

**TOWN OF LAKE PARK**  
**REQUEST FOR PROPOSAL No. 107-2020**  
**Design and Build of Downtown CRA Parking Lot Project**

The Town of Lake Park is seeking proposals from qualified firms who can provide Design/ Build services for the construction of a surface parking lot in the Lake Park CRA Downtown area. The project site is an approximate 1.32 acre lot wholly owned by the Town of Lake Park, and is located off Foresteria Drive, behind the 700 block of Park Avenue. The lot is currently being used as a temporary parking area. The purpose of this project includes, but is not limited to, complete turn-key engineering and architectural design based upon a defined set of design criteria, project management, permitting, surveying, clearing and grubbing, earthwork, utilities, paving, concrete, landscaping, and the incorporation of adequate lighting and Green Infrastructure technology that partially or preferably completely manages all Stormwater generated from the finished site. As further described within the solicitation documents, proposals will be evaluated based upon various defined criteria, including how well the proposed design aligns with the needs of the CRA and design criteria. “No-Fee” Request-for-Proposal (RFP) documents further describe the envisioned project and are available beginning **Monday, June 15, 2020** between 8:30 a.m. and 5:00 p.m. local time by contacting the Town Clerk’s Office at 561.881.3311. All documents will be delivered electronically. Proposals shall be submitted hardcopy, in triplicate, on the forms provided. Sealed responses must be clearly marked “RFP No. 107-2020, **Design and Build of Downtown CRA Parking Lot Project**” and be delivered to the Office of the Town Clerk at 535 Park Avenue, Lake Park, Florida, 33403. The deadline for submission of proposals is **Wednesday, July 15, 2020, 10:00 a.m.** local time. At that time, the proposals will be publicly opened and read aloud in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, Florida, 33403. Proposals will later be evaluated by an evaluation committee as further described in the RFP documents.

Late proposals or proposals delivered to any other office other than the Town Clerk will not be accepted and will be returned to the sender unopened. It is the responsibility of the Proposer to ensure all pages are included in their submission. All Proposers are advised to closely examine the Solicitation package, and to become familiar with the current condition of the Site. Any questions regarding the completeness or substance of the Solicitation package or scope of services must be submitted in writing via email to [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

The Town of Lake Park is exempt from Federal and State Taxes for tangible personal property tax. The Town of Lake Park and its CRA reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the resultant contract on such coverage and terms it deems will best serve the interests of the Town and CRA. All proposed prices shall be guaranteed firm for 90 calendar days from **July 15, 2020**. Any proposer who withdraws his or her proposal within 90 calendar days after this date shall forfeit its Proposal Bond. A proposal bond is required to be submitted with your proposal in an amount equal to five percent (5%) of the proposed project cost. The Town accepts, as fulfillment of this requirement, a certified check, a cashier’s check, or bid bond made out to the TOWN OF LAKE PARK. In addition, if a contract is awarded, the winning firm will be required to submit performance and payment bonds, as further described in the RFP documents.

**MANDATORY PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on **Tuesday, June 30, 2020, 10:00 a.m.** local time in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, FL 33403, to provide a brief description of the project,

project requirements, answer questions and clarify any inconsistencies. The Town and CRA reserves the right to hold the mandatory preproposal conference virtually in light of the COVID19 event. Immediately following the pre-proposal conference, interested firms will have the opportunity to inspect the site, familiarize themselves with the requirements, and to ensure all items affecting the costing of the project are considered.

All proposers are advised that the Town and its CRA has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or request for proposal, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes. All proposers are further advised that the Town will not supply or sell materials to proposers in connection with submission of preparation of proposals, or any other matter, including but not limited to envelopes, labels, or tape.

Shaquita  
Edwards

Digitally signed by Shaquita Edwards  
DN: cn=Shaquita Edwards, o=Town of  
Lake Park, ou=Clerks' Office,  
email=sedwards@lakeparkflorida, c=US  
Date: 2020.06.09 09:45:44 -04'00'

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Shaquita Edwards, MPA, CMC  
Deputy Town Clerk  
TOWN OF LAKE PARK, FLORIDA  
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