



CITY OF WESTON

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PRE-QUALIFICATION OF GENERAL CONTRACTORS  
FOR THE CONSTRUCTION OF  
CITY HALL SECURITY ENHANCEMENTS

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REQUEST FOR QUALIFICATIONS

NO. 2023-13

CITY OF WESTON  
REQUEST FOR QUALIFICATIONS  
RFQ No. 2023-13

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PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR  
CONSTRUCTION OF  
CITY HALL SECURITY ENHANCEMENTS

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## SECTION 1

### NOTICE TO PROPOSERS

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

#### PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR THE CONSTRUCTION OF CITY HALL SECURITY ENHANCEMENTS REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2023-13

The CITY is requesting proposals from certified general contractors licensed by the State of Florida to pre-qualify for the purposes of bidding on the construction of security enhancements at the City Hall located at 17200 Royal Palm Blvd. Weston, FL 33326. Construction is expected to begin in summer of 2024.

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.

#### QUALIFICATIONS

Proposers shall have been in continuous practice for at least 5 years, under the same corporate entity, from the date this RFQ is issued; Proposers shall be certified general contractors licensed by the State of Florida; Proposers shall have a resident office in Florida and shall comply with all federal, state and local laws, rules, practices and regulations.

The Proposer's experience and performance on comparable contracts performing as the general contractor with a successful record of the construction of at least three (3) similar building renovation projects of secure municipal buildings such as city halls, police stations or fire stations in Florida within the immediate past seven (7) years from the date this RFQ is issued.

Proposers shall possess the required bonding capacity to provide for 100% Payment and Performance Security for the Project. The early preliminary estimate for bonding purpose is approximately \$1,000,000. For this RFQ submittal, only a letter from the Proposer's surety company is requested as evidence of the Proposer's bonding capacity of at least \$1,000,000. The actual Payment and Performance Security is not required for submission at this time.

#### MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **December 18, 2023, at 3:00 p.m.** local time. PROPOSERS planning to submit a bid are required to attend this conference. Failure of a PROPOSER to be present for the entire mandatory pre-bid conference, beginning at the time stated above and concluding at the dismissal of the mandatory pre-bid conference by the CITY, shall render a PROPOSER to be deemed non-responsive and the bid 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 RFQ No. 2023-13 Pre-Qualification of General Contractors for Construction of City Hall Security Enhancements
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m6985d21371812e6ebb6f82b0ce66c618">https://westonfl.webex.com/westonfl/j.php?MTID=m6985d21371812e6ebb6f82b0ce66c618</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"> <li>• Click "Join a Meeting"</li> <li>• Enter Event/Meeting Number</li> </ul>
Date and Time:	Monday, December 18, 2023 3:00 PM Eastern Standard Time (New York, GMT-05:00)
Event Number:	2300 763 0461
Event Password:	weston (937866 from phones and video systems)
Audio conference:	Join by phone 415-655-0001 US Toll 230 076 30461 (from phones)

#### PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on January 4, 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 RFQ No. 2023-13 Pre-Qualification of General Contractors for Construction of City Hall Security Enhancements
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m7d3b7f34fbd240cd8fc397892300f126">https://westonfl.webex.com/westonfl/j.php?MTID=m7d3b7f34fbd240cd8fc397892300f126</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"> <li>• Click "Join a Meeting"</li> <li>• Enter Event/Meeting Number</li> </ul>
Date and Time:	Thursday, January 4, 2024 2:00 PM Eastern Standard Time (New York, GMT-05:00)
Event Number:	2305 055 2172
Event Password:	weston (937866 from phones and video systems)
Audio conference:	Join by phone 415-655-0001 US Toll 230 505 52172 (from phones)

## AVAILABILITY OF RFQ DOCUMENTS

Interested parties may download a copy of RFQ No. 2023-13 Pre-Qualification of General Contractors for Construction of City Hall Security Enhancements for 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>.

## 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](mailto:mperezgarviso@westonfl.org), with "RFQ No. 2023-13 for Pre-Qualification of General Contractors for Construction of City Hall Security Enhancements".

## 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

Ryan Fernandes, Director of Technology Services, Selection Committee Member;  
Denise Barrett-Miller, Director of Communications, Selection Committee Member;  
Andrew Lopez, Parks Maintenance Superintendent, Selection Committee Member;  
Cindy Tao, Director of Accounting, 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  
City of Weston

Published: December 5, 2023

## SECTION 2

### GENERAL INSTRUCTIONS TO PROPOSERS

#### 2.1 Proposal Submittal Deadline

The Proposal Submittal Deadline is included in Section 1 - Notice to Proposers, of this RFQ.

#### 2.2 Intent

The CITY is requesting proposals from certified general contractors licensed by the State of Florida to pre-qualify for the purposes of bidding on the construction of security enhancements at the City Hall located at 17200 Royal Palm Blvd. Weston, FL 33326. Construction is expected to begin in summer of 2024.

The PROPOSER is prohibited from exempting any provisions of this RFQ.

#### 2.3 RFQ Documents

These RFQ documents consist of the Proposal Documents. Submittal of a response to this RFQ constitutes a binding offer. All forms and documents contained within the shall be completed, sealed and submitted. A proposer's failure to comply with any provisions in the RFQ may result in a determination of non-responsibility and/or non-responsiveness, at the sole discretion of the CITY. All instructions in the RFQ must be adhered to. Submission of a proposal indicates acceptance by the proposer of the conditions contained in the Agreement.

#### 2.4 Mandatory Pre-Proposal Conference

- A. At the pre-proposal conference, representatives of the City shall be available to answer questions and explain the intent of the RFQ. Questions about the which have been submitted in writing and received by the CITY at least five business days prior to the pre-proposal conference will also be addressed.
- B. After the pre-proposal conference, the CITY may prepare written documentation to answer questions which were addressed at the pre-proposal conference which relate to the interpretation of, or changes to, the RFQ which the CITY deems appropriate for clarification.

#### 2.5 Proposal Copies and Original

The Proposal shall contain one (1) unbound original and one (1) digital copy in Adobe PDF format on a CD/USB drive. Each copy shall contain all mandatory and optional information submitted by the Proposer. Additional copies may be requested by the CITY at its discretion.

#### 2.6 Proposal Packaging

The proposal shall include all items identified in the above Section 2.5 and shall be submitted in one (1) plain sealed box, or other secured packaging, marked as "Proposal" and shall be inclusive of all documents and samples.

The outside of the sealed package must clearly indicate the submitting **“RFQ No. 2023-13 Pre-Qualification of General Contractors for Construction of City Hall Security Enhancements”**. **Proposer’s name, address, telephone number and a specific contact person should be included** on the outside of the box.

All proposers are advised that the CITY shall not supply or sell materials to proposers in connection with submission or preparation of proposals, or any other matter, including but not limited to envelopes, labels or tape.

## 2.7 Signatures

- A. All required signatures shall be manual, in blue ink. Only those persons designated in Sections B through E below may sign the proposal. The proposal shall be typed or legibly printed in ink. Use of erasable ink is not permitted. All blank spaces shall be filled in and noted, in ink or typed, with amounts extended and totaled as appropriate. All corrections made by a proposer to any part of the proposal document shall be initialed in ink. Failure to manually sign the appropriate pages may disqualify the proposer and the proposal may not be considered.
- B. Proposals by corporations shall be executed in the name of the corporation by the President or Vice-President listed on [www.sunbiz.org](http://www.sunbiz.org) (or other such corporate officer if listed on [www.sunbiz.org](http://www.sunbiz.org) and accompanied by a resolution of the Board of Directors evidencing the corporate officer’s authority to sign) and attested to by the Corporate Secretary or an Assistant Secretary.
- C. Proposals by limited liability companies shall be submitted in the name of the limited liability company by a Member, Manager or Officer listed on [www.sunbiz.org](http://www.sunbiz.org). The address and state of organization of the limited liability company shall be shown below the signature.
- D. Proposals by partnerships shall be submitted in the name of the partnership and signed by a general partner. His/her title shall appear under his/her signature and the official address of the partnership shall be shown below the signature.
- E. Proposals by sole proprietorships or individuals shall be signed by the Individual/sole proprietor. His or her address shall be shown below the signature.

## 2.8 Proposal Format

- A. The proposal shall be typewritten single sided 8½ x 11-inch white paper. Pages shall be secured by staple, binding or similar closures.
- B. All pages are to be consecutively numbered. If there is insufficient space for a response on a form, the response may be continued on a blank page immediately following the form. The additional pages are to be numbered the same as the form with the addition of the letter “a”, “b”, “c”, etc. If a form is provided and additional pages are needed, the form may be copied. The copied pages are to be numbered the same as the form with the addition of the letter “a”, “b”, “c”, etc.



C. In instances where a response is not required, or is not applicable or material to the proposal, a response such as “no response is required” or “not applicable” is acceptable.

D. The following forms shall be completed and submitted with the Proposal:

- Cover Sheet
- Proposal Form 1: Proposer’s Statement of Organization
- Proposal Form 2: Personnel
- Proposal Form 3: References
- Proposal Form 4: Non-Collusion Affidavit
- Proposal Form 5: Drug-Free Workplace
- Proposal Form 6: Independence Affidavit
- Proposal Form 7: Acknowledgment of Addenda
- Proposal Form 8: Certification to Accuracy of Proposal
- Proposal Form 9: Proposal Security (**Not Applicable**)
- Proposal Form 10: Scrutinized Companies
- Proposal Form 11: Public Entity Crimes
- Exhibit A: Copy of Licenses
- Exhibit B: Certificate of Insurance
- Exhibit C: Proof of History and Bonding Capacity
- Statement of Financial Stability

E. In accordance with Section 32.11 of the City Code, the financial statements submitted in response to this RFQ are (  **exempt** or  **not exempt**) from public records pursuant to F.S. §119.071(1)(c), as this project  **does** or  **does not**) meet the City Code definition of a public works project.

## 2.9 Submittal, Receipt and Opening of Proposals

A. All proposals shall be submitted on or before the Proposal Submittal Deadline to:

Director of Procurement  
City of Weston  
17200 Royal Palm Boulevard  
Weston, Florida 33326

B. The official clock at City Hall reception desk shall govern. Proposals submitted and time stamped on or before the Proposal Submittal Deadline shall be opened publicly at City Hall.

C. All Proposers are reminded that it is the sole responsibility of the Proposer to ensure that their proposal is time stamped prior to the Proposal Submittal Deadline. Proposals received after the Proposal Submittal Deadline shall be returned unopened.

## 2.10 Withdrawal or Revision of Proposal Prior to and After Submittal Deadline

- A. Once a proposal has been submitted to the CITY by the Proposal Submittal Deadline, it shall not be returned to the proposer.
- B. The withdrawal, modification or correction of a proposal after it has been submitted to the CITY shall constitute a breach by the proposer.

## 2.11 Proposal Guarantee

All proposals shall be guaranteed firm for a minimum of 90 calendar days after the submission of the proposal.

## 2.12 Multiple Proposals Prohibited

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names shall not be considered. Reasonable grounds for believing that a proposer is involved in more than one proposal for the same work shall be cause for rejection of all proposals in which such proposers are believed to be involved. In addition, a single proposal from more than one individual, firm, partnership, corporation or association under the same or different names shall not be considered. Joint ventures shall be permitted; however, such arrangements shall designate a single primary or shall be combined into a single legal entity. The CITY shall only consider one proposal from one proposer.

## 2.13 Additional Terms and Conditions

No additional terms and conditions submitted by a proposer shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this RFQ or the Agreement.

## 2.14 Interpretations and Inquiries

- A. Submission of a proposal shall serve as prima facie evidence that the proposer has examined the RFQ and is fully aware of all conditions affecting the provision of services.
- B. No person is authorized to give oral interpretations of, or make oral changes to, the RFQ. Therefore, oral statements shall not be binding and should not be relied upon.

Any interpretation of, or changes to, the RFQ shall be made in the form of a written addendum to the RFQ and shall be furnished by the CITY to all Proposers who attend the mandatory pre-proposal conference.

Only those interpretations of, or changes to, the RFQ that are made in writing and furnished to the Proposers by the CITY may be relied upon.

## 2.15 Assignment; Non-transferability of Proposal

- A. Proposals shall not be assigned or transferred. A proposer who is, or may be, purchased by or merged with any other corporate entity during any stage of the proposal process, through to and including awarding of and execution of the Agreement, is subject to having its proposal disqualified as a result of such transaction. The City Manager shall determine whether a proposal is to be disqualified in such instances.
- B. If, at any time during the proposal process, filings, notices or like documents are submitted to any regulatory agency concerning the potential acquisition of proposer, or the sale of a controlling interest in the proposer, or any similar transaction, the proposer shall immediately disclose such information to the CITY. Failure to do so may result in the proposal being disqualified, at the CITY's sole discretion.

## 2.16 The CITY's Exclusive Rights

- A. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
  - 1. Reject any or all proposals;
  - 2. Waive any informality in a proposal;
  - 3. Waive any deficiency or irregularity in the selection process;
  - 4. Accept or reject any or all qualifications statements in part or in whole; and
  - 5. Request additional information as appropriate.
- B. The City Commission reserves the right to:
  - 1. Award all or a portion of the services set forth in the proposal as determined to be in the best interest of the CITY; and
  - 2. Reject any or all proposals if found by the City Commission not to be in the best interest of the CITY.
  - 3. 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.
  - 4. In the event of a sole proposal, reject the sole proposal.

## 2.17 Public Records

Upon award recommendation or 30 days after proposal opening, whichever is earlier, any material submitted in response to this RFQ shall become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Records Law). Proposers shall claim the applicable exemptions to disclosure provided by law in their response to the RFQ by identifying materials to be protected and shall state the reasons why such exclusion from public disclosure is necessary and legal.

The CITY reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

## 2.18 Public Entities Crime

- A. A person or affiliate as defined in Section 287.133, Florida Statutes, who or which has been placed on the convicted vendor list maintained by the Florida Department of Management Services following a conviction for a public entity crime, may not submit a proposal to provide any goods or services to the CITY and may not transact business with the CITY in an amount set forth in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- B. By submitting a response, the proposer certifies that it is qualified under Section 287.133, Florida Statutes, to provide the services set forth in the Agreement.

## 2.19 Protest Procedures

- A. Standing: Parties that are not actual proposers, including, but not limited to, subconsultants, subcontractors, material and labor suppliers, manufacturers and their representatives, shall not have standing to protest or appeal any determination made pursuant to this Section.
- B. Protest of Failure to Qualify: Upon notification by the CITY that a proposer is deemed non-responsive and/or non-responsible, the proposer who is deemed non-responsive and/or non-responsible may file a protest with the City Clerk by close of business on the third business day after notification (excluding the day of notification) or any right to protest is forfeited. The City Hall hours are as follows:  
  
Monday-Thursday from 8:00 a.m. to 5:30 p.m. & Friday from 8:00 a.m. to 3:00 p.m.
- C. Protest of Award of Agreement: After a notice of intent to consider award of agreement is posted, a proposer who is aggrieved in connection with the pending award of the Agreement or any element of the process leading to the award of the Agreement may file a protest with the Office of the City Clerk by close of business on the third business day after posting (excluding the day of posting) or any right to protest is forfeited. A notice to consider rejecting all proposals is subject to the protest procedure.
- D. Content and Filing: The protest shall be in writing, shall identify the name and address of the protester, and shall include a factual summary of, and the basis for, the protest. Filing shall be considered complete when the protest and the protest bond are received by the Office of the City Clerk. The official clock at City Hall reception desk shall govern.

- E. Protest Bond: A proposer filing a protest of failure to qualify and/or a protest of award of agreement shall simultaneously provide a protest bond to the CITY in the amount of \$10,000 or 2% of the proposal value, whichever is greater, for each protest. If the protest is decided in the protester's favor, the entire protest bond shall be returned to the protester. If the protest is not decided in the protester's favor, the protest bond shall be forfeited to the CITY. The protest bond shall be in the form of a cashier's check.
- F. Protest Committee: The Protest Committee shall review all protests. The City Manager shall appoint the members of the Protest Committee. No member of the City Commission or the Selection Committee shall serve on the Protest Committee. Each Protest Committee member shall complete and execute an independence affidavit. The City Attorney or designee shall serve as counsel to the Protest Committee. The meeting of the Protest Committee shall be open to the public and all of the actual proposers shall be notified of the date, time and place of the meeting. If the Protest Committee determines that the protest has merit, the City Manager shall direct that all appropriate steps be taken. All of the actual proposers shall be notified of the determination by the Protest Committee. The Protest Committee shall terminate upon the award of the Agreement, or such other time as determined by the City Commission.
- G. Stay of Award of Agreement or RFQ Process: In the event of a timely protest, the City Manager shall stay the award of the Agreement or the RFQ process unless the City Manager determines that the award of the Agreement without delay or the continuation of the RFQ process is necessary to protect any substantial interest of the CITY. The continuation of the RFQ process or award under these circumstances shall not preempt or otherwise affect the protest.
- H. Appeals to City Commission: Any actual proposer who is aggrieved by a determination of the Protest Committee may appeal the determination to City Commission by filing an appeal with the Office of the City Clerk by close of business on the third business day after the protester has been notified (excluding the day of notification) of the determination by the Protest Committee. The appeal shall be in writing and shall include a factual summary of, and the basis for the appeal. Filing of an appeal shall be considered complete when the appeal is received by the Office of the City Clerk.
- I. Failure to File Protest: An actual proposer that does not formally protest or appeal in accordance with this Section shall not have standing.

## 2.20 Cone of Silence

- A. Pursuant to Section 32.10 of City Code, there shall be no communication related to this RFQ between proposers, including any lobbyist or any other person on behalf of proposers, and any member of City Commission, or any member of the Selection Committee or Protest Committee (starting from the appointment of that Protest Committee Member), if any.
- B. The cone of silence shall not apply to written or oral communications with legal counsel for the CITY.

- C. This Section shall not prohibit any person from:
1. Making public presentations to the Selection Committee or Protest Committee or to the City Commission, during any public meeting relating to this RFQ.
  2. Engaging in any negotiations at a meeting of the Selection Committee, or with the City Commission during a public meeting.
  3. Communicating in writing with the person designated in this RFQ as the Procurement Manager for clarification or information related to this RFQ or the Agreement. The written communication, including any response thereto, shall be provided to any proposer that has submitted a proposal.
  4. A cone of silence shall begin when first publicly noticed, and shall terminate upon execution of the Agreement, a decision by the City Commission to reject all proposals, or the taking of other action that ends this RFQ solicitation.
  5. Any action in violation of this Section may be cause for disqualification of the proposer. The determination of a violation and/or disqualification shall be made by the City Commission.

#### 2.21 Scrutinized Companies

Pursuant to Section 287.135, Florida Statutes, a Proposer is ineligible to, and may not submit a Proposal for, or enter into or renew a contract with CITY for goods or services if at the time of submitting a Proposal for a new contract or renewal of an existing contract:

- A. for any contract amount, if the Proposer is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel;
- B. if \$1 million or more and the Proposer is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or
- C. if \$1 million or more and the Proposer is engaged in business operations in Cuba or Syria.

#### 2.22 E-Verify Affidavit

In accordance with Section 448.095, Florida Statutes, the CITY requires all contractors doing business with the CITY to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The CITY will not enter into a contract unless each party to the contract registers with and uses the E-Verify system. The contracting entity must provide of its proof of enrollment in E-Verify. For instructions on how to provide proof of the contracting entity's participation/enrollment in E-Verify, please visit:

<https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>.

By entering into an Agreement, the PROPOSER acknowledges that it has read Section 448.095, Florida Statutes; will comply with the E-Verify requirements imposed by Section 448.095, Florida Statutes, including but not limited to obtaining E-Verify affidavits from subcontractors; and has executed the required affidavit attached hereto and incorporated herein.

#### 2.23 Foreign Gifts and Contracts

Pursuant to Section 286.101, Florida Statutes, any PROPOSER shall disclose in its response to the CITY as well as in any manner required by Section 286.101, Florida Statutes, any current or prior contract with, or grant or gift received from, a Foreign Country of Concern, with a value of \$50,000 or more, received or in force at any time during the previous five years. A "Foreign Country of Concern" shall mean the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such country. Any PROPOSER who fails to make such disclosure shall be disqualified and also may be liable for a civil violation with a fine of \$5,000 for a first violation or \$10,000 for any subsequent violation.

#### 2.24 Examination of Conditions

It shall be the Proposer's responsibility to visit the proposed work site(s) and to thoroughly familiarize himself with the nature and extent of the work to be performed and all local existing site conditions, to make his own estimate of the facilities and difficulties attending the execution of the work; no allowance shall be made by the CITY for the Proposer's failure to do so.

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## SECTION 3

### EVALUATION OF THE PROPOSAL

#### 3.1 Selection Committee

Proposals submitted shall be evaluated by the Selection Committee. The Selection Committee shall convene at a publicly noticed meeting to review submissions, evaluate the proposals, and provide a recommendation for award. Upon review of the qualifications, the proposers will be evaluated and ranked. The Selection Committee may interview firms for final ranking and recommendation to the City Commission.

Selection Committee Members, Director of Procurement, Financial Reviewer and the Technical Advisor shall complete and execute an independence affidavit.

The CITY reserves the right to conduct investigations as it deems necessary, to determine the ability of the selected Proposer who shall perform the work or services. Information the CITY deems necessary in order to make a determination shall be provided by the Proposer upon request.

The Proposer is prohibited from exempting any provisions of this RFQ and Agreement.

#### 3.2 Qualification Evaluation

The Selection Committee shall examine the documentation submitted in the proposal to determine the responsiveness of each Proposer and for compliance with the required minimum qualifications. Failure to provide the required information may disqualify any such Proposal as non-responsive and such Proposal may not be considered. The Selection Committee may disqualify any Proposer that make exaggerated or false statements.

All proposers must provide the necessary documentation to demonstrate that they meet the minimum qualifications, as stipulated herein.

#### 3.3 Selection Committee Evaluation

- A. The Selection Committee shall convene at a publicly noticed meeting and collectively discuss and review the Proposals. Each member of the Selection Committee will evaluate and rank each Proposal in each of the categories listed below and compute a final ranking. The Director of Procurement will tally the final rankings and announce the final total ranking. A sample of the ranking form used by the Selection Committee is included in as part of this RFQ.
- B. The evaluation of proposals and the determination of responsiveness and responsibility shall be the responsibility of the Selection Committee. Such determination shall be based on information furnished by the proposer, as well as other information reasonably available to the CITY.



C. Social, Political, or Ideological Interests

Proposer's social, political, or ideological interests shall not be considered when determining responsiveness and/or responsibility of proposal.

3.4 Responsiveness

The factors to be considered in determining the responsiveness of each proposer include but are not limited to the following:

- A. Proposers shall have been in continuous practice under the same corporate entity for a minimum of the immediate past ten (10) years from the date this RFQ is issued; Proposers shall be certified general contractors licensed by the State of Florida; Proposers shall have a resident office in Florida and shall comply with all federal, state and local laws, rules, practices and regulations.
- B. Compliance with all requirements of the RFQ, including adherence to all RFQ instructions.
- C. Consistency of the offered goods or services as set forth in the Agreement.
- D. Accuracy of mathematical calculations.

3.5 Responsibility

The factors to be considered in determining the responsibility of a proposer shall include but not be limited to the following:

- A. Proposers past experience and performance.
- B. Financial ability to perform the services described in the Agreement. Proposers must demonstrate financial stability. Proposers shall provide a statement of their financial stability, including information as to current or prior bankruptcy proceedings by providing the following:

- 1. A copy of the most recent audited annual financial statements containing a balance sheet, an income statement, and a statement of cash flows;

OR

- 2. Non-audited financial statements containing a balance sheet, an income statement, and a statement of cash flows plus a complete federal tax return for the last two (2) years.

Social Security and/or bank account numbers should be redacted on the statements/federal tax returns.

In lieu of submitting the above documentation, proposer may submit alternative documentation that demonstrates their financial ability to perform the services described herein; however, a complete financial evaluation cannot be conducted without the above documentation.

- C. The financial statements requested are developed into nine financial ratios which include the following:
1. Liquidity - measures a business's ability to cover its obligations, without having to borrow or invest money in the business.
  2. Working Capital - measures liquid assets that provide a safety cushion to creditors.
  3. Solvency - assesses a company's ability to meet its long-term obligations and therefore remain solvent and avoid bankruptcy.
  4. Gross Margin - indicates the percentage of sales (revenue) dollars available for expenses and profit after the cost of materials is deducted from the sales (revenue).
  5. Free Cash Flow - tells how much cash is left over from operations after a company pays for its capital expenditures.
  6. Account Receivables – as a percentage of current assets, which will provide information about assets not yet received and therefore unavailable at the present time to be used as resources.
  7. Receivables to Current Assets - receivables as a percentage of current assets that would reveal the size of receivables in current assets and the opportunity cost associated with it.
  8. Long Term Debt - measurements representing the percentage of a corporation's assets that are financed with loans and financial obligations lasting more than one year.
  9. Cash Ratio - an indicator of a company's liquidity by measuring the amount of cash, cash equivalents or invested funds there are in current assets to cover current liabilities.
- D. Litigation history
- E. The scope and content of any investigations, reports or audits relating to, or communications with, the proposer that have been commenced or issued by any local, state, or federal law enforcement agency, criminal justice agency, health and safety agency or inspector general office.

- F. Whether the proposer has failed to disclose or made misrepresentations to any governmental entity regarding conflicts of interest or potential or apparent conflicts of interest.
- G. Availability of appropriate material, equipment, facility and personnel resources and expertise, or the ability to obtain them, to meet all requirements of the Agreement.
- H. Whether the proposer or its partners, officers or key personnel or its subsidiaries or parent company have been engaged in any criminal activity or have been convicted of any crimes.

### 3.6 Evaluation of Proposals

The Selection Committee shall convene at a publicly noticed meeting and collectively discuss and review the proposals. Each member of the Selection Committee shall evaluate each proposal in each of the categories listed in this section and determine if qualification requirements are met. The Selection Committee Chairperson shall gather the evaluations, and announce the qualified proposers. To be selected as a qualified proposer, a majority of the members of the Selection Committee shall have found the Proposer to meet the evaluation criteria as stated herein. A sample of the evaluation form used by the Selection Committee is included in this Section.

- A. Proposals shall be evaluated based on the following categories, as indicated on the Sample Evaluation Form.
  - 1. The Proposer's company qualifications (information submitted in Form 1).
  - 2. Qualifications of the proposer's personnel, project manager, sub-contractors, joint ventures, including their pertinent training, skill and experience in successful projects of similar size and scope (Form 2).
  - 3. The Proposer's experience and performance on comparable contracts performing as the general contractor with a successful record of the construction of at least three (3) similar building renovation projects of secure municipal buildings such as city halls, police stations or fire stations (Form 3).
  - 4. The proposer's performance bonding history and capacity (Exhibit C).
- B. The Selection Committee may interview some or all of the proposers. During the evaluation process, the Selection Committee may request any or all proposers to make oral presentations.
- C. In the event of a tie, the CITY shall break the tie by drawing lots at a publicly noticed meeting.

### 3.7 Award

The Selection Committee will recommend to the City Commission a list of selected qualified Proposers, if any are deemed to be qualified. The City Commission shall consider the recommendation and shall ratify or alter the recommendation. The selected qualified Proposers, if any are deemed to be qualified, will be invited to submit a bid response for the construction phase of the Project.

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SAMPLE EVALUATION FORM

<u>Evaluation Criteria</u>	Firm A	Firm B	Firm C
	Acceptable Yes/No	Acceptable Yes/No	Acceptable Yes/No
1. Proposer's (firm's) qualifications (Form 1).			
2. Qualifications of the proposer's personnel, project manager, sub-contractors, joint ventures, including their pertinent training, skill and experience in successful projects of similar size and scope (Form 2).			
3. The Proposer's experience and performance on comparable contracts performing as the general contractor with a successful record of the construction of at least three (3) similar building renovation projects of secure municipal buildings such as city halls, police stations or fire stations (Form 3).			
4. The proposer's performance bonding history and capacity (Exhibit C).			

## SECTION 4

### BACKGROUND INFORMATION

#### 4.1 General

The CITY is requesting proposals certified general contractors licensed by the State of Florida to pre-qualify for the purposes of bidding on the construction of the Weston City Hall Security Enhancements. Construction is expected to begin in Spring of 2024

The Proposer shall comply with all federal, state and local laws, rules, practices and regulations.

No guarantee is expressed or implied as to the quantity of services, if any, to be procured under this Request for Qualifications by the CITY.

The CITY reserves the right to conduct investigations as it deems necessary, to determine the ability of the selected Proposer(s) who shall perform the work or services. Information the CITY deems necessary in order to make a determination shall be provided by the Proposer upon request.

#### 4.2 Scope of Work

The Weston City Hall Security Enhancements (the "Project") includes building modifications and renovations to the existing Weston City Hall one story building located at 17200 Royal Palm Boulevard, Weston, Florida. The scope of work includes but is not limited to the hardening to certain interior walls, rooms, existing openings. the construction of new egress locations.

#### 4.3 Experience and Qualifications

All proposers must provide the necessary documentation to demonstrate that they meet the following minimum qualifications.

- A. Proposers shall have been in continuous practice for at least 5 years, under the same corporate entity, from the date this RFQ is issued; Proposers shall be certified general contractors licensed by the State of Florida; Proposers shall have a resident office in Florida and shall comply with all federal, state and local laws, rules, practices and regulations.
- B. The Proposer's experience and performance on comparable contracts performing as the general contractor with a successful record of the construction of at least three (3) similar building renovation projects of secure municipal buildings such as city halls, police stations or fire stations in Florida within the immediate past seven (7) years from the date this RFQ is issued.
- C. Project Manager/Superintendent - The Proposer's project manager or superintendent shall have experience within the past five years from the date this RFQ is issued, of being in charge of similar projects of size, scope, value,

methods of construction as described herein, and preferably with the Proposer's firm. The project manager/superintendent as named in the pre-qualification form shall not be changed at the time of bid or during construction unless he/she leaves the Proposer's employment. If the initial project manager/superintendent leaves the Proposer's employment during the course of the project, the substituted project manager/superintendent shall meet the criteria for pre-qualification as stated herein.

- D. Bonding Capacity (Performance & Payment Security) - Proposers shall have adequate bonding capacity to provide for 100% Payment and Performance Security, as set forth in SECTION 7 – STANDARDS OF PERFORMANCE & PAYMENT SECURITY. A letter from the Proposer's Surety Company is requested as evidence of the Proposer's bonding capacity of \$1,000,000.
- E. Insurance - Proposers shall submit with their proposal for this RFQ, proof of insurance that meet all requirements as set forth in SECTION 6 – STANDARDS OF INSURANCE.

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SECTION 5  
PROPOSAL SECURITY

**NOT APPLICABLE**

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## SECTION 6

### STANDARDS OF INSURANCE

#### 6.1 Insurance

- A. Before performing any Work, Contractor shall procure and maintain, during the life of the contract, unless otherwise specified, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the CITY and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best Company rating of no less than "A-Excellent: FSC VII." In the event that the insurance carrier's rating shall drop, the insurance carrier shall immediately notify the CITY. No changes shall be made to these specifications without prior written specific approval by the CITY.
- B. All policies required by this contract, with the exception of Workers' Compensation, or unless specific approval is given by the CITY, are to be written on an occurrence basis, shall name "City of Weston" as Additional Insured during the project and for a minimum of five (5) years following the project completion and acceptance by the CITY or no more restrictive than ISO form CG 20 37 (07 04). Waiver of subrogation in favor of the City of Weston is required on all policies except Workers' Compensation. The CITY shall be named as additional insured on all policies except worker's compensation and professional liability.
- C. Any person, organization, vehicle, equipment, or other person or property fulfilling this Agreement is bound by these insurance requirements.
- D. Any changes to these specifications shall be at the sole and exclusive discretion of CITY.
- E. CITY retains the right to review, at any time, policies, coverage, applicable forms/endorsements, and amounts of insurance.
- F. Contractor is responsible for repairing or replacing any damage to structures unless otherwise addressed within this Agreement.
- G. Insurance shall not be suspended, voided or canceled except after 30 calendar days prior written notice by certified mail, return receipt requested, has been given to CITY, except the cancellation notice period for non-payment of premiums shall be 10 days.
- H. Certificates of Insurance evidencing conditions to this Agreement are to be furnished to City of Weston, 17200 Royal Palm Boulevard, Weston, FL 33326.
- I. Notices of Accidents (occurrences) and Notices of Claims associated with work being performed under this Agreement shall be provided to Contractor's insurance company and CITY as soon as practicable after notice to the insured.
- J. Proposer agrees by entering into a written Agreement that the insurance policies provided will include a Waiver of Subrogation in favor of CITY. Proposer's insurance shall be Primary and non-contributory.

- K. Proposer is responsible for any costs or expenses below deductibles, self-insured retentions, coverage exclusions or limitations, or coinsurance penalties.

## 6.2 Specific Coverage

- A. **Workers Compensation:** Proposer shall provide statutory workers' compensation, and employer's liability insurance with limits of not less than \$1,000,000 per employee per accident, \$1,000,000 disease aggregate and \$1,000,000 per employee per disease for all personnel on the worksite. If applicable, coverage for the Jones Act and United States Longshoremen and Harborworkers exposures must also be included. Elective exemptions shall NOT satisfy this requirement. Certificates evidencing an employee leasing company as employer shall not be accepted). In the event Proposer has "leased" employees, Proposer must provide a workers' compensation policy for all personnel on the worksite. All documentation must be provided for review and approval by CITY.

Proposer is responsible for the Workers' Compensation of any and all subcontractors, including leased employees, used by Proposer. Evidence of workers' compensation insurance coverage for all subcontractors, including leased employees, must be submitted prior to any work being performed.

- B. **Commercial General Liability:** Proposer shall provide evidence of commercial general liability on an occurrence Form no more restrictive than ISO form CG 2010, and including but not limited to bodily injury, property damage, contractual liability, products and completed operations (without limitation), and personal and advertising injury liability with limits of not less than \$2,000,000 each occurrence, and \$5,000,000 in aggregate, covering all work performed under this Agreement.
- C. **Business Automobile Liability:** Proposer shall provide evidence of business automobile liability on a standard ISO form, and including per occurrence limits of not less than \$1,000,000 covering all work performed under this Agreement. Coverage shall include liability for owned, non-owned & hired automobiles. If private passenger automobiles are used in the business, they shall be commercially insured.
- D. **Umbrella or Excess Liability:** Umbrella policies are acceptable to provide the total required general liability, automobile liability, and employers' liability limits. Umbrella policies shall also name CITY as additional insured and coverage shall be provided on a "Follow Form" basis.
- E. **Subcontractors:** Insurance requirements itemized in this contract and required of Proposer shall be provided on behalf of all subcontractors to cover their operations performed under this Agreement. Proposer shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

- F. Pollution Liability: For sudden and gradual occurrences or claims made and, in an amount, no less than \$1,000,000 per claim and \$3,000,000 in the aggregate arising out of work performed under this Agreement, including but not limited to, all hazardous materials identified under the Agreement.
- G. Builders' Risk – Property Coverage: a special form coverage shall include, but not be limited to:
  - 1. Storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project.
  - 2. Theft coverage.
  - 3. Waiver of Occupancy Clause endorsement, which will enable the CITY to occupy the facility under construction/renovation during such activity.
  - 4. Limits of insurance to equal 100% of the insurable completed contract amount of such addition(s), building(s) or structure(s), on an agreed amount/replacement cost basis, and Maximum deductible clause of \$10,000 each claim; exceptions may be made for Windstorm and Flood deductibles.
- H. Builders' Risk – Installation Coverage: For installation, Contractor must provide Builders' Risk installation coverage to include coverage for materials stored at the project site, property while in transit, and property stored at a temporary location for the amount of materials involved in this contract.

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## SECTION 7

### STANDARDS OF PERFORMANCE & PAYMENT SECURITY

- 7.1 Security Requirements: Proposers shall demonstrate the ability to meet the Standards of Performance & Payment Security, as set forth below, for the actual bid solicitation for the construction of Weston City Hall Security Enhancements.
- A. Within fourteen days of the Notice of Award by City Commission, Proposer shall furnish to CITY performance & payment security in an amount equal to 100% of the total bid amount whichever (project estimated to be \$1,000,000) as security for the faithful performance of Agreement and for the payment of all persons performing labor and/or furnishing materials in connection with the Agreement. Bond shall be submitted on Exhibit E provided in the Agreement. The condition of this obligation is such that, if Proposer shall promptly and faithfully perform the Agreement, make payments to all claimants for all labor and material used or reasonably required for use in the performance of the Agreement, and shall fully indemnify and save harmless CITY and its agents and/or service provider for all costs and damages that may be suffered by reason of failure to do so, then this obligation shall be null and void; otherwise it shall remain in full force and effect.
  - B. The performance & payment security shall be in the form of a cashier's check payable to "City of Weston" and drawn on a bank, authorized to do business in the State of Florida, or a surety bond issued by a surety company meeting the qualifications stated in this Section. A copy of the cashier's check or surety bond shall be attached as Exhibit E.
  - C. The surety company issuing the surety bond shall fulfill each of the following provisions, and Proposer shall provide evidence to document such fulfillment:
    - 1. The surety company is licensed to do business in the State of Florida.
    - 2. The surety company holds a valid certificate of authority, authorizing it to write surety bonds in the State of Florida.
    - 3. The surety company has twice the minimum surplus and capital required by the Florida Insurance Code at the time the Agreement is executed.
    - 4. The surety company is otherwise in compliance with the provisions of the Florida Insurance Code.
    - 5. The surety company holds a valid certificate of authority issued by the United States Department of the Treasury under 31 U.S.C. § 9304-9308.
    - 6. The bond shall contain all provisions required by § 255.05, Florida Statutes, as may be amended from time to time.
    - 7. The bond shall be issued by a Florida resident agent.

8. A surety bond shall be executed by a surety company of recognized standing having been in business with a record of successful continuous operation for at least five years.
  9. The surety company shall meet a minimum financial rating by AM Best Company of no less than "A- Excellent: FSC VII" and shall have at least a minimum policyholders rating of A- Class VII or higher. In the event that the surety company's rating shall drop, the surety company shall immediately notify CITY.
  10. All surety companies are subject to review and approval by CITY and may be rejected without cause. All bonds signed by an agency shall be accompanied by a certificate of authority to act.
- D. Duration of Security: Performance & payment security shall remain in force until expiration. If the Agreement is terminated, they shall remain in force for one year from the date of termination of this Agreement as protection to CITY against losses resulting from improper performance of work under the Agreement that may appear or be discovered during that period.

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SECTION 8  
QUALIFICATION FORMS

The forms located in this section of the RFQ shall be included in the sealed proposal and shall be unaltered. Forms not completed in full may result in disqualification.

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COVER SHEET

City of Weston

Request for Qualifications  
RFQ No. 2023-13  
Pre-Qualification of General Contractors for Construction of  
City Hall Security Enhancements

Proposal Submitted by:

Name of Proposer		
Contact Person		
Title		
Address		
City	State	Zip Code
Phone Number	Fax Number	
Email Address		

FORM 1

PROPOSER'S STATEMENT OF ORGANIZATION

1. Full Name of Proposer:

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2. Principal Business Address, Phone and Fax Numbers & Email Address:

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3. Principal Contact Person(s):

---

---

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4. Form of Proposer (Corporation, Partnership, Joint Venture, Other):

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A. If a corporation, in what state incorporated: \_\_\_\_\_

B. Date Incorporated: \_\_\_\_\_

C. If a joint Venture or Partnership, date of Agreement: \_\_\_\_\_

D. Name and address of all partners (state whether general or limited partnership):

---

E. If other than a corporation or partnership, describe organization and name of principals.

---



FORM 1

PROPOSER'S STATEMENT OF ORGANIZATION  
(CONTINUED)

5. Provide names of principals or officers as appropriate and provide proof of the ability of the individuals so named to legally bind Proposer.

Name

Title

---

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6. Indicate the number of years' Proposer has experience in performing on comparable contracts performing as the general contractor with a successful record of the construction of at least three (3) similar facilities within the past ten years from the date this RFQ is issued.

---

7. List all entities participating in this Proposal (including subcontractors if applicable):

Name

Address

Title

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

8. Outline specific areas of responsibility for each entity listed in Question 7.

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

FORM 1

PROPOSER'S STATEMENT OF ORGANIZATION  
(CONTINUED)

9. Licenses, Certifications, Business tax receipts.

A. Valid General Contractor License/Certification (must attach copies):

State of Florida License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Broward County License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

B. Valid County or municipal business tax receipt number (must attach copies):

County: \_\_\_\_\_

Municipal: \_\_\_\_\_

10. Have you ever failed to complete any work awarded to you?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

11. Within the last five years, has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete an Agreement?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

12. Within the last five years, have you ever had a performance, payment or bid bond called?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

13. Have you, any officer or partner of your organization, or the organization been involved in any litigation or arbitration against the CITY?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

14. Within the last five years, have you, any officer or partner of your organization, or the organization or parent company or its subsidiaries been involved in any litigation or arbitration against any other Florida public entity?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

15. Within the last five years, have you, any officer or partner of your organization, or the organization or parent company or its subsidiaries been involved in any litigation or arbitration against any private entity for an amount greater than \$100,000?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

16. Has your organization or any of its partners, officers, or key personnel, or its subsidiaries or parent company been charged or indicted for any criminal activity within the last five years?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

17. Has your organization or any of its partners, officers, or key personnel, or its subsidiaries or parent company been convicted and/or fined for any criminal activity within the last five years?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

18. Within the last five years, have you, any officer or partner of your organization, or the organization been investigated by any local, state, or federal law enforcement agency, criminal justice agency or inspector general office?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

19. Within the last five years, have you, any officer or partner of your organization, or the organization communicated with any local, state, or federal law enforcement agency, criminal justice agency or inspector general office relating to goods or services provided or performed for any governmental entity?

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

20. Within the last five years, have there been any reports or audits relating to you, any officer or partner of your organization, or the organization issued by any local, state, or federal law enforcement agency, criminal justice agency or inspector general office.

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

21. Within the last five years, have you, any officer or partner of your organization, or the organization failed to disclose or made misrepresentations to any governmental entity regarding conflicts of interest or potential or apparent conflicts of interest.

Yes \_\_\_\_\_ No \_\_\_\_ If yes, attach a separate sheet of explanation.

22. Within the last five years, have you, any officer or partner of your organization or the organization entered into or are currently in a contract with, or received a grant or gift from, a Foreign Country of Concern, with a value of \$50,000 or more. A "Foreign Country of Concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of

Nicolas Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such country.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach a separate sheet of explanation.

\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

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FORM 2  
PERSONNEL

For all principals of Proposer and key personnel providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. Resumes shall be provided in the following format, however, additional information may be provided at the option of Proposer.

---

A. Name & title

B. Years experience with:

This company

Other similar companies

C. Education:

Degree(s)

Year and specialization

Certificates

Year and specialization

D. Professional references: (List a minimum of three)

E. Other relevant experience and Qualifications

F. Attach applicable licenses for each individual performing service pursuant to this Proposal.

FORM 3  
CITY OF WESTON  
PROPOSER REFERENCE FORM

as the general contractor with a successful record of the construction of at three (3) similar building renovation projects of secure municipal buildings such as city halls, police stations or fire stations. **This form SHALL be completed and signed by each of the PROPOSER's Reference.** (A fillable PDF of this form is available under "Selected Standard Bid Forms" at <https://www.westonfl.org/government/procurement>)

Solicitation Title: \_\_\_\_\_

Name of PROPOSER: \_\_\_\_\_

Bid/RFP/RFQ No: \_\_\_\_\_ Opening Date: \_\_\_\_\_

*The above-mentioned company/firm has listed you as a project reference for the City of Weston solicitation cited above. Please provide the reference information as requested below.*

1. Name of Reference (Person): \_\_\_\_\_
2. Name of Firm/Agency: \_\_\_\_\_
3. Title/Position: \_\_\_\_\_
4. Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
5. What type of work or service has the PROPOSER performed for you or your agency and when?  
Description of Work/Title of Project

	Approximate Completion (Month/Year)

6. What was the approximate contract value of this work? \_\_\_\_\_
7. Was the work generally completed on-time and within budget?  
 Yes       No

8. Did the PROPOSER meet the expectations and needs of the project?  Yes     No

9. Was the PROPOSER generally responsive to your requests?  Yes     No

10. Is there anything else you wish to let us know about this PROPOSER?

\_\_\_\_\_  
\_\_\_\_\_

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

FORM 4  
NON-COLLUSION AFFIDAVIT

The undersigned individual, being duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_, the PROPOSER that has submitted the attached Proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither said PROPOSER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other PROPOSER, firm or person to submit a collusive or sham proposal in connection with the Agreement for which the attached Proposal has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement of collusion or communication of conference with any other PROPOSER, firm, or person to fix the price or prices in the attached RFQ, or of any other PROPOSER or to fix any overhead, profit or cost element of the Proposal or the response of any other PROPOSER, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Weston, Florida, or any person interested in the proposed Agreement; and
5. The response to the attached RFQ is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPOSER or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_

Signature (Blue Ink Only)

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

FORM 5  
DRUG-FREE WORKPLACE

The undersigned vendor (firm) in accordance with Chapter 287.087, Florida Statutes, hereby certifies that \_\_\_\_\_ does:

(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this PROPOSER complies fully with the above requirements.

\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



FORM 6  
ACKNOWLEDGMENT OF ADDENDA

The PROPOSER hereby acknowledges the receipt of the following addenda issued by the CITY and incorporated into and made part of this RFQ. In the event the PROPOSER fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME	TITLE	SIGNATURE (BLUE INK ONLY)

[THIS SPACE INTENTIONALLY LEFT BLANK]

FORM 7  
INDEPENDENCE AFFIDAVIT

The undersigned individual, being duly sworn, deposes and says that:

I am \_\_\_\_\_ of \_\_\_\_\_, the PROPOSER that has submitted the attached proposal;

I hereby certify to the best of my knowledge that neither I nor any of those persons residing in my household have or have had during the past five years, any relationships (professional, financial, familial or otherwise) with the CITY (or any of its districts), its elected or appointed officials, its employees or agents, or any member or alternate member of the Selection Committee.

A "relationship" for the purpose of this affidavit shall include but not be limited to employer/employee, PROPOSER, subconsultant, associate, officer, partnership, joint venture, ownership greater than one percent, landlord/tenant, or creditor/debtor, gift donor/recipient (in excess of \$100.00), past or on-going personal relationships, or joint involvement with charitable/voluntary activities. **Relationship includes having a prior or current contract with the CITY.**

Except as set forth below, I hereby certify to the best of my knowledge that neither I nor any of those persons residing in my household have received any promise of compensation, remuneration, gift, discount, or other gratuity in exchange for my proposal.

I understand and agree that I shall give the CITY written notice of any other relationships (as defined above) that I enter into with the CITY (or any of its districts), its elected or appointed officials, its employees or agents, or any member or alternate member of the Selection Committee during the period of the Agreement.

I set forth below any exceptions to the aforementioned (if none, write "None"):

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\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

FORM 8  
SCRUTINIZED COMPANIES

The undersigned PROPOSER in accordance with Section 287.135, Florida Statutes, hereby certifies that:

PROPOSER is not participating in a boycott of Israel;

PROPOSER is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;

PROPOSER does not have business operations in Cuba or Syria.

---

Signature (Blue Ink Only)

---

Date

---

Print Name

---

Title

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FORM 9  
PUBLIC ENTITY CRIMES

Sworn Statement Under §287.133(3)(a), Florida Statutes

(This form must be signed in the presence of a notary public or other officer authorized to administer oaths.)

1. This sworn statement is submitted with Bid, Proposal or contract No. \_\_\_\_\_

2. This sworn statement is submitted by: \_\_\_\_\_  
(name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Identification Number  
(FEIN) is: \_\_\_\_\_  
(if applicable)

Social Security Number: \_\_\_\_\_  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

3. My name is: \_\_\_\_\_  
(print name of individual signing this document)

and my relationship to the entity is: \_\_\_\_\_

4. I understand that a "public entity crime" as defined in §287.133(1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United states, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that a "convicted" or "conviction" as defined in §287.133(1)(b), Florida Statutes, means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in §287.133(1)(a), Florida Statutes means:  
(a) A predecessor or successor of a person or a corporation convicted of a public entity crime; or

FORM 9  
PUBLIC ENTITY CRIMES(Continued)

- (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, share holders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima-facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in §287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which binds or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on the information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- a. \_\_\_\_\_ Neither the entity submitting the sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- b. \_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 and (Please indicate which additional statement applies)
1. \_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

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FORM 9  
PUBLIC ENTITY CRIMES (Continued)

2. \_\_\_\_\_ The person or affiliate was placed on the convicted list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

3. \_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services)

Signature (Blue Ink Only)	Date
Print Name	Title

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FORM 10  
E-VERIFY AFFIDAVIT

In accordance with Section 448.095, Florida Statutes, the CITY requires all contractors doing business with the CITY to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The CITY will not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

**The contracting entity must provide of its proof of enrollment in E-Verify.** For instructions on how to provide proof of the contracting entity's participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>.

By signing below, the contracting entity acknowledges that it has read Section 448.095, Florida Statutes and will comply with the E-Verify requirements imposed by it, including but not limited to obtaining E-Verify affidavits from subcontractors.

**Check here to confirm proof of enrollment in E-Verify has been attached to this Affidavit.**

_____ Signature (Blue Ink Only)	_____ Date
_____ Print Name	_____ Title

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FORM 11  
CERTIFICATION TO ACCURACY OF PROPOSAL

PROPOSER, by executing this CERTIFICATION TO ACCURACY OF PROPOSAL Form, hereby certifies and attests that all Forms, Affidavits and documents related thereto that it has enclosed in the Proposal in support of its Proposal are true and accurate. Failure by the PROPOSER to attest to the truth and accuracy of such Forms, Affidavits and documents shall result in the Proposal being deemed non-responsive and such Proposal will not be considered.

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, who, upon being duly sworn, deposes and says:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the PROPOSER that has submitted the attached Proposal;
2. I \_\_\_\_\_ certify that I am authorized to sign this solicitation response on behalf of the PROPOSER as indicated in Form 1 as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the PROPOSER.
3. I am fully informed respecting the preparation and contents of the attached Proposal and of all Forms, Affidavits and documents submitted in support of such Proposal;
4. I attest that all forms, affidavits, certifications, documents, statements, oral, written or otherwise submitted in support of this Proposal and included in this Proposal are true and accurate;
5. No information that should have been included in such forms, affidavits, certification and documents has been omitted; and
6. No information that is included in such Forms, Affidavits or documents is false or misleading.
7. I acknowledge that untruthful and incorrect statements made in support of the Vendor's response may be used by the CITY as a basis for rejection, rescission of the award, or termination of the Agreement, and that the CITY's rights and remedies set forth herein are not exclusive and are in addition to any other rights and remedies available to the CITY in law or in equity.

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EXHIBIT A

LICENSES:  
GENERAL CONTRACTOR  
BUSINESS TAX RECEIPTS

ATTACH COPY OF LICENSE CERTIFICATES

EXHIBIT B  
CERTIFICATE OF INSURANCE

ATTACH CERTIFICATE OF INSURANCE

EXHIBIT C

PROOF OF BONDING HISTORY AND CAPACITY

PERFORMANCE BOND HISTORY

1. What is the Proposer's current bonding capacity with a contract surety company or a single project? \_\_\_\_\_ In the aggregate? \_\_\_\_\_

2. Please identify the Proposer's surety company and the current line of bonding credit that company has extended to Proposer:

Surety Name: \_\_\_\_\_

Line of Bonding Credit: \_\_\_\_\_

3. Name, address, and telephone number of current surety agent or underwriting contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Have Performance or Payment Bond claims ever been made to a surety for this Proposer or any project, past or present?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

5. If the answer to 4 above is yes, please describe the claim, the name of the entity (company, organization or person) making the claim, and the resolution of the claim.

Claim: \_\_\_\_\_

Entity: \_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. In the past five (5) years, has any surety company refused to bond the Proposer on any project? (If answer is yes, specify the reasons given for that refusal, and the name and address of the surety company that refused to bond).

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Surety Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. In the past five (5) years, has any surety company refused to bond the Proposer's parent, or subsidiaries, on any project? (If answer is yes, please specify the reasons given for that refusal, and the name of the surety company).

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Surety Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. A letter from the Proposer's surety company is requested as evidence of the Proposer's bonding capacity of at least \$1,000,000. Attach the letter.

ATTACH PROOF OF BONDING CAPACITY