



## **TOWN OF SURFSIDE**

### **PUBLIC NOTICE**

#### **REQUEST FOR QUALIFICATIONS (RFQ) No. 2023-06** **CONTINUING PROFESSIONAL ARCHITECTURAL, ENGINEERING,** **LANDSCAPE ARCHITECTURAL, SURVEYING AND MAPPING SERVICES**

**NOTICE IS HEREBY GIVEN** that the Town of Surfside (“Town”) is soliciting qualifications from qualified firms to provide continuing professional architectural, engineering, landscape architectural, surveying and mapping services (the “Services”), pursuant to the Consultants’ Competitive Negotiation Act, Section 287.055, Florida Statutes (the “CCNA”). Interested firms (“Respondents”) may pick-up a copy of the Request for Qualifications (“RFQ”) No. 2023-06 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 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 **November 30, 2023, at 1:00 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. 2023-06 FOR CONTINUING PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, SURVEYING AND MAPPING SERVICES, OPENING DATE AND TIME/SUBMISSION DEADLINE: November 30, 2023 at 1:00 PM.”** The Town Clerk shall certify the time of acceptance.

In 2021, the Town solicited CCNA engineering firms by RFQ No. 2020-06, resulting in the pre-qualification and approval of various firms for designated services. This RFQ solicits additional disciplines including architectural, engineering, landscape architectural, surveying and mapping services. Firms previously approved in 2021 in connection with RFQ No. 2020-06 need not resubmit pursuant to this RFQ, except for additional disciplines or areas.

A **Non-Mandatory Pre-RFQ Submittal Conference** will be held on **October 31, 2023, at 2:00 PM EST** at the Town of Surfside, Town Hall, 9293 Harding Ave,

Surfside, FL 33154. Respondents planning to submit qualifications are encouraged to attend this meeting. Respondents should allow enough time to ensure arrival prior to the indicated time.

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, November 7, 2023**. Any questions regarding RFQ No. 2023-06 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](mailto: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 CCNA. The Town intends pre-qualify consultants and retain one or more firms qualified under separate continuing services agreement for the 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 response from a Respondent 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.

Date Issued: October 11, 2023