



## Town of Surfside

### PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that the Town of Surfside ("Town") is soliciting proposals from qualified firms short-listed through Request for Qualifications 2023-02 ("RFQ") to provide design services (the "Services") for the Surfside Memorial Project (the "Project"). Previously qualified short-listed firms ("Proposers") may pick-up a copy of the Request for Proposals No. 2023-04 ("RFP") 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.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov). The RFP contains detailed and specific information about the scope of services, submission requirements, and evaluation and selection procedures. One (1) original and three (3) proposal in hard copy, One (1) original and three (3) presentation in hard copy, and one (1) electronic copy on a USB drive of both the proposal in PDF format and presentation in PowerPoint format must be delivered no later than **September 28, 2023, at 2:00 PM**, to the following address: **Town of Surfside Town Hall, Town Clerk's Office, 9293 Harding Avenue, Surfside, Florida, 33154**. The envelope containing the sealed Proposal must be clearly marked as follows: "**SEALED PROPOSAL, RFP NO. 2023-04 DESIGN SERVICES FOR THE SURFSIDE MEMORIAL, OPENING DATE AND TIME/SUBMISSION DEADLINE: September 28, 2023 at 2:00 PM.**" The outside of the sealed envelope shall also show the name of the Proposer. The Town Clerk shall certify the time of acceptance.

The Town will not be conducting a pre-conference meeting as part of this RFP, as one was held on June 29, 2023 as part of the related RFQ 2023-02. The Town will not be accepting questions or requests for clarifications as part of this RFP.

The Town shall solicit, evaluate and award the contract in a manner consistent with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, and in accordance with the RFP. The Town intends to enter into an agreement with the successful Proposal to provide design Services for the Project.

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") and request for proposals ("RFP") 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: August 15, 2023