



NOTICE TO PROPOSERS

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

UTILITY REPAIR SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2023-03

The CITY is requesting proposals from qualified firms ("PROPOSER") to provide Utility Repair Services on an as needed basis, both emergency and non-emergency work on the utility infrastructure owned and operated by the CITY, under a continuing services contract. The work shall generally consist of emergency and non-emergency repairs to the CITY's utility infrastructure which includes the water distribution system, the sanitary sewer (wastewater) collection system, stormwater system and associated street repair and restoration. Quantities are estimated and are for proposal purposes only. When awarded, the contract may be awarded to multiple contractors at the CITY's discretion.

PROPOSER shall provide all labor, supervision, equipment, supplies, tools, materials, and all other necessary incidentals required to perform needed utility repairs, in accordance with applicable Federal, State, Local government regulations.

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 QUALIFICATION

PROPOSERS shall have minimum of five (5) years of experience in providing the described utility repair services to other entities with utilities of a similar complexity and size as those owned and managed by the City. PROPOSER must be able to demonstrate a record of exceptional performance and have sufficient financial resources, equipment, and organization to satisfactorily provide the services required.

PROPOSERS shall provide the necessary documentation to demonstrate that they meet the following qualifications: i) PROPOSERS shall have been incorporated and in continuous operation for a minimum of the past five (5) years immediately preceding the date that this RFP is issued and shall have a primary or branch office in Miami- Dade, Broward, or Palm Beach County, Florida; ii) PROPOSERS shall be certified underground utility and excavation contractors licensed by the State of Florida; and iii) PROPOSERS shall provide at least three references (Form 3) for similar work performed to show evidence of qualifications and previous experience.

MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **April 27, 2023 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. Connect to the Live Event link via Cisco Webex as follows:

| | |
|------------------------------|---|
| Event: | Pre-Proposal for RFP No. 2023-03 Utility Repair Services |
| Event address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=meecd03db8671cff4212a328f7c631d740 |
| | You may also connect to: www.webex.com |
| | <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number |
| Date and Time: | Thursday, April 27, 2023 2:00 PM Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2312 283 1721 |
| Event Password: | weston (937866 from phones and video systems) |
| Audio conference: | Join by phone 415-655-0001 US Toll 2312 283 1721 |

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on May 15, 2023 (the "Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The sealed proposals 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 Cisco Webex as follows:

| | |
|------------------------------|---|
| Event: | Opening for RFP No. 2023-03 Utility Repair Services |
| Event address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=mc25e2ec761c6197c11dc78fa42d2b2e6 |
| | You may also connect to: www.webex.com |
| | <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number |
| Date and Time: | May 15, 2023 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2307 607 9587 |
| Event Password: | utility (8845489 from phones and video systems) |
| Audio conference: | Join by phone 415-655-0001 US Toll 2307 607 9587 |

AVAILABILITY OF RFP DOCUMENTS

Interested parties may download a copy RFP No. 2023-03 Utility Repair Services, by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

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 **Director of Procurement, Martha Perez-Garviso** at mperezgarviso@westonfl.org, with "RFP No. 2023-03 Utility Repair Services" in the subject line, at least five business days prior to submittal deadline.

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

Thaddeus Bielecki, Director of Landscaping, Selection Committee Member;
Ryan Fernandes, Director of Technology Services, Selection Committee Member;
Pamela Solomon, Assistant Director of Communications, Selection Committee Member;
Bryan Cahen, Director of Budget, Alternate Selection Committee Member; 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

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
 - A. Reject any or all proposals;
 - B. Waive any informality in a proposal;
 - C. Waive any deficiency or irregularity in the selection process;
 - D. Accept or reject any or all qualifications statements in part or in whole; and
 - E. Request additional information as appropriate.

2. The City Commission reserves the right to:
 - A. Award all or a portion of the services set forth in the RFP/RFQ as determined to be in the best interest of the CITY; and
 - B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
 - C. Award an Agreement to one or more than one PROPOSER, make split or multiple awards as determined to be in the best interest of the CITY.

D. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso
Director of Procurement

Published: April 18, 2023