



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, Bonaventure Development District and Indian Trace Development District (collectively the "City") shall be accepting sealed proposals for:

### MITIGATION AREA INVASIVE VEGETATION MANAGEMENT SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2016-10

The City is requesting proposals from qualified and experienced firms to provide Mitigation Area Invasive Vegetation Management Services under a continuing services contract ("CONTRACTOR").

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform the invasive vegetation management services for over 2000+ acres of City responsible wetlands mitigation areas located within the City of Weston.

#### EXPERIENCE

A proposal will only be considered from a firm that is regularly engaged in the business of maintaining vegetation in natural areas as required by this solicitation. Proposer must be fully licensed with all required State and/or Local government licenses and permits, must have on-staff availability for this contract, equipment operators, herbicide applicators and be certified by the State of Florida.

Proposers shall have a minimum of eight (8) years of experience from the date that this RFP is issued in providing the described Mitigation Area Invasive Vegetation Management Services for properties and preserve lands with similar features, complexity and size as those owned and managed by the City. Additionally, proposers shall have a minimum of eight (8) years of experience from the date that this RFP is issued in providing the described vegetation maintenance services of a similar scope as those services desired by the City. Proposer shall have been in continuous operation during the eight (8) years prior to this RFP and shall have a resident branch office in Miami-Dade, Broward or Palm Beach County, Florida.

#### PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the City Clerk until **11:00 a.m., local time, Tuesday, January 17, 2017** (the "Proposal Submittal Deadline") at City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Submittals received after this time shall be returned unopened. The sealed submittals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting.

#### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a Request for Proposals for: Mitigation Area Invasive Vegetation Management Services ("RFP") at the Weston Community Center, 20200 Saddle Club Road, Weston, Florida, 33327, 8:00 a.m. - 5:00 p.m. Monday through Friday, upon payment of a \$25.00 non-refundable fee, for each RFP. Payment shall be made by cash, check, Visa, Master Card or American Express. Proposal documents are available for electronic download from Onvia Demand Star at <http://www.demandstar.com> and from BidSync at <http://www.bidsync.com>. This RFP may also be examined at Weston City Hall, at the referenced address. (8:00 a.m.-5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday.)

## **MANDATORY PRE-PROPOSAL CONFERENCE**

A mandatory pre-proposal conference shall be held on **Tuesday, January 10, 2017 at 2:00 P.M., local time,** at the Weston Community Center, located at 20200 Saddle Club Road, Weston, Florida 33327. All Proposers planning to submit a proposal are required to attend this conference. Proposers shall allow sufficient time to ensure arrival prior to the indicated time. Failure of a proposer to be present for the entire mandatory pre-proposal conference, beginning at the time stated above and concluding at the dismissal of the mandatory pre-proposal conference by the City, shall render a proposer to be deemed non-responsive and the proposal shall not be considered for award. Decisions of the City shall be final. The official clock at the location of the pre-proposal conference shall govern.

## **PROPOSAL SECURITY**

Proposal security in the form of a proposal bond acceptable to the City or a cashier's check made payable to the "City of Weston" in the amount of \$5,000.00 or 5% of the total proposal cost, whichever is greater, will be required to be submitted with the proposal.

## **QUESTIONS**

Any questions concerning this Notice to Proposers shall be submitted in writing to the Technical Advisor: Karl Thompson, P.E., Director of Public Works, at [kthompson@westonfl.org](mailto:kthompson@westonfl.org) with "Mitigation Area Invasive Vegetation Management Services RFP No. 2016-10" in the subject line or via fax at: 954-385-2010 by 4:00 p.m., local time at least five business days prior to the pre-proposal conference.

## **CONE OF SILENCE**

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals pertaining to this RFP:

Daniel J. Stermer, Mayor;  
Margaret Brown, Commissioner;  
Toby Feuer, Commissioner; and  
Thomas M. Kallman, Commissioner; and

David E. Keller, Assistant City Manager/CFO; Selection Committee Chairperson;  
Ryan M. Fernandes, Director of Technology Services; Selection Committee Member;  
Bryan Cahen, Director of Budget; Selection Committee Member; and  
Don Decker, Director of Parks & Recreation; Alternate Selection Committee Member;

Any member of the Protest Committee, if and when established.

The details of the City's cone of silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

## **RIGHTS RESERVED**

The City Commission reserves the right to reject any and all proposals, to waive any informality in a proposal and to make awards in the best interests of the City.

Patricia A. Bates, MMC  
City Clerk  
City of Weston

*Published on: Saturday, December 17, 2016*