm must have a local established office location within the counties of Broward, Miami Dade or Palm Beach Counties. Work must be completed in this office.) If services will be performed by different offices (such as a joint venture) provide a location for each firm.
 - e. Summary of abilities and experience of the firms’ professional personnel (More details to be provided in **Sections E – G, Standard Form 330**)
 - f. Summary of past performance of the firm on similar projects (More details to be provided in **Section H, Standard Form 330**)
 - g. Availability and access to the firms’ top level management personnel.
 - h. Identification of firm’s, single, professionally licensed point of contact for this project.
2. This Letter of Interest must be signed by a corporate officer.

Tab 2 – Standard Form 330 (Parts I and II)

The **Standard Form 330** has been included in this RFQ as **Attachment N**. Firms shall complete both Part I and II of the Standard Form 330 so that the City can obtain adequate information for this RFQ.



Tab 3 – Certified Minority Business Enterprise

1. Please identify if you are a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act.
 - a. If you are a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act, please provide proof.

Tab 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.

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.
2. Please clearly describe all aspects of the project proposed.
3. Include details of your approach and work plans.
4. Identify any issues or concerns of significance that may be appropriate.
5. A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.

Tab 5 - Willingness to meet time and budget requirements:

Please advise if your firm is willing to meet the following time and budget requirements.

1. **Budget:** The City has not established a budget for this project or the consultant fees, however the City anticipates the cost of the construction of this facility to be approximately \$20 million dollars and the professional services are estimated at \$588,000.
2. **Timeline:** The timeline for the consultant to complete the DCP would be 120 days from award of the contract.

Please note that during this portion of the process, the City is NOT asking for the firms to submit pricing. After the evaluation committee has selected the firms in order of preference, the City shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the next most qualified firm.

Tab 6 - Recent, current, and projected workloads of the firms:

Please provide any information regarding your firm's recent, current, and projected workloads for the Evaluation Committee to review.



Tab 7 – Other Completed Documents

1. **Attachment A: Contact Information Form**
 - a. Attached is contact information form (**Attachment A**) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal.
 - b. Please note vendors should be registered on BidSync 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.
 - c. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
 - d. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
 - e. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.
2. **Attachment B: Vendor Information Form and a W-9**
 - a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. October 2018), as previously dated versions of this form will delay the processing of any payments to the selected vendor.
3. **Attachment C: Non-Collusive Affidavit**
4. **Attachment D: Sworn Statement on Public Entity Crimes Form**
5. **Attachment E: Local Vendor Preference Certification**
 - a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
 - b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
 - c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.
6. **Attachment F: Veteran Owned Small Business Preference Certification**
 - a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
 - b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for



Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

7. **Attachment G: Equal Benefits Certification Form**
8. **Attachment H: Vendor Drug-Free Workplace Certification Form**
9. **Attachment I: Vendor Certification Regarding Scrutinized Companies List**
10. **Attachment J: Proposer's Completed Qualification Statement**
11. **Attachment M: References Form**
 - a. **Firms shall provide five references within the State of Florida from the last five years.**

Tab 8 – Professional Registration Certificates:

1. **Professional Registration Certificates:** A reproduction of the firm's current professional registration certificate(s) is required for the services offered and must be in the name of the firm offering said services (architecture, engineering, general contractor or other certification required). Firms must be properly registered at the time of application to practice their profession in the State of Florida and with the appropriate State Board governing the services offered.

Tab 9 - Additional Information:

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.

1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

1.6.1 QUALIFYING & SELECTING FIRMS

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFQ. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal 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 that will evaluate the proposals based on the following criteria to determine if the firm is fully qualified to render the required service:

Criteria	Points
Adequacy of Personnel / Ability of Professional Personnel	25 points
Whether a firm is a Certified Minority Business Enterprise (as defined by the Florida Small and Minority Business Assistance Act)	5 points
Past Record / Past Performance	25 points



Capabilities	25 points
Experience (of the firm or individual)	20 points
Total Points	100 points

- C. The Evaluation Committee shall have the option of shortlisting the qualified firms to **no less than three firms**. In addition, the Evaluation Committee **shall conduct discussions** and may require presentations from each of the short listed firms regarding their:

- (1) **Qualifications;**
- (2) **Approach to the project; and**
- (3) **Ability to furnish the required services.**

- D. The Evaluation Committee shall select in order of preference **no fewer than three firms** deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the Evaluation Committee shall utilize the following criteria:

Criteria	Points
Adequacy of Personnel / Ability of Professional Personnel	25 points
Whether a firm is a Certified Minority Business Enterprise (as defined by the Florida Small and Minority Business Assistance Act)	5 points
Past Record / Past Performance	25 points
Willingness to meet time and budget requirements	20 points
Recent, current, and projected workloads of the firms	15 points
Location	5 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
Total Points	100 points

**Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.*

Veteran Owned Small Business (VOSB) is also 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 the 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.

- E. In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to **break the tie and rank the tied vendors based on the volume of work previously awarded to each firm by the City**, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.
- i. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to **break the tie and give preference to a business that certifies that it has implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form**.
 - ii. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to break the tie by **publicly drawing lots**.
- F. The Evaluation Committee will make a recommendation to the City Commission for award of contract and approval for the City Manager to negotiate a contract with most qualified firm. 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.
- G. The City may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under Section 1.6.2 below.

1.6.2 COMPETITIVE NEGOTIATION

In accordance with Florida Statute 287.055(5) "Competitive Negotiation":

- (a) The City's Administrative Staff shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive and reasonable. In making such determination, the City's Administrative Staff shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract **over \$195,000** (*the threshold amount provided in s. 287.017 for CATEGORY FOUR*), the City shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the City determines the contract price



was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

(b) Should the City's Administrative Staff be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City's Administrative Staff determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The City's Administrative Staff shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the City's Administrative Staff must terminate negotiations. The City's Administrative Staff shall then undertake negotiations with the third most qualified firm.

(c) Should the City's Administrative Staff be unable to negotiate a satisfactory contract with any of the selected firms, the City's Administrative Staff shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

1.6.3 PROHIBITION AGAINST CONTINGENT FEES

In accordance with Florida Statute 287.055(6) "Prohibition against Contingent Fees":

(a) Each contract entered into by the City for professional services must contain a prohibition against contingent fees as follows:

"The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement."

For the breach or violation of this provision, the City shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

1.7 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	February 12, 2019
Question Due Date	February 25, 2019



Anticipated Date of Issuance for the Addenda with Questions and Answers	February 28, 2019
Proposals will be accepted until	2:00 p.m. on March 12, 2019
Proposals will be opened at	2:30 p.m. on March 12, 2019
Evaluation of Proposals by Evaluation Committee	March – April, 2019
Recommendation of Contractor to City Commission	April – May, 2019

1.8 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on March 12, 2019**.

Please note vendors should be registered on BidSync 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.

The vendor must provide their information through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

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 BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

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



CONTACT INFORMATION FORM

IN ACCORDANCE WITH “AD-19-01” titled “**Design Criteria Professional – Parking Garage & Event Space at City Center**” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Title Page	Yes_____
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Tab 1 - Letter of Interest	Yes_____
Tab 2 - Standard Form 330 (Parts I and II) / Attachment N	Yes_____
Tab 3 – Certified Minority Business Enterprise	Yes_____
Tab 4 - Firm’s Understanding and Approach to the Work	Yes_____
Tab 5 - Willingness to meet time and budget requirements	Yes_____
Tab 6 - Recent, current, and projected workloads of the firms	Yes_____
Tab 7 - Other Completed Documents	Yes_____
1. Attachment A - Contact Information Form	Yes_____
2. Attachment B - Vendor Information Form	Yes_____
W-9 (Rev. October 2018)	Yes_____
3. Attachment C - Non-Collusive Affidavit	Yes_____
4. Attachment D - Sworn Statement on Public Entity Crimes Form	Yes_____
5. Attachment E - Local Vendor Preference Certification	Yes_____
6. Attachment F - Veteran Owned Small Business Preference Certification	Yes_____
7. Attachment G - Equal Benefits Certification Form	Yes_____
8. Attachment H - Vendor Drug-Free Workplace Certification Form	Yes_____
9. Attachment I - Vendor Certification Regarding Scrutinized Companies List	Yes_____
10. Attachment J - Proposer’s Completed Qualification Statement	Yes_____
11. Attachment M - References Form	Yes_____
Note - Firms shall provide five references within the State of Florida from the last five years.	
Tab 8 – Professional Registration Certificates	Yes_____