

**TOWN OF LAKE PARK
REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTANT SERVICES
RFQ No. 103-2015**

NOTICE IS HEREBY GIVEN that pursuant to Section 287.055 Florida Statutes, Consultant Competitive Negotiation Act, the Town of Lake Park, Florida is soliciting applications from qualified consulting firms to perform PROFESSIONAL CONSULTANT SERVICES:

- A.) The Town desires to retain a qualified firm under a continuing contract to provide support services in the functions of commercial/industrial site plan review and site inspections which includes drainage, traffic, storm water equivalent residential unit (ERU) calculations/verification, Town/Contractor correspondence, National Pollution Discharge Elimination System (NPDES) and Storm Water Utility support services and miscellaneous engineering related work as identified in the Request for Statement of Qualification (RFQ) package.

- B.) The Town also desires to pre-qualify a pool of professional consultant firms for services on an “as-needed basis” as generally identified in the RFQ package.

RESPONSE PROCEDURE: In order to be considered, qualified firms must submit a statement of qualifications in hard copy and on compact disk to the Town Clerk by **11:00 A.M. local time, May 27, 2015**. The Town Clerk’s Office is located on the second floor of Town Hall at 535 Park Avenue, Lake Park, Florida 33403. Responses received after that time will be returned unopened.

Statement of qualifications must be submitted to the Town Clerk pursuant to the above directions and shall not exceed six pages in length and must, at a minimum, include the following information:

- a. Response to RFQ Number 103-2015 (A. Continuing Services) (B. “As-Needed Basis”)
- b. Firms name and address of the responsible office.
- c. Contact person, phone number and Internet Email Address.
- d. A statement setting forth the qualifications of the firm.
- e. Identification of any sub-consultant relationships that may be considered to fulfill the disciplines identified in the RFQ package.
- f. Identification of the firm’s key personnel and their proposed roles and expertise (do not include resumes).

For continuing services the Town intends to develop a shortlist of three (or more) qualified consulting firms who then will be invited to submit a detailed presentation of qualifications. The detailed presentation of qualifications shall include but not be limited to the specific requirements as outlined in this RFQ.

Firms responding to “as-needed” professional consulting services will be asked to complete an application for pre-qualification as a professional consultant.

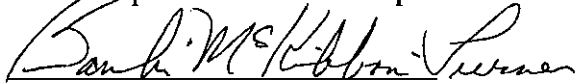
The RFQ document may be obtained by visiting or calling the Office of the Town Clerk at (561) 881-3311, 8:30 a.m.-5:00 p.m. Eastern Time, Monday –Friday.

The selection and contract negotiations will be in accordance with the State of Florida Consultants Competitive Negotiations Act (CCNA), F.S. 287.055.

Respond To:

Vivian Mendez, CMC, Town Clerk, Town of Lake Park, 535 Park Avenue, Lake Park, Fl. 33403, tel. (561) 881-3311.

The Town of Lake Park reserves the right to accept or reject any or all statements of qualification (in whole or in part) with or without cause, to waive any technicalities, irregularities or formalities, or to accept the statements of qualification which in its judgement best serve the Town.



Bambi McKibbon-Turner

Interim Town Manager

Town of Lake Park, Florida

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