

**TOWN OF LAKE PARK, FLORIDA
REQUEST FOR PROPOSALS 113-2023**

**CONTINUING SERVICES - ARCHITECTURE, ENGINEERING (VARIOUS TYPES),
LANDSCAPE ARCHITECTURE, SURVEY & MAPPING, PLANNING AND OTHER RELATED
SERVICES.**

Pursuant to Florida Statutes, Chapter 287.055 (Consultants' Competitive Negotiations Act) and Lake Park Town Code, Section 2-247(g), Competitive Sealed Solicitation Process, the Town of Lake Park, Florida, seeks to identify firms with substantial experience and capabilities to perform consulting services on an open end (continuing services) basis.

The Town shall endeavor to award a non-exclusive contract to a maximum of three (3) firms for each of the professional services categories listed herein (either individually or collectively). The term of said contract shall be three (3) years, with the option to extend the contract for two additional two (2) year terms by mutual agreement. The selected firm(s) shall support the TOWN's staff with the implementation of the TOWN's Comprehensive Plan and Community Improvement Program (CIP) for FY 2024-2027. In addition, the selected firms(s) shall have the ability to provide, either in-house, or through a sub-consultant, professional continuing services in the fields of architecture, engineering (various types), landscape architecture, surveying and mapping, planning, and other support services as outlined in the Statement of Work (Exhibit A) and as required by the TOWN.

1. RESPONSE PROCEDURE:

a. Availability of Documents

Documents associated with Request for Proposals 113-2023 (the RFP) will be available through www.demandstar.com beginning **Monday, September 11, 2023, at 10:00 AM EST**, at www.demandstar.com.

b. Non-Mandatory Pre-Submittal Conference

There will be a Non-mandatory Pre-Submittal Conference at **2:00 PM EST, on Tuesday, September 26, 2023**, in the Town Hall Commission Chambers, 535 Park Avenue, Lake Park, FL 33403.

c. Due Date for Questions

Any questions for clarification or regarding the completeness or substance of the solicitation package or specifications must be submitted digitally to townclerk@lakeparkflorida.gov by **2:00 PM EST, on Tuesday, October 12, 2023**.

d. Due Date for Responses

Responses to the RFP shall be submitted and received digitally via www.demandstar.com **no later than 2:00 PM EST, on Tuesday, October 24, 2023**.

Late responses to this RFP will not be considered.

e. Opening of Responses

Responses to the RFP will be opened (via Demandstar web portal) and read aloud in the Town of Lake Park Commission Chambers at **2:05 PM EST, Tuesday, October 24, 2023**. The Town Hall Commission Chambers is located at 535 Park Avenue, Lake Park, FL 33403.

f. Evaluation Committee Meeting

Following receipt, Responses to the RFP will independently be evaluated based on the established criteria. A meeting to discuss the Responses will be held in the Town of Lake Park Commission Chambers at **2:00 PM EST, on Thursday, November 9, 2023**. The Town Hall Commission Chambers is located at 535 Park Avenue, Lake Park, FL 33403.

2. RESPONSE FORMAT AND OTHER GENERAL PROVISIONS

- a. Proposals from responding firm (Respondents) shall be no more than thirty-five (35) pages in length, excluding résumés. Any résumé included (team leader, core team member, etc.) shall not exceed one (1) page. The proposal shall also include all information required in Exhibits B, H, and I of this RFP; these pages will not be counted toward the page limit.**
- b. All Respondents are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or requests for proposals, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.
- c. All Respondents are advised that the Town will not supply or sell materials to Respondents in connection with submission or preparation of proposals, or any other matter, including but not limited to envelopes, labels, or tape.
- d. Respondents shall clearly demonstrate their professional qualifications, licensing, and prior experience providing similar consulting services to municipal governments and include projects provided to other local governments and their magnitude, scope, value, and specialization.
- e. The Town Commission of the Town reserves the right to reject any and all Responses/bids, to waive any informality in a Response and to make awards in the best interests of the Town.
- f. It is the responsibility of the Respondent to ensure all pages are included in the submission. All Respondents are advised to closely examine the RFP Document. Any questions regarding the completeness or substance of the RFP or scope of services shall be submitted in writing via email to townclerk@lakeparkflorida.gov by **2:00 PM EST, on Tuesday, October 12, 2023**.
- g. The Town is exempt from federal and state taxes for tangible personal property tax.
- h. The Town reserves the right to reject any and all proposals, to waive any and all informalities, irregularities and technicalities not involving price, time or changes in the commodities and/or services, and the right to disregard all nonconforming, non-responsive, unbalanced, or conditional proposals. The Town may choose at its sole discretion to award a contract to more than one firm.**

3. AWARD OF AGREEMENT

Award of Contracts resulting from this RFP will be made during a meeting of the Town Commission.

Vivian Mendez, CMC

Town Clerk

TOWN OF LAKE PARK, FLORIDA

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