



NOTICE TO PROPOSERS

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

DISASTER MONITORING AND MANAGEMENT SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2021-02

The City is requesting proposals from qualified firms to provide disaster management services which includes but is not limited to debris monitoring, emergency management planning and training, public assistance consulting services to support the oversight and management of debris management contractors, and assistance with direct administrative/management tasks related to projects generated as a result of the disaster. As such, Proposers shall be capable of providing a range of related services including damage assessment, training, emergency planning, infrastructure restoration, and other services as needed and ordered by the CITY.

Other services may include, but not be limited to, facilitating communication with the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), the State of Florida and other state and federal agencies, coordination with state insurance representatives, pre-event planning, and post-event reconstruction, grant funding, and reimbursement services. Upon the City Commission's ratification or alterations of the Selection Committee's rankings, the CITY will enter into an agreement, in the form attached to this RFP (hereinafter referred to as the "Agreement") with a prime CONTRACTOR and may enter into the same agreement with backup contractors. By submitting a proposal, a proposer agrees to be the prime CONTRACTOR if awarded the prime contract or if selected as a backup contractor, a proposer agrees to enter into the same agreement as a backup CONTRACTOR.

All Proposers are advised that the CITY has **NOT** authorized the use of CITY's seal by individuals or entities responding to the CITY's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

PROPOSER QUALIFICATIONS

Proposers shall have a minimum of five (5) years of providing Disaster Monitoring and Management Services to other entities of similar complexity and size, or larger, than that of the City. Proposers shall have experience in providing government agencies with management services including debris monitoring, emergency management planning and training, and public assistance consulting services to support the oversight and management of debris management contractors and ensuring compliance with all FEMA and governmental requirements.

Proposers shall have been in continuous operation for a minimum of the past five (5) years from the date that the RFP is issued. Proposer shall have staff that have all required State and Local government licenses and registrations.

MANDATORY PRE-PROPOSAL CONFERENCE

A pre-proposal conference shall be held on virtually on **February 19, 2021 at 11:00 a.m.**, local time. All Proposers planning to submit a proposal are required to attend this conference. 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.

Connect to the Live Event link via Cisco Webex:

Event: RFP No. 2021-02 for Disaster Monitoring and Management Pre-Proposal

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e62d0872b70141ec60dc4e8aaa3ad4b4b>

Date and time: Friday, February 19, 2021 11:00 am
Eastern Daylight Time (New York, GMT-04:00)

Event number: 180 815 7590

Event password: weston

Audio conference: To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code. You can select to use audio from your computer.

US Toll

+ 1-415-655-0001 Access code: 180 815 7590

[Show all global call-in numbers](#)

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **2:00 p.m., local time, on March 10, 2021 at 2:00 p.m.** (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 and at the CITY of Weston, CITY Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a CITY Commission meeting. The public opening of submittals may be viewed by the public via the Live Event link to Cisco Webex follows:

Event: RFP No. 2021-02 for Disaster Monitoring and Management Opening

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=eef84096604ad596ca568ca251ee54827>

Date and time: Wednesday, March 10, 2021 2:00 p.m.
Eastern Standard Time (New York, GMT-05:00)

Event number: 180 064 8571

Event password: weston

Audio conference: To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code. You can select to use audio from your computer.

US Toll

+ 1-415-655-0001 Access code: 180 064 8571

[Show all global call-in numbers](#)

AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2021-02 for Disaster Monitoring and Management 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, with prior notice to the Procurement Manager and 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 Demand Star at <https://www.demandstar.com>. This RFP may also be examined, with prior notice, 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.)

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 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 "RFP No. 2021-02 for Disaster Monitoring and Management Services"** 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 bid opening.

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:

Margaret Brown, Mayor
Mary Molina-Macfie, Commissioner
Bryon L. Jaffe, Commissioner
Christopher L. Eddy ,Commissioner; and
Henry A. Mead, Commissioner

Bryan Cahen, Director of Budget; Selection Committee Member;
Denise Barrett-Miller, Director of Communications, Selection Committee Member;
Patricia Bates, City Clerk, Selection Committee Member
Pamela Solomon, Assistant 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: February 8, 2021