



**DELRAY BEACH  
COMMUNITY REDEVELOPMENT AGENCY (CRA)**

**REQUEST FOR QUALIFICATIONS (RFQ)  
CRA NO. 2023-05**

**PROFESSIONAL ARCHITECTURAL SERVICES & LANDSCAPE  
ARCHITECTURAL SERVICES ON A  
CONTINUING CONTRACT BASIS**

**ISSUE DATE  
MONDAY, NOVEMBER 6, 2023**

**VOLUNTARY PRE-PROPOSAL MEETING  
WEDNESDAY, NOVEMBER 15, 2023  
11:00AM EST**

**QUESTION SUBMITTAL DEADLINE  
WEDNESDAY NOVEMBER 29, 2023  
5:00PM EST**

**PROPOSAL SUBMISSION DUE DATE AND TIME  
WEDNESDAY, DECEMBER 20, 2023  
11:00AM EST**

**CONTACT**  
CHRISTINE TIBBS, ASSISTANT DIRECTOR  
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY  
20 NORTH SWINTON AVENUE  
DELRAY BEACH, FL 33444  
tibbsc@mydelraybeach.com  
561-276-8640

Table of Contents

I. INVITATION ..... 3

II. RFQ OVERVIEW ..... 4

III. SCOPE OF SERVICES ..... 8

IV. TEAM MEMBERS AND MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS ..... 13

V. SUBMITTAL REQUIREMENTS ..... 17

VI. EVALUATION AND SELECTION ..... 30

VII. GENERAL TERMS AND CONDITIONS ..... 33

VIII. DISCLOSURE AND DISCLAIMERS ..... 37

IX. REQUIRED FORMS ..... 39

    PROPOSAL ACKNOWLEDGEMENT FORM ..... 40

    CONFLICT OF INTEREST DISCLOSURE FORM ..... 41

    SCRUTINIZED COMPANIES CERTIFICATION ..... 42

    NOTIFICATION OF PUBLIC ENTITY CRIMES LAW ..... 44

    PUBLIC RECORDS LAW ..... 45

    DRUG-FREE WORKPLACE ..... 46

    NON-COLLUSION AFFIDAVIT ..... 47

    PROPOSER INFORMATION FORM ..... 48

    PROJECT REFERENCE FORM ..... 50

    SUB-CONTRACTOR/SUB-CONSULTANT INFORMATION FORM..... 51

## **I. INVITATION**

The Delray Beach Community Redevelopment Agency (“CRA”) is seeking proposals from qualified individuals, partnerships, firms, companies, and corporations for the provision of professional Architectural Services and Landscape Architectural Services on a continuing contract basis, pursuant to Florida Statute Section 287.055 (Consultants’ Competitive Negotiation Act or CCNA), and in accordance with the terms, conditions, and specifications contained in this RFQ.

Interested individuals, partnerships, firms, companies, and corporations, hereinafter referred to as Proposers, are invited to submit a complete Proposal for either or both disciplines (Architectural Services and/or Landscape Architectural Services) for consideration (submitting for both disciplines requires submitting separate Proposals, one for each discipline.) Any submitted Proposal must clearly address and contain all items and forms requested. The CRA reserves the right to accept any Proposal deemed to be in the best interest of the CRA, to waive any minor irregularities, scrivener’s errors, omissions, deviations, and/or technicalities in any Proposal, or to reject any or all Proposal, and to re-advertise for new Proposals.

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, and/or technicalities that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFQ, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, and/or technicality. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, and/or technicality.

The CRA is vested by the State of Florida pursuant to its powers under Florida Statutes, Chapter 163, Part III, the Community Redevelopment Act of 1969 as amended, with the authority to request proposals for the redevelopment of any area within its CRA District in order to effectuate redevelopment pursuant to the goals and objectives of the CRA Redevelopment Plan (<https://delraycra.org/wp-content/uploads/2019/04/Community-Redevelopment-Plan.pdf>).

Proposals will be evaluated based on the procedures and criteria stated within Section VI of this RFQ.

The CRA intends to negotiate individual Agreements for professional Architectural Services and Landscape Architectural Services on a continuing contract basis upon the award of this RFQ to Proposers that best satisfy the evaluation criteria, *and* the selection of the Proposers is deemed to serve in the best interest of the CRA.

Proposers are required to submit one (1) original hard copy of their full Proposal in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive in a sealed package with the outside of the package marked “Request for Qualifications CRA No. 2023-05, Professional Architectural Services and Landscape Architectural Services on a Continuing Contract Basis for each discipline for which they are submitting a Proposal. All Proposals shall be delivered (mailed or hand-delivered) to the CRA at:

**CRA Office – 20 N Swinton Avenue, Delray Beach, Florida 33444  
on or before 11:00AM EST on Wednesday, December 20, 2023.**

The responsibility for submitting a Proposal at the correct location before the stated due date and time is solely and strictly that of the Proposer. The CRA is not responsible for any delayed, late, misdelivered, or non-delivered Proposal(s), no matter the cause.

## **II. RFQ OVERVIEW**

RFQ Issued	DATE: Monday, November 6, 2023
Pre-Proposal Meeting Date and Location  Attendance is VOLUNTARY and is recommended but is not mandatory.	DATE: Wednesday, November 15, 2023 TIME: 11:00AM EST  In person at: Delray Beach CRA Office 20 N Swinton Avenue Delray Beach, FL 33444
Question Submittal Deadline	DATE: Wednesday, November 29, 2023 TIME: 5:00PM EST  Questions must be submitted in writing via email to: Christine Tibbs, Assistant Director tibbsc@mydelraybeach.com
Proposal Submission Due Date, Time, and Location	DATE: Wednesday, December 20, 2023 TIME: 11:00AM EST  Drop-Off or Mail Proposals to: Delray Beach CRA Office Attention: Christine Tibbs 20 N Swinton Avenue Delray Beach, FL 33444
Evaluation Committee	TBD
CRA Board Meeting	TBD

- The CRA reserves the right to advance or delay the above scheduled dates.
- Mailed Proposals will be considered timely when **received** by the CRA at the stated Location on or before the stated Due Date. All Proposals will be timestamped by the CRA when received. Proposals not received by the CRA by the Due Date at the stated Location shall not be reviewed or considered by the CRA.

### **BROADCAST AND NOTIFICATION**

All documents related to this RFQ, including any addenda, can be obtained from: (a) BidSync – [www.bidsync.com](http://www.bidsync.com); and (b) the CRA's website: [www.delraycra.org](http://www.delraycra.org).

Proposers who obtain solicitation information from sources other than those named above are cautioned that the RFQ package may be incomplete and incomplete Proposal submittals may be deemed non-responsive by the CRA; the CRA will not be responsible for information from a source other than those stated above. BidSync is an independent entity and is not an agent or representative of the CRA. Communications to any independent entities does not constitute communications to the CRA. The CRA is not responsible for errors and omissions occurring in the transmission or downloading of any documents, addenda, plans, or specifications from these websites. It is the Proposer's responsibility to verify the validity of all RFQ documents and information.

### **CONTACT PERSON**

Any questions regarding the RFQ documents and/or solicitation process must be submitted in writing to Christine Tibbs, Assistant Director at [tibbsc@mydelraybeach.com](mailto:tibbsc@mydelraybeach.com). Questions must be received prior to the Question Submittal Deadline. Oral explanations, information, and instructions shall not be

considered binding on the CRA. All prospective Proposers are encouraged to independently verify the accuracy of any information provided. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any Proposer.

## **REQUIRED INFORMATION**

This RFQ contains various sections which require submission of certain information and forms which require completion. The responsibility for submitting a complete Proposal at the correct location before the stated Proposal Submission Due Date and Time is solely and strictly that of the Proposer.

## **ADDENDA**

Any interpretations, corrections, clarifications, or changes to this RFQ will be made by addenda. Sole issuing authority shall be vested in the CRA. Addenda will be posted and available through the CRA notification methods shown above.

## **LATE PROPOSALS**

Proposers must submit complete Proposals before the stated Proposal Submission Due Date and Time. Proposals received after the Proposal Submission Due Date and Time shall be returned unopened and shall be found non-responsive. It is the sole responsibility of Proposer to ensure its Proposal is received by the CRA by the stated Proposal Submittal Due Date and Time. The CRA is not responsible for any delayed, late, misdelivered, or non-delivered Proposal(s), no matter the cause.

## **SUBMITTAL FORMAT REQUIREMENTS**

Proposals shall be submitted in the format as stated within Section V of this RFQ. Proposers are required to submit one (1) original hard copy of their full Proposal in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive in a sealed package with the outside of the package marked "Request for Qualifications CRA No. 2023-05, Professional Architectural Services and Landscape Architectural Services on a Continuing Contract Basis for each discipline for which they are submitting a Proposal. All Proposals shall be delivered (mailed or hand-delivered) to the CRA at the CRA Office located at 20 N Swinton Avenue, Delray Beach, Florida 33444 on or before the Proposal Submission Due Date and Time of Wednesday, December 20, 2023, at 11:00AM EST.

## **PROPOSAL OPENING**

All proposals submitted on or before the Proposal Submission Due Date and Time shall be publicly opened at the CRA Office, located at 20 N. Swinton Avenue, Delray Beach, FL 33444, immediately after the Proposal Submission Due Date and Time.

## **PROPOSAL OMISSIONS, ERRORS, DEVIATIONS**

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, and/or technicalities that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFQ, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, and/or technicality. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, and/or technicality.

## **EVALUATION**

Proposals shall be evaluated in accordance with the procedures stated within Section VI of this RFQ.

## **AWARD**

The CRA reserves the right to accept any Proposal(s), or combination of Proposal(s), deemed to be in the best interest of the CRA, to waive any minor irregularities, scrivener's errors, omissions, deviations, and/or technicalities in any Proposal(s), negotiate terms with Successful Proposer(s), or to reject any

or all Proposal(s), and to re-advertise for new Proposal(s). The best interest of the CRA shall be determined solely by the CRA. See Section VIII of the RFQ.

## **DEFINITIONS**

The CRA will use the following definitions in its solicitation documents, agreement documents, and any other document used in the solicitation process and any resulting agreement:

- A. CRA – shall refer to the Delray Beach Community Redevelopment Agency
- B. REQUEST FOR QUALIFICATIONS (RFQ) – this solicitation, including all documentation and any and all addenda, issued by the CRA seeking qualified Proposers.
- C. PROPOSER – Person, company, partnership, firm, or corporation submitting a Proposal.
- D. PROPOSAL – A Proposer's response to this RFQ.
- E. RESPONSIVE PROPOSER – A Proposer whose Proposal conforms in all material respects to the terms, conditions, specifications, requirements included in the RFQ.
- F. RESPONSIBLE PROPOSER – A Proposer who meets the minimum qualification requirements and has the capability to perform the Agreement requirements.
- G. SUCCESSFUL PROPOSER – Proposer who is awarded an Agreement for the provision of services detailed in this RFQ.
- H. AGREEMENT – The RFQ, all addenda issued thereto, all affidavits, the signed Agreement, and all related documents will comprise the totality of the Agreement between the CRA and the Successful Proposer to perform the services described in this RFQ.
- I. CONSULTANT – Successful Proposer who executes an Agreement with the CRA to provide the necessary services.
- J. ARCHITECTURAL SERVICES: Rendering or offering to render services in connection with the design and construction of a structure or group of structures which have as their principal purpose human habitation or use, and the utilization of space within and surrounding such structures. These services include planning, providing preliminary study designs, drawings and specifications, job-site inspection, and administration of construction contracts. [Florida Statutes Chapter 481.203(6)]
- K. LANDSCAPE ARCHITECTURAL SERVICES: Professional services, including, but not limited to, the following: (a) Consultation, investigation, research, planning, design, preparation of drawings, specifications, contract documents and reports, responsible construction supervision, or landscape management in connection with the planning and development of land and incidental water areas, including the use of Florida-friendly landscaping as defined in § 373.185, where, and to the extent that, the dominant purpose of such services or creative works is the preservation, conservation, enhancement, or determination of proper land uses, natural land features, ground cover and plantings, or naturalistic and aesthetic values; (b) The determination of settings, grounds, and approaches for and the siting of buildings and structures, outdoor areas, or other improvements; (c) The setting of grades, shaping and contouring of land and water forms, determination of drainage, and provision for storm drainage and irrigation systems

where such systems are necessary to the purposes outlined herein; and (d) The design of such tangible objects and features as are necessary to the purpose outlined herein. [Florida Statutes Chapter 481.303(6)]

- L. WORK ASSIGNMENT: A form used to authorize work, projects, and services. The Work Assignment includes the scope of work to be performed by the Consultant and related costs.

THIS SECTION IS INTENTIONALLY BLANK.

### **III. SCOPE OF SERVICES**

The CRA is seeking Proposals from qualified architects and landscape architects (individuals, firms, partnerships, companies, or corporations) to provide professional services ranging from pre-design through construction administration and project closeout on a continuing contract basis in support of the community redevelopment effort for CRA managed projects for which construction costs generally do not exceed \$4,000,000; and study activity when the fee for such professional service does not exceed \$500,000, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act).

Successful Proposers for each discipline (Architectural Services and/or Landscaping Architectural Services) will be awarded an Agreement through this RFQ to create a pool of Consultants (two (2) pools will be created, one (1) for each discipline) that will provide professional services under a continuing contract without the need to bid on a project that falls within the parameters of Florida Statute Section 287.055.

Proposers may submit a Proposal for one discipline or both disciplines (submitting for both disciplines will require separate Proposals for each discipline.) Any Proposer wishing to submit a Proposal must comply with the requirements contained in this RFQ; Proposals submitted based on any conditions of the Proposer will not be considered by the CRA.

The term of each Agreement with each Successful Proposer will be for three (3) years, with an option for up to two (2), one (1) year extensions.

#### **DISCIPLINES:**

A) Architectural Services

and/or

B) Landscape Architectural Services

Sub-disciplines, as applicable, including, but not limited to:

- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Plumbing
- Structural Engineering
- Irrigation
- Arborist

#### **SCOPE OF SERVICES:**

The Successful Proposer (hereinafter in this Section referred to as the Consultant) shall provide all labor, materials, printed copies, equipment, supplies, and travel to provide the Scope of Services required of the discipline(s), and/or sub-discipline(s).

The following Scope of Services provides the basic framework for what the CRA may require from a Consultant in either discipline.



The Consultant, at a minimum, shall be qualified to perform the following services, within the scope of practice of each respective discipline, for proposed projects (Work Assignments) within the CRA District:

- Pre-Design Services

- Perform site analysis and due diligence
- Perform survey services
- Perform geotechnical analysis services

- Design Services and Construction Documents

- Provide conceptual design, preliminary design, final design, construction documents (including site improvement plans, specifications, standards, and details), construction cost estimates.

- Permitting Services

- Assist with acquiring necessary approvals required by all local, regional, state, and federal jurisdictional agencies, including presentations of plans to the CRA Board, and/or any applicable City of Delray Beach Boards and/or City Commission.

- Bidding Assistance

- Review solicitation documents, answering RFIs, and review and evaluation of submitted construction bids.

- Construction Administration Services

- Regular site visits to make on-site observations to enable Consultant's review and certification as required for pay applications and ensure that the structures are constructed in compliance with approved plans and specifications.
- Assist the awarded construction contractor in providing as-built drawings after construction is completed (if needed).

- Meetings (virtual, in-person, and/or on-site) as necessary with CRA Staff and City Staff.

Proposers must address these services in their responses to the RFQ but may also include additional services.

Each of the above tasks is further elaborated, though may not be all encompassing, below. Services will be further specified within Work Assignments with the Consultant.

**Pre-Design: Site Analysis and Due Diligence**

Typical services include, but may not be limited to, obtaining site surveys, performing necessary investigation, due diligence, and research to define the applicable site development parameters to refine the development plan for the project. This will include a detailed review of the applicable City of Delray Beach Land Development Regulations, any other applicable jurisdictional regulations, recordings of previous CRA Board meetings speaking to the project, the CRA Redevelopment Plan, and the City's West Atlantic Master Plan, and any other relevant plan document. Additionally, this will include discussions with various permitting entities including, but not limited to, the City of Delray Beach's Development Services Department, Public Works Department, Utilities Department, Fire Rescue and Police, and other public utilities servicing the area.

## **Design Services**

Typical Architectural Services include, but may not be limited to, preparing conceptual design, preliminary design, and final design documents, renderings and elevations, and design documents outlining materials, special considerations, specifications, and any other pertinent data for the proposed design of a project. Any such documents will include drawings and notations in sufficient detail to allow adequate review and consideration by CRA Staff. Such design documents include, but may not be limited to, civil engineering, structural engineering, landscape architecture, irrigation, photometric, architectural, mechanical, electrical, plumbing, fire alarm and fire protection.

The Consultant will meet with CRA Staff and City Staff to discuss and review any comments related to the required entitlements and permitting. After which, CRA Staff and City Staff will provide written comments to the Consultant use in the preparation of the final design of a project.

The Consultant shall assist in the City of Delray Beach Development Services Site Plan submittal and approval processes, including any CRA Board, City Board and/or City Commission presentations required for approval of any project elements and entitlements. In addition, the Consultant shall assist in any application submittal, subsequent review process, and follow up with CRA Staff and City Staff (addressing comments, attending meetings, etc.), including providing the required number of signed and sealed drawings (hardcopies and electronic copies) as necessitated by the CRA and the City of Delray Beach.

Consultants shall provide and submit all plans (and required number of printed copies) to obtain the necessary approvals from all the required governmental agencies and entities.

## **Construction Documents**

Typical services include, but may not be limited to, preparing the construction documents based on the approved design development documents, as approved by the CRA and the City of Delray Beach, and in compliance with and meet all Federal, State and local building standards, laws, regulations, codes, and ordinances, including, but not limited to, the most current Florida Building Code and Americans with Disabilities Act. The construction documents will also include a bid schedule and description of bid items for each project.

In addition, the Consultant shall assist in any building permit (or any other application) submittal, subsequent review process, and follow up with CRA Staff and City Staff (addressing comments, attending meetings, etc.), including providing the required number of signed and sealed drawings (hardcopies and electronic copies) as necessitated by the CRA and the City of Delray Beach.

## **Estimates of Construction Costs**

The Consultant shall prepare an estimate of probable construction costs at 30%, 60%, and 90% completion of the design phase and just prior to issuing the formal solicitation for bids. The construction cost estimate shall be based on the bid schedule, local construction costs, and anticipated contingencies.

## **Assistance with the Bidding Process**

Typical services include, but may not be limited to, the Consultant assisting the CRA during the bidding process, including, but not limited to, attending pre-bid meeting(s) and responding to questions from the prospective bidders through written addenda.

The Consultant shall review all bids submitted, check for conformance with the bid documents, and make appropriate recommendations. The Consultant's review shall include the preparation of bid abstracts and a bid comparison document.

### **Construction Administration**

Typical services include, but may not be limited to, the Consultant providing construction administration, management, and inspection services. The Consultant shall regularly visit the site to inspect and observe a project throughout the duration of the construction phase to determine compliance with the design plans and construction permits.

The Consultant shall review and make determinations regarding construction contractors' shop drawings, submittals, requests for information (RFI's) and product substitutions. Additionally, the Consultant will review and certify all submitted pay applications.

The Consultant shall coordinate and conduct a pre-construction meeting before the start of construction and coordinate and conduct a construction meeting at least every two weeks, or as frequently as necessary, during the construction phase between the CRA, construction contractor(s), and other parties as may be applicable.

The Consultant shall review any construction change order requests and claims and provide the CRA with a professional opinion about appropriateness of requests, claims, changes, costs, etc.

The Consultant shall be responsible for preparing and maintaining up-to-date project files. Files must be arranged in distinct categories such as payments, change orders, general correspondence, and RFI's. The CRA shall receive copies of all documentation.

### **Final As-Build Drawings**

Typical services include, but are not limited to, the Consultant shall assist the construction contractor in recording and maintaining a set of "as-built" drawings, if needed, that will be finalized and delivered to the CRA upon completion of a project.

### **Meetings**

Meetings (virtual, in-person, and/or on-site) as necessary with CRA Staff and City Staff.

### **Sales and Marketing Materials**

Typical services include, but are not limited to, preparing materials that will be utilized for marketing of a project, such as colored renderings or graphics for publication in brochures, pamphlets, flyers, newsletters, and/or website and social media postings.

### **ASSIGNMENT OF PROJECTS:**

As projects arise and are funded during the Agreement term that requires Professional Architectural Services and/or Landscape Architectural Services, the CRA will select a Consultant from the continuing services contract pool with the requisite expertise and establish the scope of services and basis of compensation for a Work Assignment for the specific project.

Selection and rotation of Consultants selected from the continuing services contract pool will be in direct accordance with Florida Statute 287.055, Consultants' Competitive Negotiation Act. Proof of insurance from all Successful Proposers is required prior to the execution of an Agreement and must be maintained throughout the Agreement period.

The CRA does not guarantee any minimum or maximum services to be contracted during the Agreement term from any Consultant. Work Assignments shall be at the sole discretion of the CRA.

**GENERAL DUTIES OF CONSULTANT:**

The Consultant will provide the professional and technical services to the CRA as required under the Agreement and any subsequent Work Assignment in accordance with professional practices and ethical standards of the discipline. No employer/employee relationship shall be deemed to be established between the CRA and the Consultant; the Consultant's agents, subcontractors, and employees shall be independent contractors at all times and shall not be considered employees of the CRA.

It shall be the responsibility of the Consultant to work with the CRA and apprise it of solutions to problems and the approach or technique to be used towards accomplishment of the CRA objectives as set forth in a Work Assignment, which will be made a part of the Agreement.

The CRA will establish a budget for each Work Assignment. The Consultant shall be responsible for providing, at no additional cost to the CRA, new designs, drawings, specifications, reports and other applicable services if the Consultant exceeds the budget for an entire project before completion of the design phase of the project; however, nothing contained herein shall require the Consultant to bear additional costs if the additional costs are a result of a change in the Work Assignment scope of services directed by the CRA.

The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, compliance with laws, regulations and rules, and the coordination with all appropriate agencies of all designs, drawings, specifications, reports and other services provided by the Consultant. If the CRA, in its sole discretion, determines there are errors, omissions, or other deficiencies in the Consultant's designs, drawings, specifications, reports and other services, the Consultant shall, without additional compensation, correct or revise said errors, deficiencies, or omissions to the satisfaction of the CRA.

THIS SECTION IS INTENTIONALLY BLANK.

## **IV. TEAM MEMBERS AND MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS**

Proposers may submit a Proposal for either Architecture Services, Landscape Architecture Services, or both (separate Proposals need to be submitted if submitting for both disciplines), and may include sub-disciplines within a Proposal, as applicable to the submitted Proposal. As such, Team Members should be reflective of the discipline for which the Proposal is being submitted.

### **A. Team Members – Required and Optional**

The services provided by the Consultant shall be performed by Team Members as provided in the submitted Proposal. A Team and its Members should be based on the anticipated services required to deliver the Scope of Services identified in Section III, Scope of Services.

#### **REQUIRED TEAM MEMBERS:**

##### Architecture Services Required Team Members:

- Lead Architect
- Project Manager

##### Landscape Architecture Services Required Team Members:

- Lead Landscape Architect
- Project Manager

#### **OPTIONAL TEAM MEMBERS:**

##### Potential sub-disciplines/Team Members to be included within a Proposal:

- Civil Engineer
- Structural Engineer
- Mechanical, Electrical and Plumbing ("MEP") Engineers
- Irrigation
- Arborist

For any Work Assignment, the Consultant shall designate a primary lead individual, referred to as the "Lead Architect" or "Lead Landscape Architect" to lead all design efforts for a project. In addition, the Consultant shall also designate a second lead individual, referred to as the "Project Manager" to manage a project.

The Consultant shall directly employ the Lead Architect and/or Lead Landscape Architect and the Project Manager. The other Team Members may be employed directly by the Consultant or by a sub-contractor/sub-consultant.

### **B. Minimum Qualification and Experience Requirements**

The Proposer and its Team Members shall have the following mandatory minimum qualifications and experience as of Proposal Submission Due Date and Time (a sub-contractor's/sub consultant's qualifications and experience may not be used to satisfy the minimum qualifications and experience required of a Proposer):

1. Proposer must be licensed, registered, and practicing and providing professional architectural services or landscape architectural services as an individual, firm, partnership, company, or corporation in the State of Florida for the last five (5) years under its current business name; and
2. Proposer must possess a minimum of five (5) years of proven professional experience providing architectural design services and project management services, or landscape architectural design services and project management services, as described in Section III, Scope of Services; and
3. FOR ARCHITECTECTURAL SERVICES: Proposer must **employ** a team member to serve as the Lead Architect who will be the primary lead for all design efforts, who has been practicing as a registered architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
4. FOR ARCHITECTURAL SERVICES: Proposer must **employ** a team member to serve as the Project Manager, who has been practicing as a registered architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," or as a registered engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
5. FOR LANDSCAPE ARCHITECTURAL SERVICES: Proposer must **employ** a team member to serve as the Lead Landscape Architect who will be the primary lead for all design efforts, who has been practicing as a registered architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
6. FOR LANDSCAPE ARCHITECTURAL SERVICES: Proposer must **employ** a team member to serve as the Project Manager, who has been practicing as a registered landscape architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," or as a registered engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
7. Proposer may have Team Members to serve as Civil, Structural, and Mechanical, Electrical, and Plumbing Engineers, all of whom have been practicing as registered engineers under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession in the State of Florida, for a minimum of five (5) years; and
8. Proposer may have a team member to serve as an Arborist, who has been practicing as an International Society of Arboriculture (ISA) certified arborist in the State of Florida, for a minimum of five (5) years; and

9. Proposer may have a team member to serve as an Irrigation Contractor who has been practicing as a licensed Florida Irrigation Contractor in the State of Florida for a minimum of three (3) years; and

Additionally, Proposers shall provide the below information on itself and its Team Members’:

- i. The Proposer’s qualifications and experience, including three (3) previously completed or currently ongoing architectural design or landscape architectural design projects similar in size, scope, and complexity to the Scope of Services described in this RFQ within the last five (5) years; and
- ii. The Lead Architect's or Lead Landscape Architect's qualifications and experience, including three (3) previously completed or currently ongoing projects similar in size, scope, and complexity to the Scope of Services described in this RFQ within the last five (5) years; and
- iii. The Project Manager’s qualifications and experience, including three (3) previously completed or currently ongoing architectural, landscape architectural, and/or engineering projects similar in size, scope, and complexity to the Scope of Services described in this RFQ within the last five (5) years; and
- iv. The Civil Engineer’s qualifications and experience, including three (3) previously completed or currently ongoing projects similar in size, scope and complexity to the Scope of Services described in this RFQ within the last five (5) years; and
- v. The Structural Engineer’s qualifications and experience, including three (3) previously completed or currently ongoing projects similar in size, scope and complexity to the Scope of Services described in this RFQ within the last five (5) years; and
- vi. The Mechanical Engineer’s qualifications and experience, including three (3) previously completed or currently ongoing projects similar in size, scope and complexity to the Scope of Services described in this RFQ within the last five (5) years; and
- vii. The Electrical Engineer’s qualifications and experience, including three (3) previously completed or currently ongoing architectural and/or engineering projects similar in size, scope and complexity to the Project described in this RFQ within the last five (5) years; and
- viii. The Plumbing Engineers’ qualifications and experience, including three (3) previously completed or currently ongoing architectural and/or engineering projects similar in size, scope and complexity to the Project described in this RFQ within the last five (5) years; and
- ix. The Arborist's qualifications and experience, including three (3) previously completed or currently ongoing projects similar in size, scope and complexity to the Scope of Services described in this RFQ within the last five (5) years; and

- x. The Irrigation Contractor's qualifications and experience, including three (3) previously completed or currently ongoing projects similar in size, scope and complexity to the Scope of Services described in this RFQ within the last three (3) years; and
- xi. Any Other Team Members' (employed directly by the Proposer or through a Sub-Contractor/Sub-Consultant) qualifications and experience, including one (1) previously completed project similar in size, scope, and complexity to the Scope of Services described in this RFQ within the last three (3) years.

See Section V, Submittal Requirements, for further direction and any additional requirements.

Failure of a Proposer to include the Team Members that can perform the full Scope of Services and meet the mandatory Minimum Qualification and Experience Requirements may be cause for determination that the Proposer's Proposal is non-responsive and/or not responsible. Disqualification and/or rejection of such a Proposal will be at the sole and absolute discretion of the CRA.

The CRA may consider a Proposal responsive where a Proposer has less than the stipulated minimum number of years of experience under its current business name solely where the Proposer has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Proposer has merged with another firm, company, corporation. Proposers must include documentation substantiating the name change or merger as part of its Proposal for the CRA to consider crediting the years of experience from the Proposer under its previous name, if applicable. **Failure to include such documentation with the Proposal may result in the Proposal being deemed non-responsive.**

### C. Team Member Substitution

Subsequent to submission of a Proposal and prior to award of an Agreement, Team Members shall not be changed. Proposers shall not change any Team Member without just cause and prior written approval by the CRA. The CRA reserves the right to request additional documentation prior to making its determination. If the CRA does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

THIS SECTION IS INTENTIONALLY BLANK.



## **V. SUBMITTAL REQUIREMENTS**

The following information and documents must be submitted with each Proposal. Failure to provide any of the information or documents, or failure to provide the information in the required format, may be cause for determination that the Proposer is non-responsive, at the sole and absolute discretion of the CRA. Proposals deemed non-responsive may be disqualified, rejected, and receive no further consideration at the sole and absolute discretion of the CRA.

Proposers must submit all documents and forms as required- fully completed and signed. Proposers shall prepare their Proposal utilizing the same format as outlined below in Section V, Part B, Proposal Submission Format. Each Proposal must contain a "Table of Contents" and each item listed within the Table of Contents must be separated by labelled tabbed divider.

The Proposer shall submit one (1) original hard copy of the full Proposal containing in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive for each discipline for which the Proposer is submitting a Proposal. Double-sided printing is permitted, provided that the Proposal complies with the format set forth in Section V, Part B, Proposal Submission Format.

Do not include additional information not requested in this RFQ, unless specified in an Addendum. Proposers are not to submit any information in response to this RFQ that has not been specifically requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under State of Florida Statutes. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

This RFQ requires the use and submission of specific CRA forms. The CRA forms shall not be expanded or altered. Failure to utilize the CRA's forms will result in the rejection of the Proposal as non-responsive at the sole and absolute discretion of the CRA.

The CRA reserves the right to validate any and all information submitted by a Proposer. At its sole and absolute discretion, the CRA may disqualify any Proposer if the CRA determines that their Proposal does not sufficiently document qualifications and experience. Further, at its sole and absolute discretion, the CRA may request and require that additional information be provided by a Proposer.

The Proposal must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with an original signature in full. When a firm or partnership is the Proposer, the Proposal shall be signed in the name of the firm by one or more of the partners. When a corporation is the Proposer, the officer signing shall set out the corporate name in full, beneath which he shall sign his/her name, give title of his/her office, and affix the corporate seal. Anyone signing the Proposal as an agent, must file legal evidence of signature authority with it. Proposers who are corporations shall furnish a copy of their authorization to transact business in the State of Florida with their Proposal. Failure to submit promptly this evidence of qualification to do business in the State of Florida may be a basis for rejection of the Proposal.

Proposer understands that submitting a Proposal to this RFQ does not constitute an agreement between the CRA and the Proposer. Proposer has no contract right or expectation by submitting to the CRA a response to this RFQ.

## **A. Proposal Requirements**

### **1. Coversheet**

Proposer shall indicate on a cover sheet or first page the Proposer's name, title of the RFQ, Proposal Submission Due Date and Time, and which discipline they are submitting for:

Architectural Services

Or

Landscape Architectural Services

Proposers may submit for one discipline or both disciplines. If submitting for both disciplines, Proposers must submit two separate proposals – one for each discipline.

### **2. Table of Contents**

The Table of Contents should follow in sequential order as specified in in Section V, Part B, Proposal Submission Format. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

### **3. Proposer's Information**

Proposer shall complete and submit the CRA form provided in Section IX, Required Forms.

### **4. Narrative**

Proposer shall include a general introduction statement, a brief overview of the Proposer and its Team Members, and why the Proposer and its Team Members are qualified and experienced to provide the Scope of Services as required under this RFQ.

### **5. Design Philosophy and Process Statement**

Proposer shall include an explanation of its design philosophy, methodology, and process as it relates to this RFQ. This should include an understanding of the Scope of Services; identification of issues commonly encountered on projects, and methodology for resolution of those issues; and the process and approach to meeting the requirements for a project given the required Scope of Services in this RFQ.

The Proposer should include any and all information they believe would be beneficial for the Evaluation Committee to consider when reviewing the Proposer's Proposal.

### **6. Technical Capabilities and Approach Statement**

Proposer shall provide a brief but comprehensive explanation of the its technical capabilities and that of its Team, and its approach to architectural design and project management services and/or landscape architectural design and project management services:

- a) Value Engineering – methodology used in determining material and equipment quality, and maximizing efficiency with design elements;
- b) Ensuring timely completion of a project;

- c) Quality control and assurance procedures as it relates to timely analysis and reporting, and reviewing pay applications and change orders, and capacity and flexibility to provide add-on services in a timely manner;
- d) Computer aided design and drafting capabilities;
- e) Quality control and assurance procedures as it relates to communication and coordination with the client, communication and coordination between Team Members, government agencies, utility companies, community organizations, neighboring residents and businesses, compliance with a project's requirements and professional/industry standards, and compliance with all applicable Federal, State, and local requirements, ordinances, regulations;
- f) Resources and commitment to completing projects to the client's specifications on time and within budget; and
- g) Prior experience working on public projects and/or with governmental agencies.

The Proposer should include any and all information they believe would be beneficial for the Evaluation Committee to consider when reviewing the Proposer's Proposal.

#### **7. Qualifications of the Proposer and Additional Information**

Proposer shall be a licensed, registered, and practicing and providing professional architecture services or landscape architecture services as an individual, firm, partnership, company, or corporation authorized to conduct business in the State of Florida for the last five (5) years under its current business name (current business name means the actual official name on file with the State of Florida of the business entity submitting the Proposal), and shall identify the Proposer's number of years of experience in the professional discipline for which a Proposal is submitted. Licenses and any other pertinent information shall be submitted which demonstrates the Proposer's ability to satisfy all of the minimum qualification requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

A sub-contractor's/sub consultant's qualifications and experience may not be used to satisfy the minimum qualifications and experience required of a Proposer.

The following information is required and must be submitted with the Proposal:

- a) Description of the legal organizational structure of the Proposer (and its parent entity if it is a subsidiary). Including state of organization or incorporation.
- b) Federal Employer Identification Number
- c) Identification of the Proposer's principals, partners, officers, directors, including names, addresses, emails, telephone and fax numbers.
- d) If the Proposer is a not-for-profit entity, a copy of the not-for-profit determination letter, or a copy of the application for 501(c)(3), tax exempt status submitted to the Internal Revenue Service.

- e) If the Proposer is a not-for-profit entity, a complete list of the Entity's Board of Directors including names, addresses and phone numbers and the name of the Entity's Executive Director. If the entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the Board of Directors.
- f) Anyone signing a Proposal as an authorized agent, must submit legal evidence of signature authority with the Proposal.
- g) Proposers shall furnish a copy of their authorization to transact business in the State of Florida (registration with the State of Florida Division of Corporations)
- h) Proposers shall furnish a copy of their license as a provider of professional architectural services or landscape architectural services. (Florida Department of Business & Professional Regulation)
- i) The Proposer must make available for inspection at their place of business, a current (audited, if available) financial statement which includes a balance sheet, a three-year statement of past income, and a projected one-year income statement for the current fiscal year for the Proposer (and its parent entity if it is a subsidiary). Tax returns may be substituted for financial statements.
- j) Disclosure of any bankruptcies and legal actions involving the Proposer or any of the above or related parties and/or entities during the past ten (10) years must be submitted with the Proposal (resolved and pending.) Information regarding any legal or administrative actions, past or pending, that might impact the capacity of the Proposer (or its principals or affiliates) to complete a project must be disclosed.
- k) Provide details of any ownership changes to Proposer's organization in the past five years or changes anticipated within six months of the Proposal Submission Due Date and Time (e.g., mergers, acquisitions, name changes, changes in executive leadership).
- l) Disclose the name of any principal, partner, officer, director, or agent who is also an employee of the CRA. Disclose the name of any CRA employee who owns, directly or indirectly, any interest in the Proposer or any of its branches. If no conflicts of interests are present, Proposer must submit a statement to that affect. Conflicts of interest may be grounds for the CRA to deem the Proposal non-responsive. See Conflict of Interest Form.

No company brochures are to be included as part of the Proposal.

#### **8. Experience of the Proposer**

Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, to provide a comprehensive summary of the Proposer's experience in architectural services or landscape architectural services. The Proposer **MUST** have a minimum of five (5) years of experience and have served as lead/primary consultant providing professional architectural or landscape architectural design services for projects, such as that described in Section III, Scope of Services, on a minimum of three (3) projects currently ongoing or previously completed within the last five (5) years that were similar in size, scope, and complexity to the Scope of Services described in this RFQ. Submitted reference projects shall include: client name, address, phone number, description of work,

the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation , and the total value of the project.

Failure to meet the stipulated five (5) year minimum experience requirement and submit proof of at least three (3) reference projects shall result in a non-responsive determination for the Proposal.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

Provide pictures, architectural renderings and/or plans, site plans, or other documents to thoroughly describe the submitted project reference.

#### **9. Qualifications of the Lead Architect or Lead Landscape Architect**

Depending on the discipline for which a Proposal is submitted, the Lead Architect or Lead Landscape Architect shall be directly employed by the Proposer and shall be a licensed, registered, and practicing architect or landscape architect in the State of Florida. Proposer shall identify the Lead Architect's or Lead Landscape Architect's number of years of experience in the required professional services.

A resume is required to be submitted that reflects the Lead Architect's or Lead Landscape Architect's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.

#### **10. Experience of the Lead Architect or Lead Landscape Architect**

Depending on the discipline for which a Proposal is submitted, the Lead Architect or Lead Landscape Architect must have a minimum of five (5) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the Lead Architect's or Lead Landscape Architect's experience; proof of at least three (3) ongoing or previously completed projects within the last five (5) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects will result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

Provide pictures, architectural renderings and/or plans, site plans, or other documents to thoroughly describe the submitted project reference.

#### **11. Qualifications of the Project Manager**

Depending on the discipline for which a Proposal is submitted, the Project Manager shall be employed by the Proposer and shall be a licensed, practicing, and registered architect, landscape architect, or professional engineer in the State of Florida. Proposer shall identify the Project Manager's number of years of experience in the required professional services.

A resume is required to be submitted that reflects the Project Manager's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.

#### **12. Experience of the Project Manager**

The Project Manager must have a minimum of five (5) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the Project Manager's experience; proof of at least three (3) ongoing or previously completed projects within the last five (5) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to an individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects will result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

#### **13. Qualifications of the Civil Engineer**

If including, the Civil Engineer must have been practicing as a registered engineer in the State of Florida, for a minimum of five (5) years. The Civil Engineer is required to meet this condition as of the Proposal Submission Due Date.

A resume is required to be submitted that reflects the Civil Engineer's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.

If the Civil Engineer is not directly employed by the Proposer, the Proposer must identify the Sub-Contractor/Sub-Consultant that it will be utilizing as part of its Team.

#### **14. Experience of the Civil Engineer**

If including, the Civil Engineer must have a minimum of five (5) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the Civil Engineer's experience; proof of at least three (3) ongoing or previously completed projects within the last five (5) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects may result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

#### **15. Qualifications of the Structural Engineer**

If including, the Structural Engineer must have been practicing as a registered engineer in the State of Florida, for a minimum of five (5) years. The Structural Engineer is required to meet this condition as of the Proposal Submission Due Date.

A resume is required to be submitted that reflects the Structural Engineer's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.

If the Structural Engineer is not directly employed by the Proposer, the Proposer must identify the Sub-Contractor/Sub-Consultant that it will be utilizing as part of its Team.

#### **16. Experience of the Structural Engineer**

If including, the Structural Engineer must have a minimum of five (5) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the Structural Engineer's experience; proof of at least three (3) ongoing or previously completed projects within the last five (5) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects may result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

#### **17. Qualifications of the Mechanical, Electrical, and Plumbing (MEP) Engineers**

If including, the MEP Engineers must have each been practicing as registered engineers in the State of Florida, for a minimum of five (5) years. The MEP Engineers are each required to meet this condition as of the Proposal Submission Due Date.

A resume is required to be submitted for each MEP Engineer that reflects the MEP Engineers' education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted for each MEP Engineer.

If any of the MEP Engineers is not directly employed by the Proposer, the Proposer must identify the Sub-Contractor/Sub-Consultant that it will be utilizing as part of its Team.

#### **18. Experience MEP Engineers**

If including, the MEP Engineers must each have a minimum of five (5) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the MEP Engineers' experience; proof of at least three (3) ongoing or previously completed projects within the last five (5) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted for each MEP Engineer. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects for each MEP Engineer may result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project for each MEP Engineer. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

#### **19. Qualifications of the Arborist**

If including, the Arborist must have been practicing as an ISA certified Arborist in the State of Florida, for a minimum of five (5) years. The Arborist is required to meet this condition as of the Proposal Submission Due Date.

A resume is required to be submitted that reflects the Arborist's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.



If the Structural Engineer is not directly employed by the Proposer, the Proposer must identify the Sub-Contractor/Sub-Consultant that it will be utilizing as part of its Team.

## **20. Experience of the Arborist**

If including, the Arborist must have a minimum of five (5) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the Arborist's experience; proof of at least three (3) ongoing or previously completed projects within the last five (5) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects may result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

## **21. Qualifications of the Irrigation Contractor**

If including, the Irrigation Contractor must have been practicing as a licensed Irrigation Contractor in the State of Florida for a minimum of three (3) years. The Irrigation Contractor is required to meet this condition as of the Proposal Submission Due Date.

A resume is required to be submitted that reflects the Irrigation Contractor's education, experience, and qualifications that demonstrate satisfaction of all the requirements identified in Section IV, "Team Members and Minimum Qualification and Experience Requirements."

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.

If the Structural Engineer is not directly employed by the Proposer, the Proposer must identify the Sub-Contractor/Sub-Consultant that it will be utilizing as part of its Team.

## **22. Experience of the Irrigation Contractor**

If including, the Irrigation Contractor must have a minimum of three (3) years of experience. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of the Irrigation Contractor's experience; proof of at least three (3) ongoing or previously completed projects within the last three (3) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum five (5) year experience requirement and submit proof of at least three (3) reference projects may result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

### **23. Qualifications of Other Team Members**

If including Other Team Members, Proposer shall base the Proposal on the anticipated services required to deliver the Scope of Services identified in Section III, Scope of Services.

A resume is required to be submitted that reflects each of the Other Team Members' education, experience, and qualifications that demonstrate the ability of each Team member to deliver the services as required by the Scope of Services.

Additionally, licenses and any other pertinent certification documentation/information shall be submitted.

If any of the Other Team Members are not directly employed by the Proposer, the Proposer must identify the Sub-Contractor/Sub-Consultant that it will be utilizing as part of its Team.

### **24. Experience of Other Team Members**

If including, Other Team Members must each have a minimum of three (3) years of experience in their respective fields. Proposer shall complete and submit Project Reference Forms, as provided in Section IX, Required Forms, for this section of its Proposal to provide a comprehensive summary of each Other Team Member's experience; proof of at least one (1) ongoing or previously completed projects within the last three (3) years similar in size, scope, and complexity to the Scope of Services described in this RFQ shall be submitted. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the individual, firm, partnership, company, or corporation, and the total value of the project.

Failure to meet the stipulated minimum three (3) year experience requirement and submit proof of at least one (1) reference project for each Other Team Member will result in the Proposal being deemed non-responsive.

One (1) Project Reference Form needs to be submitted for each project for each Other Team Member. The Project Reference Form must be completed and signed by the Proposer, who is ultimately responsible for the accuracy of the information provided.

### **25. Team Organizational Chart**

Proposal shall include an organizational chart of the Proposer's Team (including Sub-Contractors/Sub-Consultants)

### **26. Sub-Contractor(s)/Sub-Consultant(s) Information**

The Proposer must clearly identify all Sub-Consultant(s)/Sub-Contractor(s) proposed to be used using the Sub-Contractor/Sub-Consultant Information Form as provided in Section IX, Required Forms.

## **27. Additional RFQ Forms**

Certain forms are required to be submitted by the Proposer. All required forms shall be signed by an official authorized to bind the Proposer to the provisions stated. The contents of the Successful Proposer's Proposal shall be incorporated within and included as part of the final agreement.

- a. Proposer Acknowledgement Form
- b. Conflict of Interest Disclosure Form
- c. Scrutinized Companies Certification Pursuant to Florida Statutes §287.135
- d. Notification of Public Entity Crimes Law
- e. Notification of Public Records Law
- f. Drug-Free Workplace
- g. Non-Collusion Affidavit

## **B. Proposal Submission Format**

To facilitate and expedite review, and to ensure that all Proposals can be evaluated on an equitable basis, the CRA requires that all Proposers prepare and submit their Proposal in the format below. Failure to comply with this format may result in the Proposal being deemed non-responsive. All original hardcopy Proposal submissions shall be bound in a hard cover binder and tabbed, and all electronic Proposal submissions need to be in bookmarked and searchable .pdf file format on a USB drive.

### **Required Proposal Submission Format:**

- Cover Sheet
  - Architectural Services or Landscape Architectural Services
- Table of Contents
- Proposer's Information
  - Proposer's Information Form
- Proposal Narrative
- Design Philosophy and Process Statement
- Technical Capabilities and Approach Statement
- Proposer Qualifications and Additional Information
  - Requested information, licenses, etc.
- Proposer Experience
  - 3 Project Reference Forms
- Lead Architect or Lead Landscape Architect's Qualifications
  - Resume, licenses, etc.
- Lead Architect or Lead Landscape Architect's Experience
  - 3 Project Reference Forms
- Project Manager Qualifications
  - Resume, licenses, etc.
- Project Manager Experience
  - 3 Project Reference Forms
- Civil Engineer Qualifications (if applicable)
  - Resume, licenses, etc.
- Civil Engineer Experience (if applicable)
  - 3 Project Reference Forms
- Structural Engineer Qualifications (if applicable)
  - Resume, licenses, etc.

- Structural Engineer Experience (if applicable)
  - 3 Project Reference Forms
- MEP Engineers Qualifications (if applicable)
  - Resume, licenses, etc.
- MEP Engineers Experience (if applicable)
  - 3 Project Reference Forms
- Arborist Qualifications (if applicable)
  - Resume, licenses, etc.
- Arborist Experience (if applicable)
  - 3 Project Reference Forms
- Irrigation Contractor's Qualifications (if applicable)
  - Resume, licenses, etc.
- Irrigation Contractor's Experience (if applicable)
  - 3 Project Reference Forms
- Other Team Members' Qualifications (if applicable)
  - Resume, licenses, etc.
- Other Team Members' Experience (if applicable)
  - Project Reference Forms
- Team Organizational Chart
- Sub-Contractor(s)/Sub-Consultant(s) Information (if applicable)
  - Sub-Contractor/Sub-Consultant Information Form
- RFQ Required Forms
  - Proposal Acknowledgement Form
  - Conflict of Interest Disclosure Form
  - Scrutinized Companies Certification Pursuant to Florida Statutes § 287.135
  - Notification of Public Entity Crimes Law
  - Notification of Public Records Law
  - Drug-Free Workplace
  - Non-Collusion Affidavit

### **C. Proposal Submission Due Date and Location**

A complete Proposal for this RFQ shall be delivered (by hand or via mail) in accordance with the following:

<b>Proposal Submission Due Date:</b>	<b>Wednesday December 20, 2023 by 11:00AM EST</b>
<b>Proposal Submission Location:</b>	<b>CRA Office 20 N Swinton Avenue Delray Beach, Florida 33444</b>

Proposals must be submitted in a sealed package and clearly marked on the outside with:

**RFQ CRA NO. 2023-05  
PROFESSIONAL ARCHITECTURAL SERVICES &  
LANDSCAPE ARCHITECTURAL SERVICES  
ON A CONTINUING CONTRACT BASIS**

Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date, shall be deemed non-responsive, and shall not be considered. The responsibility for submitting a Proposal at the correct location before the stated Due Date is solely and strictly that of the Proposer. The CRA is not responsible for any delayed, late,

misdelivered, or non-delivered Proposal(s), no matter the cause. Proposals not received by the CRA by the Due Date at the stated Location shall not be reviewed or considered by the CRA and will be returned to the Proposer unopened.

**D. Additional Submittal Guidelines**

Only one (1) Proposal from an individual, firm, partnership, company, or corporation per discipline will be considered in response to this RFQ. Sub-consultants/sub-contractors may be included in more than one Proposal submitted by more than one Proposer. An individual, firm, partnership, company, corporation, that submits a Proposal shall not be a sub-consultant/sub-contractor on another Proposal submitted under this RFQ.

It is the policy of the CRA that as a condition of award of an agreement, the Successful Proposer and all sub-consultants/sub-contractors obtain a City of Delray Beach Business Tax Receipt. It is the sole responsibility of Proposers to supply copies of all required Business Tax Receipts.

**E. Changes/Modifications/Alterations to Submitted Proposals**

A Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal or withdraw a Proposal at any time prior to the Proposal Submission Due Date. All modifications or withdrawals shall be made in writing, to Christine Tibbs, Assistant Director, via email at [tibbsc@mydelraybeach.com](mailto:tibbsc@mydelraybeach.com). **Oral/Verbal modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Proposal Submission Due Date. The CRA will only consider the latest version of the Proposal.**

THIS SECTION IS INTENTIONALLY BLANK.

## **VI. EVALUATION AND SELECTION**

### **A. Evaluation and Selection Procedures**

Sealed proposals may be submitted to the **CRA Office, 20 N Swinton Avenue, Delray Beach, Florida, 33444** until **11:00AM EST on Wednesday, December 20, 2023**. CRA Staff will open the timely received Proposals immediately after the Proposal Submission Due Date and Time and review them for responsiveness and compliance with submission requirements, including verification that each Proposal includes all information, documentation, and forms required. CRA Staff is responsible for the review of all Proposals for responsiveness before distributing them to the Evaluation Committee. However, responsiveness determinations may be made at any time prior to contract award.

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, technicalities, and/or failures to use or complete the required forms that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFQ, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, technicality, and/or failure to use or complete the required forms. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, technicality, and/or failure to use or complete the required forms. At any time during the evaluation process, the CRA may conduct any investigations, inquiries, or any other action it deems necessary to fairly review a Proposal. Each Proposer shall promptly provide the CRA with any additional information reasonably requested by the CRA.

The CRA will establish an Evaluation Committee to review and score all responsive Proposals in accordance with the requirements of this RFQ and criteria listed below. The Evaluation Committee will determine whether a Proposer is responsible, has the capacity to fully perform the Scope of Services as stated in this RFQ, and has the integrity and reliability that will ensure good faith performance. CRA Staff will calculate the total score for each responsive Proposal reviewed and scored by the Evaluation Committee.

The Evaluation Committee may shortlist Proposers deemed the most highly qualified to perform the required Scope of Services and ask those Proposers to hold brief oral presentations at a later date. If oral presentations are conducted, the evaluation will be on the knowledge demonstrated by the Proposer and its team members, as well as the team's ideas and vision for services for the CRA. Consideration will be given for qualified answers, comprehensive explanations of relevant experience, and understanding of the required services. Consideration will also be given for presentation style. Clarification information as well as information obtained during the oral presentation will be considered in the final evaluations and scores of Proposals.

Subsequent to oral presentations with the shortlisted Proposers, the Evaluation Committee will re-evaluate and re-score the Proposals, in conjunction with the oral presentations. CRA Staff will calculate the final score for each shortlisted Proposer and finalize the composite scores.

Please note that the Evaluation Committee does not need to request oral presentations. For this reason, each Proposer should ensure that its Proposal contains all the information and documentation requested in this RFQ.

The final composite scores will be used for a final ranking of all the Proposers (if oral presentations are conducted, the final composite scores of all short-listed Proposers will be used for the final ranking.)

The final scores will be forwarded to the CRA Executive Director. After which, the CRA Executive Director will place the RFQ onto a CRA Board meeting agenda and the CRA Board will have the following options:

- a) Accept the Evaluation Committee's scores and award an agreements to the highest scoring Proposers; or
- b) Reject the Evaluation Committee's scores and select the Proposer(s) that the CRA Board believes will serve in the CRA's best interests; or
- c) Cancel the RFQ at any time, and/or reject all submitted Proposals, and/or direct CRA Staff to re-issue the RFQ.

Proposers in each discipline (Architectural Services and/or Landscape Architectural Services) may be invited to make a presentation at a scheduled and advertised CRA Board Meeting. Please note that the Evaluation Committee and the CRA Board may select the Successful Proposer(s) without allowing any presentations or interviews by any Proposer. For this reason, each Proposer must ensure that its proposal contains all of the information requested in this RFQ.

The CRA reserves the right to negotiate such terms and conditions with the Successful Proposer(s) in each discipline as it is determined to be in the CRA's best interest, which is determined at the CRA's sole and absolute discretion. In the event an agreement is not negotiated to the CRA's satisfaction, the CRA may abandon such negotiations, and at its sole and absolute discretion, may commence negotiations with the next ranked Proposer in each discipline. All Proposers should be familiar with the requirements of Florida Statutes Chapter 163.380 to which this solicitation is subject.

Any and all decisions by the CRA to modify the schedule described herein, to request additional information from Proposers, to reject insufficient or unclear Proposals, to formulate an objective point system for review, to form the Evaluation Committee, to calculate the scores of the Proposals, to negotiate an agreement, to abandon negotiations, to approve an agreement, etc., shall be at the CRA's sole and absolute discretion. The CRA reserves its right to cancel this RFQ at any time, and/or reject all submitted Proposals at any time, and/or re-issue the RFQ. Submittal of a Proposal to this solicitation on the part of any and all Proposers constitutes acceptance of this policy.

## **B. Evaluation Criteria**

Proposals have the possibility to receive a total maximum of 100 points. Proposals will be reviewed and scored by the Evaluation Committee according to the following requirements and respective weight:

<b>REQUIREMENTS</b>		<b>POINTS</b>
Qualifications and Experience of the Proposer		<b>30 Points</b>
Qualifications and Experience of the Assigned Lead Architect and/or Lead Landscape Architect and Project Manager		<b>20 Points</b>
Qualifications and Experience of the Proposer's Team – including Organizational Structure (capacity, resources, personnel)		<b>20 Points</b>
Design Philosophy and Process Statement		<b>15 Points</b>
Technical Capabilities and Approach Statement		<b>15 Points</b>
		<b>100 Total Points</b>

THIS SECTION IS INTENTIONALLY BLANK.



## **VII. GENERAL TERMS AND CONDITIONS**

### **A. Addenda, Changes, Interpretations**

Any interpretations, corrections, clarifications, or changes to this RFQ will be made by addenda. Sole issuing authority shall be vested in the CRA. Addenda will be posted and available through the CRA notification methods stated within this RFQ. All addenda are a part of the RFQ solicitation documents, and each Proposer shall be bound by such addenda. It is the responsibility of each Proposer to read and comprehend all addenda issued. Failure of any Proposer to acknowledge an issued addendum in its Response will not relieve the Proposer from any obligation contained therein.

### **B. Inspection of Site**

Proposers should carefully examine the CRA District (<https://delraycra.org/property-map/>) before submission of a Proposal and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all services required pursuant to the mandates and requirements of this RFQ. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the services pursuant to the Proposal as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for a failure or omission on the part of the Successful Proposer to fulfill, in every detail, all of the requirements, as defined in the subsequent agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

### **C. Cone of Silence/No Lobbying**

As to any matter relating to this RFQ, any Proposer, team member, or anyone representing a Proposer is advised that they are prohibited from contacting or lobbying the CRA Chair, any CRA Commissioner, CRA Staff, or any other person working on behalf of the CRA on any matter related to or involved with this RFQ. For purposes of clarification, a Proposer's representatives shall include, but not be limited to, the Proposer's employees, partners, attorneys, officers, directors, consultants, lobbyists, or any actual or potential subcontractor or consultant of the Proposer and the Proposer's team. There will be an opportunity for inquiries to be made of CRA Staff during the scheduled voluntary Pre-Proposal Meeting. All inquiries must be in writing and directed to the CRA ([tibbsc@mydelraybeach.com](mailto:tibbsc@mydelraybeach.com)). Any violation of this condition may result in rejection and/or disqualification of the Proposer. This "Cone of Silence/No Lobbying" is in effect from the date of issuance of this RFQ and shall terminate at the time the CRA Board selects a Proposer and awards an agreement, rejects all Proposals, or otherwise takes action which ends the solicitation process.

### **D. Questions**

Questions and inquiries concerning this RFQ and the specifications contained herein, or the solicitation process shall be submitted in writing via email to Christine Tibbs, Assistant Director, at [tibbsc@mydelraybeach.com](mailto:tibbsc@mydelraybeach.com) no later than Wednesday, November 29, 2023, 5:00PM EST. Questions must be received prior to the Question Submittal Deadline. Late or misdelivered questions may not receive a response in a subsequent addendum.

Any discrepancies, errors, or ambiguities in the RFQ or addendum (if any) should also be reported in writing. If applicable, the CRA will issue a written addendum to the RFQ clarifying

such conflicts or ambiguities. It is agreed that any such alleged discrepancies, errors, or omissions will not be construed against the drafting party.

CRA Staff will issue responses to timely received questions and any other clarifications the CRA deems necessary via written addendum prior to the Proposal Submission Due Date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFQ and in any written addendum to this RFQ. Oral explanations, information and instructions shall not be considered binding on the CRA. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any Proposer. All prospective Proposers are encouraged to independently verify the accuracy of any information provided.

Where there appears to be conflict between the RFQ and any addendum issued, the last addendum issued shall prevail.

Any issued addendum will only be made available on the CRA webpage , [www.delraycra.org](http://www.delraycra.org), and at [www.bidsync.com](http://www.bidsync.com). It is the Proposer's sole responsibility to ensure its review and receipt of all addenda.

#### **E. Agreement Terms and Conditions**

Proposers should note that certain provisions contained within a potential agreement with the CRA are non-negotiable. These include, without limitation, applicability, and compliance with applicable laws (e.g., Federal Statutes, State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, payment and performance bond, and cancellation for convenience or due to lack of funding by the CRA.

By submitting a Proposal, Proposer agrees to all terms and conditions in this RFQ, which incorporates all addenda, appendices, exhibits, attachments.

Once the CRA Board selects the Proposals and awards the RFQ, the CRA shall negotiate the Agreement with the Successful Proposers. The negotiated Agreement shall then be presented to the CRA Board for consideration.

#### **F. Award of Agreement**

An agreement may be awarded to the Successful Proposer for the Project by the CRA Board. The CRA reserves the right to execute or not execute, as applicable, an agreement with the Successful Proposer, when it is determined to be in the CRA's best interest. The CRA does not represent that any award will be made. The award and execution of an Agreement shall comply with CCNA, Florida Statute Section 287.055, as amended, the CRA's Purchasing Policies, and the terms and specifications stated herein.

#### **G. Unauthorized Work**

The Successful Proposer shall not begin work until the CRA issues a written Notice to Proceed ("NTP"). Such NTP shall constitute the CRA's authorization to begin work. Any unauthorized work performed by the Successful Proposer, prior to receiving the NTP, or during the term of the agreement, shall be deemed non-compensable by the CRA. The Successful Proposer shall not have any recourse against the CRA for prematurely performing any unauthorized work.

## **H. Substitution of Personnel**

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

## **I. Sub-Contractor(s)/Sub-Consultant(s)**

For purposes of this RFQ, the terms "Sub-Consultant" and "Sub-Contractor" are used interchangeably. A Sub-Consultant or Sub-Contractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of Scope of Services required under this RFQ. A Sub-Consultant shall be paid directly by the Proposer and shall not be paid directly by the CRA. The Proposer must clearly identify in its Proposal the Sub-Consultants to be utilized to perform the Scope of Work. The CRA retains the right to accept or reject any Sub-Consultant proposed in accordance with Section IV, "Team Members and Minimum Qualification and Experience Requirements," and Section V, "Submittal Requirements," or proposed prior to execution of the agreement. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer, and insurance for each Sub-Consultant must be approved by the CRA and maintained in good standing throughout the duration of the agreement. Neither the Successful Proposer nor any of its Sub-Consultants are considered employees, partners, affiliates, or agents of the CRA. Failure to list all Sub-Consultants and provide the required information may disqualify any unidentified Sub-Consultants from performing work under this RFQ. Proposers shall include in their Proposal the requested Sub-Consultant information.

## **J. Insurance**

The CRA reserves the right to ensure and require that the insurance coverages provided by the Successful are proper and that the insurers are licensed or otherwise qualified to do business in the State of Florida. If at any time during the term of the agreement, the CRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the Successful Proposer agrees to comply with the CRA's decision. The CRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The CRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the individuals', firms', partnerships', companies', or corporations' behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

## **K. Responsible Proposer Determination**

Proposer is hereby notified that Section 287.05701, Florida Statutes, requires that the CRA may not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible Proposer.

## **L. Modification of Services**

The CRA may require additional items or services of a similar nature, but not specifically listed in the Agreement. The Successful Proposer/Consultant agrees to provide such items or services and shall provide the CRA prices on such additional items or services based upon a formula or method, which is the same or similar to, that used in establishing the prices set for in the Agreement. If the price(s) offered are not acceptable to the CRA, the CRA reserves the right to procure those items or services from other suppliers, or to cancel the Agreement upon giving the Successful Proposer/Consultant thirty (30) days written notice.

## **M. Non-Exclusive Contract**

Proposer agrees and understands that any resulting Agreement shall not be construed as an exclusive arrangement and further agrees that the CRA may, at any time, secure similar or identical services from another supplier at the CRA's sole option.

## **N. Protest**

A Proposer that has submitted a response to this RFQ and is adversely affected by the decision to award, may file a formal written protest through filing a type-written protest with the CRA office. The Proposer shall file its type-written protest with the CRA, delivered to the CRA Executive Director, at 20 N Swinton Avenue, Delray Beach, Florida, 33444, Monday through Friday, between the hours of 8:00 AM EST and 5:00 PM EST, excluding legal holidays. Protests shall not be accepted through email. Protests shall contain the name, address, and phone number of the petitioner, name of the petitioner's representative (if any), and the title and number of the solicitation. Additionally, the protest shall be signed by an authorized agent of the Proposer and notarized. The protest shall specifically describe the subject matter, facts giving rise to the protest, and the action requested from the CRA. The protest shall be limited to 15 type-written pages. A written protest shall not challenge the specifications, scope of work/services, relative weight of evaluation criteria, a formula for assigning points, any request for additional information from Proposers, to reject insufficient and unclear Proposals, ranking of Proposals, to negotiate an agreement, to abandon negotiations, and to approve a agreement.

The written protest must be received within three (3) business days from the time of initial posting of the intended award. Notice of Intent to Award shall be posted on the CRA's website, [www.delraycra.org](http://www.delraycra.org), and on BidSync, [www.bidsync.com](http://www.bidsync.com). 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.

The letter of protest shall be accompanied by a non-refundable protest application fee of five thousand dollars (\$5,000). The protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the Delray Beach Community Redevelopment Agency. Failure to provide the required protest application fee shall deem the protest as incomplete and invalid.

THIS SECTION IS INTENTIONALLY BLANK.

## **VIII. DISCLOSURE AND DISCLAIMERS**

This RFQ is being issued by the CRA. As more fully set forth in this RFQ, any action taken by the CRA in response to Proposals made pursuant to this RFQ, or in making any award or failure or refusal to make any award pursuant to such Proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any liability or obligation on the part of the CRA.

In its sole and absolute discretion, the CRA may withdraw this RFQ either before or after receiving Proposals, may accept or reject Proposals, and may accept Proposals which deviate from this RFQ. In its sole discretion, the CRA may determine the qualifications and acceptability of any Proposer submitting Proposals in response to this RFQ.

Following submission of a Proposal, the Proposer agrees to promptly deliver such further details, information and assurances including, but not limited to, financial and disclosure data, relating to the Proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, partners and employees, as requested by the CRA.

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of the Proposer to assure itself that information contained herein is accurate and complete. Neither the CRA, nor its representatives, provide any assurances as to the accuracy of any information in this RFQ. Any reliance on the contents of this RFQ, or on any communications with CRA representatives shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. This RFQ is being provided by the CRA without any warranty or representations, express or implied, as to its content, accuracy or completeness, and no Proposer or other party shall have recourse to the CRA if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the CRA that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The CRA shall have no obligation or liability with respect to this RFQ, or the evaluation and selection, and award processes contemplated hereunder. The CRA does not warrant or represent that any award or recommendation will be made as a result of the issuance of this RFQ. All costs incurred by a Proposer in preparing and responding to this RFQ are the sole responsibility of the Proposer. Any recipient of this RFQ who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any Proposal submitted pursuant to this RFQ is at the sole risk and responsibility of the Proposer by submitting such a Proposal.

This RFQ is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFQ is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimers and the balance of the RFQ, the provisions of this Disclosure and Disclaimers shall govern.

The CRA reserves the right to select the Proposal(s) which, in the opinion and sole discretion of the CRA, will be in the best interest and/or most advantageous to the CRA. The CRA reserves the right to waive any irregularities and technicalities and may, at its discretion, request re-submittal of Proposals. All expenses in preparing the Proposal and any re-submittals shall be borne by the Proposer.

The CRA and the Proposer will be bound only if and when a Proposal, as it may be modified, is approved and accepted by the CRA, and the applicable agreements pertaining thereto are approved,

executed and delivered by the Successful Proposer to the CRA, and then only pursuant to the terms of the agreements executed by the Proposer and the CRA. All or any responses to this RFQ may be accepted or rejected by the CRA for any reason, or for no reason, without any resultant liability to the CRA.

The CRA is governed by the Sunshine Law and the Public Records Law of the State of Florida and all Proposals and supporting data shall be subject to disclosure as required by such laws. All Proposals shall be submitted in sealed form and shall remain confidential to the extent permitted by the Public Record Law until the date and time selected for opening responses.

THIS SECTION IS INTENTIONALLY BLANK.

## **IX. REQUIRED FORMS**

The forms listed below must be completed by an official having legal authorization to contractually bind the Proposer and must be submitted with the Proposal. Each signature represents a binding commitment upon the Proposer to provide the goods and/or services stated within this RFQ and the Proposer's Proposal to the CRA if the Proposer is awarded an agreement and an agreement is successfully negotiated and executed.

- Proposal Acknowledgement Form
- Conflict of Interest Disclosure Form
- Scrutinized Companies Certification Pursuant to Florida Statutes § 287.135
- Notification of Public Entity Crimes Law
- Notification of Public Records Law
- Drug-Free Workplace
- Non-Collusion Affidavit
- Proposer Information Form
- Project Reference Form
- Sub-Contractor/Sub-Consultant Information Form

## **PROPOSAL ACKNOWLEDGEMENT FORM**

The Proposer hereby acknowledges and affirms to the contents of this RFQ, its response thereto, including without limitation, all addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

A. RFQ Addendum Acknowledgment

Addendum No. 1, Dated \_\_\_\_\_  
Addendum No. 2, Dated \_\_\_\_\_  
Addendum No. 3, Dated \_\_\_\_\_  
Addendum No. 4, Dated \_\_\_\_\_  
Addendum No. 5, Dated \_\_\_\_\_

- B. The undersigned certifies that they are authorized to sign for the Proposer (additional proof shall be submitted as required in this RFQ).
- C. The undersigned certifies that any and all information contained in response to this RFQ is true and correct.
- D. The Proposer certifies, by submission of a response to this solicitation, that neither it nor its principals or subcontractors are presently debarred or suspended by any Federal, State or City department or agency.
- E. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN 90 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, BY AN AUTHORIZED AGENT, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CRA 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.

### **CRA RFQ 2023-5: PROFESSIONAL ARCHITECTURAL SERVICES & LANDSCAPE ARCHITECTURAL SERVICES ON A CONTINUING CONTRACT BASIS**

Proposer's Name: \_\_\_\_\_

Principal Business Address: \_\_\_\_\_

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

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

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

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

Authorized Agent Name and Title: \_\_\_\_\_

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

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



## **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 Proposals: the name of any officer, director, or agent who is also an employee of Delray Beach Community Redevelopment Agency ("CRA").

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

The purpose of this disclosure form is to give the CRA 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 CRA 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 Proposer has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Proposal.

\_\_\_\_\_ The undersigned Proposer, 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:

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Authorized Agent Signature

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

\_\_\_\_\_  
Date

**SCRUTINIZED COMPANIES CERTIFICATION PURSUANT TO  
FLORIDA STATUTES § 287.135**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,  
Print Name and Title Proposer Name

certify that \_\_\_\_\_ does not:  
Proposer Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The Delray Beach Community Redevelopment Agency ("DBCRA") shall provide notice, in writing, to the Proposer of the DBCRA's determination concerning the false certification. The Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Consultant does not demonstrate that the DBCRA's determination of false certification was made in error then the DBCRA shall have the right to terminate the contract and seek civil remedies pursuant to *Florida Statutes* § 287.135.

Section 287.135, *Florida Statutes*, prohibits the DBCRA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and
- 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Proposer, I hereby certify that the company identified above in the section entitled "Proposer Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the DBCRA for goods or services may be terminated at the option of the DBCRA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

---

PROPOSER NAME

---

AUTHORIZED AGENT SIGNATURE

---

PRINT NAME

---

TITLE

**Must be executed and returned with the submitted Proposal to be considered.**

## 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 Bid/Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid/Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids/Proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, 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:

---

Proposer Name

---

Authorized Agent Signature

---

Name and Title (Print or Type)

---

Date

## **PUBLIC RECORDS LAW**

### **Notification of Public Records Law Pertaining to Public Contracts and Requests for Consultant Records Pursuant to Chapter 119, Florida Statutes**

Pursuant to Chapter 119, *Florida Statutes*, Consultant shall comply with the public records law by keeping and maintaining public records required by the Delray Beach Community Redevelopment Agency ("CRA") in order to perform the service. Upon request from the CRA custodian of public records, contract shall provide the CRA 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. Consultant 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 Consultant does not transfer the records to the CRA, Consultant upon completion of the contract, shall transfer, at no cost, to the CRA all public records in possession of the Consultant or keep and maintain public records required by the CRA in order to perform the service. If the Consultant transfers all public records to the CRA upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA custodian of public records, in a format that is compatible with the information technology systems of the CRA.

**IF THE AWARDED PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, CHRISTINE TIBBS, AT THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, 20 N. SWINTON AVE., DELRAY BEACH FLORIDA AND MAY BE CONTACTED BY PHONE AT 561-276-8640 OR VIA EMAIL AT [TIBBSC@MYDELRAYBEACH.COM](mailto:TIBBSC@MYDELRAYBEACH.COM).**

Acknowledged by:

---

Proposer Name

---

Authorized Agent Signature

---

Name and Title (Print or Type)

---

Date

**DRUG-FREE WORKPLACE**

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

Acknowledged by:

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Authorized Agent Signature

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

\_\_\_\_\_  
Date

# 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 Proposals, 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, company, partnership, corporation, 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, company, partnership, corporation, 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 Delray Beach Community Redevelopment Agency 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.

\_\_\_\_\_  
Authorized Agent 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: \_\_\_\_\_

## PROPOSER INFORMATION FORM

**Provide all requested information below. And review all requirements listed in Section IV and V of the RFQ to ensure all necessary information is submitted with the Proposal.**

PROPOSER NAME:

---

PRINCIPAL OFFICE ADDRESS:

---

LOCAL OFFICE ADDRESS:

---

MAILING ADDRESS:

---

PHONE NUMBER:

---

AUTHORIZED AGENT:

---

AUTHORIZED AGENT TITLE:

---

AUTHORIZED AGENT EMAIL:

---

PROPOSER REPRESENTATIVE NAME (if different from Authorized Agent):

---

PROSOSER REPRESENTATIVE EMAIL (if different from Authorized Agent):

---

PROPOSER REPRESENTATIVE PHONE NUMBER: (if different from Authorized Agent):

---

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

---

LEGAL STRUCTURE (Sole Proprietorship, Partnership, LLC, Corporation):

---

STATE OF ORGANIZATION OR INCORPORATION:

IF CORPORATION:

Date Incorporated:

Date Authorized in Florida:

---

IF PARTNERSHIP:

Date Organized:

Type:

---

ON A SEPARATE PAGE, PROVIDE CONTACT INFORMATION (NAME, EMAIL ADDRESSES, PHONE NUMBERS) OF PRINCIPALS, PARTNERS, OFFICERS, OWNERS, DIRECTORS, AND/OR MANAGERS.

ON A SEPARATE PAGE, DISCLOSE ANY OF ANY BANKRUPTCIES AND LEGAL ACTIONS INVOLVING THE PROPOSER OR ANY OF THE ABOVE OR RELATED PARTIES AND/OR ENTITIES DURING THE PAST TEN (10) YEARS (RESOLVED AND PENDING.) AND INFORMATION REGARDING ANY LEGAL OR ADMINISTRATIVE ACTIONS, PAST OR PENDING, THAT MIGHT IMPACT THE CAPACITY OF THE PROPOSER TO COMPLETE A PROJECT.



ON A SEPARATE PAGE, DISCLOSE ANY OWNERSHIP CHANGES WITHIN THE PAST FIVE YEARS OR ANTICIPATED CHANGES WITHIN SIX MONTHS OF THE PROPOSAL SUBMISSION DUE DATE AND TIME.

ABILITY TO PROVIDE INSURANCE IF AWARDED AN AGREEMENT? Yes \_\_\_\_ No \_\_\_\_

ABILITY TO PROVIDE FLORIDA PROFESSIONAL LIABILITY INSURANCE? Yes \_\_\_\_ No \_\_\_\_

ATTACH: LEGAL EVIDENCE OF SIGNATURE AUTHORITY FOR AUTHORIZED AGENT

ATTACH: AUTHORIZATION TO TRANSACT BUSINESS IN FLORIDA

ATTACH: LICENSE AS A PROVIDER OF PROFESSIONAL ARCHITECTURAL SERVICES OR LANDSCAPE ARCHITECTURAL SERVICES

## PROJECT REFERENCE FORM

### INSTRUCTIONS

The Proposer shall complete the following information for a previously completed or currently ongoing project/work within the stipulated time, where the Proposer believes said project/work is of equal or greater scope, size, and complexity that best represents its ability to complete the "Project." The reference provided below should be for one (1) reference project and must comply with the requirements listed of the RFQ.

**FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.**

Name and Title of Team Member (or Proposer) that worked on the Project:
Project Name:
Project Location:
Brief Description of Role on Project and Services Provided:
Compensation for Services Provided:
Project Start Date and Completion Date:
Project Construction Cost:
Construction Start Date and Completion Date:
Project Completed on Time and Within Budget:
Reference Project Contact Information:
Contact Name:
Title:
Company/Organization:
Phone:
Email:

### **Proposer's Certification of Information**

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:

Authorized Agent Name and Title:

Date:


## SUB-CONTRACTOR/SUB-CONSULTANT INFORMATION FORM

### Instructions

This form is to be completed and submitted in accordance with the requirements of the RFQ to which the Proposer is responding. Do not leave any blanks or fail to provide any information or details that are required. Failure to submit this form or the use of any other form will result in the rejection of a proposal as non-responsive. The failure to provide the information or details required by the form may result in the rejection of a proposal as non-responsive.

CRA RFQ No. and Title: \_\_\_\_\_

Proposer: \_\_\_\_\_

Name of Sub-Consultant /Sub-Contractor	Address of Office Providing Services	Services to be Provided	License Numbers	Team Members from Sub-Consultant /Sub-Contractor



**DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**

**ADDENDUM NO. 1  
TO  
REQUEST FOR QUALIFICATIONS (RFQ) CRA NO. 2023-05  
PROFESSIONAL ARCHITECTURAL SERVICES & LANDSCAPE ARCHITECTURAL  
SERVICES ON A CONTINUING CONTRACT BASIS**

**DECEMBER 11, 2023**

**TO ALL PROPOSERS AND OTHERS CONCERNED**

The Delray Beach Community Redevelopment Agency ("CRA") has heretofore published a RFQ dated November 6, 2023, with respect to its intent to receive and consider Proposals from qualified individuals, partnerships, firms, companies, and corporations (Proposers) to provide professional architectural services and landscape architectural services on a continuing contract basis, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act or CCNA), and in accordance with the terms, conditions, and specifications contained in the RFQ.

The intent of this Addendum is to address questions and/or errors, and to clarify other aspects of the RFQ. Questions contained in this Addendum include ones asked at the November 15, 2023, Voluntary Pre-Proposal Meeting. Proposers submitting Proposals for the above-referenced RFQ shall take note of the following changes, additions, deletions clarifications, etc., which shall become a part of and have precedence over anything shown or described otherwise.

---

**MODIFICATIONS, REVISIONS, & CLARIFICATIONS:**

1. Wherever applicable throughout the RFQ document, Proposers are hereby advised that the Proposal Submission Due Date and Time has been extended to Wednesday, January 3, 2024, at 11:00AM EST. The location of delivery for the Proposals has not changed.
2. Wherever applicable throughout the RFQ document, Proposers are hereby advised that "Irrigation Contractor" shall hereby be replaced with "Irrigation Designer."

Section V, Submittal Requirements, Paragraph A, Proposal Requirements, Subsection 21, Qualifications of the Irrigation Contractor – where reference is made to "Structural Engineer", is a scrivener's error and shall be revised to state "Irrigation Designer."

No other revisions and/or changes are being made at this time as it relates to the Irrigation Designer; all minimum qualification and experience requirements remain unchanged.

3. Section VII, General Terms and Conditions, Paragraph E, Agreement Terms and Conditions, Proposers are hereby advised to delete "duty to defend" in accordance with Florida Statutes.

4. Section IV, Team Members and Minimum Qualification and Experience Requirements, of the RFQ states that “[f]or any Work Assignment, the Consultant shall designate a primary lead individual, referred to as the “Lead Architect” or “Lead Landscape Architect” to lead all design efforts for a project. In addition, the Consultant shall also designate a second lead individual, referred to as the “Project Manager” to manage a project. The Consultant shall directly employ the Lead Architect and/or Lead Landscape Architect and the Project Manager. The other Team Members may be employed directly by the Consultant or by a sub-contractor/sub-consultant.”

As a point of clarification, the Lead Architect and Project Manager for Architectural Services may be the same person – Project Reference Forms will need to be submitted for each role even if the same person is serving in both capacities. And the same applies for the Lead Landscape Architect and Project Manager for Landscape Architectural Services – the same person may serve in both roles and Project Reference Forms will need to be submitted for each role even if the same person is serving in both capacities.

5. Section IX, Required Forms, shall hereby include an E-Verify Affidavit; the E-Verify Affidavit is included with this Addendum No. 1. The E-Verify Affidavit will need to be included with all submitted Proposals.
6. In accordance with Florida Statutes, the Section VI, Evaluation and Selection, Paragraph B, Evaluation Criteria, shall be modified and revised to the below table and following paragraph regarding Certified Minority Business Enterprises:

REQUIREMENTS		POINTS
Qualifications and Experience of the Proposer		30 Points
Qualifications and Experience of the Assigned Lead Architect and/or Lead Landscape Architect and Project Manager		20 Points
Qualifications and Experience of the Proposer’s Team – including Organizational Structure (capacity, resources, personnel)		20 Points
Design Philosophy and Process Statement		18 Points
Technical Capabilities and Approach Statement		18 Points
Certified Minority Business Enterprise (as defined by Florida Statute Section 288.703)		4 Points
		100 Total Points

## **Certified Minority Business Enterprises:**

A total of four (4) points is possible.

A Proposer who is a Certified Minority Business Enterprise should include proof of such certification as part of its Proposal to obtain two (2) points.

A Proposer who utilizes sub-consultants and/or sub-contractors as part of its Team who are Certified Business Enterprises and provides proof of such certification for its sub-consultants and/or sub-contractors as part of its Proposal, may obtain two (2) points.

---

## **QUESTIONS:**

**1. Can a Landscape Architectural firm submit for this RFQ or do we need to be part of a team with an Architect?**

A Landscape Architectural firm may submit a Proposal for Landscape Architectural Services – please refer to Section III, Scope of Services, within the RFQ.

**2. If we are going to submit a Proposal for Architectural Services, do we have to submit with a subconsultant team to meet the following sub-disciplines: Landscape Architecture, Civil Engineering, MEP Engineering, Structural Engineering, Irrigation, Arborist? Or can we just submit for Architecture Services?**

Proposers submitting for either discipline, Architectural Services or Landscape Architectural Services, are not required to submit a Proposal with any sub-consultants. However, if a CRA project requires a range of services that include Landscape Architecture, Civil Engineering, MEP Engineering, Structural Engineering, Irrigation Design, Arboriculture, then the CRA may choose to select a Consultant from the consultant pool who is best able to provide the required services based on the resultant Agreement, which is based on and includes the submitted Proposal.

**3. For the Project Reference Forms, can we submit the same project for multiple team members' experience?**

Yes. Each team member's specific role and services provided on the project used for the Project Reference Form will need to be described on their respective forms.

**4. Can an Irrigation Designer be listed in lieu of an Irrigation Contractor?**

Please see the MODIFICATION AND REVISION included with this Addendum.

**5. Can you please provide a copy of the sample agreement?**

A draft of the Agreement will be provided to Successful Proposers prior to the start of negotiations.

**6. Can the CRA address the language in RFQ CRA No. 2023-05 - the indemnity in Section VII, E. Agreement Terms and Conditions on page 34 of 51 does not comply with Florida Statute 725.08 by requiring a defense. Would the CRA please consider rewording the same to conform with the statute and deleting the requirement to "defend"?**

Please see the MODIFICATION AND REVISION included with this Addendum.

**7. Can a Landscape Architecture firm submit as a sub-consultant on an Architecture team and also submit a Proposal as a prime to provide Landscape Architectural services?**

Yes. Per the RFQ two (2) separate pools will be created for the two (2) disciplines – one (1) pool will be created for Architectural Services and one (1) pool will be created for Landscape Architectural Services.

If a Proposer is submitting a Proposal as a prime and/or the main applicant for one discipline, it can also be listed as a sub-consultant and/or sub-contractor within another Proposal submitted by another Proposer for a separate discipline (e.g. Architecture Firm ABC submits a Proposal to provide Architectural Services with Landscape Architecture Firm DEF as a sub-consultant. Landscape Architecture DEF may still submit a Proposal to provide Landscape Architectural Services.)

If a Proposer is submitting a Proposal as a prime and/or the main applicant for one discipline, it cannot be listed as a sub-consultant and/or sub-contractor within a Proposal submitted by another Proposer within the same discipline (e.g. Architecture Firm ABC submits a Proposal to provide Architectural Services, Architectural Firm ABC cannot then be listed as a sub-consultant within a Architecture Firm XYZ's Proposal that is submitted to provide Architectural Services. In that instance, both Proposals will be deemed non-responsive.)

**8. How can interior design services be included in the qualifications?**

Team members or sub-consultants and/or sub-contractors who may be providing services outside of the sub-disciplines specifically mentioned may be included as Other Team Members as provided in Section IV and Section V of the RFQ.

**9. If an architectural design project has been created and is pending approval by the client for the next phase, can that project be submitted in our qualifications?**

Projects that are currently ongoing may be used on the Project Reference Forms. In that instance, the Proposer should be specific as to the contracted scope of work for the project and the services provided to date.

The CRA reserves the right to validate any and all information provided by the Proposer.

**10. If a Proposer is only pursuing the Landscape Architectural Services discipline as a prime consultant, are they able to be a subconsultant under the Architectural Services discipline and vice versa?**

See Answer provided for Question 7.

**11. The RFQ calls for an irrigation contractor, can you clarify if the CRA is looking for an irrigation designer rather than a contractor?**

Please see the MODIFICATION AND REVISION included with this Addendum.

---

**ADDENDUM NO.1 ATTACHMENTS:**

1. E-Verify Affidavit

**DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES**

1. Definitions:

*“Contractor”* means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

*“Subcontractor”* means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

*“E-Verify system”* means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

2. Effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Delray Beach Community Redevelopment Agency (“CRA”). The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the CRA; and
- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an



unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

### 3. Contract Termination

a) If the CRA has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.

b) If the CRA has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.

c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.

d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.

e) If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name:
Authorized Signature:
Print Name:
Title
Date:
Phone:

STATE OF \_\_\_\_\_)  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ on behalf of \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC  
\_\_\_\_\_  
(Name of Notary Typed, Printed or Stamped)

\_\_\_\_\_  
Title or Rank  
\_\_\_\_\_  
Serial number, if any



## DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

### ADDENDUM NO. 2 TO REQUEST FOR QUALIFICATIONS (RFQ) CRA NO. 2023-05 PROFESSIONAL ARCHITECTURAL SERVICES & LANDSCAPE ARCHITECTURAL SERVICES ON A CONTINUING CONTRACT BASIS

DECEMBER 12, 2023

#### **TO ALL PROPOSERS AND OTHERS CONCERNED**

The Delray Beach Community Redevelopment Agency ("CRA") has heretofore published a RFQ dated November 6, 2023, with respect to its intent to receive and consider Proposals from qualified individuals, partnerships, firms, companies, and corporations (Proposers) to provide professional architectural services and landscape architectural services on a continuing contract basis, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act or CCNA), and in accordance with the terms, conditions, and specifications contained in the RFQ.

The intent of this Addendum is to address questions and/or errors, and to clarify other aspects of the RFQ. Proposers submitting Proposals for the above-referenced RFQ shall take note of the following changes, additions, deletions clarifications, etc., which shall become a part of and have precedence over anything shown or described otherwise.

---

#### **QUESTIONS:**

1. **We are only submitting a proposal for Architectural Services and are including sub-disciplines of Civil, MEP, and Structural Engineering. We are not submitting a proposal for Landscape Architectural Services because we do not provide those services in-house. Do we still need to include sub-consultants for Irrigation and Arborist?**

Please see answer provided in Addendum No. 1 for Question 2.

2. **In Section V, Submittal Requirements, of the RFQ the CRA is requesting to "set out the corporate name in full, beneath which he shall sign his/her name, give title of his/her office, and affix the corporate seal." Where should the information, signature, and corporate seal be placed?**

Please place this information with the Proposer's Information section.

3. **We typically use DocuSign when a corporate seal is required. Would DocuSign suffice as an original copy for the Non-Collusion Affidavit?**

No. The original hardcopy of the Proposal must have wet signatures.

4. **Section D, Additional Submittal Guidelines, the CRA states that as a condition of award of an agreement, the Successful Proposer and all sub-consultants/sub-contractors obtain a City of Delray Beach Business Tax Receipt. It is the sole responsibility of Proposers to supply copies of all required Business Tax Receipts. For firms with office locations outside of the City of Delray Beach, how should they apply for a business license?**

A City of Delray Beach Business Tax Receipt(s) does not need to be included with the Proposal if the Proposer and/or sub consultants and/or sub-contractors do not have a City of Delray Beach Tax Receipt, but all City of Delray Beach Business Tax Receipts for the Successful Proposer and all of its sub-consultants and/or sub-contractors need to be submitted to the CRA prior to the execution of any Agreement.

More information regarding City of Delray Beach Business Tax Receipts may be obtained here:

<https://www.delraybeachfl.gov/government/city-departments/development-services/business-tax-receipts-contractor-registration>

5. **Could the original proposal be placed in a three-ring binder?**

Yes, Section V, Submittal Requirements, Paragraph B, Proposal Submission Format, states “All original hardcopy Proposal submissions shall be bound in a hard cover binder and tabbed...”