

TOWN OF LAKE PARK
LEGAL NOTICE
REQUEST FOR QUALIFICATIONS
(RFQ) 108-2021

**REQUEST FOR QUALIFICATIONS BY THE TOWN OF LAKE PARK,
FLORIDA FOR PROFESSIONAL PLANNING AND DESIGN SERVICES TO
DEVELOP A UNIFIED, PHASED MASTER PLAN FOR KELSEY PARK AND
LAKE SHORE PARK.**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida is soliciting proposals from qualified firms or team of consultants, with interdisciplinary expertise such as landscape architects, planners, recreation specialists, environmental consultants and other relevant disciplines, with particular expertise in park/open space master planning to prepare a phased, unified Master Plan for Lake Shore Park and Kelsey Park, including estimated costs to implement the Plan. The selected consultant will be expected to provide a range of consulting, planning and architectural rendering services, including public engagement initiatives and presentations. The consultant will conduct all of the tasks identified in the RFQ package. The Town may also consider the selected firm for future planning work that may be needed for additional park areas in the Town, therefore respondent should also include fee schedule for continuing services utilizing their hourly rates.

RESPONSE PROCEDURE: ONE NON-MANDATORY pre-bid informational meeting will be held: 3:00 pm – Thursday, October 14, 2021, at the Town Hall Commission Chambers located at 535 Park Avenue, Lake Park, FL 33403.

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 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. **Submit in a separate sealed envelope** identifying “RFQ 108- 2021 FEE SCHEDULE/COST ESTIMATE, Professional Planning Services”, and include name of the company submitting”.

PROPOSAL ENVELOPES MUST BE PLAINLY MARKED ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE AS “Request for Statement of Qualifications (RFQ 108-2021).

Proposals shall be sent or delivered to the following address:

**Town of Lake Park
Town Clerk
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403**

A RESPONSE TO THIS SOLICITATION SHALL BE DIRECTED TO THE ATTENTION OF THE TOWN CLERK AND SUBMITTED BY 11:00 AM EST. ON OR BEFORE NOVEMBER 3, 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 timestamp 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.

All offerors are advised that the Town has not authorized the use of the Town 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's website.

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