



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:

CONTRACT SUPPORT SERVICES ONSITE ADMINISTRATIVE, TECHNOLOGY AND OPERATIONAL PERSONNEL REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2022-06

The CITY is requesting proposals from qualified firms to provide on-site personnel for administrative, technology and operational and related support services on an ongoing, or as needed basis, and at the sole discretion of the CITY. PROPOSERS shall provide long-term full-time and part-time contract personnel, designated to the CITY to support CITY departments. Firms shall be responsible for providing, but not limited to, human resources management, personnel benefits, payroll, workers' compensation and specific licenses/training for personnel required by and provided to CITY departments.

The Request for Qualifications contains THREE categories. Administrative Services, Technology Services and Operational Services. It is the CITY's intent to award three agreements, one for each category. However, the CITY reserves the right to award by category, in whole, in part, or any combination thereof, as deemed in its best interest. PROPOSERS responding shall indicate the category for which the respondent wishes to be considered. PROPOSERS may submit for any category, in whole or in part, or any combination thereof.

1. Administrative Services – Provision of long-term contract personnel, which includes but is not limited to providing executive administrative support to all departments and support staff for Finance, Communications, and City Clerk's departments.
2. Technology Services – Provision of long-term contract personnel, which includes but is not limited to providing professional and technical support to the Technology Services department responsible for maintaining the CITY'S technology infrastructure and implementing new technologies.
3. Operational Services - Provision of long-term contract personnel (and in limited cases part-time), which includes but is not limited to providing professional, technical, field technicians support to the following departments or divisions: Public Works, Parks and Recreation, Engineering, Code Enforcement and Zoning.

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

A proposal will only be considered from firms that are regularly engaged in the business of providing the services required by this solicitation. The PROPOSER must be able to demonstrate a record of exceptional performance and have sufficient financial resources and organization to ensure that they can satisfactorily provide the services, as required.

PROPOSERS shall have a minimum of five (5) years of experience from the date that this RFQ is issued, in providing the services requested in this RFQ for an entity of a similar scope, complexity and size as the CITY.

PROPOSERS shall have been in continuous operation for a minimum of the past five (5) years from the date that the RFQ is issued. PROPOSER shall have staff that have all the required State and Local government licenses and registrations, or which must be acquired within 30 days after commencement of work.

MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **May 3, 2022 at 2:00 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 Conference for RFQ No. 2022-06 for Contract Support Services
Event address for attendees:	https://westonfl.webex.com/westonfl/onstage/g.php?MTID=ec6651fa3739d84bedddb2e12a99fa314
Date and time:	Tuesday, May 3, 2022 2:00 pm Eastern Daylight Time (New York, GMT-04:00)
Event number:	2318 829 2029
Event password:	weston
Audio conference:	Join by phone 415-655-0001 US Toll Access code: 2318 829 2029

PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the City Clerk until **2:00 p.m., local time, on May 26, 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 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 for RFQ No. 2022-06 for Contract Support Services
Event address for attendees:	https://westonfl.webex.com/westonfl/onstage/g.php?MTID=ecc547429ade5a27e0d95cfeb9251fe30
Date and time:	Thursday, May 26, 2022 2:00 pm Eastern Daylight Time (New York, GMT-04:00)
Event number:	2304 748 8872
Event password:	weston
Audio conference:	Join by phone 415-655-0001 US Toll Access code: 2304 748 8872

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may purchase a copy of RFQ No. 2022-06 for Contract Support Services at 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 City Clerk 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, 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 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.

PERFORMANCE AND PAYMENT BOND

Simultaneous with the delivery of the executed contract to the CITY upon award, the awarded PROROPERS shall furnish an executed Performance and Payment bond as security for the faithful performance of contract and for the payment of all persons performing labor and/or furnishing materials in connection with the Project. The Performance and Payment bond amounts per category, shall be as follows: 1) Administrative Services – \$500,000.00; 2) Technology Services – \$500,000.00; and 3) Operational Services – \$1,000,000.00.

QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **City Clerk, Patricia A. Bates, MMC at pbates@westontfl.org with "RFQ No. 2022-06 for Contract Support 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
Byron L. Jaffe, Commissioner
Mary Molina-Macfie, Commissioner
Chris Eddy, Commissioner; and
Henry Mead, Commissioner

Kara Petty, Director of Park and Recreation, Selection Committee Chair and Negotiation Team Member;
Darrel Thomas, Assistant City Manager, Selection Committee and Negotiation Team Member;
Karl Thompson, P.E., Assistant City Manager, Selection Committee and Negotiation Team Member;
Denise Barrett-Miller, Director of Communications, Alternate Selection Committee and Negotiation Team Member;
Bryan Cahen, Budget Director, 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.

Patricia A. Bates, MMC
City Clerk
City of Weston

Published: April 18, 2022