

TOWN OF LAKE PARK
LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida Community Redevelopment Agency (CRA) will be accepting sealed responses for:

Request for Statement of Qualifications (RFQ105-2021) to Engage a Consultant Experienced in Community Redevelopment Agency Planning to Evaluate, Revise, and Update the Community Redevelopment Agency Plan for the Town of Lake Park in Lake Park, FL.

Notice is hereby given that the Town of Lake Park is soliciting proposals for the evaluation and modification of the Lake Park Community Redevelopment Agency Plan. Proposals may be mailed by regular or express mail courier service or hand delivered to the Town of Lake Park at 535 Park Avenue, Lake Park, Florida 33403. **All sealed proposals must be submitted with one** original unbound, tabbed, and clipped version that includes a title page listing the name of the RFQ and identifying the Offeror. Additionally, Offerors shall submit **seven (7)** bound and tabbed copies and one digital PDF on a labeled CD/DVD or thumb drive. **PROPOSAL ENVELOPES MUST BE PLAINLY MARKED ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE AS:**

“Request for Statement of Qualifications (RFQ#105-2021) to Engage a Consultant Experienced in Community Redevelopment Agency Planning to Evaluate, Revise, and Update the Community Redevelopment Agency Plan for the Town of Lake Park in Lake Park, FL.”

Proposals shall be sent or delivered to the following address:

Town of Lake Park/CRA
Office of the Town Clerk
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

(The CRA is a special district within the Town. Town/CRA used interchangeably in this document)

ONE NON-MANDATORY pre-bid informational meeting will be held: Monday, September 13, 2021 at 10:00am at the Town Hall Commission Chambers located at 535 Park Avenue, Lake Park, FL 33403. A response to a competitive solicitation shall be directed to the attention of the Town Clerk (also serving as the CRA Clerk) and submitted by 3:00 PM EST on or before Monday, October 4, 2021. Any response received after the deadline, or which is submitted at a location other than the location specified above shall be deemed unresponsive and shall be returned unopened to the offeror. It shall be the offeror’s sole responsibility to ensure that its response reaches the specified place for receipt of responses to solicitations and by the time specified in the solicitation document. The Town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a town employee to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the solicitation.

Receipt of a Proposal by any Town office, receptionist, or personnel, other than the Office of the Town Clerk shall not constitute “submittal” as required by this solicitation. The Town Clerk’s time stamp shall be conclusive as to the timeliness of each submission.

Proposal Documents

Offerors desiring copies of the RFQ document for use in preparing a proposal may request a copy by calling the Office of the Town Clerk at (561) 881-3311, 8:30 AM to 5:00 PM Eastern Standard Time, Monday through Friday, or emailing townclerk@lakeparkflorida.gov. All correspondence and requests for information regarding this RFQ shall be submitted in writing by regular mail or via email to townclerk@lakeparkflorida.gov no later than Monday, September 27, 2021 by end of day.

All offerors are advised that the Town has not authorized the use of the Town or CRA seal by individuals or entities responding to Town requests for proposal, and that any such use by an unauthorized person or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All offerors are advised the Town will not supply or sell materials to offerors in connection with submission or preparation of Proposals, or any other matter, including but not limited to envelopes, labels or tape.

Notice of the intent to award along with a tabulation of the results of an evaluation, shall be posted by the Town Clerk on the Town's website at least five business days prior to the commission's consideration of an award. The Town Clerk shall also provide all offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the Town' website.

The Town may, at any time and at its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitation in the future.

Vivian Mendez, MMC
Town Clerk
TOWN OF LAKE PARK, FLORIDA
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