



## 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 RESTORATION AND RECOVERY SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2022-03

The CITY is requesting proposals from qualified firms to provide emergency services for restoration and recovery to city buildings, facilities and properties in the event of unexpected loss or damage to those CITY-owned properties in the City of Weston.

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

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 experience from the date that the RFP is issued providing Disaster Restoration and Recovery Services to other entities of similar complexity and size, or larger, than that of the CITY. Proposers must have experience in providing government agencies with disaster restoration and recovery services and ensuring compliance with FEMA requirements.

Proposers must have a minimum of five (5) years of experience from the date that the RFP is issued in providing restoration and recovery services for buildings, facilities (exterior and interior) and their contents, of similar size and scope as the CITY's buildings and facilities, damaged due to natural and man-made disasters including but not limited to flooding, hurricanes, mechanical-electrical-plumbing (MEP) failures as well as other hazards.

Proposers must have qualified State of Florida licensed Mold Assessor and Mold Remediator personnel.

### MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **January 27, 2022 at 3:00 p.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.

Event:	Pre-Proposal: RFP No. 2022-03 Disaster Restoration and Recovery Services
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e0269bd0e285d4094441495f645ae1d10">https://westonfl.webex.com/westonfl/onstage/g.php?MTID=e0269bd0e285d4094441495f645ae1d10</a>
Date and time:	Thursday, January 27, 2022 3:00 pm Eastern Standard Time (New York, GMT-05:00)
Event number:	2304 644 7681
Event password:	weston
Audio conference:	Join by phone 415-655-0001 US Toll Access code: 2304 644 7681

#### PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **2:00 p.m., local time, on February 17, 2022** (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:	Opening: RFP No. 2022-03 Disaster Restoration and Recovery Services
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/onstage/g.php?MTID=ede7b443d7249d401949f463e6a28c933">https://westonfl.webex.com/westonfl/onstage/g.php?MTID=ede7b443d7249d401949f463e6a28c933</a>
Date and time:	Thursday, February 17, 2022 2:00 pm Eastern Standard Time (New York, GMT-05:00)
Event number:	2315 909 1301
Event password:	weston
Audio conference:	Join by phone 415-655-0001 US Toll Access code: 2315 909 1301

#### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2022-03 for Disaster Restoration and Recovery 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](mailto:mperezgarviso@westonfl.org), with "RFP No. 2022-03 for Disaster Restoration and Recovery 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  
Byron L. Jaffe, Commissioner  
Chris Eddy, Commissioner; and  
Henry Mead, Commissioner

Kara Petty, Director of Parks & Recreation, Selection Committee Member;  
Ryan Fernandes, Director of Technology Services, Selection Committee Member;  
Bryan Cahen, Director of Budget, 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: January 14, 2022