



TOWN OF SURFSIDE

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Surfside (“Town”) is soliciting qualifications from qualified professionals to provide design services (the “Services”) for the Surfside Memorial Project (the “Project”). Interested firms (“Respondents”) may pick-up a copy of the Request for Qualifications (“RFQ”) No. 2023-02 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. The RFQ contains detailed and specific information about the scope of services, submission requirements, and evaluation and selection procedures. One (1) original, four (4) hard copies, and one (1) electronic copy on a USB drive of the completed and executed qualifications must be delivered no later than **August 3, 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 Town reserves the right to reject late submissions, in the sole discretion of the Town Manager or his designee. The envelope containing the sealed Response must be clearly marked as follows: **“SEALED RESPONSE, RFQ NO. 2023-02 DESIGN SERVICES FOR THE SURFSIDE MEMORIAL, OPENING DATE AND TIME/SUBMISSION DEADLINE: August 3, 2023 at 2:00 PM.”** The Town Clerk shall certify the time of acceptance.

A **non-mandatory pre-conference meeting** will be held on **June 29, 2023, at 11:00 AM EST** at the Town of Surfside, Town Hall, 9293 Harding Ave, Surfside, FL 33154. Respondents planning to submit qualifications are required to attend this meeting. Respondents should allow enough time to ensure arrival prior to the indicated time. The doors to the room will be closed and the meeting will start promptly at the appointed time. Those arriving after the doors have closed will not be considered in attendance. Qualifications from those who have failed to attend will not be accepted. All persons attending the pre-response conference may ask questions or seek clarification regarding this RFQ via the procedures outlined below. Any questions or clarifications concerning the Response specifications must be received by Sandra McCready, M.M.C., Town Clerk, no later than 5:00 PM, July 5, 2023. Any questions regarding RFQ No. 2023-02 are to submit 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 Respondents.

The Town shall solicit, evaluate and award the contract in a manner consistent with the Consultants’ Competitive Negotiation Act, Section 287.055, Florida Statutes. The Town intends to enter into an agreement with the successful Respondent to provide design services for the 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 Respondents 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.