



NOTICE TO PROPOSERS

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

UTILITY LOCATE SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2018-12

The City is requesting proposals from qualified and experienced firms to provide underground utilities locate services under a continuing services contract ("CONTRACTOR").

Proposers shall provide all labor, supervision, equipment, supplies, tools, materials, operator training, safety measures and all other necessary incidentals required to manage and respond to locate tickets in the Sunshine State One Call Ticket Management System and Software and properly marking the city owned utilities included but not limited to wastewater facilities, water facilities, irrigation main lines, electrical street light wiring and fiber optic in the requested area. Proposers should also be capable of accessing and reading GIS online utility maps along with digital and hard copy as-built drawings and make arrangements with ticket submitters to respond to the tickets.

EXPERIENCE

Proposers shall have a minimum of five (5) years experience in providing locating and marking underground facilities of utilities of similar complexity and size as those owned and managed by the City and in managing and responding to locate tickets in the Sunshine State One Call Ticket Management System and Software. Proposers shall have been in continuous operation for a minimum of the past five (5) years from the date that the RFP is issued and shall have a resident branch office in Miami-Dade, Broward or Palm Beach County, Florida. Proposer shall be fully licensed with all applicable local, state Federal licenses.

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **11:00 a.m., local time, January 8, 2019** (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 copy of RFP No. 2018-12 for Utility Locate Services at the Weston City Hall, 17200 Royal Palm Boulevard, Weston, Florida 33326, 8:00 a.m. – 5:30 p.m., Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday, upon payment of a \$25.00 non-refundable fee for each RFP document. Payment shall be made by check, Visa, Master Card or American Express. No cash

payments will be accepted. 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 pre-proposal conference shall be held on **December 12, 2018 at 10:00 a.m.**, local time, at the City of Weston City Hall, Commission Chambers located at 17200 Royal Palm Boulevard, Weston, FL 33326. 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 **Procurement Manager, Martha Perez-Garviso at mperezgarviso@westonfl.org**, with "**Utility Locate Services RFP No. 2018-12**" 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;
Thomas M. Kallman, Commissioner;
Margaret Brown, Commissioner;
Byron L. Jaffe, Commissioner; and
Mary Molina-Macfie, Commissioner;

Ryan Fernandes, Director of Technology Services; Selection Committee Member;
Don Decker, Director of Parks and Recreation; Selection Committee Member;
Bryan Cahen, Director of Budget; Selection Committee Member;
Denise Barrett-Miller, Director of Communications; Alternate Selection Committee Member;
Cindy Tao, Accounting Manager, Financial Reviewer; and

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.

Martha Perez-Garviso
Procurement Manager
City of Weston

Published on: November 29, 2018