



The City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

PURCHASING AND CONTRACT ADMINISTRATION DIVISION

## REQUEST FOR QUALIFICATIONS

RFQ NO.: 2025-019

PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN  
& CONSTRUCTION ADMINISTRATION

Crest Theatre Auditorium Renovations/ Project No. 25-001

**DUE DATE AND TIME: February 12, 2025 @ 2:00 PM (LOCAL TIME)**

### INSTRUCTIONS

Sealed Proposals must be received on or before the due date and time (local time). All Proposals will be publicly opened at City Hall, unless otherwise specified.

The City will only accept electronic submittals for this Request for Qualifications (RFQ). RFQ's will be accepted through a secure mailbox at BidNet Direct [www.bidnetdirect.com//cityofdelraybeach](http://www.bidnetdirect.com//cityofdelraybeach) until the Due Date and Time indicated in this RFQ. BidNet Direct does not accept electronic Proposals after the Due Date and Time. It is the sole responsibility of the Proposer to ensure its electronic RFQ submission is complete prior to the solicitation Due Date and Time. Electronic submission of Proposals will require the uploading of forms and/or attachments as designated in this RFQ. Electronic submission must include a signed original of the Solicitation Summary form. The submission of forms and attachments containing embedded documents or proprietary file extensions is prohibited.

If the Solicitation Summary form is not included, the City may deem the Proposal non-responsive. Proposals must contain all information required to be included in the submittal, as described in this Solicitation.

### BROADCAST

The City of Delray Beach utilizes electronic online services for notification and distribution of its solicitation documents. The City's solicitation information can be obtained from: (a) BidNet Direct [www.bidnetdirect.com//cityofdelraybeach](http://www.bidnetdirect.com//cityofdelraybeach) (b) Purchasing webpage on the City of Delray Beach [website](#); and (c) Request via email [thompsonc@mydelraybeach.com](mailto:thompsonc@mydelraybeach.com).

Proposers who obtain solicitations from sources other than those named above are cautioned that the Request for Qualifications package may be incomplete. The City will not evaluate incomplete Proposal packages. BidNet Direct is an independent entity and is not an agent or representative of the City. The City is not responsible for errors and omissions occurring in the transmission or downloading of any documents, addenda, plans, or specifications from these websites.

**CONTACT**

Any questions regarding the specifications and Solicitation process must be submitted in writing through the “Question” feature on [www.bidnetdirect.com//cityofdelraybeach](http://www.bidnetdirect.com//cityofdelraybeach). Requests for clarification and additional information must be received prior to the deadline for Submission of Questions on January 24, 2025 @ 5:00PM **(Eastern Time)**.

(The remainder of this page is intentionally left blank)



The City of Delray Beach  
100 NW 1st Avenue  
Delray Beach, FL 33444

**LEGAL ADVERTISEMENT**

**RFQ NO.: 2025-019**  
**PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN**  
**& CONSTRUCTION ADMINISTRATION**  
**Crest Theatre Auditorium Renovations/ Project No. 25-001**

The City of Delray Beach, Florida (“City”) is seeking Proposals from qualified firms for Architectural/Engineering Design and Construction Administration professional services relating to construction of **Crest Theatre Auditorium Renovations**, in accordance with the terms, conditions, and specifications contained in this Request for Qualifications.

Request for Qualifications documents are available beginning January 7, 2025 on the Purchasing and Contract Administration Division’s webpage of the City of Delray Beach website at:

<https://www.delraybeachfl.gov/government/city-departments/purchasing/current-bids-solicitations>

BidNet Direct [www.bidnetdirect.com//cityofdelraybeach](http://www.bidnetdirect.com//cityofdelraybeach), or by contacting the City Purchasing and Contract Administration Division at [thompsonc@mydelraybeach.com](mailto:thompsonc@mydelraybeach.com) or by phone at 561-243-7163.

Proposals will be accepted through a secure mailbox at BidNet Direct [www.bidnetdirect.com//cityofdelraybeach](http://www.bidnetdirect.com//cityofdelraybeach) until the Deadline for Submission as indicated in this RFQ. **The Due Date and Time for submission of submittals is February 12, 2025 @ 2:00PM. (Eastern Time).** Late Proposals will not be accepted. The City will only accept electronic Proposals for this RFQ.

The City **will** hold a Pre-Proposal Conference at the Crest Theatre Auditorium located at 51 N. Swinton Ave on January 15, 2025 at 10:30 AM, which will include a walkthrough of the facility to be renovated. It is the responsibility of the Proposer to ensure all pages are included in the submission. All Proposers are advised to closely examine the solicitation package. The City of Delray Beach is exempt from Federal and State Taxes for tangible personal property tax.

The City of Delray Beach 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 contract on such coverage and terms it deems will best serve the interests of the City.

City of Delray Beach  
RFQ No. 2025-019  
PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN & CONSTRUCTION ADMINISTRATION  
Crest Theatre Auditorium Renovations  
Project No. 25-001

**CITY OF DELRAY BEACH**

**SECTION 1: PROJECT OVERVIEW**

**1.1.** The City of Delray Beach (City) is soliciting Proposals from qualified firms for the provision of professional services relating to the architectural/engineering design and construction administration of **Crest Theatre Auditorium Renovations**.

This project is fully funded by the Delray Beach Community Redevelopment Agency (CRA).

**1.2.** The Method of Award for this Solicitation will be to the Proposer with the highest ranking or scores with whom the City is able to negotiate an acceptable Agreement. The City will enter negotiations with the firm receiving the highest-ranking proposal score. Should negotiations fail then the City will enter negotiations with the next highest-ranking firm.

**1.3.** The City intends to contract with a single architectural/engineering firm for the project listed in this procurement. The Proposer will provide the following services: architectural/engineering design and construction administration for the Crest Theatre Auditorium Renovations, to include but not limited to – (1) assessment and field verification of existing facilities; (2) preparation of all required plans and specifications documents; (3) public outreach; (4) bid & award services; and (5) construction administration and onsite inspection services.

**1.4.** The schedule is as follows:

<b>ITEM</b>	<b>EVENT</b>	<b>DATE/TIME</b>
a.	Issue RFQ	January 7, 2025
b.	Institute Cone of Silence	January 7, 2025
c.	Deadline for Delivery of Questions	<b><u>January 24, 2025 @ 5:00 PM., (LOCAL TIME)</u></b>
d.	Due Date and Time (for delivery of Proposals)	<b><u>February 12, 2025 @ 2:00 PM., (LOCAL TIME)</u></b>
e.	Technical Evaluations Location: TBD	TBD @ TBD
f.	Interviews Location: TBD	TBD @ TBD
g.	Final Evaluations Location: TBD	TBD @ TBD

**1.5.** Meetings will be held in the City Hall Conference Room, located at 100 NW 1st Avenue, First Floor, Delray Beach, FL 33444, or the Swinton Operations Center (SOC) – Conference or Training Room – located at 434 South Swinton Avenue, Delray Beach, FL 33444.

## **SECTION 2: SPECIAL TERMS AND CONDITIONS**

### **2.1. PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to solicit Proposals from qualified firms and consultants who can provide professional architectural/engineering design and construction administration of **Crest Theatre Auditorium Renovations**.

The City expects each Proposer to clearly outline its best and most comprehensive resources in its response, because all services and responsibilities identified in this Solicitation may be awarded to the selected Proposer.

### **2.2. ELIGIBILITY**

To be eligible to respond to this RFQ and be considered for award, the Proposer must demonstrate to the satisfaction of the City that it or the principals assigned to the project has successfully provided services, similar in scope and complexity, to a municipality, quasi-governmental organization, or a private organization.

### **2.3. SEPARATION OF SERVICES**

Intentionally omitted.

### **2.4. RECORDS, ACCOUNTS, AND STATEMENTS**

The successful Proposer shall keep on its premises, or such other place approved by the City, current true, accurate, and complete records and accounts of all services provided to the City and shall give the City or City's representative access during reasonable business hours and upon three (3) business days' notice to examine and audit such records and accounts. Such records shall be maintained at such standard to allow a certified auditor the ability to properly examine the records in order to certify a statement of the successful Proposer's business with the City.

### **2.5. GENERAL STANDARDS**

The successful Proposer shall at all times comply with all rules, regulations, and other governmental agencies having jurisdiction. The successful proposal shall further take all precautions and extreme care to conduct its activities in a safe, professional, and prudent manner with respect to its agents, employees, members, visitors, and participants.

**2.5.1.** Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for any material change in the financial

condition. A copy of the most recent business income tax return will be accepted if the certificate financial statements are unavailable.

- 2.5.2.** Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors, is or has been involved in within the last three (3) years.

## **2.6. DEFAULT**

In the event the successful Proposer defaults in the performance of the contract, the city shall have the following options:

- 2.6.1.** The City Manager will give the successful Proposer thirty (30) days' written notice of default. If the problem is not resolved within the thirty (30) days, the City may immediately terminate the contract upon providing written notice of the Proposer's failure to timely cure the default and obtain the services elsewhere.
- 2.6.2.** The City may recover at law any all claims that may be due to the City from the successful Proposer.
- 2.6.3.** The City may perform such work as it deems necessary to cure the default or subsequent default and charge the successful Proposer for the full cost of labor and materials expended, plus thirty percent (30%) of the cost for administrative overhead.

The acceptance of all or part of monies due for any period after a default shall not deemed as a waiver of any of these options, or a waiver of the default or subsequent default of the same or any other term, covenant, and condition.

The successful Proposer agrees that the City shall not be responsible or have any liability whatsoever for any alleged damages, claim of lost profits, or otherwise in the event the City declares the successful Proposer in default hereunder.

## **2.7. INSURANCE**

The selected Proposer shall not commence any performance pursuant to the terms of this RFQ until certification or proof of insurance has been received and approved by the City's Risk Coordinator or designee.

The required insurance coverage is to be issued by an insurance company authorized, licensed, and registered to do business in the State of Florida, with the minimum rating of A- VII or better, in accordance with the latest edition of A.M. Best's Insurance Guide. This insurance shall be documented in certificates of insurance which provides that the City of Delray Beach shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates or other documentation of insurance or policies or copies of policies by the City or by any of its representatives, which indicate less coverage than is required, does not

constitute a waiver of the selected Proposer's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the City of Delray Beach.

The selected Proposer must submit a current Certificate of Insurance, naming the City of Delray Beach, their employees and officers as additional insured and listed as such on the insurance certificate, no later than ten (10) days after award and prior to commencement of any work. New certificates of insurance are to be provided to the City upon expiration. All renewal or replacement certificates of insurance shall be forwarded to the City Purchasing and Contract Administration Division located at 100 NW 1st Ave., Delray Beach, FL 33444.

The selected Proposer shall provide insurance coverage as follows:

- 2.7.1. WORKERS COMPENSATION** – With statutory limits, the City reserves the right not to accept exemptions to the Workers Compensation requirements of this Solicitation.
- 2.7.2. EMPLOYER'S LIABILITY** – With a limit of not less than One Hundred Thousand Dollars (\$100,000) for each accident, One Hundred Thousand Dollars (\$100,000) for each occurrence, and Five Hundred Thousand Dollars (\$500,000) for the aggregate.
- 2.7.3. COMPREHENSIVE GENERAL LIABILITY** – With limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for Bodily Injury and Property Damage.

**NOTE** – If Comprehensive General Liability limits are less than One Million Dollars (\$1,000,000), the sum of Comprehensive General Liability limits and Excess Liability limits must equal no less than One Million Dollars (\$1,000,000).

The Comprehensive General Liability insurance policy must include coverage that is not more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Offices, and the policy must include coverage's for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, and personal injury. Personal injury coverage shall include coverage that has the Employee and Contractual Exclusions removed.

- 2.7.4. AUTOMOBILE LIABILITY** – Covering all vehicles associated with Proposer's operations to include all owned, non-owned and hired vehicles. The coverage will be written on an occurrence basis with limits of liability not less than One Million Dollars (\$1,000,000) combined single limit per each occurrence.
- 2.7.5. PROFESSIONAL LIABILITY** – With limits of not less than One Million Dollars (\$1,000,000) per occurrence.

## **2.8. PERFORMANCE BOND/LETTER OF CREDIT**

Intentionally Omitted.

## **2.9. LICENSES AND CERTIFICATIONS**

Any Proposer which submits an offer in response to this Solicitation shall, at the time of such offer, hold all the required licenses, permits, and certifications issued by the State or County Examining Board qualifying the Proposer to perform the services described in this Solicitation.

The City may at its option, and in its best interest, allow the Proposer to supply any missing information on certification and licensing during the Proposal Evaluation period.

Proposer must be licensed by the Florida Department of Business & Professions Regulation as an architectural and/or engineering firm. Provide a screenshot or copy of Proposer's license from the Florida Department of Business & Professions Regulation that confirms Proposer has a current license in the category type of professional specialty.

Proposer shall be qualified to perform professional service at the time of submittal as outline in section 4.2.3. Minimum Qualifications.

## **2.10. METHOD OF PAYMENT – MONTHLY INVOICES**

The selected Proposer shall submit an invoice to the City, each month, after the services have been performed and have been received and accepted by the City. The amount charged shall not be in excess of the rates and fees agreed to in the Agreement.

The date of the invoices shall not exceed thirty (30) calendar days from the performance of the work. Under no circumstances shall the invoice be submitted to the City in advance of the performance of the work.

The invoice shall contain the following basic information: the selected Proposer's name and address, invoice number, date of invoice, description of the service performed, the contract number, purchase order number, and any discounts.

The City prides itself on paying its vendors promptly and efficiently, and as such requires that vendors accept payment via wire transfer, ACH (direct deposit), or an appropriate electronic payment method. The City is averse to issuing paper checks and seeks to discontinue this practice. All payments shall be made in accordance with the Florida Prompt Payment Act, Section 218.74, Florida Statutes, upon presentation of a proper invoice by the awarded Proposer.

## **2.11. SUBCONTRACTING**

As part of its Proposal, the Proposer must identify any and all subcontractors that will be used in the performance of the proposed work, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the subcontractor(s) with respect to experience, skill, responsibility, and business standing shall be considered by the City when

making the award in the best interest of the City. If the Proposer fails to identify any and all sub-contractors in the Proposal, the Proposer may be allowed to submit this documentation if such action is in the best interest of the City.

**2.12. OTHER FORMS OR DOCUMENTS**

If the City is required by the selected Proposer to complete and execute any other forms or documents in relation to this Solicitation, the terms, conditions, and requirements in this Solicitation shall take precedence to any and all conflicting or modifying terms, conditions or requirements of the selected Proposer's forms or documents.

**2.13. MODIFICATION OF SERVICES**

The City reserves the right to delete or modify any portion of the contracted services at any time without cause, and if such right is exercised by the City, the rates and fees shall be reduced at the same ratio as the estimated costs of the services deleted relates to the estimated costs of the service originally contracted. If service has already been provided on the portion of the work to be deleted, the selected Proposer will be paid for the deleted portion based on the estimated percentage of the completion of such portion.

If the selected Proposer and the City agree on modifications or revisions to the service elements, after the City has approved performance of a particular task or project, and a budget has been established for that task or project, the selected Proposer shall submit a revised budget to the City for approval prior to proceeding with the task or project.

**END OF SECTION 2**

(The remainder of this page is intentionally left blank)

### **SECTION 3: SCOPE OF SERVICES**

#### **3.1 PROJECT HISTORY AND BACKGROUND**

The Old School Square Crest Theater was built in 1925 and originally operated at the Delray High School campus until 1949 when it was repurposed as a second Elementary School campus facility on the same compound. As time passed, the buildings of Delray Elementary increasingly fell into disrepair, and the Palm Beach County School Board abandoned the campus in the mid-1980s. In 1988, Delray Elementary was closed and the property was acquired by the city of Delray Beach. In March of that year "Delray Beach Schools" was listed on the National Register of Historic Places. In 1993, the Crest Theatre opened for its first season in the former high school auditorium, which had been converted and modernized into a modern professional venue for the performing arts. In 1998, renovation of the Crest Theatre was completed as the work on the classrooms was finished, and they were opened to the public. The Crest Theatre serves as an important venue for other organizations, schools and community groups to present their own productions and presentations. Surrounding the theatre (and within the same building footprint) are nine (9) restored classrooms which now serve as meeting, workshop, reception, and classroom space.

The classrooms, lobby, concession, and kitchen have recently been updated. The purpose of this solicitation is to procure the services of an architectural/engineering firm to prepare construction documents to facilitate the renovations/modernization of the Crest Theatre Auditorium (including backstage areas and dressing rooms). Additionally, the selected firm will also provide Construction Administration and Inspection services.

#### **3.2 SUMMARY OF WORK**

The selected Proposer (hereinafter in this Scope referred to as The Consultant) shall provide all necessary design services to facilitate the renovations/modernization of the Crest Theatre Auditorium (including backstage areas and dressing rooms). The Consultant will prepare project implementation documents including plans, specifications, permits, and project cost estimates in accordance with City policies, procedures, standards, and requirements for the interior upgrades/modernization (first and second floors), to include but not limited to the auditorium, stage, backstage areas, dressing rooms, bathrooms, corridors, balcony, lighting/sound and their associated control rooms, follow spot booth, and all other adjacent areas as may be necessary to ensure full operation of the facility. The Consultant shall also provide Construction Administration and Inspection services during construction.

The Consultant's actual scope of services, duties and responsibilities, deliverables, schedule of activities (milestones) and fees for this Project shall be negotiated and agreed upon with the City and incorporated into the selected Proposer's contract. The Consultant shall meet with City staff to obtain background information and define the specific scope of services for the proposed project.

#### **3.3 PROJECT DESIGN**

The Consultant shall provide services for the preparation of design and Proposal documents for construction of this project as part of the Capital Improvement Plan (CIP). Design services are for the

PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN & CONSTRUCTION ADMINISTRATION  
Crest Theatre Auditorium Renovations  
Project No. 25-001

development of design drawings for Crest Theatre Auditorium Renovations construction. The project includes the design of interior upgrades/modernization (first and second floors), to include but not limited to the auditorium, stage, backstage areas, dressing rooms, bathrooms, corridors, balcony, lighting/sound and their associated control rooms, follow spot booth, and all other adjacent areas as may be necessary to ensure full operation of the facility. Professional Services and design drawings shall include, but are not limited to:

- Confirmation and assessment of existing layout and conditions.
- The Consultant shall develop preliminary schedules, drawings and cost estimates showing the proposed improvements for review and approval by City staff. Any revisions will then be incorporated in the final set of construction drawings and specifications. Progress reviews may be required at the 50%, 90%, and 100% design stage.
- Provide the necessary consulting design services to complete the project, to include but not limited to architectural finishes and features upgrades, structural assessment and required upgrades, interior design, mechanical upgrades, electrical upgrades (to include but not limited to specialty theatre lighting and equipment electrical requirements), plumbing upgrades, fire protection, life safety upgrades, low voltage, security elements, etc.
- Prepare and submit signed and sealed construction drawings to the City of Delray Beach Building Division and any other applicable agencies for review and make any revisions required for the issuance of a building permit.
- Provide the construction documents necessary to bid the project, in accordance with City requirements, and assist the City in the bidding and bid review process. Drawings are typically requested in AutoCAD, and the technical specifications in CSI format.

### 3.4 ADDITIONAL GENERAL PROJECT TASKS

- 3.4.1 Cost Estimating** – The Consultant shall provide updated estimates of probable construction cost at each design phase progress milestone agreed to with the City. The Consultant shall be responsible for the design of this Project in accordance with the budget established by the City. In the event that the City determines that re-design of any portion of the work is needed in order to bring the project in line with the established budget, the Consultant shall make the necessary changes to the documents, at no additional cost to the City.
- 3.4.2 Meetings** – The Consultant shall meet with the City as required and shall provide a written progress report with approved schedule and status. The report will include project risk documentation identifying and updating the risk category and approach for monitoring those tasks.
- 3.4.3 Bidding Assistance** – Bid related services may include but are not limited to assisting the City in the preparation of the project's bidding documents including schedule of bid prices, responding to contractor Requests for Information (RFIs), attending the Prebid Meeting, preparing questions for Bidder's references, reviewing/analyzing bid proposals and preparing

a formal letter of award recommendation. Assistance with preparation of the City Commission agenda item(s) for the awarding of the construction project to the most responsible and responsive General Contractor; the Commission agenda item(s) shall be prepared in accordance with the required deadlines established by the City and shall include time for City reviews.

- 3.4.4 Quality Assurance/Quality Control** – It is the intention of the City that the Consultant, including their subconsultant(s), are held responsible for their work, including plan reviews. It shall be the Consultant’s responsibility to independently and continually provide QC of their plans and other deliverables. The Consultant shall be responsible for the professional quality, technical accuracy and coordination of all designs, drawings, specifications and other services furnished by the Consultant and their subconsultant(s) under this contract.
- 3.4.5 Public Outreach** - Public outreach includes communicating to all interested persons, groups, and government organizations, information regarding the development of the project. The selected Proposer shall provide services for public outreach activities as requested by the City. These services may include but are not limited to creating and maintaining a website with information regarding the project, preparing updates for the City website with project-related information, preparing presentation materials, attending and conducting public meetings, assisting the City with the preparation of flyers, and/or letters to the stakeholders, and mailing list preparation.
- 3.4.6 Public Input Records** – The Consultant shall maintain a database of comments and concerns brought forth by the public and keep records of responses made by the Consultant and/or City staff.
- 3.4.7 Inter-Agency Coordination** – The Consultant shall directly coordinate with outside agencies for all permits necessary during design.
- 3.4.8 Recordkeeping** – The Consultant shall keep a record of all correspondence between the Consultant and the City, private utility companies, other governmental agencies, residents, etc. The Consultant shall provide meeting minutes or notes to the City no later than seven (7) business days after a meeting.

### 3.5 CONSTRUCTION ADMINISTRATION

The Consultant shall provide construction administration services to include, but not limited to:

- 3.5.1. Preconstruction Meeting** – The Consultant shall prepare an agenda and facilitate the pre-construction meeting with the City’s awarded Contractor and City staff. The Consultant will coordinate with all associated permitting Agencies to attend the meeting. The Consultant will prepare, and issue written minutes of pre-construction meeting.
- 3.5.2. Submittal Review** –The Consultant shall receive, log, and review and approve/reject all shop drawings and submittals for general conformance with the design intent and provisions of the Contract Documents. The Consultant will review and return submittals to

City of Delray Beach  
RFQ No. 2025-019  
PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN & CONSTRUCTION ADMINISTRATION  
Crest Theatre Auditorium Renovations  
Project No. 25-001

City and Contractor within 14 calendar days of receipt. A detailed submittal log shall be maintained and updated throughout the project duration including, but not limited to, dates submitted, received, reviewed, and returned along with a record of review comments.

**3.5.3. Progress Meetings** – The Consultant shall attend construction progress meetings with the City and Contractor. The Consultant shall conduct at least one (1) formal progress meeting per month with an agenda and written summary of the issues discussed.

**3.5.4. Pay Estimate Review** – The Consultant shall review monthly payment applications submitted in a format acceptable to the City. The Consultant shall verify the quantities and invoiced amount as represented on the pay request and make a written recommendation to the City to proceed with the payment as requested, or as modified based on The Consultant review.

**3.5.5. Construction Schedule Review** – The Consultant shall monitor the construction schedule and review the Contractor’s 2-week look ahead schedule with the Consultant’s inspector. The Consultant shall report to the City any condition that may cause project delay. If schedule slippage is identified, the Consultant will notify the Contractor in writing and request the Contractor to provide a recovery plan and an updated schedule.

**3.5.6. Construction Clarifications** – The Consultant shall respond in writing to Contractor's Request for Information (RFI) regarding the Contract Documents. The Consultant shall coordinate with Engineer of Record (EOR) as required to issue design interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Contractor. These interpretations will be rendered, and a response prepared and submitted to the Contractor in a timely manner. A detailed RFI log shall be maintained and updated throughout the project duration including, but not limited to, dates submitted, received, reviewed, returned along with a record of responses.

**3.5.7. Construction Claims and Changes** – The Consultant shall prepare, review, and negotiate City requested or Contractor initiated Field Order (FO), Work Change Directive (WCD), or Change Order (CO) during the construction period.

The Consultant will review and discuss recommendations with the City for all Contractor delay claims or requests for additional compensation within the construction period. The Consultant shall respond to the Contractor’s claims in accordance with the Contract Documents.

**The Consultant shall not verbally, or in writing, execute any change orders with the Contractor. The City has the sole authority to execute change orders.**

**3.5.8. Quality Assurance (QA) Program** – The Consultant shall develop a QA Plan and furnish the QA Plan to the City’s Project Manager for approval. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant’s organization for providing services pursuant to this scope.

The Consultant shall maintain all necessary records for QA Plan compliance and initiate QA Plan Review to make any necessary revisions during the construction period.

**3.5.9. Tracking & Oversight of Material Samples** – The Consultant shall track and oversee Contractor’s Testing Lab for all specified material certifications, samples, and testing, while

verifying Chain of Custody. The Consultant shall also review signed and sealed reports from testing agencies for compliance.

**3.5.10. Certification of Construction Completion** – The Consultant shall notify the City and Contractor in writing once the Project is deemed to meet contract completion milestones. The Consultant shall certify based on visible inspections, and review of testing reports that the project was constructed in general conformance with the Contract Documents and all permit Conditions.

**3.5.11. Public Records Request Assistance** – The Consultant shall assist the City Project Manager with any public records requests received regarding this project. The Consultant shall gather and provide all required information in a timely manner.

**3.5.12. Substantial Completion and Final Completion Inspections** – In conjunction with City staff, the Consultant shall make preliminary and final inspections at Substantial Completion (SC) and Final Completion (FC). The Consultant shall prepare a Project Completion "punch list" after preliminary inspection at SC and FC. The Consultant shall review completion of identified punch list items before final inspection to assist in determining if SC or FC has been achieved by the Contractor. The Consultant shall advise the City and provide formal notice to the Contractor once SC or FC of the project has been reached in accordance with the Contract Documents.

**3.5.13. Record Drawings** – The Consultant shall review redlined "As-Built" drawings based on markup drawing edits as prepared by the Contractor monthly during the progress of construction and provide comments to the Contractor as necessary. Monitor the Contractor's performance in maintaining up-to-date set of "As-Built" drawings. The Consultant shall develop final Signed and Sealed As-Built Record drawings based on Contractor's red lined documents.

**3.5.14. Project Commissioning** – The Consultant shall provide assistance, as requested, to the Contractor and City to implement project commissioning and turnover to City's O&M staff. Duties will include, but not be limited to, assisting with the planning and scheduling of facilities start-up, including equipment testing, personnel training, operational demonstration, turnover and warranty initiation.

**3.5.15. Project Closeout** – In conformance with contract documents, the Consultant will assemble, review for accuracy and completeness, and deliver to the City Project Manager, the required contract documentation to be submitted by the Contractor as listed under the construction agreement. In addition, the Consultant will provide one (1) complete set of final shop drawing submittals and the Contractor's field mark-up drawings demonstrating any construction deviations from the original construction plans.

### **3.6 CONSTRUCTION INSPECTION SERVICES**

The Consultant shall provide one (1) full-time (40 hours per week) inspector during construction of the work for the entire duration of the contract. The Inspector shall have experience in construction of building interior space renovations.

Activities performed by the Consultant under this task consist of furnishing Inspector during the construction of the project to observe the quality of the construction work and to determine, in general, if the construction is proceeding in accordance with the Contract Documents so that an architectural/engineering certification can be made in accordance with City and outside agency permit requirements.

The Consultant shall provide inspection services to include, but not be limited to:

- Serve as owner's representative with construction Contractor, working principally through the Contractor's Superintendent and assisting him in understanding the intent of the Contract Documents.
- Provide daily reports and submit them daily to the Consultant for approval. Daily report should document all Contractor and Subcontractor personnel, all equipment on-site, whether it is idle or not, materials, quantities of work performed, weather condition, daily narrative of site activities, and any other necessary information. The daily reports should include photographic documentation of construction activities daily.
- Ensure that Contractor is complying with all City, State and Federal safety standards.
- Conduct full-time on-site observations and inspections of the work in progress to assist in determining if the work is proceeding in accordance with the Contract Documents and that completed work conforms to the Contract Documents. The Consultant's Inspector shall report, in writing to the City and the Contractor, whenever the Consultant believes that work is unsatisfactory, faulty, defective, does not conform to the Contract Documents, does not meet the requirements of inspections, tests or approval required to be made, or has been damaged prior to any payment request. Inspections by the Consultant shall be conducted and approved prior to any concrete work being placed.
- Accompany visiting inspectors representing permit or regulatory agencies having jurisdiction over the project. Record in writing, the outcome of these inspections and report to City.
- Consider and evaluate construction Contractor's suggestions for modifications in drawings or specifications and report them to the City, in writing. The Consultant's Construction Manager shall make recommendation for action by the City.
- Review Contractor's as-built record drawing information on a monthly basis to confirm proper updates are being made.
- Assist the Contractor in coordinating all required materials and testing, as required by the Construction Documents.

- Inspectors shall work with the Contractor and develop a daily pay item quantity sheet (based on the approved Schedule of Values) to be reviewed and accepted each day agreeing to the quantities of Schedule of Value items installed.
- Complete Capital Improvement Projects Close-Out Checklist.
- Complete the City of Delray Beach’s Contractors Past Work Performance Evaluation monthly (with each pay application).
- Perform inspections relating to steel and concrete formwork prior to concrete placement.

#### **LIMITATIONS OF AUTHORITY**

Limitations of Inspector’s authority, except upon written instructions from the City:

- Shall not exceed limitations on the Consultant’s authority as set forth in the Contract Documents.
- Shall not undertake any of the responsibilities of Contractor, Subcontractors or the Consultant’s Construction Manager, or expedite the work.
- Shall not issue directions relative to any aspect of means, methods, techniques, sequences, or procedures of construction unless such is specifically called for in the Contract Documents.
- Shall observe and oversee but not participate in specialized field or laboratory tests.

#### **3.7 PUBLIC OUTREACH – During Construction**

The Consultant will support the City in providing ongoing public information and education about the project and construction progress activities as needed during construction.

#### **3.8 ADMINISTRATIVE SERVICES**

The Consultant shall provide all software and hardware necessary to efficiently and effectively conduct all responsibilities mentioned above. Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain full responsibility for any risk of loss or damage.

**END OF SECTION 3**

(The remainder of this page is intentionally left blank)

## **SECTION 4: RESPONSE REQUIREMENTS**

### **4.1. SUBMITTAL REQUIREMENTS**

Proposers should carefully follow the format and instructions outlined herein. All documents and information must be fully completed and signed as required. Do not password-protect electronic documents.

The Proposal shall be written in sufficient detail to permit the City to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

### **4.2. REQUIRED INFORMATION AND SUBMITTAL FORMAT**

In addition to the information required in Section 3, Scope of Services, Scope of Services, Proposers must submit the following information with their Proposal Submittals:

#### **SUBMITTAL FORMAT**

To facilitate and expedite review, the City asks that all Proposers follow the response format outlined below. Failure to submit your response in the format requested may result in delay evaluating your Proposal. To assist you in preparing your response, the City's selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.

**The overall package should be no longer than 50 pages total (25 double-sided or 50 single-sided, excluding Standard Form 330, Section E / resumes)**

#### **PROPOSALS SHOULD FOLLOW THE FORMAT BELOW:**

##### **4.2.1. TAB 1 – INTRODUCTION**

Provide a cover letter no longer than two (2) pages in length. Provide a positive commitment to provide the required services. The table of contents should follow the cover letter.

##### **4.2.2. TAB 2 – TABLE OF CONTENTS**

Include a clear identification of the material included in the Proposal by page number.

##### **4.2.3. TAB 3 – MINIMUM QUALIFICATIONS**

Proposers must meet the following minimum qualifications; failure to meet the minimum qualifications may result in the Proposer being deemed non-responsible.

- A. Proposer must be licensed by the Florida Department of Business & Professional Regulation as an architectural/engineering firm. **Provide a screenshot or copy of Proposer's license from the Florida Department of Business & Professional Regulation that confirms Proposer has a current license in the category type of specialty.**

- B. Proposer **shall** be qualified to perform professional service at the time of submittal as outline in previous sections.
- C. Proposer has no reported conflict of interests in relation to this RFQ.  
**Disclose the name of any officer, director or agent who is also an employee of the City. Disclose the name of any City employee who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches. If no conflicts of interests are present, Proposer must submit a statement to that affect.**
- D. Proposer must submit Standard Form 330.  
**Complete and submit Standard Form 330. Proposers may use the electronic form.**
- E. Proposer must be registered with the State of Florida Division of Corporations to do business in Florida.  
**No documentation is required. The City will verify registration.**
- F. Proposer is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies found at:  
[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agencies\\_resources/vendor\\_registration\\_and\\_vendor\\_lists/scrutinized\\_list\\_of\\_prohibited\\_companies](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agencies_resources/vendor_registration_and_vendor_lists/scrutinized_list_of_prohibited_companies)
- G. Bidder is NOT listed on the System for Award Management (SAM), electronic roster of debarred companies excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. No documentation is required. The City will verify the status. Per Section 34.f. Rejection of Bids or Proposals of the City's Purchasing Policies and Procedures Manual, vendors may be deemed non-responsible if: Vendor have been declared to be in default on any City or public entity contract, debarred or suspended by any public entity.  
  
The Purchasing Policies and Procedures Manual can be found at:  
<https://www.delraybeachfl.gov/home/showpublisheddocument/12270/638140626086330000>
- H. **Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, or any of its employees, is or has been involved within the last three (3) years.**

#### 4.2.4. TAB 4 – PROPOSER'S INFORMATION

- A. Legal contracting name including any dba and state of organization or incorporation.
- B. Ownership structure of Proposer's company  
(e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)

- C. Provide, in this section, a completed and executed copy of Proposer’s W-9 that includes the company federal identification number.
- D. Contact information for Proposer’s Corporate headquarters and any other office locations include the following:
  - i. Address
  - ii. City, State, Zip
  - iii. Phone
- E. Contact information for Proposer’s primary and secondary representative during this solicitation process.
  - i. Name
  - ii. Phone
  - iii. Email
  - iv. Mailing Address
  - v. City, State, Zip
- F. Provide details of any ownership changes to Proposer’s organization in the past three years or Changes anticipated within six months of the Due Date and Time (e.g., mergers, acquisitions, changes in executive leadership).
- G. Provide the names of the persons who are officers or principals of the company.
- H. Any additional organizational information that Proposer wishes to supply to augment its Proposal.
- I. Provide prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, and of its employees or subcontractors, is or has been involved within the last three (3) years.
- J. Its most recent certified business financial statements as of a date not earlier than the end of the Proposer’s preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for any material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.

**4.2.5. TAB 5 – EXPERIENCE, ABILITY AND REFERENCES**

- A. Provide details of Proposer’s years of experience in the field of architectural/engineering design consulting services. Include number of projects, construction dollar value, and years of relevant experience.

- B. Provide a detailed narrative documenting the Proposer’s specific experience including, but not limited to the following:
- i. At least five (5) years of experience as the prime architectural/engineering design consultant on building interior space renovations construction projects.
  - ii. Experience with architectural/engineering design projects that include historic buildings and entertainment/performing arts venues.
  - iii. Experience with municipal or government agency construction projects.
  - iv. Other types of related experience or information.

**NOTE: The City recognizes that it is unlikely that candidates for this solicitation will have all of the similar experience requested in a single project. Experience in each of the different elements is desired, however, it is not required that all types of similar project experience is included in the same project.**

- C. Submit three (3) client references for whom Proposer has provided architectural/engineering and inspection consulting services similar to those specified in this RFQ in the past five (5) years and who are agreeable to respond to a request from the City regarding proposer’s experience.

Each client reference should include the following:

- i. Organization name
- ii. Contact name(s)
- iii. Contact email address
- iv. Address
- v. Telephone and fax numbers
- vi. Dates of service (start/end)
- vii. Scope of work (brief description)

- D. Identify the primary contact person, supervisory personnel, and other key personnel (including subconsultants) who are designated to work on the City’s project. Provide a **Standard Form (SF) 330, Section E** for each individual. Include copies of relevant licenses and certifications relevant to the project.
- E. Explain Proposer’s ability and commitment to maintain accessibility and availability for meetings, communications, and supervision.
- F. Describe any significant or unique awards received or accomplishments in previous, similar projects received by the prime consultant and/or any subcontractors (Team), or by individuals within the Team.

#### **4.2.6. TAB 6 – ORGANIZATIONAL STRUCTURE AND CAPACITY**

- A. Submit SF 330, Section C for the Team proposed to work on this City project.

- B. Submit SF 330, Section D detailing an organizational chart of the proposed Team.
- C. Submit SF 330, Part II detailing Team’s staffing resources and the location(s) at which services will be provided.
- D. Provide a narrative detailing the Team’s recent, current, and projected workloads at the time of submission and provide a statement of the Team’s commitment of personnel and other resources for the City project.

**4.2.7. TAB 7 – METHODOLOGY AND WORK PLAN**

- A. Provide a detailed narrative description of the proposed approach and methodology for engaging with City representatives while performing the design duties in accordance with the Agreements.
- B. Describe in detail Proposer’s approach to the design of the performing arts theatre renovation project.
- C. Narrative that demonstrates working knowledge and understanding of the architectural/engineering design requirements in the Scope of Services.
- D. Provide details of how Proposer intends to meet the detailed time schedule.
- E. Specify the location(s), including the complete physical address, where the work for this project will be performed, including work performed by sub-Consultants, if applicable.
- F. Proposer shall thoroughly explain:
  - i. Its accessibility in the areas of availability for meetings, general communications, coordination, and supervision.
  - ii. How the Proposer physically plans on attending pre-scheduled meetings.
  - iii. How the Proposer plans on ensuring accessibility and availability during the term of the Agreement.

**4.2.8. TAB 8 – ATTACHMENTS**

All Attachment/Forms and Affidavits required by this solicitation shall be fully executed by the Proposer and submitted as shown in Section 8 of this solicitation.

**END OF SECTION 4**

**SECTION 5: THE EVALUATION PROCESS**

**5.1 REVIEW OF PROPOSALS FOR RESPONSIVENESS**

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in this Solicitation. A responsive Proposal is one that follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive.

**5.2 REVIEW OF PROPOSALS FOR RESPONSIBILITY**

Each Proposer will be reviewed to determine if the Proposer is a responsible Proposer. A responsible Proposer is a Proposer which the City affirmatively determines (prior to the award of a contract) has the ability, capability, and skill to perform under the terms of the contract; can provide the materials or service promptly within the time specified, without delay or interference; has a satisfactory record of integrity and business ethics; and meet the Minimum Qualification requirements in this RFQ.

**5.3 EVALUATION CRITERIA**

Proposals will be evaluated by a committee who will score and rank Proposals on the criteria listed below. The Evaluation Committee will be comprised of appropriate City personnel and/or members of the community, as deemed necessary, with the appropriate experience and/or knowledge. **The criteria are itemized below with their maximum scores for a maximum total of One-Hundred (100) points per proposal, per Committee member.**

<u>CRITERIA</u>	<u>MAX. POINTS</u>
<b>Experience</b>	<b>25</b>
➤ Example Projects and Reference Feedback	
<b>Methodology &amp; Work Plan</b>	<b>50</b>
➤ Technical Approach & Methodology	
➤ Work Plan & Schedule	
<b>Organizational Structure and Capacity</b>	<b>25</b>
➤ Firm Qualifications	
➤ Qualifications of Key Staff	
➤ Adequacy of Staffing/Organization to Accomplish Project scope	
➤ Availability of staff	

#### **5.4 ORAL PRESENTATIONS/INTERVIEWS**

Upon initial completion of the criteria evaluation indicated above, rating and ranking, the Evaluation Committee may choose to conduct an oral presentation with the Proposers which the Evaluation Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. Upon completion of the oral presentation(s), the Evaluation/ Selection Committee will perform a final evaluation, rating, and ranking of the Proposals. In such circumstances, the initial ranking of the Proposers shall be considered a preliminary ranking only.

#### **5.5 NEGOTIATIONS**

If the City and the Proposer(s) cannot reach an agreement on a contract, the City reserves the right to terminate negotiations and may, at the City Manager's or designee's discretion, begin negotiations with the next highest-ranked Proposer(s). This process may continue until a contract acceptable to the City has been executed or all Proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof.

#### **5.6 CONTRACT AWARD**

Any contract resulting from this Solicitation will be submitted to the City Manager or designee, and the City Commission for approval, as appropriate. Notice will be provided once the City makes an award recommendation. The contract award, if any, shall be made to the Proposer whose Proposal shall be deemed by the City to be in the best interest of the City. Notwithstanding the rights of protest listed herein, the City's decision of whether to make the award and to which Proposer shall be final.

**END OF SECTION 5**

(The remainder of this page is intentionally left blank)

**SECTION 6: PROPOSAL SUBMITTALS**

**6.1 FORMS**

The forms listed below **shall** be completed by an official having legal authorization to contractually bind the company or firm. Each signature represents a binding commitment upon the Proposer to provide the goods and/or services offered to the City if the Proposer is determined to be the most responsive and responsible Proposer. Solicitation forms should be uploaded to:

[www.bidnetdirect.com//cityofdelraybeach](http://www.bidnetdirect.com//cityofdelraybeach)

- A. Acknowledgment of Addenda
- B. Proposal Submittal Signature Page
- C. Conflict of Interest Disclosure Form
- D. Notification of Public Entity Crimes Law
- E. Notification of Public Records Law
- F. Drug-Free Workplace
- G. Non-Collusion Affidavit
- H. Truth-In-Negotiation Certificate
- I. Scrutinized Company
- J. Affidavit Regarding the use of Coercion for Labor and Services
- K. Sample Performance Bond Format (not required, intentionally omitted)
- L. Sample Payment Bond Format (not required, intentionally omitted)
- M. Sample Letter of Credit Format (not required, intentionally omitted)

(The remainder of this page is intentionally left blank)

**ACKNOWLEDGEMENT OF ADDENDA**

Please complete Part I or Part II, as applicable

**PART I:**

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

Addendum #9, Dated \_\_\_\_\_

Addendum #10, Dated \_\_\_\_\_

**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date

**PROPOSAL SUBMITTAL SIGNATURE PAGE**

---

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

---

Street Address:

---

Mailing Address (if different from Street Address):

---

Telephone Number(s): \_\_\_\_\_

Fax Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Prompt Payment Terms: \_\_\_\_\_% \_\_\_\_\_ days' net \_\_\_\_\_ days

Signature: \_\_\_\_\_  
(Signature of authorized agent)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this document, the Proposer agrees to all terms and conditions of this Solicitation and the resulting contract/agreement.

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN ONE HUNDRED AND TWENTY (120) DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.**

PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN & CONSTRUCTION ADMINISTRATION  
City of Delray Beach  
RFQ No. 2025-019  
Crest Theatre Auditorium Renovations  
Project No. 25-001

**CONFLICT OF INTEREST DISCLOSURE FORM**

---

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Proposers must disclose within their Proposal: the name of any officer, director, or agent who is also an employee of the City of Delray Beach.

Furthermore, all Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Proposer’s firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term “conflict of interest” refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee’s professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

\_\_\_\_\_ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Proposal.

\_\_\_\_\_ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

\_\_\_\_\_ Firm Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Name and Title (Print or Type)

\_\_\_\_\_ Date

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

---

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

---

Firm Name

---

Signature

---

Name and Title (Print or Type)

---

Date

(The remainder of this page is intentionally left blank)

PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN & CONSTRUCTION ADMINISTRATION  
City of Delray Beach  
RFQ No. 2025-019  
Crest Theatre Auditorium Renovations  
Project No. 25-001

**NOTIFICATION OF PUBLIC RECORDS LAW PERTAINING TO PUBLIC CONTRACTS AND REQUESTS FOR  
CONTRACTOR RECORDS PURSUANT TO CHAPTER 119, *FLORIDA STATUTES***

---

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract. If the Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OFFICE OF THE CITY CLERK LOCATED AT 100 NW 1<sup>ST</sup> AVENUE, DELRAY BEACH, FLORIDA 33444, PHONE NUMBER (561) 243-7050, EMAIL ADDRESS: [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).

Acknowledged:

---

Firm Name

---

Signature

---

Name and Title (Print or Type)

---

Date

**DRUG-FREE WORKPLACE**

---

\_\_\_\_\_ is a drug-free workplace and has  
(Company Name)  
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

---

Firm Name

---

Signature

---

Name and Title (Print or Type)

---

Date

(The remainder of this page is intentionally left blank)

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

a. He/She is \_\_\_\_\_ of \_\_\_\_\_, the Proposer that has submitted a Proposal to perform work for the following:

RFQ No.: \_\_\_\_\_ Title: \_\_\_\_\_

b. He/She is fully informed respecting the preparation and contents of the attached Request for Qualifications, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposal, or to fix any overhead, profit, or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.

d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signature

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

SEAL

Notary Signature \_\_\_\_\_  
Notary Name: \_\_\_\_\_  
Notary Public (State): \_\_\_\_\_  
My Commission No: \_\_\_\_\_  
Expires on: \_\_\_\_\_

**TRUTH – IN – NEGOTIATION CERTIFICATE**

---

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreement and (ii) that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determine the compensation provided for in the Agreement are accurate, complete, and current as of the date of the Agreement.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(The remainder of this page is intentionally left blank)

**SCRUTINIZED COMPANY CERTIFICATION**

---

This certification is required pursuant to Florida State Statute Section 287.135.

As of July 1, 2011, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more.

Companies must complete and return this form with its response.

Company: \_\_\_\_\_ FID or EIN No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I, \_\_\_\_\_, as a representative of \_\_\_\_\_  
certify and affirm that this company is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

(The remainder of this page is intentionally left blank)

**AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES**

Vendor Name: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

Vendor's Authorized Representative Name and Title:  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Florida Statute §787.06(13) requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The City of Delray Beach, Florida is a governmental entity for the purposes of this statute.

As the officer or representative of the company, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against his or her will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied towards the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit;
- Provide controlled substances as outlined in Schedule I or Schedule II of Florida State Statute §893.03 to any person for the purpose of exploitation of that person.

**Under penalties of perjury, I declare that I have read the foregoing document and the at the facts stated in it are true.**

Signature: \_\_\_\_\_  
(Authorized Signature)

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

(The remainder of this page is intentionally left blank)

**SAMPLE PERFORMANCE BOND FORMAT**

Not Required, Intentionally Omitted

**SAMPLE PAYMENT BOND FORMAT**

Not Required, Intentionally Omitted

**SAMPLE LETTER OF CREDIT FORMAT**

Not Required, Intentionally Omitted

**END OF SECTION 6**

(The remainder of this page is intentionally left blank)

**SECTION 7: SAMPLE AGREEMENT FORMAT**

Below is the standard agreement format for this Request for Qualifications. This is a sample agreement only and is subject to revisions. **PLEASE DO NOT COMPLETE.**

**AGREEMENT**

THIS AGREEMENT is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by and between the City of Delray Beach, a Florida municipal corporation (“City”), whose address is 100 N.W. 1<sup>ST</sup> Avenue, Delray Beach, Florida 33444, and \_\_\_\_\_, a <state> corporation (hereafter referred to as “Contractor”) <authorized to do business in the State of Florida>, whose address is \_\_\_\_\_.

WHEREAS, the City desires to retain the services of the Contractor to provide the goods and services in accordance with the City’s Request for Qualifications No. 2025-019, and the Contractor’s response thereto, all of which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the City agree as follows:

ARTICLE 1. INCORPORATION OF REQUEST FOR QUALIFICATIONS

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the City’s Request for Qualifications No. 2025-019, and the Contractor’s response thereto, including all documentation required thereunder.

ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES

The Contractor shall provide the goods and/or perform those services identified in the specifications accompanying the City’s solicitation, which are incorporated herein by reference.

ARTICLE 3. COMPENSATION

The City shall pay to the Contractor, in compliance with the Pricing Schedule attached hereto and incorporated herein, according to the terms and specifications of the referenced solicitation.

ARTICLE 4. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the City: City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, Florida 33444

PROFESSIONAL SERVICES – ARCHITECTURAL/ENGINEERING DESIGN & CONSTRUCTION ADMINISTRATION

- ii. with a copy to:
  - Attn: City Manager
  - City of Delray Beach
  - 200 NW 1<sup>st</sup> Avenue
  - Delray Beach, Florida 33444
  - Attn: City Attorney
  
- iii. As to the Contractor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attn.: \_\_\_\_\_  
 Email: \_\_\_\_\_

b. Headings. The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be as of the date it has been executed by both the parties hereto.

ARTICLE 5. CONTRACT TERM

This term of this Agreement shall be from the effective date through the completion of work and full acceptance by the City, unless terminated earlier in accordance with terms set forth in the solicitation.

(The remainder of this page is intentionally left blank)

IN WITNESS WHEREOF, the CITY and CONTRACTOR have caused this Agreement to be executed the day and year shown above.

ATTEST:

CITY OF DELRAY BEACH

\_\_\_\_\_  
Alexis Givings, City Clerk

By: \_\_\_\_\_  
Thomas F. Carney, Jr., Mayor

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Lynn Gelin, City Attorney

CONTRACTOR

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

(SEAL)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_ (name of person), as \_\_\_\_\_ (type of authority) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

Personally known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_

Notary Public – State of \_\_\_\_\_

**END OF SECTION 7**  
**SECTION 8: EXHIBITS**

**8.1 EXHIBITS**

- A. Exhibit A – SF 330
- B. Exhibit B – Existing Floor Plans Depicting Limits of Proposed Interior Space Renovations
- C. Exhibit C – Electrical Field Report
- D. Exhibit D – Theatre Rigging Inspection Memo

**END OF SECTION 8**

(The remainder of this page is intentionally left blank)

## **SECTION 9: GENERAL TERMS AND CONDITIONS**

### **1. DEFINITIONS**

- a. *Proposal: any offer(s) submitted in response to this Request for Proposal.*
- b. *Proposer: person or firm submitting a response to this Request for Proposal.*
- c. *Solicitation or Request for Proposal: this Solicitation documentation, including any and all addenda.*
- d. *Proposal Submittal forms: describes the goods or services to be purchased and must be completed and submitted with the Proposal.*
- e. *City: shall refer to the City of Delray Beach, Florida.*
- f. *Contract or Agreement: Request for Proposal, all addenda issued thereto, all affidavits, the signed agreement, and all related documents that comprise the totality of the contract or agreement between the City and the Proposer.*
- g. *Contractor: selected Proposer that is awarded a contract to provide the goods or services to the City.*
- h. *Purchasing and Contract Administration Division: Purchasing and Contract Administration Division of the City of Delray Beach, Florida.*
- i. *Responsible Proposer: Proposer that has the capability in all respects to perform in full the contract requirements, as stated in the Request for Qualifications, and the integrity and reliability that will assure good-faith performance.*
- j. *Responsive Proposer: Proposer whose Proposal conforms in all material respects to the terms and conditions included in the Request for Qualifications.*

### **2. CONE OF SILENCE**

*Pursuant to Section 2-355 of the Palm Beach County Ordinance No. 2011-039, and the purchasing policies of the City of Delray Beach, all Solicitations, once advertised and until the appropriate authority has approved an award*

*recommendation, are under the “Cone of Silence”. This limits and requires documentation of communications between potential Proposers and/or Proposers on City Solicitations, the City’s professional staff, and the City Council members.*

### **3. ADDENDUM**

*The Purchasing and Contract Administration Division may issue an addendum in response to any inquiry received, prior to the due date for Proposals, which changes, adds, or clarifies the terms, provisions, or requirements of the Solicitation. The Proposer should not rely on any representation, statement, or explanation, whether written or verbal, other than those made in the Solicitation document or in the addenda issued. Where there appears to be a conflict between the Solicitation and any addenda, the last addendum issued shall prevail. It is the Proposer’s responsibility to ensure receipt of all addenda and any accompanying documentation. The Proposer is required to submit with its Proposal a signed “Acknowledgment of Addenda” form, when any addenda have been issued.*

### **4. LEGAL REQUIREMENTS**

*This Solicitation is subject to all legal requirements contained in the applicable City Ordinances and Resolutions, as well as all applicable City, State, and Federal Statutes. Where conflict exists between this Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State, and local.*

### **5. CHANGE OF PROPOSAL**

*Prior to the scheduled due date for Proposals, a Proposer may change its Proposal by submitting a new Proposal (as indicated on the cover page) with a letter on the firm’s letterhead, signed by an authorized agent stating that the new Proposal replaces the original Proposal. The new submittal shall contain the letter and all information as*

*required for submitting the original Proposal. No changes to a Proposal will be accepted after Proposals have been opened.*

*date on which the proper invoice was received by the City.*

6. **WITHDRAWAL OF PROPOSAL**

*A Proposal shall be irrevocable unless the Proposal is withdrawn as provided herein. Only a written letter received by the Purchasing and Contract Administration Division prior to the due date for Proposals may withdraw a Proposal. A Proposal may also be withdrawn ninety (90) days after the Proposal has been opened and prior to award, by submitting a letter to the Purchasing and Contracts Director. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Proposer.*

9. **DISCOUNTS (PROMPT PAYMENTS)**

*The Proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the selected Proposer during the evaluation period. Proposers are requested to provide prompt payment terms in the space provided on the Proposal submittal forms signature page of the Solicitation.*

7. **CONFLICTS WITHIN THE SOLICITATION**

*Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Scope of Services, and/or Description of Items, the Proposal Submittal forms, or any addendum issued, the order of precedence shall be: the last addendum issued, the Proposal Submittal forms, the Scope of Services and/or Description of Items, the Special Conditions, and then the General Terms and Conditions.*

10. **PREPARATION OF PROPOSALS**

a. *The Proposal submittal forms define requirements of the services to be performed or the items to be purchased and must be completed and submitted with the Proposal. Use of any other forms will result in the rejection of the Proposal. The Proposal submittal forms must be legible. Proposers shall use typewriter, computer, or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Proposal to be rejected.*

8. **PROMPT PAYMENT TERMS**

*It is the policy of the City of Delray Beach that payment for all purchases by City departments shall be made in a timely manner. The City will pay the selected Proposer upon receipt and acceptance of the goods or services by a duly authorized representative of the City. In accordance with Florida Statutes, Section 218.74, the time at which payment shall be due from the City shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. Proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the City Manager or designee, not later than sixty (60) days after the*

b. *An authorized agent of the Proposer's firm must sign the Proposal submittal forms where indicated. **Failure to sign the Signature Page of the Proposal shall render the Proposal non-responsive.***

c. *The Proposer must identify any exceptions it takes to the terms and conditions of the Solicitation and contract. Exceptions will not automatically result in the Proposer being deemed non-responsive; however, such a determination is at the discretion of the City. Proposers are cautioned that they may be considered non-responsive if Proposals are conditioned to modifications, changes, or revisions to the terms and conditions of this Solicitation.*

d. *The Proposer may submit alternate Proposal(s) for the same Solicitation provided*

*that such offer is allowable under the terms and conditions. The alternate Proposal must meet or exceed the minimum requirements and be submitted as a separate Proposal marked "Alternate Proposal".*

- e. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.*
- f. Late Proposals will not be accepted and will be returned to the sender unopened. It is the Proposer's responsibility to ensure timely delivery by the due date and time, and at the place stated in this Solicitation. No exceptions will be made due to weather, carrier, traffic, illness, or other issues.*

- d. The City will provide a copy of the ranking and scores to all Proposers responding to this Solicitation.*
- e. Award of this Proposal may be predicated on compliance with and submittal of all required documents as stipulated in the Solicitation.*
- f. The City reserves the right to request and evaluate additional information from any Proposer after the due date for Proposals, as the City deems necessary.*

11. CANCELLATION OF SOLICITATION

*The City of Delray Beach reserves the right to cancel, in whole or in part, any Requests for Proposals when it is in the best interest of the City.*

12. AWARD OF CONTRACT

- a. This contract may be awarded to the responsive and responsible Proposer meeting all requirements as set forth in the Solicitation. The City reserves the right to reject any and all Proposals, to waive irregularities or technicalities, and to re-advertise for all or any part of this Solicitation as deemed in its best interest. The City shall be the sole judge of its best interest.*
- b. The City reserves the right to reject any and all Proposals if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the City's best interest to do so.*
- c. The Proposer's prior performance as a prime contractor or subcontractor on previous City contracts shall be taken into account in evaluating the Proposal received for this Solicitation.*

13. CONTRACT EXTENSION

*The City reserves the right to automatically extend any agreement for a maximum period not to exceed one hundred and eighty (180) calendar days in order to provide City departments with continual service and supplies while a new agreement is being solicited, evaluated, and/or successful.*

14. WARRANTY

*All warranties express and implied shall be made available to the City for goods and services covered by this Solicitation. All goods furnished shall be fully guaranteed by the selected Proposer against factory defects and workmanship. At no expense to the City, the selected Proposer shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty.*

15. ESTIMATED QUANTITIES

*Estimated quantities or dollars are for Proposer's guidance only: (a) estimates are based on the City's anticipated needs and/or usage; and (b) the City may use these estimates to determine the selected Proposer. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The City is not obligated to place any order for the given amount subsequent to the award of this contract.*

16. NON-EXCLUSIVITY

*It is the intent of the City to enter into an agreement with the selected Proposer that will satisfy its needs as described herein. However, the City reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to, award of other contracts, use of any contractor, or perform the work with its own employees.*

17. **CONTINUATION OF WORK**

*Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the selected Proposer, continue until completion at the same prices, terms, and conditions.*

18. **PROTEST**

*a. A recommendation for contract award or rejection of award may be protested by a Proposer. The Proposer may file a written protest with the City Clerk's office. The Proposer shall file its written protest with the City Clerk, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., excluding legal holidays. Protests shall contain the name, address, and phone number of the petitioner, name of the petitioner's representative (if any), and the title and Proposal number of the Solicitation. The protest shall specifically describe the subject matter, facts giving rise to the protest, and the action requested from the City.*

*b. The written protest must be received within three business days from the time of the initial posting of the intended award. Notice of Intent to Award shall be posted in BidNet Direct. Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the Proposer of all rights of protest under this procedure.*

*c. The letter of protest shall be accompanied by a non-refundable protest application fee in an amount equal to one percent (1%) of the protestor's bid or five thousand dollars (\$5,000.00), whichever is less. The protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the City of Delray protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the City of Delray protest. Within seven (7) days (excluding Saturdays, Sundays and legal holidays) of receipt of the formal written protest, the Purchasing Director and the City Attorney shall attempt to settle or resolve the dispute, with or without a hearing at the City Attorney's sole discretion. A decision will be rendered in writing and shall: (1) state the reasons for the action taken; and (2) inform the protestor of its right to appeal as provided herein. A copy of the decision of the Purchasing Director and the City Attorney shall be mailed or otherwise furnished immediately to the protestor.*

19. **LAWS AND REGULATIONS**

*The selected Proposer shall comply with all laws and regulations applicable to provide the goods or services specified in this Solicitation. The Proposer shall be familiar with all federal, state, and local laws that may affect the goods and/or services offered.*

20. **LICENSES, PERMITS AND FEES**

*The selected Proposer shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the City or a selected Proposer for failure to obtain and maintain required licenses, certifications, permits, and/or inspections shall be borne by the selected Proposer.*

21. **SUBCONTRACTING**

*Unless otherwise specified in this Solicitation, the selected Proposer shall not subcontract any portion of the work without the prior written consent of the City. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the City shall constitute a material breach of the agreement and may result in termination of the contract for default.*

22. **ASSIGNMENT**

*The selected Proposer shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title, or interest therein, or its power to execute such contract to any person, company, or corporation without the prior written consent of the City. Assignment without the prior consent of the City may result in termination of the contract for default.*

23. **SHIPPING TERMS**

*Unless otherwise specified in the Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.*

24. **RESPONSIBILITIES AS EMPLOYER**

*The employee(s) of the selected Proposer shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the City or any of its departments. The selected Proposer shall provide physically competent employee(s) capable of performing the work as required. The City may require the selected Proposer to remove any employee it deems unacceptable. All employees of the selected Proposer shall wear proper identification.*

*It is the selected Proposer's responsibility to ensure that all its employees and subcontractors comply with the employment regulations required by the US Department of Homeland Security. The City shall have no responsibility to check or verify the*

*legal immigration status of any employee of the selected Proposer.*

25. **INDEMNIFICATION**

*The selected Proposer shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the selected Proposer or its employees, agents, servants, partners, principals, or subcontractors. The selected Proposer shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The selected Proposer expressly understands and agrees that any insurance protection required by this contract agreement or otherwise provided by the selected Proposer shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City or its officers, employees, agents, and instrumentalities as herein provided.*

26. **COLLUSION**

*A Proposer recommended for award as the result of a competitive Solicitation for any City purchase of supplies, materials, and services (including professional services, other than professional architectural, engineering, and other services subject to Sec. 287.055 Florida Stats.), purchase, lease, permit, concession, or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the City stating either that the contractor is not related to any of the other parties proposing in the*

*competitive Solicitation or identifying all related parties; and attesting that the Proposal is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named, and that the Proposer has not, directly or indirectly, induced or solicited any other Proposer to put in a sham Proposal, or any other person, firm, or corporation to refrain from proposing, and that the Proposer has not in any manner sought by collusion to secure to the Proposer an advantage over any other Proposer. In the event a recommended Proposer identifies related parties in the competitive Solicitation, its Proposal shall be presumed to be collusive and the recommended Proposer shall be ineligible for award unless that presumption is rebutted to the satisfaction of the City. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.*

27. **MODIFICATION OF CONTRACT**

*The contract may be modified by mutual consent, in writing, through the issuance of a modification to the contract, a supplemental agreement, purchase order, or change order, as appropriate.*

28. **TERMINATION FOR CONVENIENCE**

*The City, at its sole discretion, reserves the right to terminate any contract entered into pursuant to this Request for Qualifications (RFQ) with or without cause immediately upon providing written notice to the selected Proposer. Upon receipt of such notice, the selected Proposer shall not incur any additional costs under the contract. The City shall be liable only for reasonable costs incurred by the selected Proposer prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."*

29. **TERMINATION FOR DEFAULT**

*The City reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the selected Proposer fails to perform in accordance with the terms and conditions stated herein by providing written*

*notice of such failure or default and by specifying a reasonable time period within which the selected Proposer must cure any such failure to perform or default. If the selected Proposer fails to cure the default within the time specified, the City may then terminate the subject contract by providing written notice to the selected Proposer. The City further reserves the right to suspend or debar the selected Proposer in accordance with the appropriate City ordinances, resolutions, and/or policies. The vendor will be notified by letter of the City's intent to terminate. In the event of termination for default, the City may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement costs shall be borne by the incumbent Proposer*

30. **FRAUD AND MISREPRESENTATION**

*Any individual, corporation, or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The City, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.*

31. **ACCESS AND AUDIT OF RECORDS**

*The City reserves the right to require the selected Proposer to submit to an audit by an auditor of the City's choosing at the selected Proposer's expense. The selected Proposer shall provide access to all of its records, which relate directly or indirectly to this contract, at its place of business during regular business hours. The selected Proposer shall retain all records pertaining to this contract, and upon request, make them available to the City for three (3) years following expiration of the contract. The selected Proposer agrees to provide such assistance as may be necessary to facilitate the review or audit by the City to ensure compliance*

*with applicable accounting and financial standards.*

**32. OFFICE OF THE INSPECTOR GENERAL**

*Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County programs, contracts, transactions, accounts and records. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all City contracts.*

**33. PRE-AWARD INSPECTION**

*The City may conduct a pre-award inspection of the Proposer's premises or hold a pre-award qualification hearing to determine if the Proposer is capable of performing the requirements of this Solicitation.*

**34. PROPRIETARY/CONFIDENTIAL INFORMATION**

*Proposers are hereby notified that all information submitted as part of, or in support of, Proposal submittals will be available for public inspection after the opening of Proposals in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The Proposer shall not submit any information in response to this Solicitation that Proposer considers a trade secret, proprietary, or confidential. The submission of any information to the City in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection that would otherwise be available to the Proposer. In the event that the Proposer submits information to the City in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the Proposal as protected or confidential, the City may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction, or (b) endeavor to redact and return that information to the Proposer as quickly as*

*possible, and if appropriate, evaluate the balance of the Proposal. The redaction or return of information pursuant to this clause may render a Proposal non-responsive.*

**35. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

*Any person or entity that performs or assists the City of Delray Beach with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA mandates for privacy, security, and electronic transfer standards include, but are not limited to:*

- a. Use of information only for performing services required by the contract or as required by law;*
- b. Use of appropriate safeguards to prevent non-permitted disclosures;*
- c. Reporting to the City of Delray Beach any non-permitted use or disclosure;*
- d. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Proposer and reasonable assurances that IIHI/PHI will be held confidential;*
- e. Making Protected Health Information (PHI) available to the customer;*
- f. Making PHI available to the customer for review and amendment, and incorporating any amendments requested by the customer;*
- g. Making PHI available to the City of Delray Beach for an accounting of disclosures; and*

*h. Making internal practices, books, and records related to PHI available to the City of Delray Beach for compliance audits.*

*PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The selected Proposer must give its customers written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information.*

*legal representatives, successors, and permitted assigns.*

**40. SEVERABILITY**

*In the event any term or provision of any contract or agreement entered into pursuant to this Solicitation is found by a court of competent jurisdiction to be invalid, the remaining terms and provisions shall continue to be effective and shall be interpreted and given meaning to the greatest possible extent in the absence of any severed terms or provisions.*

**36. ADDITIONAL FEES AND SURCHARGES**

*Unless provided for in the contract/agreement, the City will not make any additional payments such as fuel surcharges, demurrage fees, or delay-in-delivery charges.*

**41. GOVERNING LAW AND VENUE**

*This contract and all transactions contemplated by this agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to any contrary conflicts of law principle. Venue of all proceedings in connection herewith shall lie exclusively in Palm Beach County, Florida, and each party hereby waives whatever its respective rights may have been in the selection of venue.*

**37. COMPLIANCE WITH FEDERAL STANDARDS**

*All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).*

**42. ATTORNEY'S FEES**

*It is hereby understood and agreed that in the event any lawsuit in the judicial system, federal or state, is brought to enforce compliance with this contract or interpret same, or if any administrative proceeding is brought for the same purposes, each party shall pay their own attorney's fees and costs, including appellate fees and costs.*

**38. COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING**

*If the goods or services to be acquired under this Solicitation are to be purchased, in part or in whole, with Federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5, and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this Solicitation and resultant contract by reference.*

**43. EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION**

*The City of Delray Beach complies with all laws prohibiting discrimination on the basis of age, race, gender, religion, creed, political affiliation, sexual orientation, physical or mental disability, color or national origin, and therefore is committed to assuring equal opportunity in the award of contracts and encourages small, local, minority, and female-owned businesses to participate.*

**39. BINDING EFFECT**

*All of the terms and provisions of this contract/agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective*

*During the performance of this contract, the selected Proposer agrees it will not discriminate or permit discrimination in its hiring practices or in its performance of the contract. The selected Proposer shall strictly adhere to the equal employment opportunity requirements and any applicable requirements established by the State of Florida, Palm Beach County, and the federal government.*

*The selected Proposer further acknowledges and agrees to provide the City with all information and documentation that may be requested by the City from time to time regarding the Solicitation, selection, treatment, and payment of subcontractors, suppliers, and Proposers in connection with this contract.*

**44. AVAILABILITY OF CONTRACT TO OTHER CITY DEPARTMENTS**

*It is agreed and understood that any City department or agency may access this contract and purchase the goods or services successful herein. Each City department will issue a separate purchase order to the selected Proposer for the department's specific purchases.*

**45. CRIMINAL HISTORY BACKGROUND CHECKS**

*Prior to hiring a contract employee or contracting with a Proposer, the City may conduct a comprehensive criminal background check by accessing any Federal, State, or local law enforcement database available. The contract employee or Proposer will be required to sign an authorization for the City to access criminal background information. The costs for the background checks shall be borne by the City.*

**46. LABOR, MATERIALS, AND EQUIPMENT**

*Unless specified elsewhere in the Solicitation or resultant contract, all labor, materials, and equipment required for the performance of the requirements of the contract shall be supplied by the selected Proposer.*

**47. MINIMUM WAGE REQUIREMENTS**

*The selected Proposer shall comply with all minimum wage requirements, such as Living Wage requirements, minimum wages based on Federal Law, minimum wages based on the Davis-Bacon Act, and the provisions of any other employment laws, as may be applicable to this contract.*

**48. PACKING SLIP AND DELIVERY TICKET**

*A packing slip and/or delivery ticket shall accompany all items delivered to the City. The documents shall include information on the contract number or purchase order, any back-order items, and the number or quantity of items being delivered.*

**49. PURCHASE OF OTHER ITEMS**

*The City reserves the right to purchase other related goods or services, not listed in the Solicitation, during the contract term. When such requirements are identified, the City may request a price quote from the selected Proposer on the contract. The City, at its sole discretion, will determine if the prices offered are reasonable, and may choose to purchase the goods or services from the selected Proposer, another contract Proposer, or a non-contract Proposer.*

**50. PUBLIC RECORDS**

*Florida law provides that municipal records shall at all times be available to the public for inspection. Chapter 119, Florida Statutes, the Public Records Law, requires that all material submitted in connection with a Proposal response shall be deemed to be public record subject to public inspection upon award, recommendation for award, or thirty (30) days after Proposal opening, whichever occurs first. Certain exemptions to public disclosure are statutorily provided for in Section 119.07, Florida Statutes. If the Proposer believes any of the information contained in his/her/its Proposal is considered confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and is exempt from the Public Records Law, then the*

*Proposer must, in its response, specifically identify the material which is deemed to be exempt and state the legal authority for the exemption. All materials that qualify for exemption from Chapter 119, Florida Statutes or other applicable law must be submitted in a separate envelope, clearly identified as “EXEMPT FROM PUBLIC DISCLOSURE” with the firm’s name and the Proposal number clearly marked on the outside. The City will not accept Proposals when the entire Proposal is labeled as exempt from disclosure. The City’s determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City’s officers, employees, and agents against any loss or damages incurred by any person or entity as a result of the City’s treatment of records as public records.*

*The selected Proposer(s) shall keep and maintain public records and fully comply with the requirements set forth at Section 119.0701, Florida Statutes, as applicable; failure to do so shall constitute a material breach of any and all agreements awarded pursuant to this Solicitation.*

51. **CONFLICTS OF INTEREST**  
*All Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of the City of Delray Beach. Further, all Proposers must disclose the name of any City employee who has any interest, financial or otherwise, direct or indirect, of five percent (5%) or more in the Proposers’ firm or any of its branches. Failure to disclose any such affiliation will result in disqualification of the Proposer from this Solicitation and may be grounds for further disqualification from participating in any future Solicitations with the City.*

52. **PUBLIC ENTITY CRIMES**  
*As provided in Section 287.133(2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted Proposers list following a conviction for a public entity crime may not submit*

*a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases of real property to a public entity; may not be successful or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity.*

53. **OTHER GOVERNMENTAL AGENCIES**  
*If a Proposer is successfully awarded a contract as a result of this Solicitation, the Proposer shall allow other governmental agencies to access this contract and purchase the goods and services under the terms and conditions at the prices awarded.*

54. **COMPLETION OF WORK AND DELIVERY**  
*All work shall be performed and all deliveries made in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the selected Proposer, except in such cases where the completion date will be delayed due to acts of nature, force majeure, strikes, or other causes beyond the control of the selected Proposer. In these cases, the selected Proposer shall notify the City of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the City.*

55. **FAILURE TO DELIVER OR COMPLETE WORK**  
*Should the selected Proposer fail to deliver or complete the work within the time stated in the contract, it is hereby agreed and understood that the City reserves the authority to cancel the contract with the selected Proposer and secure the services of another Proposer to purchase the items or complete the work. If the City exercises this authority, the City shall be responsible for reimbursing the selected Proposer for work that was completed and items delivered and accepted*

by the City in accordance with the contract specifications. The City may, at its option, demand payment from the selected Proposer, through an invoice or credit memo, for any additional costs over and beyond the original contract price that were incurred by the City as a result of having to secure the services of another Proposer.

where required to the satisfactory completion of the project.

56. **CORRECTING DEFECTS**

The selected Proposer shall be responsible for promptly correcting any deficiency, at no cost to the City, within three (3) calendar days after the City notifies the selected Proposer of such deficiency in writing. If the selected Proposer fails to correct the defect, the City may (a) place the selected Proposer in default of its contract; and/or (b) procure the products or services from another source and charge the selected Proposer for any additional costs that are incurred by the City for this work or items, either through a credit memorandum or through invoicing.

59. **MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

The selected Proposer hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the selected Proposer in conjunction with this Solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the City by the selected Proposer are found to be defective or do not conform to specifications, (1) the materials may be returned to the selected Proposer at the Proposer's expense and the contract cancelled; or (2) the City may require the selected Proposer to replace the materials at the selected Proposer's expense.

57. **ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All selected Proposers performing services or delivering goods under this contract shall conform to all relevant OSHA, State, and County regulations during the course of such effort. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the selected Proposer. Barricades shall be provided by the selected Proposer when work is performed in areas traversed by persons, or when deemed necessary by the City.

60. **TOXIC SUBSTANCES/FEDERAL "RIGHT TO KNOW" REGULATIONS**

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

58. **OMISSIONS IN SPECIFICATIONS**

The scope of services or description of items contained within this Solicitation describes the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Proposer from furnishing, installing, or performing such work

Accordingly, the selected Proposer performing under this contract is required to provide two (2) complete sets of Material Safety Data Sheets to each City department utilizing any products that are subject to these regulations. This information shall be provided at the time when the initial delivery is made, on a department-by-department basis.

61. **TAXES**

*The City of Delray Beach is exempt from Federal and State taxes for tangible personal property.*

62. **PROPOSER'S COSTS**

*The City shall not be liable for any costs incurred by Proposers in responding to this Request for Qualifications.*

63. **SUBSTITUTION OF PERSONNEL**

*It is the intention of the City that the selected Proposer's personnel proposed for the contract shall be available for the initial contract term. In the event the selected Proposer wishes to substitute personnel, the selected Proposer shall propose personnel of equal or higher qualifications, and all replacement personnel are subject to the City's approval. In the event the substitute personnel are not satisfactory to the City, and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the contract for cause.*

64. **FORCE MAJEURE**

*The City and the selected Proposer are excused from the performance of their respective obligations under the contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:*

*a. The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the force majeure.*

*b. The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure.*

*c. No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure.*

*d. The non-performing party uses its best efforts to remedy its inability to perform.*

*Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the selected Proposer shall not constitute a force majeure. The term of the contract shall be extended by a period equal to that during which either party's performance is suspended under this section.*

65. **NOTICES**

*Notices shall be effective when received at the addresses specified in the contract/agreement. Changes in respective addresses to which such notices are to be directed may be made from time to time by either party by written notice to the other party. Facsimile and email transmissions are acceptable notice effective when received; however, facsimile and email transmissions received after 5:00 p.m. or on weekends or holidays will be deemed received on the next business day. The original of the notice must also be mailed to the receiving party.*

*Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the selected Proposer and the City of Delray Beach.*

66. **FISCAL FUNDING OUT**

*The City's obligation pursuant to any contract or agreement entered into in accordance with this Solicitation is specifically contingent upon the lawful appropriation of funds. Failure to lawfully appropriate funds for any contract or agreement*

*awarded shall result in automatic termination of the contract or agreement. A non-appropriation event shall not constitute a default or breach of said contract or agreement by the City.*

**END OF SECTION 9**

**SECTION 10: SOLICITATION SUMMARY**

---

**PURCHASING AND CONTRACT ADMINISTRATION DIVISION**

**The City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444**

**SOLICITATION SUMMARY**

**IMPORTANT NOTICE**

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Proposal. If subsequent to the opening of Proposals, the City determines that the information contained in the electronic version of your Proposal is different from the information on this Solicitation Summary, the City reserves the right to deem your Proposal NON-RESPONSIVE and remove your Proposal from further evaluation and consideration for contract award.

**PROPOSAL INFORMATION**

Proposal Number: RFQ No. 2025-019

Title: Professional Services – Architectural/Engineering Design & Construction Administration of Crest Theatre Auditorium Renovations

Due Date and Time: **February 12, 2025 @ 2:00 PM (LOCAL TIME)**

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing and submitting this Solicitation Summary, the Proposer affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Proposer’s Proposal to the City of Delray Beach.

**THIS SOLICITATION SUMMARY MUST BE SIGNED AND UPLOADED WITH YOUR SECURE ELECTRONIC PROPOSAL SUBMITTAL THROUGH [HTTPS://www.bidnetdirect.com//cityofdelraybeach](https://www.bidnetdirect.com//cityofdelraybeach)**