



PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS (RFQ) No. 2020-05

GENERAL PLANNING SERVICES

NOTICE IS HEREBY GIVEN that the Town of Surfside (“Town”) is soliciting qualifications for General Planning Services in Surfside, Florida. Interested firm/individuals (“Proposer(s)”) may pick-up a copy of the Request for Qualifications (“RFQ”) No. 2020-05 from the Town Clerk’s Office, Town Hall, 9293 Harding Avenue, Second Floor, Surfside, Florida, 33154, or may download it from the Town’s website at www.townofsurfside.fl.gov. The RFQ contains detailed and specific information about the scope of services, submission requirements, and evaluation and selection procedures.

One (1) original, five (5) hard copies, and one (1) electronic copy on a USB drive of the completed and executed qualifications must be delivered no later than **July 30, 2020 at 2:00 PM** (“Submission Deadline”), to the following address:

**Town of Surfside Town Hall
Town Clerk’s Office
9293 Harding Avenue
Surfside, Florida, 33154.**

The Town reserves the right to reject late submissions, in the sole discretion of the Town Manager or his designee.

The envelope containing the sealed Proposal must be clearly marked as follows:

**“SEALED PROPOSAL
RFQ NO. 2020-05
GENERAL PLANNING SERVICES**

OPENING DATE AND TIME/SUBMISSION DEADLINE: July 30, 2020 at 2:00 PM

A **Pre-Proposal Submission Conference** is scheduled for **July 2, 2020 at 11:00 AM** at the Town

Commission Chambers, 9293 Harding Avenue, Surfside, Florida. All Proposers planning to submit qualifications are required to attend this meeting. Qualifications from those who have failed to attend will not be accepted.

All persons attending the pre-submission conference may ask questions or seek clarification regarding this RFQ via the procedures outlined below. Any questions or clarifications concerning the proposal specifications must be received by Sandra Novoa, M.M.C. Town Clerk, no later than **5:00 PM, July 17, 2020**. Any questions regarding RFQ No. 2020-05 are to be submitted either in writing directly to Sandra McCready, Town Clerk, at the following address: 9293 Harding Ave., Second Floor, Surfside, Florida 33154, or via email to: smccready@townofsurfsidefl.gov. Any questions received by the Clerk after the stated deadline will be disregarded. All questions received by the Clerk prior to the stated deadline shall be answered via an Addendum to this RFQ and circulated to all registered Proposers.

The Town intends to enter into an agreement with the successful Proposer to provide General Planning Services in the Town of Surfside, Florida.

The Town reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities, and to accept any proposal from a proposer which is qualified and best serves the interests of or represents the best value to the Town.

The Town hereby provides notice to all proposers of the imposition of a Cone of Silence for this solicitation, as set forth in Section 3-17 of the Town Code. "Cone of Silence," as used herein, means a prohibition on communication regarding a competitive bid or solicitation for a purchase exceeding \$25,000.00, including but not limited to, a particular request for qualifications ("RFQ") between (1) A potential respondent, vendor, service provider, proposer, bidder, lobbyist, or consultant, and (2) Town commissioners, Town's staff including, but not limited to, the Town Manager and his or her staff, and any member of the Town's selection or evaluation committee. Please contact the Town Clerk and/or Town Attorney with any questions on the Cone of Silence.

Date Issued: June 15, 2020