



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the CITY of Weston, Florida (the "CITY") will be accepting sealed proposals for:

**PARKS AND RECREATION MASTER PLAN SERVICES
REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2021-04**

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified and experienced firms to provide professional services for the development of a municipal parks and recreation master plan (the "PRMP"), not exceeding the dollar threshold limits pursuant to Section 287.055 Florida Statutes as amended from time to time.

The principal rationale for a development of a PRMP is to provide an optimal delivery system for park and recreation services and define present and future recreation needs for the community, consistent with the socio-economic, psycho-demographic and development trends within the City. The master plan provides recommendations for provision of facilities programs and services, land acquisition and development, maintenance, operations and management.

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 RFQ, 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 be professionally licensed in the State of Florida to practice engineering, planning or a related field and have a resident office in the State of Florida.

Proposers shall have been in continuous practice for a minimum of the immediate past ten (10) years, shall have performed work for local governments in Southeast Florida and shall have completed at least two parks and recreation master plans for a government agency with infrastructure similar in scope, size and complexity as those owned and managed by the City of Weston.

Proposer shall have staff that have all required Federal, State and Local government licenses and registrations.

NON-MANDATORY PRE-PROPOSAL CONFERENCE

A non-mandatory pre-proposal conference shall be held virtually on **June 7, 2021 at 2:30 p.m.**, local time. Connect to the Live Event link via Cisco Webex:

Event: RFQ No. 2021-04 for Parks & Recreation Master Plan Services - Pre-Proposal

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e95920049a7eed2286868f0c7a9278727>

Date and time: Monday, June 7, 2021 2:30 pm
Eastern Daylight Time (New York, GMT-04:00)

Event number: 172 367 3171

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
[Show all global call-in numbers](#)
Access code: 172 367 3171

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **2:00 P.M., local time, on June 17, 2021** (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. The public opening of submittals may be viewed virtually by the public via the Live Event link to Cisco Webex follows:

Event: RFQ No. 2021-04 for Parks & Recreation Master Plan Services - Opening

Event address for attendees: <https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e7c82d0f84531ee3fc9ebc1cdfc5c3358>

Date and time: Thursday, June 17, 2021 2:00 pm
Eastern Standard Time (New York, GMT-05:00)

Event number: 172 723 5574

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
[Show all global call-in numbers](#)
Access code: 172 723 5574

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may purchase a copy of RFQ No. 2021-04 for Parks and Recreation Master Plan 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 RFQ 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 RFQ may also be examined, with prior notice to the Procurement Manager, 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).

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 **“RFQ No. 2021-04 for Parks and Recreation Master Plan 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 RFQ:

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

Bryan Cahen, Director of Budget, Selection Committee Member;
Ryan Fernandes, Director of Technology Services, Selection Committee Member;
Denise Barrett-Miller, Director of Communications, Selection Committee Member;
Thaddeus Bielecki, Director of Landscaping, 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: May 27, 2021