



PUBLIC NOTICE

REQUEST FOR PROPOSALS (RFP) No. 2026-03

TOWN HALL HVAC REPLACEMENT PROJECT

NOTICE IS HEREBY GIVEN that the Town of Surfside ("Town") is soliciting sealed proposals from qualified firms to provide design-build services for the Town Hall HVAC Replacement Project in Surfside, Florida. Interested companies, firms, or individuals ("Proposers") may obtain a copy of Request for Proposals ("RFP") No. 2026-03 beginning on Monday, March 23, 2026, from the Office of the Town Clerk, located at 9293 Harding Avenue, Second Floor, Surfside, Florida 33154, or may download it from the Town's website at 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, three (3) hard copies, and one (1) electronic copy on a USB drive of the completed and executed proposals must be delivered no later than **2:00 PM on Thursday, April 23, 2026** ("Proposal Submission Deadline") to the following address:

**Town of Surfside – Town Hall
Office of the Town Clerk
9293 Harding Avenue
Surfside, Florida 33154**

The Town reserves the right to reject late submissions, in the sole discretion of the Town Manager. It is the sole responsibility of the Proposers to ensure their submission is received by the deadline.

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

**SEALED PROPOSAL
RFP NO. 2026-03**

TOWN HALL HVAC REPLACEMENT PROJECT

**PROPOSAL SUBMISSION DEADLINE:
APRIL 23, 2026, AT 2:00 PM**

A mandatory Pre-Proposal Meeting will be held on **Tuesday, March 31, 2026, at 11:00 AM**, at Town Hall, 9293 Harding Avenue, Surfside, FL 33154. The meeting will include a project overview followed by a site visit. All Proposers intending to submit a proposal are required to attend.

All questions or requests for clarification regarding this RFP must be submitted in writing to Sandra McCready, M.M.C., Town Clerk, no later than **5:00 PM on Wednesday, April 8, 2026**. Questions may be submitted by mail to the address above or via email at smccready@townofsurfsidefl.gov. Questions received after the deadline will not be addressed. All timely questions will be answered via Addendum posted on the Town's website.

The Town intends to enter into agreement(s) with one or more qualified and successful Proposers to provide the Services. The Town reserves the right to cancel this solicitation, award any or all of the services requested, 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 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 Posted: Thursday, March 19, 2026