



Request for Qualifications (RFQ) #2024.1.9.PPS

Continuing Professional Planning and Consulting Services

Contact:

Town Clerk

Joni Payne 386-684-3811

jpayne@interlachen-fl.gov

EVENT	DATE	TIME
RELEASE DATE	November 4, 2023	-
DEADLINE FOR QUESTIONS	December 7, 2023	2:00 PM Local Time
DUE DATE/TIME: TOWN OFFICES	December 21, 2023	2:00 PM Local Time
PROPOSED SCHEDULE		
RECOMMENDATION OF AWARD – TOWN COUNCIL MEETING	January 9, 2024	6:00 PM Local Time
MEETING LOCATION & PROPOSAL DELIVERY:	Town Office 311 Atlantic Ave. Interlachen, Florida 32148	

Published on [Town of Interlachen Official Website www.interlachen-fl.gov](http://www.interlachen-fl.gov) and in the Palatka Daily News on November 4, 2023.

***Dates in this schedule occurring after the release date may be amended by the Town. The Town reserves the right to delay or modify scheduled dates and will notify Proposers of all changes.**

It is the Proposer's responsibility to check for addenda related to this RFQ.

In accordance with the Americans with Disabilities Act, any person who believes he or she has a disability requiring the use of a special accommodation at the pre-bid conference or bid opening should contact the Town of Interlachen at 386-684-3811, at least five (5) days prior to the event to advise of his/her special requirements.

The Town of Interlachen is requesting submittals of qualifications from firms, teams or individuals interested in providing planning services on a continuing basis for Town projects and programs.

The resulting contracts will be for an initial term of three (3) years with two (2) additional – one (1) year terms upon mutual consent of the parties. **NOTE: The Town reserves the right to solicit for additional services related to projects funded by state, federal, and/or programmatic grants.**

Proposals may be delivered in person or by mail. All submissions shall provide ten (10) clearly marked copies and one (1) electronic copy.

***All sealed proposals must be delivered or mailed to:
Town of Interlachen, ATTN: Town Clerk
311 Atlantic Avenue
Interlachen, Florida 32148***

RFQ documents and any addenda may be obtained from the Town's website www.interlachen-fl.gov

Questions concerning this RFQ should be emailed to Town Clerk, Joni Payne at jpayne@interlachen-fl.gov no later than the date shown on page 1.

Proposals received by the due date and time will be publicly announced at the Solicitation Opening specified above. **The Town reserves the right to reject any and all proposals, or to accept any proposal or portion thereof deemed to be in the best interest of the Town, and to waive any non-substantial irregularities.**

Late proposals will not be opened.

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DEFINITIONS

Town: Refers to the Town of Interlachen.

Shall, Must & Will: Interpreted as mandatory language.

SECTION 1 – GENERAL DESCRIPTION OF SERVICES

1.1 SCOPE OF SERVICES

The Town of Interlachen (hereinafter referred to as the Town) is requesting submittals of qualifications from firms, teams, or individuals interested in providing non-exclusive services on a continuing basis for various planning and site services. Providing advice and consultation, technical investigation, and other professional services for the purpose of providing support services to the Town including but not limited to:

- A) Thorough and complete review of the Comprehensive Plan, Policies, Small and Large Scale Map and text Amendments;
- B) Land Development Code Amendments & Updates;
- C) Environmental Planning;
- D) Land Planning Support Services; including Development Plan Review (all phases), Signage Plans, PUD Development Agreements, Subdivision Plans, & Site Inspections.
- E) Stormwater Implementation Plan;
- F) Parks and Open Space Analysis and Design;
- G) Prepare and present information to the Town Council, Planning Commission, and Zoning Board of Adjustment;

Please note the following:

All such contract activities would be the subject of a signed Work Authorization Form/Consultant Service Agreement (CSA) with a negotiated fee and format supplemental to a primary contract agreement. No travel time or travel expenses will be considered billable without special prior arrangement. Normal administrative and/or accounting overhead will be considered as covered by the agreed upon hourly rates for direct professional personnel and will not be considered as separately billable.

NOTE: The Town reserves the right to solicit for additional services related to projects funded by state, federal and/or programmatic grants.

1.2 MINIMUM REQUIREMENTS

Firms that do not meet the minimum requirements listed below will not be considered. All decisions made by the Town Council are final.

All Proposers must:

1. Be certified in Professional Planning. (Copies of certifications are to be included in the submission.)
2. Retain a Florida office in which the work will be done.
3. Have a minimum of five (5) years' experience in their area(s) of expertise.
4. Retain qualified staff capable of performing the required services.
5. Be insured and meet insurance requirements applicable to perform the services.

1.3 AGREEMENT TERM AND RENEWALS

The effective date of the agreement is estimated to begin on or after approval by the Town Council, for a three (3) year period, with the option to renew for two (2) – one (1) year terms contingent upon Consultant's performance. Proposed changes to pricing shall be communicated, in writing, to the Town 90 days prior to the agreement's expiration. The intent to extend the contract will be by written notification to the Contractor by the Town of Interlachen 60 days prior to contract expiration. **NOTE:** The Town reserves the right to exercise this renewal option.

1.4 COMPENSATION

Compensation of professional services fees shall be proposed by way of the Continuing Services Agreement (CSA), mutually agreed upon by the Town and Consultant. The maximum cost of all fees including printing and reproduction shall be set forth on the CSA.

1.5 FORMAT FOR RESPONSES

The following is the requested format for a response proposal to this RFQ

Each copy of a response should contain no more than thirty (30) pages (two sided sheets preferred and counts as two pages) which includes resumes showing background and experience. The use of past project photos, renderings and graphics is highly preferred. Tabs are preferred dividing sections.

The cover, dividers, plastic, pictures, graphics, and verbiage are considered in the thirty (30) page limit, so keep all content material concise and to the point. Required forms are not considered in the 30 pages. Any submitted Statement of Qualification which exceeds the 30-page maximum limit will not be considered. Any response received deviating significantly from this format is subject to rejection/disqualification.

SECTION 2 – PROPOSAL REQUIREMENTS

2.1 TRANSMITTAL LETTER

The proposer shall submit a letter of interest signed by an authorized representative to contractually obligate and bind the firm. The Proposer or authorized representative is attesting that the information provided is current and factual. Tabs are preferred to divide sections.

The letter shall include:

- Date
- Name and address of Proposer
- Name of Contact Person, telephone number and email address
- Proposer's federal taxpayer identification number
- Confirmation of firm meeting all minimum requirements listed in Section 1.2

2.2 TABLE OF CONTENTS

Include a clear identification of the material by providing a page number. NOTE: Tabs/dividers may be used to separate information.

TAB #1 – FIRM BACKGROUND

2.3 SUMMARY

Proposer shall provide a brief summary of their firm, which should include but is not limited to:

- Firm's legal name
- Company history, length of existence & business structure
- Location of main office
- Total number of personnel
- Type of ownership, if applicable (small business, small, disadvantaged business, or women-owned business)

TAB #2 – TECHNICAL QUALIFICATIONS

2.4 FIRM QUALIFICATIONS

Proposers shall provide a brief overview of the firm's history and organization, and any sub-consultants, and/or joint ventures. An executive summary of the firm's interest, approach, and why the firm is uniquely qualified, quality control and timely initiation and completion of all Work.

2.5 STAFF QUALIFICATIONS

Proposers shall provide documentation supporting the specialized qualifications of staff in the field of Professional Planning and Services. Qualification should highlight experience with similar services and their locations. Provide the Florida registration numbers of professional personnel.

2.5.1 An organization chart clearly indicating the firm’s composition and capabilities, and/or each sub consultant, their role and key personnel assigned to the contract.

2.5.2 A professional summary or resume (two-page limit per individual) of the professional credentials and experience of the key members proposed to support the appointment.

2.5.3 One-page summaries of individuals which may actively provide support to the key individuals.

2.6 SUBCONTRACTORS OR SUBCONSULTANTS

Use Exhibit J to list sub-contractors or sub-consultants who will or may perform work under the resulting Contract.

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TAB #3 – EXPERIENCE & REFERENCES

2.7 EXPERIENCE

The proposers shall describe experience in providing similar services within the last five (5) years that are similar to the Services herein. No more than five (5) representative examples of the firm’s experience in the areas of services requested.

2.8 REFERENCES

List three (3) references from services performed by the Proposer ’s within the last five (5) years. References from public sector clients are preferred. The Town will check said references. If the contact information is incorrect or the reference does not respond, the firm will lose points awarded for this criterion. See Section 6 Forms.

TAB #4 – INSURANCE

2.9 INSURANCE

A Certificate of Insurance (COI) is required in the proposal.

NOTE: All coverages shall name the Town as “additional insured.”

The failure of the Consultant to fully comply at all times with the insurance requirements set forth herein shall be deemed a material breach.

Certificate of Insurance

The TOWN shall be furnished proof of insurance coverage as follows:

- The name of the insured Consultant, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date;
- Statement that the insurer will mail notice to the Town at least thirty (30) days prior to any material changes in provisions, cancellation, renewal, or non-renewal of the policy;
- If requested by the Town, the Consultant shall furnish complete copies of his/her and any Subcontractor's insurance policies, forms, and endorsements;
- Consultant Liability Insurance.

During the term of this agreement, the Consultant will carry Errors and Omission insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Consultant. The amount of insurance shall not be less than \$1,000,000 per occurrence and aggregate. The Town may require a higher limit as mutually agreed with the Consultant for specific task/work orders.

TAB #5 – REQUIRED FORMS

2.10 FORMS

All Forms required by the RFQ shall be fully executed by the Proposer and submitted. Refer to Section 6.

SECTION 3 – EVALUATION PROCESS

During the evaluation process and until an award has been made by the Town Council, Proposers are prohibited from meeting with or discussing a submittal with Council members.

3.1 EVALUATION CRITERIA

The following evaluation criteria will be used as a general guide for evaluating the proposals. The Town Council will review and evaluate all responsive proposals received. Members may choose not to award any points should they feel a proposal is undeserving or does not sufficiently address the criteria.

CRITERIA	POSSIBLE POINTS
Firm Background (submit as Tab #1)	20
Technical Qualifications (submit as Tab #2)	40
Experience & References (submit as Tab #3)	30
Location of Firm's Main Office from City Hall (60 miles or less = 10 pts; 61 miles or more = 5 pts)	10
MAXIMUM POSSIBLE POINTS	100

MBE/WBE/DBE Business (only used in the event of a tie in the highest total points)	5
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EVALUATION OF PROPOSALS

3.1.2 All proposals submitted on time will first be reviewed by staff to determine responsiveness. The Town reserves the right to accept or reject any or all proposals deemed as not responsive. The Town reserves the right to waive immaterial irregularities in proposals.

3.1.3 The selection process is in accordance with Florida Statutes Section 287.055, Consultants’ Competitive Negotiation Act. The Town Council will review the qualifications of all submitting firms. Ranking will be made based solely on the information included in the proposal. Firms may be invited to make presentations for final evaluation. The Town

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reserves the right to determine whether the statement of qualifications satisfactorily meets the criteria established in this RFQ, and the right to seek clarification from any firm(s) submitting qualifications.

3.2 AWARD

The purpose of this RFQ is to award consultants to be used on an as-needed basis to provide prompt and efficient professional services. It is most common that the Proposers who score the highest number of points be recommended. However, the Town reserves the right to cancel this RFQ and re-solicit or not re-solicit as determined to be in the Town’s best interests.

SECTION 4 - INSTRUCTIONS TO PROPOSERS

4.1 CONE OF SILENCE

Potential Proposers shall not communicate in any way with Town staff or the Town Council other than the primary contact listed herein. This restriction shall be effective from the time of advertisement until the time an award is made. Such communication may result in disqualification.

4.2 REQUIRED COPIES

One (1) original copy and one (1) electronic copy of the proposal shall be submitted. Please refer to the Proposal Checklist (*Form A*) for requirements.

4.3 SEALED BIDS

Proposals shall be enclosed in a sealed envelope with the Proposer's name, address, and RFQ number. (Use label in Exhibit F) The Proposal shall be submitted no later than the Solicitation Opening date and time mentioned on the Request for Qualifications. The Town will not be responsible for opening any proposals that are not clearly marked. Bids must be submitted to the Town Office, 311 Atlantic Avenue, Interlachen, Florida 32148.

4.4 PROPOSALS NOT CONSIDERED

Late submissions emailed or faxed proposals and proposals which do not conform to the instructions contained in the RFQ WILL NOT be considered. However, proposals may be withdrawn by fax or email, provided that such notices are received prior to the Solicitation Opening date. Late proposals will not be opened. Proposers have the option of picking up or paying for the mailed return of the unopened proposal. If this option is not exercised within five (5) days of the Solicitation Opening, the late unopened proposal will be disposed of.

4.5 SOLICITATION OPENING

Proposers are welcome to attend the solicitation opening; but it is not mandatory. Proposals shall be opened and publicly announced on the date, time and location specified on the RFQ, unless otherwise stated in the form of an addendum. Proposals Received will be posted on the Town's website within two (2) business days.

4.6 ADDENDA

Addenda may be issued in response to any inquiry received by the Question/Answer deadline date and time specified herein or to provide revisions, additions, deletions, clarification, etc. Addenda shall become part of and have precedence over anything shown or described otherwise. If not mentioned in the addenda, all other documents, specifications, drawings, terms, and conditions remain the same. It is the Proposer's responsibility to ensure receipt of all addenda and acknowledge all addenda issued. Where there appears to be a conflict between Solicitation and any addenda, the last addendum issued shall prevail. See Section 6 Respondent's Certification form.

4.7 REJECTION OF PROPOSALS

The Town reserves the right to reject any and all proposals. More than one proposal from an individual, firm or association under the same or different names will not be considered.

4.8 PROPOSAL GUARANTEE

The Proposer warrants that the professional fee schedule from the awarded companies, terms, and conditions shall remain firm for the contract period.

4.9 CORRECTIONS, CANCELLATION & WITHDRAWAL

Proposers may be asked to provide further information after the solicitation opening to determine the responsibility of the vendor.

4.10.1 Waiver of Technicality: Information shall not be considered after the bid opening if it was specifically requested to be in the Proposal. The Town Council may waive any informality, technicality, or irregularity on any bid.

4.10.2 Cancellation or Postponement: The Town may cancel or postpone the solicitation opening or cancel the RFQ in its entirety prior to award.

4.10.3 Withdrawal: A Proposer may withdraw his/her Proposal in writing via fax or email prior to the bid opening.

4.10.4 Amendments: A Proposer may amend the Proposal in writing provided it is in a sealed envelope prior to the Solicitation Opening.

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4.10.5 CONFIDENTIAL INFORMATION

Pursuant to section 119.071, Florida Statutes, any financial statements that the Town requires to be submitted may be exempt from the Public Records Law. Therefore, any submitted financial statements that the Proposer wishes to remain confidential shall be submitted in a sealed opaque envelope and marked "Confidential Financial Statement Enclosed." By submission of a response to this RFQ the proposer agrees to indemnify and hold the Town harmless should any information marked as confidential knowingly or unknowingly be released as the result of a public records request.

1.10.6 PROPOSAL EXAMINATION

In accordance with Chapter 119, Florida Statutes, solicitation files will be made available for public inspection at the time the Town posts notice of its decision concerning contract awards, or thirty (30) days after the solicitation opening, whichever is earlier. Solicitation files may be examined during normal working hours, by contacting the Town Office at 386-684-3811.

SECTION 5 – GENERAL CONDITIONS

5.1 CONFLICT OF INTEREST

Contract Award is subject to provisions of State Statutes and Town Ordinances. All Proposers must disclose any conflict of interest with their proposal, including the name of any employee or Council member of the Town of Interlachen; Further, all proposals must disclose the name of any Town employee or Council member, who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches.

5.2 NO LOBBYING

Any communication, whether written or oral, with the Town Council or staff (with the exception of the staff designated to receive requests for interpretation or corrections) by the Proposer is **prohibited. To do so is grounds for immediate disqualification from the selection process.**

5.3 NO COLLUSION

By submitting a response to this RFQ, the Proposer certifies that all information contained in the proposal is truthful to the best of their knowledge and belief. The proposer further certifies, under oath, that this proposal is made without any colluded, conspired, connived, or agreed, directly or indirectly, with any other firm, person or corporation responding to this solicitation for the same product or service.

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5.4 IMMIGRATION LAWS

The Town will not intentionally award Town contracts to any Firm who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in an 8 U.S.C. Section 1324 a(e) (Section 274A (e) of the Immigration and Nationality Act (“INA”). The Consultant shall utilize E-Verify to verify the employment eligibility of all employees assigned to the Contract and any new employees hired during the term of the Contract

5.5 DRUG-FREE WORKPLACE

In accordance with Florida Statute Section 287.087, Proposer certifies that it is a Drug Free Workplace.

5.6 QUESTIONS AND/OR REQUESTS FOR CLARIFICATION

Any questions and/or requests for clarification regarding this Solicitation shall be submitted via email to jpayne@interlachen-fl.gov All questions must be received no later than the time and date specified in the Request for Qualifications.

5.7 EXCEPTIONS TO SPECIFICATIONS

Requests for exceptions to the specifications shall be listed in the proposal and shall reference the s section. Any exceptions to the General or Special Conditions may be cause for the proposal to be considered non-responsive.

No additional terms and conditions included with the proposal response shall be evaluated or considered. If submitted either purposely, or inadvertently, appearing separately in transmitting

letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this solicitation and the respondent's authorized signature affixed to the response's signature section attests to this.

5.8 SUBCONTRACTORS AND EMPLOYEES

The Proposer is required to identify any and all Sub-consultants and/or suppliers that will be used in the performance of the proposed Agreement .

5.9 WAIVER OF IRREGULARITIES

The Town may waive minor informalities or irregularities in proposals received where such is merely a matter of form and not substance and is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the Town's interest and will not affect the terms of the submission by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

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5.1.1 In no event will any selections by the Town be deemed to be a waiving of the required criteria for the requested services.

5.1.2 The Contractor selected will be required to fully comply with the Project criteria, regardless that the Solicitation may have been based on a variation.

5.1.3 Proposers shall identify separately all innovative aspects, as such in the technical Solicitation. Innovation should be limited to Proposers means and methods, approach to Project, use of new products, and new uses for established products.

5.10 DELETION OR MODIFICATION OF SERVICES

The Town reserves the right to delete or modify any portion of the contracted services at any time without cause, and if such right is exercised by the Town, the total costs shall be reduced at the same ratio as the estimated costs of the Services.

5.11 AVAILABILITY OF FUNDS

The obligations of the Town of Interlachen under this award are subject to the availability of funds lawfully appropriated for its purpose by the Interlachen Town Council.

5.12 COUNCIL MEETING

The awarded Proposer must be available to attend Town Council meetings, when required, and be prepared to answer any questions and/or provide a presentation if requested by the Town Council. The awarded Proposer is not required to attend the Council meeting for recommendation of award.

5.13 NOTICE TO PROCEED

The Contractor shall not commence any Work until a written Notice to Proceed (NTP) has been issued by the Town.

No additional terms and conditions included with the proposal response shall be evaluated or considered. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this solicitation and the respondent's authorized signature affixed to the response's signature section attests to this.

5.14 SUBCONTRACTORS AND EMPLOYEES

The Proposer is required to identify any and all Sub-consultants and/or suppliers that will be used in the performance of the proposed Agreement .

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5.16 WAIVER OF IRREGULARITIES

The Town may waive minor informalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the Town's interest and will not affect the terms of the submission by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

5.1.4 In no event will any such elections by the Town be deemed to be a waiving of the required criteria for the requested services.

5.1.5 The Contractor selected will be required to fully comply with the Project criteria, regardless that the Solicitation may have been based on a variation.

5.1.6 Proposers shall identify separately all innovative aspects as such in the technical Solicitation. Innovation should be limited to Proposers means and methods, approach to Project, use of new products, and new uses for established products.

5.17 DELETION OR MODIFICATION OF SERVICES

The Town reserves the right to delete or modify any portion of the contracted services at any time without cause, and if such right is exercised by the Town, the total costs shall be reduced at the same ratio as the estimated costs of the Services.

5.18 AVAILABILITY OF FUNDS

The obligations of the Town of Interlachen under this award are subject to the availability of funds lawfully appropriated for its purpose by the Interlachen Town Council.

5.19 COUNCIL MEETING

The awarded Proposer must be available to attend Town Council meetings, when required, and be prepared to answer any questions if requested by the Town Council. The awarded Proposer is not required to attend the Council meeting for recommendation of award.

5.20 NOTICE TO PROCEED

The Contractor shall not commence any Work until a written Notice to Proceed (NTP) has been issued by the Town.

5.21 SALES TAX

The Town is exempt from Federal and State Sales and Use taxes, However, Contractors or Vendors doing business with the Town are not exempted from paying said taxes to suppliers for goods or services to fulfill the contractual obligations with the Town, nor shall any Contractor or Vendor be authorized to use the Town's Tax Exemption Number in securing such materials.

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5.22 TERMINATION FOR CAUSE OR CONVENIENCE

The agreement resulting from this RFQ can be terminated immediately for cause if Contractor is found to have failed to perform services in a manner satisfactory to the Town; or for convenience upon thirty (30) days' written notice to the Proposer. In the event of either termination, the Proposer shall be compensated for all services performed to the Town's satisfaction.

5.23 CO-OPERATIVE PURCHASING

It is the intent of the Request for Qualification to secure goods or services to be used by the Town. However, by virtue of bidding, the Proposer accepts the right of other Government Entities to "piggyback" purchase from this proposal by mutual consent and where applicable by law. Any such purchase shall be separate and apart from the Town of Interlachen, and said Town assumes no liability for such action.

5.24 DISCRIMINATION

The Proposer shall not practice or condone personnel or supplier discrimination in any manner prescribed by Federal or State laws. The Town will not knowingly do business with vendors, proposers, or contractors who discriminate. Through the course of providing services to the Town, Contractors shall affirmatively comply with all applicable provisions of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as well as all other applicable regulations, guidelines, and standards. Any person who believes their rights have been violated should report such discrimination to the Town.

5.25 PUBLIC RECORDS

Section 119.01 F.S., The Public Records Law, provides that municipal records shall at all times be open for personal inspection by any person. Information and materials received by the Town in connection with all PROPOSER's responses shall be deemed to be public records subject to public inspection upon award, recommendation for award, or thirty (30) days after the bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, the Proposer must in his/her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the Town will treat all materials received as public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT TOWN CLERK, JONI PAYNE AT 386-684-3811/EMAIL jpayne@interlachen-fl.gov, TOWN OF INTERLACHEN, 311 ATLANTICV AVE., INTERLACHEN, FLORIDA 32148.

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5.26 INDEMNIFICATION/HOLD HARMLESS

The PROPOSER shall indemnify, defend and hold harmless the TOWN, and its officers and employees, from all claims, demands, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the PROPOSER and other persons employed or utilized by such in the performance of the agreement; regardless of the negligence of the indemnitee or its officers, directors, agents, or employees. However, such indemnification shall not include claims of, or damages resulting from, gross negligence, or willful, wanton, or intentional misconduct of the indemnitee or its officers, directors, agents, or employees. Upon request of the TOWN, the PROPOSER shall, at no cost or expense to the TOWN, indemnify and hold the TOWN harmless of any suit asserting a claim for any loss, damage or liability specified above, and PROPOSER shall pay any cost and reasonable attorneys' fees that may be incurred by the TOWN in connection with any such claim or suit or in enforcing the indemnity granted above. Nothing in this agreement shall be construed as the TOWN waiving its sovereign immunity pursuant to 768.28, et seq., Florida Statutes, or any other sovereign or governmental immunity.

5.27 PROTEST PROCEDURE

Any actual or prospective bidder or proposer who is aggrieved in connection with a competitive selection process may protest to the Town Clerk. Failure of the Proposer to file a timely formal written Protest within the time specified shall constitute a waiver by the Proposer of all rights to protest. The formal written Protest must provide documentation which shall specify in detail the nature of the grievance and the grounds upon which any relief, modification or change is based. The protest shall be submitted in writing within seven (7) calendar days after the bidder or proposer knows or should have known of the facts giving rise to the protest.

5.28 Decision

If the protest is not resolved by mutual agreement, the Town Clerk shall direct Staff to promptly investigate the basis of the protest and, after consultation with the Town Clerk, the Town Attorney and any other person or entity deemed necessary, Staff shall issue a decision in writing. A copy of the decision shall be furnished immediately to the protestor and any other party determined by the Town Clerk to be directly affected by the decision. The decision shall:

- A) State the decision and the basis for the decision, and
- b) Set forth the protestor's right to administrative review.

5.29 Administrative Review – If the protestor disagrees with the decision of the Staff, the protestor may appeal the decision to the Town Clerk and/or the Town Council, provided written notice of such appeal is submitted within seven (7) calendar days of receipt of the decision.

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5.30 Stay of Procurement – In the event of a timely and properly filed protest, Staff shall not proceed further with the solicitation or award until all administrative remedies have been exhausted, or until the Town Clerk or Town Council makes a determination on the record that the award of a contract is necessary to protect substantial interests of the Town.

5.31 PERFORMANCE EVALUATION

A Town designee will evaluate the services provided under this solicitation, noting the overall service performance of the Proposal/Consultant.

Firms acknowledges that performance ratings will be used to evaluate the Proposal's/Contractor's performance and conformance to contract requirements, specifications and standards of good workmanship.

5.32 ACCEPTANCE OF GOODS/SERVICES

Receipt of goods/services shall not constitute acceptance. Final acceptance and authorization of payment shall be given after a thorough inspection indicates that the performance meets the specifications and/or all conditions. Should the delivered goods/services differ in any respect from the specifications, payment will be withheld pursuant to section 218.70, Florida Statutes, until such time as the successful proposer takes necessary corrective action. If the proposed corrective action is not acceptable to the Town, the Town may refuse final acceptance of the goods/services.

SECTION 6

FORMS

EXHIBIT A

TOWN OF INTERLACHEN FLORIDA

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ Fax: _____

Cell Phone: _____

Email: _____

Submitted By: _____

Title: _____

Vendor Accepts Credit Cards*: Yes No (Please Circle)

Accounting Contact:

Name: _____ Title: _____

Email Address: _____ Phone: _____

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

EXHIBIT B

TOWN OF INTERLACHEN, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Qualifications, Proposal or Contract for _____
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Town of Interlachen, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any

natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

- 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 affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- 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. (Please attach a copy of the final order.)
- 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.)
- 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.)

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of () physical presence or () online notarization, this _____ day of _____, 20_____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

(Signature of Notary Public-State of Florida)

(Name of Notary Typed, Printed, or Stamped)

(NOTARY SEAL)

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER(S): _____ EMAIL: _____

SIGNATURE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

E-VERIFY STATEMENT

Bid/Proposal/RFQ Number: _____

Project Description: _____

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: _____

Contact Name (Print): _____

Authorized Signature: _____

Title: _____

Date: _____

EXHIBIT E

RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Qualifications (RFQ), the other related documents identified in the RFQ, and the following Addenda, receipt of all which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

1. I hereby propose to furnish the goods or services specified in the RFP. I agree that my bid will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the bids.
2. I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the firm as its act and deed and that the firm is ready, willing, and able to perform if awarded the contract.
3. The applicant certifies to the best of his/her knowledge and belief, that his/her principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.
4. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Town of Interlachen.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the Town of Interlachen or any other proposer is interested in said bid; and that the undersigned executed this Proposer's Certification with full knowledge and understanding

of the matters therein contained and was duly authorized to do so.

Name of Business _____

Signature _____

Printed Name _____

Title _____ Date _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of () physical presence or () online notarization, this _____ day of _____, 20_____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

(Signature of Notary Public-State of Florida)

(Name of Notary Typed, Printed, or Stamped)

(NOTARY SEAL)

EXHIBIT F

MAILING LABEL

Cut along the outer border and affix this label to the sealed envelope to identify it as a Sealed Solicitation Submittal.

SEALED RFQ • DO NOT OPEN	
SOLICITATION #:	RFQ 2024.1.9.PPS
SOLICITATION TITLE:	Continuing Professional Planning and Consulting Services
DUE DATE/TIME:	December 21, 2023 @ 2:00 PM, LOCAL TIME
SUBMITTED BY:	Proposer's Name
	Proposer's Address
	Proposer's Address
DELIVER TO:	Town of Interlachen ATTN: Joni Payne 311 Atlantic Ave. Interlachen, Florida 32148




EXHIBIT G

PROPOSAL CHECKLIST

Please use the following checklist as a reference document to confirm all requirements are met in our RFQ submission. **This checklist must be submitted as part of the Proposal.** Please be advised that this checklist should not be interpreted as a comprehensive list of all information required by this Solicitation from prospective Proposers. It simply serves as a guide for the most significant documents to be included in the Proposal and should be enhanced as deemed necessary. It is solely the Proposer's responsibility to read and understand all requirements and adhere to all issued Addenda.

Requirements	OFFICE USE ONLY
Ten (10) copies of proposal	
One (1) electronic copy of proposal (USB)	
Proposal Checklist – EXHIBIT G	
Contact Information Sheet – EXHIBIT A	
Respondent Certification – EXHIBIT E	
Transmittal Letter (<i>Refer to Section 2.1</i>)	
Table of Contents (<i>Refer to Section 2.2</i>)	
TAB #1 – FIRM BACKGROUND (<i>Refer to Section 2.3</i>)	
Summary	
TAB #2 – TECHNICAL QUALIFICATIONS (<i>Refer to Sections 2.4 – 2.6</i>)	
Firm Qualifications	
Staff with Qualifications	
TAB #3 – EXPERIENCES & REFERENCES (<i>Refer to Sections 2.7 – 2.9</i>)	
Experience	
References – EXHIBIT H	
TAB #4 – INSURANCE (<i>Refer to Section 2.10</i>)	
Proof of Insurance	
TAB #5 – REQUIRED FORMS (<i>Refer to Section 2.11</i>)	
Forms to be submitted: EXHIBITS A –J	
Proposer's Disclosure – EXHIBIT E	
Document Notification Affidavit – EXHIBIT I	
E-Verify Form – EXHIBIT D	

PLEASE ENSURE THE MAILING LABEL IS AFFIXED TO THE SEALED ENVELOPE.

IMPORTANT: Failure to submit the requested copies or complete and submit the required forms may result in submittal being deemed non-responsive and removed from consideration.

EXHIBIT H

REFERENCE LIST

Proposer's Name: _____

List a **minimum of three (3) client references** that can speak to the Proposer's experience and performance, within the last five (5) years. References from public sector clients are preferred. The town will send Reference Check Surveys via email to the references provided. If the contact information is incorrect or the reference does not respond, the firm will lose points awarded for this criterion.

Reference #1	
Company Name:	
Location (City, State):	
Contact Person:	
Contact Number:	
Email Address:	
Dates of Service:	
Services Provided:	
Reference #2	
Company Name:	
Location (City, State):	
Contact Person:	
Contact Number:	
Email Address:	
Dates of Service:	
Services Provided:	
Reference #3	
Company Name:	
Location (City, State):	
Contact Person:	
Contact Number:	
Email Address:	
Dates of Service:	
Services Provided:	

Failure to fully complete and submit this List may result in rejection of the submittal.

EXHIBIT I
DOCUMENT NOTIFICATION AFFIDAVIT

STATE OF _____ COUNTY OF _____

I, _____ acknowledge that I have I have legal authorization to contractually
(Printed Name)
bind _____,
(Company Name)

I acknowledge that I have read and reviewed copies of the following documents/notifications, attached:

- Conflict of Interest Disclosure
- No Lobbying Notification
- No Collusion Affidavit
- Immigration Laws Notification
- Drug-Free Workplace Provisions
- Public Entity Crimes Notification
- Debarment and Suspension Certification, **Proposer must submit their Company Profile Page from SAM.GOV with their RFQ.**
- Scrutinized Vendor Certification
- E-Verify Acknowledgement, **Proposer must submit their Company Profile Page from E-Verify with their bid.**
- Vendor Performance Acknowledgement

I hereby swear or affirm that I have read, understand, and accept all the requirements and regulations imposed by the above-referenced documents. And accept that the above-referenced documents and all terms and conditions contained therein are included in the response to this solicitation.

STATE OF FLORIDA, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of () physical presence or () online notarization, this _____ day of _____, 20____. Personally Known _____ or Produced Identification _____. Type of Identification Produced _____

Notary Name, Typed, Printed, or Stamped

(NOTARY SEAL)

Notary Signature

Failure to fully complete, sign and submit this Affidavit may result in rejection of the submittal.

EXHIBIT J

SUB-CONTRACTORS/CONSULTANTS LIST

Proposer's Name: _____ Phone #: _____

RFQ Title: Professional Planning and Inspection Services RFQ #: _____

NOTE: List **all sub-contractors/consultants** you invited to bid on this project, whether they were selected or not. If sub-consultants will not be used on this agreement, initial the line below. **Form must be submitted with your proposal.** Use additional sheets if necessary.

The Town reserves the right to reject any proposals if the Proposer names sub-consultants who have previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform under this award. The Town reserves the right to inspect all facilities of any sub-consultant in order to make a determination as to the foregoing.

Company Name	Work To Be Performed	Contact Person	Telephone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

I affirm that Sub-contractor/consultants will not be used to complete projects under this agreement.

Print Preparer's Name: _____

Preparer's Signature: _____ Date: _____

Failure to fully complete, sign and submit this Form may result in rejection of the submittal