CRA CITIZEN ADVISORY COMMITTEE
OFFICIAL AGENDA
October 20, 2016
5:00 p.m.

THIS MEETING HAS BEEN CANCELLED & WILL BE RESCHEDULED

Municipal Administration Building
Commission Chambers
201 W. Central Avenue
Lake Wales, FL 33853

1. ROLL CALL

2. AGENDA ITEM

2.I. Approval Of Minutes: July 21, 2016; August 18, 2016, Regular Meetings

Documents:

2016-07-21CCAC.PDF
2016-08-18CCAC.PDF

2.II. Review Of RFPs For Creation Of RFP For CRA Plan Consultant
The CRA Citizen Advisory Committee will review sample RFPs and Create an RFP for CRA Plan Consult.

Documents:

CORAL SPRINGS.PDF
DADE-CRA-UPDATE-RFQ.PDF
ESCAMBIA COUNTY FLORIDA.PDF
KISSIMMEE.PDF
LAKE CITY.PDF
LAKELAND.PDF
LYNN HAVEN.PDF
MATILAND.PDF
NAPLES.PDF
NAPLES_ADDENDUM1.PDF
NAPLES_ADDENDUM2.PDF
OAKLANDPARK.PDF
PENSACOLA1.PDF
PENSACOLA2.PDF
SEBRING.PDF
WAUCHULA.PDF

3. COMMUNICATIONS AND PETITIONS

Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and if city or county resident for the record. Please limit your discussions to five (5) minutes.

Note: The full staff memo will be incorporated into the official record

Minutes of the CRA Citizen Advisory Committee can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript

may make arrangements with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

Persons who wish to appeal any decision made by the CRA Citizens Advisory Committee with respect to any matter considered during this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the office of the City Clerk no later than 5:00 p.m. on the day prior to the meeting.

CRA Citizen Advisory Committee
Regular Meeting Minutes
July 21, 2016
5:00 P.M.

The July 21, 2016 CRA Citizen Advisory Committee meeting was held in the City Commission Chamber in the Municipal Administration Building at approximately 5:00 p.m. The meeting was called to order by Chairman Mark Bennett.

MEMBERS PRESENT: Narvell Peterson; Jean Kincaid Scott; Christopher Lutton; Mark Bennett, chair

MEMBERS ABSENT: None

CITY STAFF PRESENT: Clara VanBlargan, City Clerk; Kenneth Fields, City Manager; Dorothy Ecklund, Finance Director; Kathy Bangley, Planning & Development Director

Agenda Item 1. ROLL CALL

Agenda Item 2. Approval of Minutes: June 16, 2016

Narvell Peterson made a motion to approve the June 16, 2016 meeting minutes, Christopher Lutton seconded the motion, and the Committee unanimously approved.

Agenda Item 3. Planning Session with Staff on the Revision of the 1999 CRA Plan

Finance Director Dorothy Ecklund explained to the CRA Citizen Advisory Committee that they would have to wait to discuss Agenda Item 3 at the next meeting so they can talk with the City Manager because one of the budget items is $40,000 for an outside professional to come in and look at the CRA plan to revise the plan. She would hate for two different horses to be working on this and there not be any communication between the two.

Chairman Mark Bennett said he understands that James Slaton could not attend the meeting because he is on vacation this week and Ms. Ecklund confirmed. City Clerk Clara VanBlargan said James Slaton and Sarah Kirkland are scheduled to attend the August meeting. Mr. Bennett said he assumes that the Finance Director and City Manager will be attending that meeting as well. Christopher Lutton asked what James Slaton and Sarah Kirkland would be talking about at the August meeting. Ms. Ecklund explained that James is very passionate about projects because he is in charge of many outside construction projects, etc. so he does want to be connected with this board. Whatever this board decides it would like to do moving forward, James would be the one managing those type of projects. He does not have an agenda; he just wants to know what this board is talking about so everyone could be working in the same direction. If the projects are regarding CRA projects that have something to do with utilities, Sarah is the project manager on that side so that is why she would like to be working with this board and be present at the meeting. Whatever is being discussed they want to be able to provide feedback.

Chairman Bennett said their homework for this meeting was to review all the documents that were provided to them in their agenda packet and to come back to this meeting with some thoughts and comments for City staff. As a board, we present that to staff to work on and they bring it back to the August meeting.

Mr. Lutton asked Ms. Ecklund to explain the “Draft Five Year Capital Improvement Plan for FY’2016/17–2020/21” sheet included in the agenda packet. Ms. Ecklund said the Commission and the CRA Board has not approved the proposed Five Year CIP yet and she is not sure what staff member put those items on there. Some of the items are community redevelopment so those are not necessarily the CRA because there are some Code Enforcement vehicles listed. Mr. Lutton inquired about the walking trail listed on the document and Ms. Ecklund said that is a question for James Slaton. He is the one to explain what that

encompasses and grant money that goes with it. Chairman Bennett said he wondered what the trail was, the trail's purpose, and because of its costs if it was a FDOT project. Mr. Lutton said the document does not describe the project or provide information about it. Chairman Bennett said that under walking trails, it shows CRA as the department but on the project sheet, it shows the funding source as the City. Ms. Ecklund explained there are two funding sources for that project and again James would have to be here to talk about the project. Part of the project might be paid with impact fees, which would be the City, and the other part could be paid with CRA funds. That is not her decision to make. James would have to explain the allocations.

Mr. Lutton asked if the tax increment revenue was from CRA and Ms. Ecklund confirmed. Chairman Bennett said that caught his eye. It is not a merited project. The trail in town is a good idea but is that the best use of CRA dollars. At the last meeting the board talked about focusing on coming up with some priorities that are more oriented toward fixing the built environment, getting buildings fixed, pumping out neighborhoods and things like that. He does not know if doing the trail and paying for it with CRA dollars accomplishes the goal of fixing up the built environment. He would like to see more CRA money going toward demolition and acquiring lots so the City can give them to builders or sell them etc. Ms. Ecklund said this conversation needs to be with the City Manager and James Slaton but she will speak for them if need be. Chairman Bennett asked Ms. Ecklund how the trail would be funded and Ms. Ecklund said that would be the City Manager's decision because it is his budget, which is why he needs to be at these meetings.

Mr. Lutton said he had not seen the Martin Vargas study before that was included in the agenda packet. There are some interesting ideas in there and some of them are still viable. It is a nice document to keep looking back at. He will spend the time reading it to determine if the plan is worth spending the money redoing it. Planning & Development Director Kathy Bangley explained that the proposal was for the downtown only and not the CRA at large although it is a component thereof. Mr. Lutton asked if the idea is for the consultant to redo the entire CRA plan and Ms. Bangley confirmed and said the last update was in 2007. Chairman Bennett said he was glad to see there was some money set aside in the budget for a CRA plan update. There is some statute that said any project must be consistent with the CRA plan. Mr. Lutton asked if that is in the current, year's budget and Ms. Bangley said no, it is in the proposed budget being considered for adoption. Mr. Lutton said he did not see that and Ms. Ecklund said it might have been added after the board received its agenda packet.

City Manager Kenneth Fields who had just arrived at the meeting, said in the last budget proposal the Commission considered a week ago Tuesday there was $40,000 for a CRA plan update and $40,000 designated for the beginning of a downtown revitalization plan. At Tuesday night's budget workshop, meeting a proposal was made to increase the $40,000 for the downtown to $100,000 and for the increase to come out of the existing CRA reserves, which is yet to be voted on by the Commission. Mr. Lutton said $100,000 is a lot of money. Mr. Fields clarified that staff had recommended $40,000 to begin a downtown revitalization plan and one of the Commissioners recommended increasing that to $100,000 without clearly defining what that money would be used for although the reply was creation of a Main Street organization of some kind consisting of downtown businesses, community leaders, etc. but that was not clearly stated. Commissioner Lutton said from a tax paying citizen standpoint he would want to get a $100,000 return on that money.

Chairman Bennett said since their emphasis should be on the built environment and if CRA money is going to be spent on a trail, less money should be spent on a trail and more money spent on demolition and land acquisition to get new structures built. The City of Auburndale has $50,000 available to fix up a building; the City of Winter Haven just implemented a program for their CRA to subsidize residential development in the downtown up to $5,000 a unit. The developer pays it and then gets it back in rebates; and the City of Haines City has a façade grant program. Chairman Bennett said he is not here to tell staff how to accomplish goals, he is just throwing them out as options of ways to accomplish the goal of improving the built environment.

Chairman Bennett asked what the intent is for the next meeting. Mr. Fields said the goal would be to facilitate writing of a new CRA plan to establish goals for the CRA. This requires input from this board and the citizens. Now, that we actually have some discretionary funding in the CRA for the next few years we

need to decide what we are going to do with it. We were successful this past year with the money that was set up in the CRA for demolition and code enforcement. The money that was set aside for demolition allowed us to attract some county CDBG money. We had hoped to do 10 structures this year but we are going to end up doing 12 or 15 instead. Ms. Bangley said 10 structures have been demolished already and the City has not paid for any of them, yet. Mr. Fields said the money set aside for next year was to update the plan in the direction we want to go. We allocated $75,000 again for code enforcement in next year's proposed budget. The other $40,000 proposed by staff was to start the development of a focused downtown revitalization plan. The downtown is not going to go anywhere without a huge amount of citizen input. We need to know what people want to see in Lake Wales especially in the downtown. It is a long involved process and it requires many community meetings. The proposal was to get a facilitator to come in and help develop that plan and then that proposal was bumped up to a $100,000 to jump start Main Street again. This will be discussed again at the next budget workshop and this board can weigh in on that for the Commission would be happy to hear what it has to say. This will not happen overnight. It will probably be a one or two year process. Unless you get broad citizen buy-in on what they want in the downtown, nothing will work. If you develop a community on consensus, it will begin to attract some business entrepreneurial type that we need. It just takes one good project to lure people to follow.

Mr. Lutton said he is prepared to talk about this a little more right now and start editing the existing plan, which are the simple things that have changed since the last update and then look at the priorities. He said when you talk about demolishing terrible looking buildings it is great to hear that some of the property owners are doing it themselves. If the City liens the property it demolishes it will eventually own the property, which the City is not in the business of buying and selling property. This could create a conflict because you might have some developers asking why certain people get all the property so it is not good to rear that ugly head. It would be interesting to know how many structures the City demolished in the last couple of years and how many of those properties the City owns as a result. This board needs to come up with directions to give to citizens on what they can do, what kind of incentives we want to give, how do we want to get rid of the property or if we want to put another house or commercial building on it etc. which will be good direction to the City Commission. Ms. Bangley said we have not taken ownership of any properties in the last two years through this process. We just placed about $50,000 worth of service liens on the non-ad valorem tax roll for next year that has been owed the City for the last 10 years. She explained that we have not gone the foreclosure route yet but had many discussions on what to do. Commissioner Lutton said if we are not careful, we could spend $18,000 on a piece of property that might only be worth $5,000.

Narvell Peterson said most of the properties are too small to build a home so no one wants to buy them. Habitat, however, could put some type of small single-family home on there. Ms. Bangley said many of the lots located in the older parts of town are small. Habitat usually consolidates two properties that are side by side and builds a home on there. The only thing the government probably can do instead of building that new house is set the stage for clear title so the land is ready to go, Chairman Bennett said a way to fix up a neighborhood would be to tear down what is bad and build something new.

Mr. Lutton said his house is within the CRA and he pays tax dollars for that. If we are singling out an area, that tax is not benefiting him as a general citizen. The Martin & Vargas master plan for downtown has ideas and examples for City parks and things like that. When he was on the planning board, they talked about putting a park on the piece of property on the other side of Scenic Hwy, between there and the Presbyterian Church. Although, it might be considered infrastructure, the positive thing for the City to do is make it a City street park. A greenscaping project is better around the downtown because everybody can enjoy it and it would draw people and businesses down there. We just spent a lot of money on two streets there doing landscaping. Mr. Fields said that was one of the ideas about the trail or the idea of a corridor between the Depot Museum up to the Library and down to the lake, which is an underused asset to the downtown. So far, the railroad seems to be cooperative but we have to maintain their right-of-way. We need to create some type of attraction there to bring people to the downtown. This year's budget addresses some of those issues. The large infrastructure investment that was made about eight years ago made it possible for anything to be built downtown. We have fire coverage and sewer lines in place there, which has to be in place before anything can be built in the downtown. We are starting that process but we need citizen input, which begins with this board to keep the process going. This leads to putting money aside for built projects. The greenscaping trail and the newspaper bin projects are important. The

newspaper bin project will be done this year to clean up the mess in front of the Post Office and on Market Street.

Mr. Lutton said a grant funding facade program should be a priority of the CRA, which is important to do. Most of the facades in the downtown area look to be in fairly, good condition which is concerning because if we spend a million dollars on façade appearance in the downtown they have to look good. He would like his tax dollars spent on stuff that he can personally enjoy.

Chairman Bennett said he lives in a subdivision where the roads have not been paved since the subdivision was built in the early 70s. Now, there are potholes and deteriorated streets there. CRA money could be used to redo that but spending it on the trail could spur downtown and create that greater public benefit.

Mr. Lutton said we could list in the CRA plan the other parks we have such as the dog park, Soccer Park, and Skate Park. Ms. Ecklund asked that the board wait until the consultant does what he has to do. Mr. Lutton said the board needed to edit the plan before a consultant does what he has to do. It is better for a hired professional to take the revised document and verify what is listed, expand etc. Mr. Lutton said if you give an engineer or a planner a blank slate you typically will not be happy with what they come back with. Ms. Scott said that is what we did before. A person from Winter Park came in and developed the plan like Winter Park, which did not work for Lake Wales. Ms. Bangley said when we go to develop the scope of work for the RFQ or RFP to hire somebody we could get this board's input, Commission input, and possibly citizen input. We need to update what we have first and create the scope of work so we do not end up with a Winter Park plan suggested for Lake Wales. So we want to make sure our RFP asks for what we want. Mr. Fields said when it comes to developing plans of this nature you have to meet with the community to get input on issues to before starting to write a plan or it will not work.

Mr. Lutton said the board needed to correct the current plan as a starting point so a professional does not have to do a lot of legwork. Some people have a residential vision and can see those 25 years ahead. Citizens can think of things what we might not think of. It does take citizen input. Mr. Peterson said it is a good idea to get the citizens involved so we can be can be on top of issues and get input on what we need to do to make this City a better place to live, which are things that should have been done yesterday. Mr. Lutton said CRA tax dollars should be spent on something that everyone can enjoy such as the trails. Chairman Bennett said the challenge would be defining that fine line between focusing on the built environment versus infrastructure. He can see where putting a trail in a park would spark the community around it to accomplish the goal of a built environment but in his mind, demolishing structures and acquiring the land may be more of a direct focus. This is all good stuff. The idea of the trail has a merit but his only concern is should CRA money focus that much on it.

The Committee reviewed the 2007 CRA Plan and staff provided input as to what projects had and had not been completed. Mr. Lutton asked about Monk Griffin Trail and staff did not know what that was. Chairman Bennett said he heard it was a trail to be built around Crystal Lake.

Mr. Lutton said the entryways are in the budget and he personally thinks that should be the #1 priority because it is important to lure people off our two major highways into the downtown or else they will not know what we have here.

Chairman Bennett said at the next meeting the board would hear what the rest of staff has to say, find out what happened at the City Commission meeting and get an update on the CIP and whatever else the Commission is proposing, and then the board will know at that meeting if they are comfortable providing a recommendation to staff.

COMMUNICATIONS & PETITIONS

The public did not attend.

Chairman Bennett asked if the third Thursday at 5:00 p.m. is good time to meet because sometimes the Historic District Regulatory Board meets that night at the same time. Ms. Bangley said the Historic District

Regulatory Board only meets about twice a year for about 30 minutes. Mr. Fields recommended moving the CRA Citizen Advisory Committee meeting to 5:30 p.m. only when the Historic Regulatory Board is meeting at 5:00 p.m. He said it might be necessary at times for both boards to have a joint meeting if the need should arise.

Mr. Peterson said he has a problem with garbage cans left out on his street and all around in the neighborhood. If that happens in Haines City, residents will be fined. Something should be done about that in Lake Wales as well. Ms. Bangley said City Code does stipulate when cans can be put out and within what time frame they must be put back. She said Code Enforcement is working toward creating a fine schedule but in the right now, all they can do is cite them for a violation and ask that they comply.

There being no more business to discuss, Chairman Bennett adjourned the meeting at approximately 6:19 p.m.

_____
Chairman/Vice-Chairman

ATTEST

_____
City Clerk Clara VanBlargan, MMC

CRA Citizen Advisory Committee
Regular Meeting Minutes
August 18, 2016
5:30 P.M.

The August 18, 2016 CRA Citizen Advisory Committee meeting was held in the City Commission Chamber in the Municipal Administration Building at approximately 5:45 p.m. Chairman Mark Bennett called the meeting to order.

MEMBERS PRESENT: Narvell Peterson; Jean Kincaid Scott; Christopher Lutton; Mark Bennett, chair

MEMBERS ABSENT: None

CITY STAFF PRESENT: Clara VanBlargan, City Clerk; James Slaton, Public/Support Services Director

Agenda Item 1. ROLL CALL

Agenda Item 2. Approval of Minutes: July 21, 2016

The Committee postponed Agenda Item 2, approval of the July 21, 2016 meeting minutes until its next meeting.

Agenda Item 3. Planning Session with Staff on the Revision of the 1999 CRA Plan as Amended in 2007.

James Slaton, Public/Support Services Director, gave a PowerPoint presentation providing an overview of the CRA projects proposed for FY-2016-2017, which included the following:

- **City Net Wifi Expansion, $25,000** – Mr. Slaton explained the purpose and reasons for the City Net Wifi expansion and said it was an economic development related project. Chairman Bennett and Mr. Lutton asked why the project would be paid for with CRA funds and why the ball fields were not selected as a location for Wifi. Mr. Slaton said the goal is to make Wifi available in every City owned facility, which they are in the process of doing now. Wifi is a recreational quality of life and parks in the CRA Plan. Mr. Lutton said Wifi is infrastructure and he does not think it is related to the goals of the CRA and it if were approved it should be put in the ball fields and stadiums first because you will get more bang for the buck than having it at the Stuart House.

- **Central Avenue/Scenic Highway Parking Lot Restoration, $77,960** – Mr. Slaton showed a current and a proposed picture of the parking lot that he obtained from a premier streets project a few years ago. He said all this property belongs to the railroad and the City has a 30-year lease agreement with them so they must get permission to do anything there.

- **Phase 1 – Downtown Walking Trail/Park Construction, $252,963** – Mr. Slaton showed a complete overview of the downtown walking trail that he said consisted of three phases, which he explained and said it will begin at Central Avenue and end at Lake Wales Park. The 2008 Martin Vargas Plan included a central park and from discussions, the idea was to eventually connect the downtown to the Lake, increase the walking trails, expand the perimeters of downtown, and beautify Scenic Highway. The rendering showed pictures of resting and gathering places along the proposed trail with landscaping and a Gazebo. Phase 2 will pick up at the Library and go north around Crystal Lake and then tie into the recreation facilities at the Tourist Club Complex and down into some existing infrastructure down to the lake. The idea for Phase 3 is to include boardwalk constructed around Crystal Lake. Chairman Bennett said the Monk Griffin Trail was going to do that and be named after Monk Griffin, a longtime City employee that worked in the Parks Department for 35 years and who had always maintained the trail around Crystal Lake so

that was the purpose of listing Monk Griffin Trail in the CRA Plan and the project never happened. The City Clerk said the City got a grant to do the project but because the City did not have the matching funds, the Commission chose not to do the project and returned the money. **Chairman Bennett said that boardwalk around Crystal Lake should still be called the Monk Griffin Trail for a lot of citizen input that went into that.** Mr. Slaton agreed and said the trail will end at the bike path around the lake and then at some point possibly connect to the bike path on the north end to the Rails-to-Trails. Mr. Lutton said you would have to do all the design work in the first phase to avoid a malfunction in the other phases.

Mr. Slaton said the idea is to have a monument at each resting place and the thought was to have community partners such as the Care Center, EDC, and the Charter Schools and have each of them come up with some type of statute or artwork representing their organization or entity. Chairman Bennett said in Crystal Lake Park and around Lake Wailes there are wrought Iron benches and gates and all having a similar design scheme which was intentional in coming up with a common Lake Wales theme. We can use that design theme for the benches, etc. in the resting places along the trail. Mr. Slaton said that could be considered and Mr. Lutton said we needed that continuity flowing throughout the whole City. Mr. Peterson said it is a great idea to get community organizations involved.

Ms. Scott said between Scenic Highway and Crystal Lake is where everyone parks and people can be little destructive when there is a parade downtown. Mr. Lutton said they park on anything that is flat which should be mentioned to the designer for making the trail non-automobile friendly. Chairman Bennett asked if water fountains and mile markers were considered and Mr. Slaton said he had not thought about it.

Mr. Lutton asked who did the design work shown in the PowerPoint and Mr. Slaton said Hoyle Tanner. Mr. Lutton said it would be nice if the landscaping actually looked like that. Mr. Slaton said he thought about reaching out to Bok Tower to see if they might be interested in playing a role in the park in some way and having mini Bok type place close the Library. Mr. Lutton said maintenance could be sort of labor intensive.

- **Demolition of Condemned Structures, $75,000** – Mr. Lutton said a quantity of dwellings needing to be demolished should be included with the dollar amount and that dollar amount and number of dwellings needing demolition should start coming down. We should be left with vacant lots and a lot being better maintained. Chairman Bennett asked if staff had conducted an inventory to determine how many structures needed demolishing. Mr. Lutton said Kathy said they have a list of structures ranked according to current condition. Mr. Slaton said the plan is to design it so that City personnel can easily maintain the property. Mr. Peterson said you get no help if you do not ask community organizations for assistance. The City used to have adopt-a-street and adopt-a-park programs.

- **Consulting Services for Revised CRA Plan, $40,000** – Mr. Slaton said money was put in the proposed budget to hire a consultant to revise the current CRA Plan.

- **Main Street Funding, $100,000** – Mr. Slaton said Commissioner Gibson pushed hard for Main Street funding of CRA $100,000 so that was put in the proposed budget. This is a not-to-exceed amount and the Commission has yet to define what the perimeters, goals, and milestones that Main Street has to meet before releasing of any funds. Even then, there might be a drawdown so some of those funds could go toward a downtown master plan.

Mr. Lutton said entryway improvements are supposed to be in the second year of the CIP Plan. Because it takes a long time coming up with something good, it should be included in the following year's budget as well.

Chairman Bennett said one of the projects the Committee came up with was to beautify Scenic Highway entrances to the City initially the north entrance, which is what he, was envisioning this doing, and

implementing that priority. Mr. Lutton said the problem is we do not have two entrances on Scenic Highway, instead we have sort of gangbuster form of entrances. **We first need to identify every location that we** are going to put something and come up with a design theme between everything so we can build them one at a time. It would be disastrous making the designs different. The entryway improvements need accomplishing to start a master plan. An entryway improvement is an undefined improvement that includes landscaping, signage, etc. We need to decide location for placement of the north entry sign such as near the mall or past Home Depot. Mr. Slaton said those locations are outside the CRA boundaries so CRA money cannot be used for that. Mr. Slaton said that he had "Welcome to Lake Wales" signs designed similar to those in other communities and he will check the draft budget to see if the signs are still there. Chairman Bennett said this board is supposed to recommend placement of those signs to the Commission and that the board specifically asked for Scenic Highway entryways so that should be first on the list when prioritizing. Mr. Slaton said those are in the general fund budget and suggested using general fund dollars for the entryway on Hwy. 27 and on SR 60, and then use CRA funds to pay for the one on north Scenic Highway. Mr. Lutton said entryway signage is a Planning Department issue so they should be the one coordinating it all.

Mr. Peterson said the Committee asked for a quarterly progress report from Code Enforcement showing the activities. Chairman Bennett said the board listed that report as a priority and requested that the City Clerk check with Kathy Bangley on that that.

Chairman Bennett said he does not have a problem with the Wifi concept but he is not sure that it is the best use of CRA funds giving the priority of the CRA is supposed to be the built environment.

Chairman Bennett said he noticed that there was some stuff taken out of the current CRA Plan about land assembly but that could be a tool for the CRA. Money should be budgeted for land acquisition and some sort of program to get new houses built. Mr. Peterson said it is difficult to rebuild a house on the smaller lots. It would take two connecting lots to build a decent house. We could donate the lots to Habitat for Humanity because they can do something with them. Mr. Lutton said Kathy had told him that they are liening the property after demolishing a house and not taking possession of them. Mr. Slaton said staff has an inventory of lots the City took possession of over the years and have been selling them. Six or eight sold last year. Chairman Bennett said the new CRA Plan should first come up with some strategies for neighborhood revitalization before money is budgeted for land acquisition.

Mr. Lutton said the deadline set by the CRA for completing the new CRA Plan is at the end of February and Chairman Bennett said that needed to be done sooner than later. Mr. Lutton said if we are waiting until October 1 to get the new money they needed to make sure that is going and asked if the Committee should attend an upcoming Commission meeting and ask that question. Chairman Bennett said this Committee will have the City Clerk draft a memo summarizing the recommendations and the memo should include emphases on expediting the CRA Plan. An emphasis should also include coming up with a common design theme for City projects.

Mr. Lutton said at the last board meeting Ken Fields said there were $40,000 budgeted for Main Street to do a study and an extra $60,000 for a Main Street coordinator. It is concerning because he sees no value in that $60,000 although they said it would be done on the EDC methodology. He would like to see the consultant's view of the downtown before we let money loose for items in the downtown because that person might limit the number of projects on the list.

Mr. Lutton made a motion to approve $40,000 of the $100,000 for the Main Street study and the balance of $60,000 to be contingent on the results of that study. Mr. Peterson seconded the motion. There was no vote.

Chairman Bennett said he would not vote for the Wifi because CRA funds should not pay for it. Ms. Scott said many cities have Wifi for people to use but she does not understand why the City has to pay for it. Mr. Slaton said it does not have to for it is only an amenity but we can keep up with what other cities are doing or continue staying behind. Chairman Bennett said the CRA budget should not pay for it.

Mr. Lutton made a motion recommending that the CRA Board approve the following items with the exception that the City Wifi is paid for with the general operating funds and not with CRA funds and that $60,000 of the $120,000 allocated for Main Street is to be contingent upon the results of the study. Mr. Peterson seconded the motion. The Board unanimously approved.

• CityNet Wifi Expansion	$25,000
• Central Avenue/Scenic Hwy Parking Lot Restoration	$77, 960
• Phase 1 - Downtown Trail Construction	$252,963 *
• Demolition of Condemned Structures	$75,000
• Consulting Services for Revised CRA Plan	$40,000
• Main Street Funding	$100,000

* $120,000 from CRA Dollars

Chairman Bennett asked the next step of the board. Mr. Lutton said the advisory board should request that the City get proposals or RFPs for the CRA study and bring them to the September meeting. If the board approves an RFP in September, they can get the contract done in October. Chairman Bennett said the board could review the proposals and make a recommendation to the CRA.

Mr. Lutton asked Mr. Slaton to have staff start getting RFPs for updating the CRA Plan and present that to the board in the September for selection of a consultant because the internal goal was made to complete the new CRA Plan by the end of February. Mr. Slaton suggested collecting RFPs that other municipalities have done although they will be different and bring those back to the board to come up with something more customized for Lake Wales, get an approval, and then submit that to the CRA. The board could also have input on the ranking process. Chairman Bennett said if it was decided that we would like everyone to have a pink roof for example, we could put that in the RFP.

Chairman Bennett said what this board can concentrate on over the next few months is developing a CRA Plan by providing advice in developing the RFP; recommending what consultant will do the project; and then continue providing advice throughout the project.

Ms. Scott inquired about the Scenic Highway sidewalk project that is supposed to go from Haines City to Frostproof. Chairman Bennett explained that in 2009, FDOT developed a Project Development & Environment (PD&E) Study to construct a big sidewalk from Haines City to Frostproof and each City in the county has a copy of that study. During the time he worked for the City of Haines City, they used that document as a justification to get a grant and they used that to repave the section of Scenic Highway in Haines City. FDOT threw in some money from a different pot of money to widen the sidewalk on one side and then constructed a new sidewalk on the other side and the justification for that was the PD&E Study. He advised that each City should be using that study as a basis of going through the trail prioritization process to get funding to put those improvements in. The PD&E Study also talked about having Scenic Vistas, places to stop off and look at stuff. FDOT did some work on sidewalks on Scenic here in town a couple years ago that was sort of maintenance related, they did not do new sidewalks but he does not know if that improvement was tied to Scenic Highway Trail. Mr. Lutton said they did not do any widening or bigger sidewalks and Mr. Slaton said they rehabbed them. Chairman Bennett said there is a Scenic Highway entity group comprised of representatives from all the cities on the corridor that are supposed to be helping out with that effort. Mimi [Mimi Hardman] was the City's representative for many years. Mr. Lutton said the board is advisory in nature with no design constraints on anything regarding Scenic Highway so it does not have any real teeth in making it contiguous and uniformed all the way down Scenic Highway.

COMMUNICATIONS & PETITIONS

The public did not attend.

There being no more business to discuss, Chairman Bennett adjourned the meeting at approximately 6:56 p.m.

_____
Chairman/Vice-Chairman

ATTEST

_____
City Clerk Clara VanBlargan, MMC

Community of Excellence
CORAL SPRINGS

Malcolm Baldrige National Quality Award
2007 Award Recipient

Our Mission Statement
To be the nation's premier community in which to live, work, and raise a family.

DATE: April 16, 2013 RFP NO. 13-A-106

REQUEST FOR PROPOSALS

ALL INTERESTED PARTIES:

The City of Coral Springs Community Redevelopment Agency (CRA), hereinafter referred to as CRA, will receive sealed Proposals to CRA c/o Purchasing Division, City of Coral Springs City Hall, 9551 West Sample Road, Coral Springs, Florida 33065, for furnishing the services described below:

CONSULTANT SERVICES FOR DOWNTOWN CORAL SPRINGS COMMUNITY REDEVELOPMENT AREA PLAN UPDATE

Responses to this RFP must be received by the CRA c/o Purchasing Division, either by mail or hand delivery, no later than 2:00 p.m. local time on Wednesday, May 22, 2013. A public opening will take place at or before 2:15 p.m. in the City Commission Chambers located at City Hall on the same date. Facsimile submittals will not be accepted. Any Proposals received after 2:00 p.m. local time on said date will not be accepted under any circumstances. Any uncertainty regarding the time a Proposal is received will be resolved against the Offeror.

The CRA reserves the right to reject any or all responses to this Request for Proposals, to waive any or all non-material irregularities and technicalities, to re-advertise, with or without changes in the scope of work, to award a contract in whole or in part, or to take any other such actions that may be deemed to be in the best interests of the CRA.

Angelo Salomone
Purchasing Administrator

CITY OF CORAL SPRINGS, FLORIDA • DEPARTMENT OF FINANCIAL SERVICES
PURCHASING DIVISION
9551 W. Sample Road • Coral Springs, FL 33065 • CoralSprings.org
Phone 954-344-1100 • Fax 954-344-118

I. REQUEST PROCEDURE

Under the guidelines established by an Interlocal Agreement (ILA) between the CRA and the City of Coral Springs, attached hereto as Attachment "B", City staff is providing administrative support to the CRA towards the completion of this project. City staff will evaluate the proposals, negotiate agreements and recommend award to the City of Coral Springs CRA, who will be the contracting agency for this project.

Pursuant to the Request for Proposals (RFP), CRA is soliciting interested firms and entities to submit qualifications statements, performance data and other information relative to the proposed project. Responses to this RFP will be evaluated by a Selection/Negotiation Committee appointed by the ***Purchasing Administrator*** in accordance with the list of evaluation criteria attached to this RFP, and the terms of this RFP. Firms and entities which do not provide the information requested or which failed to meet the minimum qualification criteria may be disqualified from further consideration.

Completed responses shall be submitted by enclosing the Qualifications Form and the response in a sealed envelope. The outside of the envelope shall positively identify the Proposer, the form enclosed and clearly marked "Consultant Services for Downtown Coral Springs Community Redevelopment Area Plan Update".

II. SCOPE OF SERVICES

See attachment "A".

III. PROPOSAL REQUIREMENTS

1. Scope of Services Proposed

   Clearly describe the scope of services proposed inclusive. Include details of your approach and work plans. A brief statement must be included which explains why your approach and plan would be the most effective and beneficial to the CRA.

2. Firm Qualifications

   This section of the proposal should give a description of the firm, including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise in the area of consultant services for Downtown Coral Springs Community Redevelopment Area Plan Update will be brought to bear on the proposed work.

   This section must also identify the contact person supervisory personnel who will work on the project. Resumes of each person should be provided with emphasis being given to their experience with similar work. If resumes are not available at the time the proposal is submitted, you should provide a listing of the qualifications, including education, experience, etc., that will be required.

3. References

Provide a list and description of similar projects satisfactorily performed within the past two (2) years. For each engagement listed, include the name and telephone number of a representative for whom the engagement was undertaken who can verify satisfactory performance.

4. Price Proposal

Submit your signed, firm, fixed fee performance-based price proposal for providing all services, materials, etc., required for completion of services in accordance with your technical proposal. Your response should include the following elements:

- Total cost per task
- Total hours for each discipline/level per task
- Number of calendar days for project completion, not to exceed 180 calendar days

5. Proposal Copies

Submission of one (1) original, five (5) copies, and one (1) electronic copy (either on CD or thumb drive) of the proposal should be submitted to the CRA c/o City of Coral Springs, City Hall, 9551 West Sample Road, Coral Springs, Florida 33065, to the attention of Agent's name and title.

6. Addenda, Additional Information – Contact with City Staff

Any addenda or answers to written questions supplied by the CRA to participating Offeror's become part of this Request for Proposal and the resulting contract. This proposal form shall be signed by an authorized company representative, dated and returned with the proposal.

No negotiations, decisions or actions shall be initiated or executed by the Offeror as a result of any discussions with any CRA employee. Only those communications, which are in writing from the Purchasing Administrator, may be considered as a duly authorized expression. Also, only communications from Offerors that are signed and in writing will be recognized by the CRA as duly authorized expressions on behalf of the Offeror.

IV. EVALUATION OF PROPOSALS

Evaluation Method and Criteria

Proposals will be evaluated in accordance with weighted criteria listed below:

	POINT RANGE
Scope of Services Proposed	0-30
Firm Qualifications	0-30
References	0-10

Price	0-30

These weighted criteria are provided to assist the Offerors in the allocation of their time and efforts during the submission process. The criteria also guides the Evaluation Committee during the short-listing and final ranking of Offerors by establishing a general frame work for those deliberations.

Short listed proposals will be selected for an interview prior to a recommendation being presented to the CRA. As the best interest of the CRA may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received. Offerors are cautioned to make no assumptions unless their proposal has been evaluated as being responsive.

The successful Offeror shall be required to execute a CRA contract covering the scope of services to be provided and setting fourth the duties, rights and responsibilities of the parties. This contract must be executed by the successful Offeror prior to recommendation of award and presentation to the CRA.

V. SCHEDULE OF EVENTS

The schedule of events, relative to the procurement shall be as follows:

	Event	Date (on or by)
1.	Issuance of Request for Proposals	4/15/13
2.	Opening of Proposals	5/22/13
3.	Proposal Evaluations / Negotiations	5/23/13-6/21/13
4.	Award of Contract	7/2/13

CITY reserves the right to delay scheduled dates.

VI. SUMMARY OF DOCUMENTS TO BE SUBMITTED WITH PROPOSALS

1. Samples of the following documents (except the Certificate of Insurance), are attached and shall be executed as a condition to this offer:

   (a) Proposal and Offeror's Certification
   (b) Certified Resolution
   (c) Qualifications Statement
   (d) Non-Collusive Affidavit
   (e) Offeror's Foreign (Non-Florida) Corporate Statement
   (f) References
   (g) Certificate(s) of Insurance if required by the Special Conditions to the Instructions to Offerors.
   (h) Proposal security if required by the Special Conditions to the Instructions to Offerors.

VII. AWARD OF CONTRACT

The contract or contracts shall be awarded to the responsible Offeror(s) whose Proposal(s) is/are determined to be the most advantageous to CRA, taking into consideration the evaluation factors and criteria set forth in the Request for Proposals.

Be advised that the CRA is prepared to award individual contracts for each service or multiple services or any other combination of services as CRA deems in its best interests.

VIII. INSURANCE

PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW ANY INSURANCE COVERAGES AND CONDITIONS PRIOR TO SUBMITTING YOUR PROPOSAL TO ENSURE COMPLIANCE WITH THE INSURANCE REQUIREMENTS OF THE INSTRUCTIONS TO OFFERORS.

RFP NO.: 13-A-106
CONSULTANT SERVICES FOR DOWNTOWN CORAL SPRING COMMUNITY REDEVELOPMENT AREA PLAN UPDATE

INSTRUCTIONS TO OFFERORS
STANDARD TERMS AND CONDITIONS

1. DEFINED TERMS

1.1 Terms used in these Instructions to Offerors are defined and have the meaning assigned to them. The term "Offeror" means one who submits a Proposal directly to CRA as distinct from a Sub-Offeror, who submits a Proposal to the Offeror. The term "Successful Offeror" means the qualified, responsible and responsive Offeror to whom CRA (on the basis of CRA'S evaluation as hereinafter provided) makes an award. The term "CRA" refers to the Community Redevelopment Agancy. The term "Proposal Documents" includes the Request for Proposals, Instructions to Offerors, Proposal, Qualifications Statement, Non-Collusive Affidavit, Corporate Resolution or Letter of Transmittal, Proposal Security and Specifications, if any, and the proposed Contract Documents, if any, (including all Addenda issued prior to receipt of Proposals). The term "CONTRACTOR" shall mean the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

2. SPECIAL CONDITIONS

2.1 Any and all Special Conditions that may vary from the General Conditions shall have precedence.

3. EXAMINATION OF CONTRACT DOCUMENTS

3.1 Before submitting a Proposal, each Offeror must (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, or performance of the work, (b) study and carefully correlate the Offeror's observations with the Proposal Documents; and (c) notify the Purchasing Administrator of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

3.2 The Offeror, by and through the submission of a Proposal, agrees that he shall be held responsible for having familiarized himself with the nature and extent of the work and any local conditions that may affect the work to be done.

4. INTERPRETATIONS AND ADDENDA

4.1 If the Offeror should be in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and

specifications, he shall submit a written request directed to the Purchasing Administrator for interpretation or clarification. Such request must reference the date of Proposal opening and Proposal number and should be received by the Purchasing Administrator at least ten (10) calendar days before the date of the formal opening of the Proposals. Questions received less than ten (10) calendar days prior to the Proposal opening shall not be answered. Interpretations or clarifications in response to such questions will be issued in the form of written addenda and shall be mailed to all parties recorded by the CRA c/o the CITY'S Purchasing Administrator as having received the Proposal Documents. The issuance of a written addendum shall be the only official method whereby such an interpretation or clarification will be made.

5. PRICES PROPOSED

5.1 Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extensions or totals, unit amounts shall govern.

5.2 All prices and costs shall remain firm and fixed for acceptance for ninety (90) calendar days after the day of the Proposal opening.

6. NON-COLLUSIVE AFFIDAVIT

6.1 Each Offeror shall complete the Non-Collusive Affidavit Form and shall submit the form with the Proposal. CRA considers the failure of the Offeror to submit this document to be a major irregularity and may be cause for rejection of the Proposal.

7. PUBLIC ENTITY CRIMES INFORMATION STATEMENT

7.1 A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

8. CONFLICT OF INTEREST

8.1 The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Offerors must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of

CRA or any of its agencies. Further, all Offerors must disclose the name of any officer or employee of CRA who owns, directly or indirectly, an interest of five percent (5%) or more in the Offeror's firm or any of its branches or affiliate companies.

9. SUBMISSION OF PROPOSALS

9.1 Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the Offeror must be initialed.

9.2 Proposals must contain a manual signature of the authorized representative of the Offeror. Proposals shall contain an acknowledgment of receipt of all Addenda. The address and telephone number for communications regarding the Proposal must be shown.

9.3 Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

9.4 Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

9.5 Proposals shall be submitted at or before the time and at the place indicated in the Request for Proposals and shall be submitted in a sealed envelope (faxed proposals will not be accepted under any circumstances). The envelope shall be clearly marked on the exterior "PROPOSAL FOR **CONSULTANT SERVICES FOR DOWNTOWN CORAL SPRINGS COMMUNITY RDEVELOPMENT AREA PLAN UPDATE** THE CRA c/o CITY OF CORAL SPRINGS, FLORIDA," and shall state the name and address of the Offeror and shall be accompanied by any other required documents. No responsibility will attach to the Purchasing Office for the premature opening of a Proposal not properly addressed and identified.

9.6 In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable state and federal law, the Request for Proposal and the responses thereto are in the public domain. However, the Offerors are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

9.7 All Proposals received from Offerors in response to the Request for Proposal will become the property of CRA and will not be returned to the Offerors. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CRA.

10. MODIFICATION AND WITHDRAWAL OF PROPOSALS

10.1 Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a Proposal must be executed) and delivered to the place where Proposals are to be submitted at any time prior to the deadline for submitting Proposals. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Proposal will not prejudice the rights of an Offeror to submit a new Proposal prior to the Proposal opening date and time. After expiration of the period for receiving Proposals, no Proposal may be withdrawn or modified.

10.2 If, within twenty-four (24) hours after Proposals are opened, any Offeror files a duly signed, written notice with CRA and within five (5) calendar days thereafter demonstrates to the reasonable satisfaction of CRA by clear and convincing evidence there was a material and substantial mistake in the preparation of its Proposal, or that the mistake is clearly evident on the face of the Proposal but the intended correct Proposal is not similarly evident, then Offeror may withdraw its Proposal and the Bid Security will be returned. Thereafter, the Offeror will be disqualified from further bidding on the subject Contract.

11. REJECTION OF PROPOSALS

11.1 To the extent permitted by applicable state and federal laws and regulations, CRA reserves the right to reject any and all Proposals, to waive any and all informalities not involving price, time or changes in the work with the Successful Offeror, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Proposals. Proposal will be considered irregular and may be rejected, if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

11.2 CRA reserves the right to reject the Proposal of any Offeror if CRA believes that it would not be in the best interest of the CRA to make an award to that Offeror, whether because the Proposal is not responsive or the Offeror is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by CRA.

12. AWARD OF CONTRACT

12.1 The Contract should be awarded by CRA to the most responsible and responsive Offeror(s) for the Proposal(s) whose evaluation by CRA indicates to CRA that the award will be in the best interests of the CRA and not necessarily to the lowest Offeror.

12.2 The Offeror to whom award is made shall execute a written contract (if required) prior to Notice of Award. If the Offeror to whom the first award is made fails to enter into a contract as herein provided, the award may be annulled and the contract left to another Offeror who is responsible and responsive in the opinion of CRA. Such Offeror shall fulfill every stipulation embraced herein as if he were the original party to whom the award was made.

SPECIAL CONDITIONS TO INSTRUCTIONS TO OFFERORS

13. QUALIFICATIONS OF OFFERORS

13.1 Each Offeror should complete the Qualifications Statement and submit the same with his Proposal. Failure to submit the Qualifications Statement and the documents required thereunder with the Proposal may constitute grounds for rejection of the Proposal.

13.2 No proposal shall be accepted from, nor will any contract be awarded to, any person, who is in arrears to CRA, upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to CRA, or who is deemed irresponsible for unreliable by CRA.

14. INDEMNIFICATION

14.1 GENERAL INDEMNIFICATION: To the fullest extent permitted by laws and regulations, Successful Offeror shall indemnify, defend, save and hold harmless the CRA, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequential arising out of or alleged to have arisen out of or in consequence of the products, goods or services furnished by or operations of the Successful Offeror or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

14.2 PATENT AND COPYRIGHT INDEMNIFICATION: Successful Offeror agrees to indemnify, defend, save and hold harmless the CRA, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CRA.

14.3 The Successful Offeror shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and

costs.

14.4 CRA reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Offeror under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive CRA's rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

15. CONTRACT TIME

15.1 The work to be performed under the Contract shall be commenced upon issuance of Purchase Order.

15.2 The number of days within which the work is to be completed or goods are to be provided is one hundred eighty (180) consecutive calendar days from the date of the commencement of the Contract time.

15.3 By virtue of the submission of his Proposal, Offeror agrees and fully understands that the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Offeror agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

16. WARRANTIES

16.1 Successful Offeror warrants that there has been no violation of copyrights, patent rights or licensing agreements in connection with the work of the contract.

16.2 Successful Offeror warrants to CRA that it is not insolvent, it is not in bankruptcy proceedings or receivership, nor is it engaged in or threatened with any litigation, arbitration or other legal or administrative proceedings or investigations of any kind which would have an adverse effect on its ability to perform its obligations under the Contract.

16.3 Successful Offeror warrants to CRA that it will comply with all applicable federal, state and local laws, regulations and orders in carrying out its obligations under the Contract.

17 NONDISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYMENT

17.1 During the performance of the Contract, the Successful Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Successful Offeror will take affirmative action to ensure

that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action must include, but not be limited to, the following: employment, upgrading; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Successful Offeror(s) shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

18. TAXES

18.1 Successful Offeror shall pay all applicable sales, consumer use and other similar taxes required by law.

19. TERMINATION FOR CAUSE AND DEFAULT

19.1 In the event Successful Offeror shall default in any of the terms, obligations, restrictions or conditions in any of the Proposal documents, CRA shall give written notice by certified mail, return receipt requested to Successful Offeror of the default and that such default shall be corrected or actions taken to correct such default shall be commenced within three (3) calendar days thereof. In the event Successful Offeror has failed to correct the conditions of default or the default is not remedied to the satisfaction and approval of CRA, CRA shall have all legal remedies available to it, including, but not limited to termination of the Contract in which case Successful Offeror shall be liable for all procurement and reprocurement costs and any and all damages permitted by law arising from the default and breach of the Contract.

20. TERMINATION FOR CONVENIENCE OF CRA

20.1 Upon seven (7) calendar days written notice delivered by certified mail, return receipt requested, to Successful Offeror, CRA may without cause and without prejudice to any other right or remedy, terminate the agreement for CRA's convenience whenever CRA determines that such termination is in the best interests of CRA. Where the agreement is terminated for the convenience of CRA, the notice of termination to Successful Offeror must state that the Contract is being terminated for the convenience of CRA under the termination clause and the extent of termination. Upon receipt of the notice of termination for convenience, Successful Offeror shall promptly discontinue all work at the time and to the extent indicated on the notice of termination, terminate all outstanding subcontractors and purchase orders to the extent that they relate to the terminated portion of the Contract and refrain from placing further orders and subcontracts except as they may be necessary, and complete any continued portions of the work.

21. AUDIT RIGHTS

21.1 CRA reserves the right to audit the records of Successful Offeror at any time during the performance and term of the Contract and for a period of three (3) years after completion and acceptance by CRA. If required by CRA, Successful Offeror shall agree to submit to an audit by an independent certified public accountant selected by CRA. Successful Offeror shall allow CRA to inspect, examine and review the records of Successful Offeror at any and all times during normal business hours durin the term of the contract.

22. DELAYS AND EXTENSIONS OF TIME

22.1 The Contract time may only be changed by a change order or a written amendment. Any claims for an extension or shortening of Contract time shall be based upon written notice delivered by the party making the claim to the other party not more than ten (10) calendar days after the occurrence of the event giving rise to the claim and stating the general nature of the claim otherwise it shall be waived.

22.2 No claim for damages or any claim other than an extension of time shall be made or asserted against the CRA by reason of any delays.

23. ASSIGNMENT

23.1 Successful Offeror shall not assign, transfer or subject the Contract or its rights, title or interests or obligations therein without CRA'S prior written approval.

23.2 Violation of the terms of this paragraph shall constitute a breach of the Contract by Successful Offeror and CRA may, at its discretion, cancel the Contract and all rights, title and interest of Successful Offeror shall thereupon cease and terminate.

24. GOVERNING LAWS: This RFP/Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to principles of conflicts of laws thereof.

25. VENUE: Any litigation arising out of this RFP/Agreement shall be brought in the Seventeenth Judicial Circuit for Broward County, Florida.

PROPOSAL FORM FOR CONSULTANT SERVICES FOR DOWNTOWN CORAL SPRINGS COMMUNITY REDEVELOPMENT AREA PLAN UPDATE
REQUEST FOR PROPOSAL NO. 13-A-106

SUBMITTED TO: CRA C/O City of Coral Springs
9551 West Sample Road
Coral Springs, Florida 33065

1. The undersigned Offeror proposes and agrees, if this Proposal is accepted, to enter into an Agreement with CRA to perform and furnish all work as specified or indicated in the Proposal and Contract Documents for the Contract price and within the Contract time indicated in the Proposal and in accordance with the other terms and conditions of the Proposal and Contract Documents.

2. Offeror accepts and hereby incorporates by reference in this Proposal Form all of the terms and conditions of the Request for Proposal and Instructions to Offerors.

3. The Offeror has become fully informed concerning the local conditions, and nature and extent of work, and has examined all Contract Documents.

4. Offeror has given the Purchasing Agent written notice of all conflicts, errors or discrepancies that it has discovered in the Contract and/or Proposal documents and the written resolution thereof by the Purchasing Agent is acceptable to Offeror.

5. Offeror proposes to furnish all labor, services, and supervision for the work described as follows:

CONSULTANT SERVICES FOR DOWNTOWN CORAL SPRINGS COMMUNITY REDEVELOPMENT AREA PLAN UPDATE

6. Acknowledgment is hereby made of the following Addenda (identified by number) received since issuance of the Request for Proposal:

   Addendum No._____ Date_____
   Addendum No._____ Date_____
   Addendum No._____ Date_____

7. The following documents are attached to and made as a condition to this Proposal:

   (a) Proposal and Offeror's Certification
   (b) Certified Resolution
   (c) Qualifications Statement
   (d) Non-Collusive Affidavit
   (e) Offeror's Foreign (Non-Florida) Corporate Statement

8. The correct legal name of Offeror is:_____

Address:_____
City/State/Zip:_____
Telephone No.:_____ Fax No.:_____
Social Security No. or Federal I.D. No.:_____

9. Communications concerning this Proposal shall be addressed to
_____ at the following address:
_____
Telephone No.:_____ Fax No.:_____
E-Mail:_____
Submitted on _____, 201__.

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS AN INDIVIDUAL

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 201__.

By: _____
Signature of Individual

_____
Witness

_____
Printed Name of Individual

_____
Witness

_____
Business Address

_____
City/State/Zip

_____
Business Phone Number

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ Day of _____, 201__, by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

_____
(Name of Notary Public: Print, Stamp, or type as Commissioned)

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A FICTITIOUS OR TRADE NAME

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 201__.

_____
Printed Name of Firm

By:_____
Signature of Owner

_____
Witness

_____
Printed Name of Individual

_____
Witness

_____
Business Address

_____
City/State/Zip

_____
Business Phone Number

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ Day of _____, 201__, by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

_____
(Name of Notary Public: Print, Stamp, or type as Commissioned)

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A PARTNERSHIP

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of_____, 201__.

_____
Printed Name of Partnership

By:_____
Signature of General or Managing Partner

_____
Witness

_____
Printed Name of partner

_____
Witness

_____
Business Address

_____
City/State/Zip

_____
Business Phone Number

_____
State of Registration

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ Day of _____, 201__, by _____(Name), _____(Title) of _____(Name of Company) who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

_____
(Name of Notary Public: Print, Stamp, or type as Commissioned)

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A CORPORATION

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 201__.

_____
Printed Name of Corporation

_____
Printed State of Incorporation

By:_____
Signature of President or other authorized officer

(CORPORATE SEAL)

_____
Printed Name of President or other authorized officer

ATTEST:

_____
Address of Corporation

By_____
Secretary

_____
City/State/Zip

_____
Business Phone Number

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ Day of _____, 201__, by _____(Name), _____(Title) of _____(Name of Company) on behalf of the corporation, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

_____
(Name of Notary Public: Print, Stamp, or type as Commissioned)

CERTIFIED RESOLUTION

I, _____ (Name), the duly elected Secretary of _____ _____ (Corporate Title), a corporation organized and existing under the laws of the State of ___ _____, do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of the Said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

IT IS HEREBY RESOLVED THAT _____(Name) The duly elected ___ _____ (Title of Officer) of _____(Corporate Title) be and is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Coral Springs and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Coral Springs shall be fully protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the name, titles and official signatures of those persons authorized to act by the foregoing resolution.

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of the said corporation this _____ day of _____, 201__.

(SEAL)

By: _____
Secretary

_____
Corporate Title

NOTE:
The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Coral Springs that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so in its behalf.

NON-COLLUSIVE AFFIDAVIT

State of _____)
)ss.
County of_____)

_____ being first duly sworn, deposes and says that:

(1) He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Offeror 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 the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Offeror, firm, or person to fix the price or prices in the attached Proposal or of any other Offeror, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Offeror, or to secure trough any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Offeror or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

_____ By: _____

_____ _____
(Printed Name)

_____
(Title)

ACKNOWLEDGEMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____ _____ 201__, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

_____
NOTARY PUBLIC

_____
(Name of Notary Public: Print,
Stamp, or Type as Commissioned.)

QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: CRA C/O City of Coral Springs
(Purchasing Administrator)

ADDRESS: 9551 West Sample Road
Coral Springs, Florida 33065

CIRCLE ONE

Corporation
Partnership
Individual
Other

SUBMITTED BY:_____

NAME_____

ADDRESS: _____

_____

TELEPHONE NO._____

FAX NO._____

E-MAIL ADDRESS:_____

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

   The correct name of the Proposer is:_____

   The address of the principal place of business is:_____

   _____

2. If Proposer is a corporation, answer the following:

   a. Date of Incorporation:_____
   b. State of Incorporation:_____
   c. President's name:_____
   d. Vice President's name:_____
   e. Secretary's name:_____
   f. Treasurer's name:_____

g. Name and address of Resident Agent:

_____
_____
_____

3. If Proposer is an individual or a partnership, answer the following:

a. Date of organization:_____
b. Name, address and ownership units of all partners:

_____
_____
_____

c. State whether general or limited partnership:_____

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

_____
_____
_____
_____

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

_____

a. Under what other former names has your organization operated?

_____
_____
_____

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this Bid. Please attach certificate of competency and/or state registration.

_____
_____

8. Have you personally inspected the site of the proposed work?
(Y) _____ (N) _____

9. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

_____

_____

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

_____

_____

_____

11. State the name of the individual who will have personal supervision of the work:

_____

THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE BID, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

_____
Signature

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201_ by _____ of _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

_____
(Name of Notary Public: Print, Stamp, or type as Commissioned)

FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions.

607.1501 Authority of foreign corporation to transact business required.

(1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

(2) The following activities, among others, do not constitute transacting business within the meaning of subsection (1):

_____(a) Maintaining, defending, or settling any proceeding.
_____(b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
_____(c) Maintaining bank accounts.
_____(d) Maintaining officers or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositaries with respect to those securities.
_____(e) Selling through independent contractors.
_____(f) Soliciting or obtaining orders, whether by mail or through employees, agents, or otherwise, if the orders require acceptance outside this state before they become contracts.
_____(g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
_____(h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
_____(i) Transacting business in interstate commerce.
_____(j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
_____(k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
_____(l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
_____(m) Owning, without more, real or personal property.

(3) The list of activities in subsection (2) is not exhaustive.

(4) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is NOT a corporation:

(I) _____ Partnership, Joint Venture, Estate or Trust
(II) _____ Sole Proprietorship or Self-Employed

NOTE: This sheet MUST be enclosed with your bid if you claim an exemption or have checked I or II above. If you do not check I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

_____
OFFERORS CORRECT LEGAL NAME

_____
SIGNATURE OF AUTHORIZED AGENT OF OFFEROR

REFERENCES

In order to receive RFP Award consideration on the proposed RFP, it is a requirement that the following "Information Sheet" be completed and returned with your proposal. This information may be used in determining the RFP Award for this contract.

OFFEROR (COMPANY NAME):_____
ADDRESS:_____
TELEPHONE NO:_____ (_____)_____
CONTACT PERSON:_____ TITLE: _____
NUMBER OF YEARS IN BUSINESS:_____ YEARS
ADDRESS OF NEAREST FACILITY:_____
_____

LIST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE PRODUCTS AND SERVICES HAVE BEEN PROVIDED IN THE LAST YEAR:

1. COMPANY NAME:_____
   ADDRESS:_____
   TELEPHONE NO: __(__)_____
   CONTACT PERSON:_____ TITLE:_____
   DATE PRODUCTS SOLD:_____

2. COMPANY NAME:_____
   ADDRESS:_____
   TELEPHONE NO: __(__)_____
   CONTACT PERSON:_____ TITLE:_____
   DATE PRODUCTS SOLD:_____

3. COMPANY NAME:_____
   ADDRESS:_____
   TELEPHONE NO: __(__)_____
   CONTACT PERSON:_____ TITLE:_____
   DATE PRODUCTS SOLD:_____

RFP 13-A-106
CONSULTANT SERVICES FOR DOWNTOWN CORAL SPRINGS COMMUNITY REDEVELOPMENT AREA PLAN UPDATE

ATTACHMENT "A"

Overview

The Coral Springs Community Redevelopment Agency (CRA) is soliciting proposals for professional services to assist with updating its Community Redevelopment Plan for Downtown Coral Springs. Proposals are requested from qualified firms with considerable experience in urban design, redevelopment, transportation and pedestrian circulation, economic analysis, form based code, and public participation.

The CRA requires professional consulting and planning services to assist with the research, preparation, submission and adoption of a revised Downtown Coral Springs CRA Plan pursuant to Chapter 163, Florida Statutes, to include, but not limited to:

1. Attending public workshops and ensuring public participation;

2. Conducting a current and future economic market analysis based on a comprehensive parcel inventory report that documents existing conditions;

3. Reviewing existing zoning and recommending changes as they related to the City of Coral Springs' Land Development Code (LDC);

4. Conducting a transportation corridor review and analysis and recommended improvements;

5. Recommending updates to the 2002 Downtown Coral Springs CRA Plan, to include development of an updated Plan with Objectives, Strategies, Financing, and Implementation strategies;

6. Updating Tax Increment Financing Projections based on steps 2-5 above; and

7. Developing a Capital Improvements Plan to implement the updated Redevelopment Plan.

Respondents must have expertise in Community Redevelopment Agencies, municipal and county government processes, Florida land use planning, Geographic Information Systems (GIS), public participation processes, and economic analysis.

The goal is review and update the 2002 Downtown Coral Springs CRA Plan to address all aspects of development within the CRA area, including:

- Architectural and design standards
- Densities and intensity
- Vacant land analysis and recommended reuse
- Recommendations for catalyst redevelopment projects
- Parking review and parking facilities to meet future needs
- Transportation corridor analysis and recommended improvements
- Public uses and open space
- Gateway enhancements
- Incentives to facilitate the goals and objectives of the updated plan.

Scope of Work

Task	Description
Task 1	**Economic Market Review and Development Analysis** ☑ Conduct a CRA-wide present and future economic analysis based on a parcel inventory report, commercial and residential uses study that documents existing conditions, and projects future growth. ☑ Analyze the current residential and commercial markets to include demographics, market potential, and development opportunities. ☑ Present the Economic Market Review and Development Analysis.
Task 2	**Land Development Code Review** ☑ Review the current Coral Springs Land Development Code as is relates to the CRA. ☑ Examine current development patterns of the CRA and adjacent areas. ☑ Analyze the potential for creating a CRA Overlay District.

	☑ Review the effectiveness of current land development codes in encouraging or supporting redevelopment of existing sites. ☑ Draft updated land development code language that facilitates the goals and objectives of the Downtown Coral Springs Redevelopment Plan. ☑ Provide technical assistance, as needed, through the approval and adoption of land development code changes and Overlays. ☑ Review potential for design overlay for CRA.
Task 3	**Transportation Analysis and Improvements** ☑ Conduct a CRA wide review and analysis to determine critical need transportation facilities to improve vehicular and pedestrian movement in order to meet future build-out needs. ☑ Analyze current transportation conditions and deficiencies. ☑ Forecast future transportation conditions considering planned improvements.
Task 4	**Downtown Coral Springs CRA Plan Update.** ☑ Update the 2002 Redevelopment Plan in view of the current conditions and future projections. Include commercial, residential, and infrastructure development projects; recommended improvement programs; redevelopment opportunities; identify development catalyst sites and projects; and prioritize each to achieve the goals and objectives of the updated plan. ☑ Conduct public workshops, as needed, to gather information. ☑ Review historical and relevant documents, completed reports/studies and current projects. ☑ Identify development and redevelopment strategies and key implementation steps. ☑ Include goals and objectives relating to redevelopment policies, economic development, marketing, public facilities and services, transportation, land use and development regulations, amenities and appearance.

	☑ Recommend redevelopment options for key vacant public and privately owned sites. ☑ Identify evolving community objectives.
Task 5	**Tax Increment Financing Projections** Update Tax Increment Financing Projections to reflect the economic analysis performed in Task 1 and future growth projections.
Task 6	**Capital Improvements Plan** ☑ Develop a capital improvements plan based on the research, study and assumptions included in Task 4. ☑ Recommend strategies to fund and finance short-term and long-term land acquisition and redevelopment initiatives. ☑ Identify and prioritize streetscape/aesthetic improvements.
Task 7	**Plan Approval** ☑ Attend staff, CRA Board of Directors and City Commission meetings as required to achieve approval of the updated plan. ☑ Present the updated plan to the public (one meeting). ☑ Attend Coral Spring Development Services Department review meetings as required. ☑ Present the updated plan to the Coral Springs Planning and Zoning Board, if required. ☑ Present the updated plan to the CRA Board of Directors for approval. ☑ Present the updated plan to the City Commission for approval. ☑ Present the updated plan to the Broward County Board of County Commissioners. Children's Services Council, and North Broward Hospital District, if required.

CITY OF DADE CITY COMMUNITY REDEVELOPMENT AGENCY

"Proud Heritage, Promising Future"

Camille Hernandez, Chair
Eunice M. Penix, Vice-Chair
Scott Black, Board Member
Nicole Deese-Newlon, Board Member
James D. Shive, Board Member

William C. Poe, Jr., City Manager
Michael Sherman, AICP, Director
Karla S. Owens, City Attorney

The Community Redevelopment Agency of Dade City
Request for Qualification Statements - Community Redevelopment Plan Update
PROJECT NO. 1616CD

The Community Redevelopment Agency (CRA) of Dade City, Florida will receive Qualification Statements for the purpose of establishing a Contract to serve as an independent CONTRACTOR/PROPOSER for the CRA of Dade City (CRA) for updating the Dade City Community Redevelopment Plan (CRP).

Sealed Proposals will be received at the Dade City, 38020 Meridian Avenue, Dade City, Florida, 33525, until October 6, 2016, 3:00 PM eastern standard time at which time they will be publicly opened and read at the City Commission Chambers. All PROPOSERS or their representatives are invited to be present. Proposals shall be delivered and addressed to, **City of Dade City, Attn: Community Development Director, 38020 Meridian Avenue, Dade City, Florida 33525** and shall be labeled "**SEALED QUALIFICATION STATEMENTS FOR COMMUNITY REDEVELOPMENT PLAN UPDATE CONSULTING SERVICES".**

Any PROPOSER who wishes their proposal to be considered is responsible for making certain that his proposal is received in the City by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic Proposals or modifications will be considered unless specified. Proposals received after the scheduled Proposal Submittal Deadline will be returned unopened. It is the responsibility of the PROPOSER to see that any proposal submitted shall have sufficient time to be received by the CRA before the Proposal Submittal Deadline. Late Proposals will be returned to the PROPOSER unopened.

PROPOSERS must submit one (1) identified original copy, one (1) electronic copy, plus five (5) copies of the proposal including any attachments. The proposal shall be signed by a representative who is authorized to contractually bind the PROPOSER.

NO PRE-PROPOSAL CONFERENCE IS SCHEDULED

For additional information, contact Michael Sherman, AICP, Director, Community Redevelopment Agency (352) 523-5048.

SCHEDULE OF EVENTS

The schedule of events, relative to the RFQ shall be as follows:

RFQ Available for Distribution: August 23, 2016

Deadline for Receipt of Questions/Clarifications: September 26, 2016 @2.00 P.M.

Proposal Due Date and Public Opening: October 06, 2016 @ 3:00 P.M.

Evaluation Meetings: TBD

Community Redevelopment Agency Approval of Award: November 08, 2016

Effective date: TBD

SECTION 1.0: INTRODUCTION AND INFORMATION

The Dade City Community Redevelopment Agency (CRA) desires to update and amend the Dade City Community Redevelopment Plan (CRP) in consideration of **1)** changes in market and other conditions in the designated redevelopment area since the CRP's adoption in 1999 and **2)** current community aspirations for the redevelopment area. The CRP is intended to propose a general work program and timeframe within which public and private resources may be used to accomplish a sufficient degree of rehabilitation, restoration, infrastructure improvement, and redevelopment activity. The CRP should include recommendations for the use of public resources within the redevelopment area and may include recommendations regarding the acquisition and disposition of land in the area. The CRA intends to evaluate submitted proposals and award one firm exhibiting experience in writing community redevelopment (downtown) plans.

Amendments to the adopted CRP must meet the standards and requirements set forth in the Community Redevelopment Act of 1969, Chapter 163, Part III, Florida Statutes. The amended CRP shall be based, in part, on the conditions identified in the original Finding of Necessity for Redevelopment and propose methods by which those conditions may be ameliorated. Furthermore, amendments to the CRP shall be consistent with the adopted Comprehensive Plan and existing zoning in the redevelopment area, or suggest appropriate amendments to achieve consistency.

1.1 INFORMATION/CLARIFICATION:

For information concerning this RFQ contact Michael Sherman, AICP at (352) 523-5048. Such contact is to be for clarification purposes only. Changes, if any, to the technical specifications or proposal procedures will only be transmitted by written addendum acknowledged by PROPOSER.

1.2 ADDENDA, CHANGES OR INTERPRETATIONS DURING PROPOSAL:

Any inquiry or request for interpretation received ten (10) or more days prior to the date fixed for the opening of the Proposals will be given consideration. Changes or interpretations may only be made by a written document in the form of an addendum and, if desired, will be mailed or sent by available means to all known prospective PROPOSERS no later than seven (7) days prior to the established proposal opening date. Each prospective PROPOSER shall acknowledge receipt of such addenda in the space provided in the proposal form. In case any PROPOSER fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be considered as though it had been received and acknowledged and the submission of his proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the contract documents and each PROPOSER will be bound by such addenda, whether or not received by him/her. It is the responsibility of each prospective PROPOSER to verify that he/she has received all addenda issued before Proposals are opened. No verbal interpretations may be relied upon.

1.3 QUESTIONS:

Questions should be sent to Michael Sherman, AICP, Community Development/CRA Director. To facilitate prompt receipt of questions they can be sent to the CITY by email to Michael Sherman, AICP at msherman@dadecityfl.com

1.4 INITIAL CONTRACT PERIOD:

The contract term shall commence, upon final execution of the Contract by the CRA and shall complete once the CRP is adopted by the CRA via ordinance.

1.5 ELIGIBILITY:

To be eligible to respond to this RFQ, the proposing firm or principals must demonstrate that they, or the principals assigned to the project, have successfully provided community redevelopment and or downtown planning services similar to those specified in the Scope of Services section of this RFQ to at least one CITY similar in size and complexity to the City of Dade City or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the services.

1.6 INSURANCE AND PERFORMANCE AND PAYMENT BONDS:

The successful PROPOSER shall be required to provide appropriate insurance coverage (including evidence of workers compensation coverage if required by this RFQ or law) within thirty (30) days after written notice of award has been given, shall be just cause for the annulment of the award and the forfeiture of the RFQ.

1.7 INSURANCE:

The successful PROPOSER shall not commence operations pursuant to the terms of this RFQ and the attached Contract, until certification or proof of the insurance requirements set forth within the attached contract have been received and approved by the City Attorney. Any questions as to the intent of meaning of any part of the insurance requirements set out in the attached contract should be directed to the Purchasing Agent.

SECTION 2.0: STANDARD TERMS AND GENERAL CONDITIONS

2.1 SUBMISSION AND RECEIPT OF PROPOSALS:

To receive consideration, proposals shall be submitted in accordance with this RFQ. Any erasures or corrections on the proposal must be made in ink and initialed by PROPOSER in ink. All information submitted by the PROPOSER shall be printed, typewritten or filled in with pen and ink. Proposals shall be signed in ink. When a particular RFQ requires multiple copies they may be included in a single envelope or package, properly sealed and identified. PROPOSERS shall use the proposal forms provided by the CITY. These forms may be duplicated, but failure to use the forms may cause the proposal to be rejected as non-responsive.

2.1.1 All copies of the proposals must contain an original manual signature of the authorized representative of the PROPOSER. The address, e-mail and telephone number for communications regarding the Proposal must be shown.

2.1.1.1 Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

2.1.1.2 Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signatures.

2.1.2 All Proposals received from PROPOSERS in response to the Request for Proposal will become the property of the City of Dade City and will not be returned to the PROPOSERS. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the CITY.

2.2 QUALIFICATIONS STATEMENT
Each PROPOSER shall complete the Qualifications Statement and submit the same with his Proposal. Failure to submit the Qualifications Statement and the documents required there under with the Proposal may constitute grounds for rejection of the Proposal. The City of Dade City reserves the right to make a pre-award inspection of the PROPOSERS facilities and equipment prior to award of the Contract.

2.3 PROPOSERS' COSTS:
The CITY shall not be liable for any costs incurred by PROPOSERS in responding to this RFQ.

2.4 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:
PROPOSER agrees and understands that, unless specifically and expressly provided for herein, the contract shall not be construed as an exclusive arrangement and further agrees that the CITY may, at any time, secure similar or identical services at its sole option.

2.5 MISTAKES:
PROPOSERS are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions, and special conditions pertaining to the RFQ. Failure of the PROPOSER to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract and may lead to rejection of a proposal.

2.6 REJECTION OF PROPOSALS:
The CITY reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the proposal process.

2.7 RESOLUTION OF PROTESTED SOLICITATIONS AND PROPOSED AWARDS:
All proposal protests shall be filed and processed as set forth in Section 2-527 of the City Code.

2.8 LEGAL REQUIREMENTS:

2.8.1 Applicable provisions of all federal, state, and county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) attaching a proposal response hereto and the CITY by and through its officers, employees and authorized representatives, or any other person, natural or otherwise. Lack of knowledge by any PROPOSER shall not constitute a cognizable defense against the legal effect thereof.

2.8.2 The Legal Advertisement, Notice of Request for Proposal, Standard Terms and General Conditions, Special Conditions, Specifications, Instructions to Bidders, Exhibits, Addenda and any other pertinent document form a part of this RFQ and by reference are made a part of any response to this RFQ.

2.9 BACKGROUND CHECKS:
The City reserves the right to require background checks of any personnel assigned by the successful PROPOSER to perform services under this contract.

2.10 SPECIAL CONDITIONS:
Any and all Special Conditions contained in this RFQ that may be in variance or conflict with the General Conditions shall have precedence over the General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety.

2.11 PROHIBITION OF INTEREST:
No contract will be awarded to a PROPOSER who has CITY elected officials, officers or employees affiliated with it, unless the PROPOSER has fully complied with current Florida State Statutes and CITY Ordinances relating to this issue. PROPOSERS must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the PROPOSER and removal of the PROPOSER from the CITY's Bidder's List and prohibition from engaging in any business with the CITY.

2.12 CONFLICT OF INTEREST:
The PROPOSER covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The PROPOSER further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

2.12.1 The PROPOSER represents itself to be an independent firm offering such services to the general public and shall not represent itself or its employees to be employees of the City of Dade City. Therefore, the PROPOSER shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the City of Dade City, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

2.13 NO CONTINGENT FEE:
PROPOSER warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PROPOSER to solicit or secure the Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the PROPOSER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making the Contract. For the breach or violation of this provision, the CITY shall have the right to terminate the Contract without liability at its discretion.

2.14 PUBLIC RECORDS / CONFIDENTIAL INFORMATION:
Florida law provides that municipal records shall at all times be open for personal inspection by any person (Section 119.01, F.S., Public Records Law). Information and materials received by CITY in connection with all PROPOSERS response shall be deemed to be public records subject to public inspection upon award, recommendation for award or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the PROPOSER believes any of the information contained in his or her response is exempt from the Public Records Law, the PROPOSER must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the CITY will treat all materials received as public records.

2.15 RESERVED:

2.16 PUBLIC ENTITY CRIMES INFORMATION STATEMENT:
A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a PROPOSER, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO For a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

2.17 NON-COLLUSIVE AFFIDAVIT:
Each PROPOSER shall complete the Non-Collusive Affidavit Form Schedule “A” and shall submit the form with the Proposal. The CRA considers the failure of the PROPOSER to submit this document to be a major irregularity and may be cause for rejection of the Proposal.

2.18 SUBCONTRACTORS:
If the PROPOSER proposes to use subcontractors in the course of providing these services to the CITY, this information shall be a part of the RFQ response. Such information shall be subject to review, acceptance and approval of the CITY, prior to any Contract award. The CITY reserves the right to approve or disapprove of any subcontractor candidate in its best interest.

2.19 CONE OF SILENCE:
A Cone of Silence shall apply as follows:

2.19.1 A Cone of Silence shall be in effect during a Competitive Solicitation beginning upon the advertisement for requests for qualification statements. The Cone of Silence shall terminate at the time the City Commission makes final selection of consultants/contractors, rejects all proposals or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation. The Cone of Silence shall continue through the negotiation phase for requests for proposals and requests for qualifications and shall not end until the CRA gives final selection of PROPOSERS.

2.19.2 Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative shall not have any communication with any CRA Board Member, the City Manager and their respective support staff or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the CRA or the City Manager regarding a Competitive Solicitation.

2.19.3 The Cone of Silence shall not apply to written or oral communications with legal counsel for the CRA or the City Manager, Community Development Director or Purchasing Agent for the CITY.

2.19.4 Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation shall be made by the CRA.

2.20 COMPLIANCE WITH LAWS

The selected firm, its officers, agents, employees, and contractors, shall abide by and comply with all federal, state, and local laws. It is agreed and understood that if City calls the attention of Contractor to any such violations on the part of the Contractor, its officers, agents, employees, contractors, then contractor shall immediately desist from and correct such violation. If contractor is in violation of any law, contractor shall be solely responsible for coming into compliance with such law and shall be solely responsible for the payment of any fine charged for such violation.

2.21 PROPOSER'S REPRESENTATION

By virtue of its submission of this response to the RFQ, PROPOSER represents that it has reviewed all information which it has reason to believe is relevant to the making of this proposal, including any necessary site inspections and field inspections, measurements and visits and that there is no information which it does not possesses which it believes is necessary to make a fully informed and accurate proposal.

2.22 ADDITIONAL PROVISIONS

2.22.1 Correction on proposals. A PROPOSER shall be permitted to correct clerical, non-judgmental mistakes of fact in their proposal by Purchasing Director through a written directive.

2.22.2 Cancellation of Proposal.
(a) Any time prior to bid opening date and time, the City may cancel or postpone the bid opening or cancel the invitation for bid in its entirety.
(b) After bids are open, any or all bids may be rejected by the City.

SECTION 3: CONSIDERATION OF AWARD

3.0 CRITERIA FOR AWARD: The following criteria shall be used to evaluate the proposals, with the weight of each criterion to be determined by the City:

- Experience in preparation of Redevelopment Plans and Plan Updates……...……30
- Experience in implementation of Redevelopment Plans...…….……..20
- Cost/Fee for Service……...…….……..15
- Ability to perform services on time and within budget …….…….…….15
- Knowledge of challenges and opportunities for Community Redevelopment Area……..10
- Location….....10

A. Experience in preparation of Redevelopment Plans and Plan Updates

PROPOSERS will be measured on the overall organizations and qualifications of project team members and overall team organization and the stability of the firm. This includes firm's organization, experience, with special emphasis on development and preparation of Community Redevelopment Plans and plan updates comprehensive planning. **(30 points)**

B. Experience in implementation of Redevelopment Plans

PROPOSERS will be evaluated on their experience working with local governments, in the implementation of Community Redevelopment Plans and revitalization programs. **(20 Points)**

C. Cost/Fee for Service

PROPOSERS will be measured based on Cost/Fee for service of updating the CRP. (**15 Points**)

D. Ability to perform services on time and within budget

Bidders will be evaluated on their competence to provide the services at the desired quality level in a timely fashion. The evaluation will include the quality and timeliness of the PROPOSERS past performance of previous contracts, list of references and the Bidder's plan on how the future responsibilities will be handled. **(15 Points)**

E. Understanding of challenges and opportunities for Community Redevelopment Area

This criterion measures the PROPOSERS understanding of the challenges and opportunities for the redevelopment, elimination of blight and opportunities for improvement of the Community Redevelopment Area in Dade City. **(10 points)**

F. Location

Bidders will be evaluated on the location of the office in relation to the City of Dade City to assure prompt and easy access. **(10 Points)**

3.1 CONSIDERATION FOR AWARD/AWARD PROCEDURES:
Evaluation of the Proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City Manager or his designee. The committee will evaluate all responsive Proposals received from PROPOSER who meet or exceed the requirements contained in the RFQ based upon the information and references contained in the Proposals as submitted. The committee shall then short Proposals, that it deems best satisfy the selection criteria contained in 3.0 above.

3.1.1 The committee may conduct interviews with the short listed PROPOSERS and rank the short-listed PROPOSERS in accordance with the selection criteria contained below.

3.1.2 The CRA may require visits to the PROPOSERS facilities to inspect record keeping procedures, staff, facilities and equipment as part of the evaluation process. The CRA reserves the right to award the contract to that PROPOSER who will best serve the interest of the CRA. The CRA reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all Proposals. The CRA also reserves the right to waive minor irregularities or variations to the specifications and in the proposal process.

3.1.3 The evaluation committee's findings and rankings will be reviewed by the CRA which shall then make its determination. The recommendations of the evaluation committee shall be advisory only. The CRA may adopt the ranking of the committee and authorize a contract with the top three (3) ranked firms or use the evaluation criteria to re-rank the short listed firms and authorize a contract to the top three (3) Ranked firms.

3.1.4 After award of the contract, the PROPOSER/Contractor shall be instructed to commence the Work by written instruction in the form of a Purchase Order issued by the CITY and a Notice to Proceed issued by the Community Redevelopment Director. The first Notice to Proceed and Purchase Order will not be issued until PROPOSER/Contractor's submission to CRA of all required documents and after execution of the Contract by both parties.

4.0 INDEMNIFICATION

CONTRACTOR shall at all times hereafter indemnify, hold harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend CRA, its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by intentional or negligent act of, or omission of,

CONTRACTOR, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Contract including, without limitation, any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. In the event any lawsuit or other proceeding is brought against CRA by reason of any such claim, cause of action or demand,

CONTRACTOR shall, upon written notice from CRA, resist and defend such lawsuit or proceeding by

counsel satisfactory to CRA or, at CRA's option, pay for an attorney selected by City Attorney to defend CRA. The provisions and obligations of this section shall survive the expiration or earlier termination of this Contract. To the extent considered necessary by the Contract Administrator and the City Attorney, any sums due CONTRACTOR under this Contract may be retained by CRA until all of CRA's claims for indemnification pursuant to this Contract have been settled or otherwise resolved; and any amount withheld shall not be subject to payment of interest by CRA. Nothing herein shall be deemed a waiver or limitation of any sovereign immunity provided by law or any limitation of the CRA's liability in any statute or as otherwise provided by law.

INSURANCE (Applicable if box checked)
[X] To ensure the indemnification obligation contained above, CONTRACTOR shall, at a minimum, provide, pay for, and maintain in force at all times during the term of this Contract (unless otherwise provided), the insurance coverages set forth in Section 5 in accordance with the terms and conditions required by this Article. Each insurance policy shall clearly identify the foregoing indemnification as insured.
[X] Such policy or policies shall be without any deductible amount unless otherwise noted in this Contract and shall be issued by approved companies authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Pasco County, Florida. CONTRACTOR shall pay all deductible amounts, if any. CONTRACTOR shall specifically protect CRA and the Dade City Commission by naming CRA and the Dade City Commission as additional insured's under the Commercial Liability Policy as well as on any Excess Liability Policy coverage.

[X] Commercial Liability Insurance. A Commercial Liability Insurance Policy shall be provided which shall contain minimum limits of One Million Dollars ($1,000,000.00) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Two Million Dollars ($2,000,000.00) per aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

a. Premises and/or operations.
b. Independent contractors.
c. Products and/or Completed Operations for contracts.
d. Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification Contract.
e. Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

[X] Business Automobile Liability. Business Automobile Liability shall be provided with minimum limits of Five Hundred Thousand Dollars ($500,000.00) per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

a. Owned Vehicles, if applicable.
b. Hired and Non-Owned Vehicles, if applicable.
c. Employers' Non-Ownership, if applicable.

[X] Workers' Compensation Insurance. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, Florida Statutes, as may be amended from time to time, the "Workers' Compensation Law" of the State of Florida, and all applicable federal laws. In addition, the policy (ies) must include: Employers' Liability with a limit of Five Hundred Thousand Dollars ($ 500,000.00) each accident.

[X} Professional Liability shall be provided with minimum limit of One Million Dollars ($ 1,000,000) per occurrence and Two Million Dollars ($ 2,000,000) per aggregate.

X] CONTRACTOR shall furnish to the CRA a Certificate of Insurance or endorsements evidencing the insurance coverage specified by this Article within fifteen (15) calendar days after notification of award of the Contract. The required Certificates of Insurance shall name the types of policies provided, refer specifically to this Contract, and state that such insurance is as required by this Contract. CONTRACTOR failure to provide to CRA the Certificates of Insurance or endorsements evidencing the insurance coverage within fifteen (15) calendar days shall provide the basis for the termination of the Contract.

[X] Coverage is not to cease and is to remain in force (subject to cancellation notice) until all performance required of CONTRACTOR is completed. All policies must be endorsed to provide CRA with at least thirty (30) days' notice of expiration, cancellation and/or restriction. If any of the insurance coverages will expire prior to the completion of the work, copies of renewal policies shall be furnished at least thirty (30) days prior to the date of their expiration.

[X] CRA reserves the right to review and revise any insurance requirements at the time of renewal or amendment of this Contract, including, but not limited to, deductibles, limits, coverage, and endorsements based on insurance market conditions affecting the availability or affordability of coverage, or changes in the scope of work or specifications that affect the applicability of coverage. If CONTRACTOR uses a subcontractor, CONTRACTOR shall ensure that subcontractor names CRA as an additional insured.

SECTION 5.0: SPECIFICATIONS and PROPOSAL REQUIREMENTS

5.1 PURPOSE:
It is the intent of this proposal to provide the CRA of Dade City with qualified and experienced firms to perform Community Redevelopment Plan Update Services. The CRA intends to evaluate submitted proposals and award multiple firms exhibiting comprehensive general planning experience.
The term of the contract(s) for specific projects (as currently budgeted or proposed) and miscellaneous projects shall be for a three (3) year period, subject to vendor acceptance and satisfactory performance.

No guarantee is expressed or implied as to the amount of work or total number of project task authorizations provided to any one firm for the life of this contract.

5.2 SCOPE OF SERVICES:
The CRA of Dade City, Florida ("City") is seeking the services of a consultant with experience in preparing and updating Community Redevelopment Plans. The scope of services may include but will not be necessarily limited to the following types of work:

1. Assessment of the 1999 Community Redevelopment Plan for completed projects and other accomplishments since the time of adoption; an assessment of the degree to which objectives have been achieved (successes and shortcomings); and changes in state statute, as applicable.
2. Interviews and public meetings with stakeholders and development of a Public Involvement Plan.
3. Community Participation Events, including but not limited to opinion survey and visioning workshop and open house with the CRA and Stakeholders, citizens to discuss draft plan.
4. Development of a Vision and Goals, Objectives and Policies to support the elimination of blight and economic development during the planning timeframe ending in 2028..
6. Development of a five year capital and operating budget with identification of potential funding sources.
5. Community Redevelopment Plan Development, with supporting documents, including maps and graphics.
6. Development of a final, "camera ready" plan
7. Review of the CRA grant programs with recommendations for improvements and revisions.
8. Review of the City's economic development incentives with recommendations for improvements and revisions.

5.3 PROPOSAL REQUIREMENTS:

A. Letter of Interest:

1. Signed by a duly authorized officer of the applicant.
2. The PROPOSER shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their Letter of Interest.

B. Statement of Qualifications:

1. Proposer Profile

a. PROPOSER Identification (or firms, if a joint venture or association): Include address, telephone number and date firms were established. Provide current copies of PROPOSERS registration(s) and/or license(s), and registration and/or license(s) for all sub-consultants.
b. Areas of Specialization: List PROPOSERS specializations
c. PROPOSERS Personnel: Provide total size and breakdown of PROPOSER personnel by category
d. Joint Venture or Other Form of Association: If proposed, provide explanation, including projects completed as a joint venture. Provide names and dates of work along with client's name, address, and phone number. Include all subcontractors participating.
e. Specialty Certifications (Separate Section with a sub tab): Provide documentation whether PROPOSER is specialty certified (e.g.: PE, LEED, AICP etc.) If the PROPOSER is certified, submit a statement that the PROPOSER is certified and list the type and level of certification held, and submit copies of all certification(s). Absence of such statements shall indicate the PROPOSER holds no specialty certifications.

2. Team Organization

a. Proposer's Team: Identify clearly the PROPOSER(s) of Record, or joint venture member responsible for each referenced Service Category. If PROPOSER served as a sub-consultant under a referenced project, the PROPOSER shall clearly identify its role. If the PROPOSER is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified. Explain your proposed team organization (include sub-consultant(s) when appropriate), roles and responsibilities, abilities of professional personnel, and personnel qualifications.

b. Narrative: In narrative form, briefly discuss each of the individual key team members (include sub-consultant(s) when applicable) relevant professional experience, registration, and education. Identify projects, date, position and firm that individual was employed at the time services were performed.

3. Availability, Capacity, and Location

a. Availability and Capacity: Briefly discuss the availability of all key personnel and identify their proposed location during provision of the requested services.

b. Location: Provide PROPOSERS address, location map, and relative distance and travel time from PROPOSERS home office and office serving this project(s) (if different). All things being equal, preference will be given to PROPOSERS located the Tampa Bay area.

4. CRA Experience: Detail experience working for Community Redevelopment Agencies.

5. References: Provide the client name, address, and client's project representative and telephone number for three (3) governmental clients served within the past two (2) years.

6. Litigation: Provide explanation of all litigation, claims, contract defaults, and liens in the last five (5) years from due date for this RFQ.

C. Federal Standard Form 330

Federal Standard Form 330: Shall be submitted.

D. Format: The PROPOSER, joint venture or other form of association, ("PROPOSER") shall submit five (5) hard copies, with one (1) marked "Original" containing all original documents of the required response to the Request for Qualifications (RFQ) and one (1) electronic copy (in PDF Format) on electronic media (CD-R/flash drive).

5.4 Proposer must provide the following attached hereto:

- ☐ Qualification Statement
- ☐ Sworn Statement on Public Entity Crimes
- ☐ Non-Collusive Affidavit

Schedule A
NON-COLLUSIVE AFFIDAVIT

State of _____; County of _____ being first duly sworn, deposes and says that:

(1) He/she is the _____
(Owner, Partner, Officer, Representative or Agent)
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;

Signed, sealed and delivered in the presence of:

By:

(Printed Name) _____

(Title) _____

ACKNOWLEDGEMENT

State of _____

County of_____

The foregoing instrument was acknowledged before me this _____day of _____, 2016, by, who is personally known to me or who has produced _____as identification and who did (did not) take an oath.

WITNESS my hand and official seal

NOTARY PUBLIC
(Name)_____

My Commission expires on _____

CITY OF DADE CITY
PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal with a public for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a PROPOSER, supplier, sub-PROPOSER, or consultant under a contract with any public entity, and may not transact business with any consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

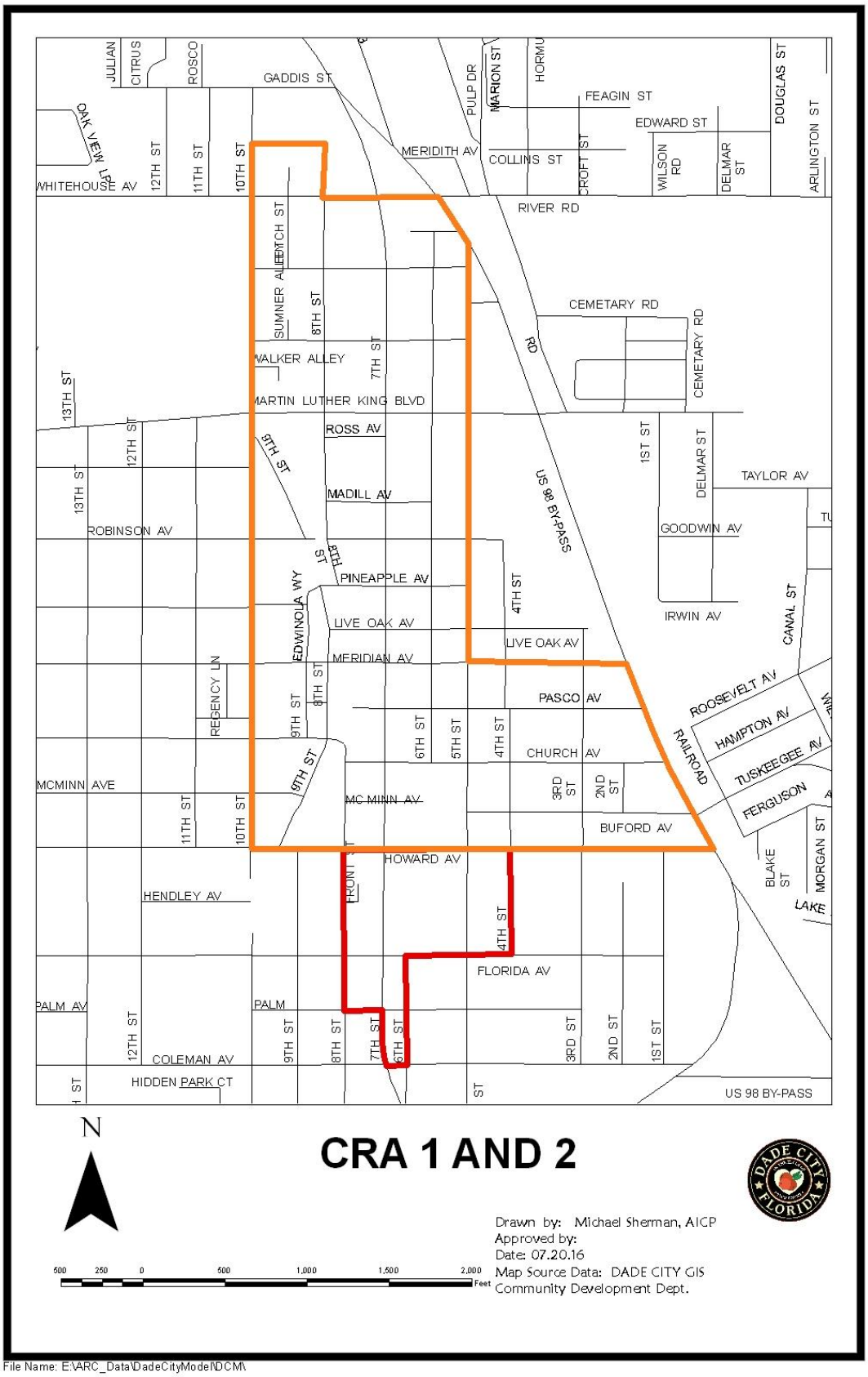
I state that this PROPOSER complies with the above.

Signed:_____

Printed Name:_____

Date:_____

COMMUNITY REDEVELOPMENT AREA 1 AND 2:



File Name: E:\ARC_Data\DadeCityModel\DCM\

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

BROWNSVILLE CRA REDEVELOPMENT AREA PLAN UPDATE
Solicitation Identification Number PD 12-13.031

Letters of Interest Will Be Received Until:
11:59 p.m. CDT, Monday, April 1, 2013

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591
Attention: Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM

Board of County Commissioners
Gene M. Valentino, Chairman
Lumon J. May, Vice Chairman
Steven L. Barry
Wilson B. Robertson
Grover C. Robinson, IV

From:
Claudia Simmons
Purchasing Manager

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:
Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM
Purchasing Coordinator
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
F: 850.595.4805
e-mail: prnobles@myescambia.com

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

SPECIAL ACCOMMODATIONS:
Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).

Escambia County Florida
Request For Letters Of Interest
Proposer's Checklist

BROWNSVILLE CRA REDEVELOPMENT AREA PLAN UPDATE
Solicitation Identification Number PD 12-13.031

How to Submit Your Proposal
Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

The County has implemented a new Electronic Submittal Process, which requires the use of GovernmentForms.software®. This software, which generates and posts a customized version the Standard Form (SF) 330 along with the capability to upload other required items, can be downloaded at the following address: **http://submittals.myescambia.com/**

- GSA Standard Form 330 (**the following forms must be submitted in the order listed below**)
  - Part II **(update if already submitted)**
  - Part I
- Letter Of Interest (**PDF**)

PDF1 These forms are available as editable PDF documents from the website (links to these and other forms can be found at the end of this document).

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance

How to Submit a No Proposal

If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

I. INFORMATION PACKAGE

BROWNSVILLE CRA REDEVELOPMENT AREA PLAN UPDATE
Solicitation Identification Number PD 12-13.031

SCOPE OF WORK

Services to be provided shall include, but not be limited to professional consultant services including, but not limited to, the Update of 2004 Brownsville CRA Redevelopment Area Plan, to include development of a Concept Plan with Objectives and Strategies, and an associated Implementation Plan; Economic Market Review and Development Analysis; Tax Increment Financing (TIF) Projections Update; Overlay District Inclusion; and Capital Improvements Plan.

SCOPE OF SERVICES

Overview

The Escambia County Community Redevelopment Agency (CRA) hereby requests proposals, from firms or individuals, with credentials in planning, urban/suburban design, and economic development consulting services, who are interested in performing professional consulting and planning services to accomplish the below scope of work for services that will reflect the outcome of an outreach strategy including community and stakeholder involvement process. The updated Redevelopment Area Plan shall include, but not be limited to:

- Public workshops;
- CRA area present and future economic market analysis based on a comprehensive parcel inventory report that documents existing conditions;
- Inclusion of existing Overlay District provisions into area analysis;
- Update of 2004 Brownsville Redevelopment Area Plan Update, to include development of a Concept Plan with Objectives, Strategies and an associated Implementation Plan;
- Tax Increment Financing (TIF) Projections Update; and
- Development of a Capital Improvements Plan to implement the Plan.

Consultants are expected to have an expertise in Community Redevelopment Agencies, city and county government processes, Florida land use planning, Geographic Information Systems (GIS), public participation processes, and housing/business economic analysis. Scope of Work – Specific Tasks (Tasks do not have to be conducted sequentially as numbered and the preference would be for multiple tasks be performed in parallel (simultaneously) where applicable.

Task - Brownsville Redevelopment Area Comprehensive Future Economic Market Review and Development Analysis

Perform a CRA area-wide present and future economic analysis based on a comprehensive parcel inventory report, commercial and residential uses study that documents existing conditions, and projects future growth.

Primary Tasks:

- Review past economic analysis reports, if applicable;
- Conduct an in depth review/study (ground truth) of the current state of the CRA;
- Analyze the current residential/commercial market to include demographics, market potential, development opportunities; and
- Present the Review and Development Analysis.

Task - Brownsville Redevelopment Area Overlay District and its relationship to Escambia County Land Development Code

Primary Tasks:

- Review the Overlays as they relate to the Brownsville CRA zoning;
- Analyze effectiveness in encouraging or supporting redevelopment of existing sites.

Task - Brownsville Community Redevelopment Area Plan Update

Update the current Redevelopment Area Plan in view of the current area conditions and future projections. Include commercial, residential and infrastructure development projects; recommended improvement programs; proposed redevelopment sites and opportunities; identify development catalyst sites and projects; and prioritize each to achieve the goals and objectives of the updated concept plan.

Primary Tasks:

- Conduct public workshops, as needed, to gather information/community support;
- Review historical documents, completed reports/analyses and current projects.

- Include Task 1 inventory report to document existing conditions;

- Update the 2004 Redevelopment Area Plan, to include development of a Concept Plan with Objectives and Strategies, and an associated Implementation Plan.

Task - Brownsville CRA Tax Increment Financing Projections Update Tax Increment Financing (TIF) Projections to reflect ground truth economic analysis performed in Task 1, and future growth projections for future build-out.

Primary Tasks:

- Review all historical TIF projection reports and analyses compared to County ad valorem average;

- Include inventory and economic analysis report to document project growth and increase in property values;

- Develop assumptions regarding the timing and probability of new construction;

- Develop assumptions regarding the future rate of appreciation;

- Review past, current and projected future county mileages;

- Develop a report that projects TIF 2014 – 2030 based on future growth with analysis of finance alternatives including TIF, LOST, grant sources, tax credits, etc.

Task - Brownsville Redevelopment Area Capital Improvements Plan

Develop a Capital improvements Plan based on the research, study and assumptions.

Primary Tasks:

- Document proposed CRA projects and programs and develop a cost analysis and timeline to implement;

- Collect Capital Improvement sources of data;

- Develop Capital Improvements plan content;

- Draft a Capital Improvements plan with the CRA; and

- Develop a final Capital Improvements Plan.

Task - Brownsville Redevelopment Area Plan Update Approval

Attend staff and Board meetings as required to achieve approval of the Plan.

Primary Tasks:

- Include all tasks in the updated draft Plan for review and approval;
- Present the Plan to the public (one meeting);
- Present Plan to Escambia County Local Planning Agency (one meeting); and
- Present to CRA & BCC Boards for final approval (one meeting each).

II. ESTIMATED PROJECT COST

Initial Conceptual Estimate**: $50,000**

III. GSA SF 330 Discipline and Experience Codes

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
20	Economist
29	Geographic Information System Specialist
47	Planner: Urban/Regional
48	Project Manager

Anticipated Experience Categories (Profile Codes SF 330) for this project

Code	Description
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
P05	Planning *(Community, Regional, Areawide and State)*
P06	Planning *(Site, Installation and Project)*
U02	Urban renewals; Community Development
Z01	Zoning; Land Use Studies

IV. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firms Letter of Interest containing all of the requested information no later than the date and time listed on the cover sheet. Submittals delivered late shall not be accepted or considered. No exceptions will be made.

A. Government Forms Software: http://submittals.myescambia.com/

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters, which are substantially incomplete or lack key information, may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with one additional section as described below (include in Letter of Interest). No other format will be acceptable.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short-list the firms. On-site presentations, interviews, and or discussions will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

The following policy will apply to all methods of source selection:

B. CONDUCT OF PARTICIPANTS

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein;

provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

(a) Rejection/disqualification of submittal
(b) Termination of contracts; or
(c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

C. **IDENTIFICATION OF SUBCONSULTANTS/CHANGES AFTER THE FACT**

After delivering an initial proposal in response to this solicitation, all submitters are prohibited from substituting, modifying, or amending those subconsultants identified in the initial written submittal at any time during the course of the solicitation process up to the final award of contract and including question and answer sessions, presentations or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of subconsultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

D. Florida Executive Order 11-116 Compliance

V. FIRMS' EVALUATIONS AND SELECTION

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

	Points Available
Qualifications of the firm and/or individual team members (i.e. AICP, AIA, ASLA, LEED, etc.	20
Understanding, capability and resources to perform the services specific to the project.	15
Ability to hold public workshops/meetings, while coordinating all input provided by pertinent stakeholders, citizens, staff, etc. and capable of meeting all requirements specific to the project.	15
Past performance, ability to provide examples of similar projects, studies, or plans.	10
Experience with community redevelopment practices, economic development, urban design and land use planning, infill development, market potential and analysis, property acquisition, GIS, capital improvement programs, etc.	20
If the firm demonstrates they are a certified small or minority business or if they demonstrate an affiliation with a certified small or minority business, a high score should be awarded.	10
Recent and Current workloads	5
Local presence or knowledge of Escambia County, more importantly the community redevelopment district outlined in the project.	5

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

VI. SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

Mailing date of proposals	**Monday, March 18, 2013**
Letters of Interest due date	**11:59 p.m. CDT, Monday, April 1 , 2013**
Short-Listing Meeting	**Monday, April 8, 2013**
Discussions with Short-Listed Firms	**Tuesday, April 23, 2013**

Scope of Work Review Meeting	**Thursday, April 25, 2013**
Negotiations with First Ranked Firms	**Wednesday, May 8, 2013**
Board of County Commissioners approval	**Thursday, June 6, 2013**

Note: Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records of this solicitation will not be available until **Wednesday, April 17, 2013.**

VII. SUBITTAL REQUIREMENTS

The County has implemented an Electronic Submittal Process that utilizes GovernmentForms.software® (GFS) to generate a customized version of the Standard Form (SF) 330 in a specific format. Other items shall be in PDF format and must be submitted by electronic upload via GFS or manually via the County's web site at http://submittals.myescambia.com/

Required items are described below (**The following forms must be submitted electronically in the order listed below**):

1. **Update Standard Form (SF) 330 – Part II (GFS format)**
   For those firms that have already provided an SF 330 Part II update as required

   Note: The wording on the form can't be changed, but include information as though the listing reads as follows

   11. ~~ANNUAL AVERAGE~~ PROFESSIONAL SERVICES REVENUES INVOICED AND PAID TO ~~OF~~ FIRM FOR LAST 3 YEARS

   11. a. ~~Federal~~ Escambia County Florida Board of County Commissioners
   11. b. Non-~~Federal~~ Escambia County Florida Board of County Commissioners Work

2. **Standard Form (SF) 330 – Part I (GFS format)**
   Generated by GovernmentForms.Software®, maximum 75 pages, includes:
   - Standard Form (SF) 330 - Part I, Section A-C
     Page Limit: Typically just 1 page in length
   - Standard Form (SF) 330 - Part I, Section D
     Not required by County for this submittal

- Standard Form (SF) 330 - Part I, Section E
  Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F
  Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G
  Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H

3. Letter of Interest (PDF format)

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually (Page Limit: Total Letter of Interest length shall not exceed 25 pages).

Requirements for this section (to be included in Letter of Interest):

- Proposers shall include any additional information to represent your firm for consideration.
- Proposers shall list all currently active contracts or task orders with Escambia County, Florida and the following relative information
  - Contract or Task Order name
  - Current status
  - Costs
    - Original cost, to include any change orders
    - Remaining balance
- Proposers shall list all currently active contracts in addition to task orders/contracts with Escambia County, Florida and the following relative information
  - Project Name
  - Project Owner
  - Current status
  - Costs
  - Original cost, to include any change orders
  - Remaining balance

- Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
- Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
- Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years

Note: Failure to provide the information listed above could be reason for deeming a firm non-responsive.

The City of Kissimmee
Community Redevelopment Agency

RFQ 02-001

INVITATION TO SUBMIT QUALIFICATIONS FOR MASTER REDEVELOPMENT PLAN AMENDMENT

The City of Kissimmee Community Redevelopment Agency is seeking Statements of Qualifications from firms interested in providing professional consulting services to amend or modify the Master Redevelopment Plan. The Master Redevelopment Plan was adopted June 1, 1993.

The CRA District consists of the traditional commercial downtown business and supporting residential district of Kissimmee, and consists of approximately 75 acres. Downtown is an historic part of Kissimmee that includes governmental functions, retail and service activities. The district also includes a regional hospital and supporting medical services, lakefront property on Lake Tohopekaliga and the recreational activities on the lakefront. Older residential neighborhoods surround the commercial district.

Respondents must be recognized professional urban planners with a comprehensive understanding of the Community Redevelopment Act, urban design, downtown redevelopment, housing, transportation planning and design, streetscape design, land use planning, environmental planning, and historic architecture.

Selection of the firm will be made in accordance with the State of Florida's Consultants Competitive Negotiation Act. At the discretion of the Community Redevelopment Agency, public presentations by firms regarding qualifications, approach to the project, and ability to furnish the required services may be required.

To be considered five (5) copies of qualifications and supporting documentation must be received by 3:00 p.m., **Monday, April 1, 2002**. Respond to Gail Hamilton, CRA Manager, City of Kissimmee, 320 East Monument Avenue, Kissimmee, Florida 34741.

For submission directions and any additional information, please call the CRA office at 407-931-1370 or email ghamilton@kissimmee.org.

Direction for Submission

All respondents submitting qualifications shall provide the following information:

1. Resumes of staff assigned to project.
2. Estimated participation and responsibilities of the key persons.
3. Location/Availability of key staff persons assigned to project.
4. Relevant project examples particularly in Florida CRA districts.
5. References from previous clients of similar engagements.

Respondents will be rated on the basis of the factors enumerated above. Upon establishment of the rankings, the CRA will enter upon negotiations for an agreement with the company. Should those negotiations fail, the CRA will proceed to negotiate with the second highest rated firm.

The selected respondent shall work closely with CRA and City staff in completing the project.

For additional information prior to submittal contact or submit the information required above with a written letter of interest addressed to:

Gail K. Hamilton, CRA Manager
City of Kissimmee
Community Redevelopment Agency
320 East Monument Avenue
Kissimmee, Florida 34741
(407) 931-1370

REQUEST FOR QUALIFICATIONS

RFQ-003-2010

The CRA (Community Redevelopment Agency) of the City of Lake City is seeking qualified consultants to submit qualifications for a Master Plan Update for the CRA.

Sealed statements of interest and qualifications meeting the attached criteria with an original signature and eight (8) additional copies (clearly marked copy) will be accepted by the City of Lake City, Florida until January 7, 2010 at **4:00 PM**, local time in the Purchasing Department located on the 2nd floor of City Hall, 205 North Marion Avenue, Lake City, Florida 32055. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a proposal is received will be resolved against the Offeror. Proposals will not be accepted via fax or electronically. It is noted that formal openings of proposals are not held. However, at the date and time indicated for the submission deadline, names of the offeror who submitted proposals will be released to the public. No other information will be released at that time.

MASTER PLAN UPDATE FOR THE CRA

An original plus eight (8) copies of your proposal must be sealed and plainly marked on the outside of the envelope with the RFQ number, the proposal name and opening date. Proposals must be addressed to the following:

City of Lake City
Attention: Debbie Garbett
Purchasing & Contracting Department
205 North Marion Avenue
Lake City, Florida 32055

All proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address , phone number, bid number (RFQ-003-2010), bid title (MASTER PLAN UPDATE FOR THE CRA) the date and time (January 7, 2010 @ 4:00 P.M). The proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All proposals which are hand delivered or delivered through regular mail by the United States Postal

envelope. It is the responsibility of the Offeror to assure proposals are delivered to the Purchasing Department. Failure to comply may be reason to reject the proposal.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The proposal must be net, exclusive of taxes. Offeror's proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

The CRA and City of Lake City adhere to the Americans with Disabilities Act and will make accommodations for access to City services, programs, and activities. Please call (396) 719-5784 for further information. Requests should be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

The CRA reserves the right to accept or reject any or all submittals, to award to multiple firms, to waive any submittal informalities and to re-advertise for bids when deemed in the best interest of the CRA.

Complete criteria, if not attached, or additional information may be obtained upon request from the Purchasing Director, 2nd floor of City Hall, 205 N. Marion Avenue, Lake City, Florida. Contact garbettd@lcfla.com or telephone (386) 719-5818.

Proposals may not be withdrawn for a period of 60 days after the scheduled closing time for receipt of proposals.

The City of Lake City reserves the right to accept or reject any/all proposals. The submittals will be evaluated by the City and may be negotiated and modified to develop a final product suitable to the City's needs.

CITY OF LAKE CITY, FLORIDA

_____

Wendell Johnson
City Manager

REQUEST FOR QUALIFICATIONS
MASTER PLAN UPDATE FOR
THE COMMUNITY REDEVELOPMENT AREA (CRA).

INTRODUCTION

The Community Redevelopment Agency of the City of Lake City is seeking qualified consultants to submit qualifications for a Master Plan Update for the Community Redevelopment Area. Consultants will be expected to have an expertise in Florida land use planning, Geographic Information Systems, public participation, and housing and economic analysis. The CRA's primary goal is to update the Master Plan to address all aspects of development within the City's CRA District, including architectural standards, densities and intensity, signage, parking, public uses, open space, historic preservation, gateway enhancement, etc.

Pursuant to the Consultants' Competitive Negotiations Act, Florida Statute 287.055, the CRA, hereby requests responses, expressions of interest and statements of qualifications from firms or individuals, with credentials in planning, urban design, architecture, economic consulting and environmental planning services, who are interested in performing professional consulting and planning services to accomplish the scope of work for the services outlined below and will reflect the outcome of an outreach strategy including community and stakeholder involvement process to be completed as deemed appropriate by the CRA.

REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS

In order to ensure a fair and objective RFQ process and evaluation, all questions and inquiries related to this RFQ shall be addressed in writing by email or facsimile no later than December 31, 2009 to:

Debbie Garbett – Purchasing Director
e-mail garbettd@lcfla.com
Facsimile (386) 755-6112

All questions and inquiries will be forwarded to Jackie Kite, CRA Administrator. Answers or clarifications will be submitted in writing to the inquirer by the Purchasing Department.

BACKGROUND

Lake City is a 150-year-old city with a rich history and exciting future. Also known as the "Gateway" to Florida, Lake City is the County seat of Columbia County in Northeast Florida. Lake City offers a diverse economic and cultural palette within its core CRA, including substantial medical and governmental operations, blended with a variety of retail eating and shopping establishments.

Located within the heart Columbia County, the greater Lake City area is the home of over 45,000 people with diverse backgrounds and interests. It's a downtown where residents, office workers

and visitors stroll comfortably along the historic streets, shop in antique stores, or sample restaurants where menus range from hotdogs to Italian cuisine. In 1989, the City Council of the City of Lake City recognized that the City's downtown and inner city was an all too common victim of the shifts in the 60's and 70's to suburban living and designated approximately (256 blocks) of the Lake City Inner City area as a community redevelopment area under Florida Statute 163 for the focus of rehabilitation, conservation and redevelopment activities.

The last comprehensive update of the Urban Core Redevelopment Plan was undertaken in 1989 and incorporated long-range projects and objectives to revitalize the CRA. The projects and elements of the plan have been consistently implemented. In addition, a number of small area or task specific plans, studies and reports have been developed within the CRA including:

RFQ SUBMITTALS AND FORMAT

The CRA reserves the right to award a contract pursuant to this RFQ without further discussion with respondents. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

The submittal package shall consist of the following and failure to submit this information will render your package non-responsive.

A. Title Page

Show the Request for Qualifications subject, the name of your firm, address, telephone number, name of contact person and date.

B. Table of Contents

Clearly identify the material by section and page number.

C. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Briefly state your firm’s understands of the work to be done and provide a positive commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone number(s).
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.

D. Profile of Proposer

- State whether your organization is national, regional or local.
- State the location of the office from which your work is to be performed.
- Describe the firm including the size and provide a list of the proposed staff, for this project and list their qualifications individually.

- List key management and operating personnel who would have direct responsibility for fulfilling the terms of the contract.
- Describe the areas of responsibility for each assigned employee.
- What ability does the firm have to sustain the potential loss of key personnel and still adequately meet the terms of the contract?

E. Summary of Proposer's Qualifications

- Identify the project manager and each individual who will work as part of this project.
- Identify the number of years in business along with a brief historical summary of the firm.
- Provide past experience in providing similar services to governmental entities.
- Provide a client listing and a minimum of three (3) current or previous references for similar projects as defined by the Scope of Service herein. Include the term of the relationship(s), current status and individual, contact name, address, email, and telephone number.
-

F. Approach to Project

Specifically, describe how your firm would approach this project to ensure it meets, and continues to provide for the needs of this agency as expressed in the Scope of Service. Proposers may offer alternative solutions/options to achieve successful completion of the Scope of Service.

The CRA Plan Update

Culturally, the nation is changing its attitudes towards cities and urban living. Broad economic, social and cultural forces are reshaping the face of our urban environment. These forces give areas such as downtown Lake City the best opportunity to compete in decades. Our challenge is to develop a plan that realizes our full potential. The intent of the CRA Plan Update is to provide a document that establishes the framework for transformative policies and investments in the CRA area. Within that context the plan will provide policy, programmatic and fiscal direction for the CRA as we reshape our urban landscape.

Strategic Framework

In our strategic framework talent, connections, distinctiveness and innovation; are identified as key elements which provide the basis for our next steps. The idea behind this framework is:

Distinctiveness, we must aspire to offer professional opportunities to attract young people to want to live, work and raise a family in our area. Our urban amenities, historic neighborhoods, downtown living, cultural attractions gives us a competitive niche…to attract workers, residents and tourists.

Innovation is the driver of the economy. Therefore, we need to promote investment in technology infrastructure.

Conceptual Themes

Within the strategic framework the CRA has embraced two conceptual themes: The Urban Core and The Waterfront. The update should build upon these themes.

- The update would guide the strengthening of our downtown core as a regional landmark and an important destination.
- The update would guide us in creating an attractive amenity in around Lake DeSoto that adds to the identity and livability of the City.

Several theme features are embedded in Downtown Action Plan adopted by the City in 2008.

Goals for the Urban Core and Waterfront

Urban Core Goals:

Build upon community strengths
Create strong destinations for development / investments
Connect new investments with existing community fabric
Link destinations to neighborhoods and waterfront to establish a multi-dimensional downtown.

Waterfront Goals:

Increase the awareness of Lake DeSoto waterfront.
Promote the diversity of the waterfront by creating opportunities for parks, cultural recreational, educational, and entertainment experiences
Connect the waterfront to the city linking neighborhoods and downtown
Preserve and enhance the natural areas along the water's edge

Plan Strategic Guiding Principles

The following principles should guide the development of the updated plan. It is believed that successful cites should be:

Prosperous - attracting jobs and investment
Diverse - social and economically inclusive
Distinctive - our historic and cultural destinations
Walkable - focus on the pedestrian environment
Green - promoting our natural landscape

The anticipated strategies to be employed through the updated plan are to identify transformative investments which are multi-dimensional efforts that remake the urban physical environment to stimulate economic growth, improve fiscal vitality and advance social equity. The strategies are to strengthen the five cornerstones of the CRA.

Moving Forward

At its best the update of the CRA Plan should:

Coordinate the goals of previously adopted plans and the Downtown Action Plan by incorporating them into a larger vision.

Provide a foundation for strategic action to share future success.

Be consistent with the guiding principles:

- o Prosperous
- o Diverse
- o Distinctive
- o Walkable
- o Green

SCOPE OF SERVICES

The Community Redevelopment Agency desires to update an existing Master Plan and may ultimately include additional planning services as the discretion of the CRA. The services that a successful applicant will provide include the examination of and recommendations on the following elements as appropriate for the Community Redevelopment Area. (Map attached.)

Land Use and Building Use.

Retail Inventory, Goals, and Strategies
Office, Professional, and Personal Services Inventory, Goals, and Strategies
Government, Medical, and Social Services Inventory, Goals, and Strategies
Hospitality, Dining, and Entertainment Inventory, Goals, and Strategies
Land Use Density, Intensity, and Composition Objectives, Goals, and Strategies

Housing.

Existing Housing Inventory
Projected Housing Needs Analysis
Inclusive Housing Inventory, Goals, and Strategies (i.e. affordability, accessibility, occupancy types, rehabilitation, adaptive reuse, etc.)
Housing Density, Intensity, and Composition Objectives, Goals, and Strategies

Transportation & Parking.

Multimodal Transportation Inventory, Goals, and Strategies
Public and Private Parking Inventory, Goals, and Strategies
Pedestrian and Biking Inventory, Goals, and Strategies

Infrastructure and Public Services.

Public Infrastructure Inventory, Goals, and Strategies
Public Safety Inventory, Goals, and Strategies
Public Space, Open Space, and Recreation Inventory, Goals, and Strategies
Cultural, Historical, Community, Social, Goals, and Strategies

Economic Development.

Economic Development and Revitalization Objectives, Goals, and Strategies
Redevelopment and Infill Development Objectives, Goals, and Strategies

Planning & Zoning Regulations.

Analysis of Current Planning & Zoning Code
Regulatory Revisions Framework

Urban Design.
Inventory of Existing Architectural Character
Recommended Architectural Design and Signage Standards
Design Standards Framework and Implementation Strategies

Financing.

Identification of short and long-term financing and capital improvement plans to meet the goals, objectives, and components of the plan update

Detailed scheduling of the project and deliverables will be negotiated during the contract negotiations between the selected consultant and the CRA.

CONTRACT TERM

The anticipated term of any agreement is as required to deliver a finished product, beginning on the date of selection, until the project has been completed to the satisfaction of the CRA, or the Contract is terminated by the CRA. A draft plan completion will be expected within three (3) months from the project contract award date. Adoption of the final plan by the Community Redevelopment Agency and the City Council will complete the project. The selected consultant must be able to complete this project within an approximately 6-month timeframe, by June 2010. The broad scope of the study may allow or require a phased, extended timeframe, subject to funding availability and CRA approval.
Detailed scheduling of the project will be negotiated during the contract negotiations between the selected consultant and the CRA.

WRITTEN RESPONSE FORMAT AND EVALUATION CRITERIA

Response documents should provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the CRA. The requirements stated do not preclude Consultants herein from furnishing additional information as deemed appropriate.

Form and Format:

1. Responses shall be limited to 20 pages (exclusive of cover letter, limited to 2 pages, and required forms in this RFQ).
2. One (1) original and eight (8) copies must be submitted in one response package.
3. PDF (portable document file) or other generally accessible electronic copy of the response must be provided on compact disk (CD).

The submissions received by the deadline and fully responsive to the requests for the specifics outlined should demonstrate experience in areas detailed in the Scope of Services and the following Evaluation Criteria:

Written Response Evaluation Criteria	Value (%)
Objective Factors: Ability of the firm to respond to the basic minimum requirements set forth in RFQ.	10
Qualifications: Degree to which firm has completed similar projects or has background and expertise to complete this project.	15
Understanding of Project: Degree to which firm understands the project, whether from experience with similar projects or from preparatory research.	25
Approach to the Project: Degree to which Consultant's proposed approach addresses the project issues.	25
Personnel: The qualifications and availability of the personnel to be assigned to the project.	15
Quality of Work / Past Performance: Quality of the response and documentation of past performance on other projects done by the firm.	5
MBE / SBE Designation	5
TOTAL	100

This is a Request for Qualifications and not an offer to purchase said services. The Community Redevelopment Agency shall have no obligation to any submitter who presents a submission and is not liable for any costs incurred by the submitter in preparation of the submission. The CRA reserves the right to award a contract solely on the basis of the submission received and to award no contract whatsoever. The Community Redevelopment Agency reserves the right also to accept or reject submissions in whole or in part and to waive any defect, technical requirements and/or irregularities therein.

SELECTION PROCESS

Based on the information presented in response to the Request for Qualifications (RFQ), a review of qualification submissions shall be done by an evaluation committee. At least three (3) of the highest-ranking preliminarily qualified submitters shall be invited to make presentation at a public meeting before the evaluation committee. From such highest-ranking submitters, the Community Redevelopment Agency will select in order of preference, for negotiation under Florida Statute 287.055 (Florida Consultants' Competitive Negotiation Act). All provisions of the Florida Consultants' Competitive Negotiation Act shall control this Request for Qualifications. Accordingly, no pricing or rate schedules should be included in the submission. The CRA may select one or more respondents to prepare a more specific response pertinent to the scope of work defined. At no time shall any member of the Community Redevelopment Agency (the City Council) be contacted by a representative of any submitting consultant.

AWARD OF CONTRACT

The CRA intends to enter into an Agreement with a single firm that provides all necessary disciplines required for the successful implementation of the proposed project.

52.209-5 FAR Certification Regarding Debarment, Suspension,
Proposed Debarment, and Other Responsibility Matters
(This Form Does Not Count Against Response Page Limit)

1. The Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals:

   A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

   B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

   C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

   A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

   This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

3. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Consultant’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non responsible.

5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

6. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

52.209-6 FAR Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment

1. The Government suspends or debars Contractors to protect the Government's interests. The Contractor shall not enter into any subcontract in excess of $25,000 with a Contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.

2. The Contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed $25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

3. A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:

   A. The name of the subcontractor.

   B. The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.

   C. The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.

   D. The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

Company Name

Authorized Signature

Printed Name

Date

AFFIDAVIT ON PUBLIC ENTITY CRIMES (SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES)
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to by _____ (Print individual's name and title) for _____ (Print name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

I understand that a "public entity crime" as defined in Paragraph 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 of 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.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or 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, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.1 33(1)(a), Florida Statutes, means:

A. A predecessor or successor of a person convicted of a public entity crime; or

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, shareholders, 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.

I understand that a "person" as defined in Paragraph 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 bids or applies to bid 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.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies)

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the

entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1,1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____ _____

(Signature) (Date)

STATE OF FLORIDA
COUNTY OF ESCAMBIA

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ (Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on this _____day of _____, 20

Attest:

Notary Public

My commission expires:_____

(Notary Seal)

CERTIFICATION/AUTHORIZATION/ACKNOWLEDGMENT FORM

The undersigned certifies that he/she has fully read and understands this "Request for Qualifications" and has full knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this response, that this submittal has not been prepared in collusion with any other Vendor, and that the contents of this submittal have not been communicated to any other Vendor prior to the official opening of this submittal.

Signed By: _____ Date:_____
Typed Name: _____ Title: _____
Company Name: _____
Phone No.: _____ Fax No.: _____
Email: _____
Bid Address: _____
P.O. Box or Street City State Zip

Order Address: _____
P.O. Box or Street City State Zip

Remit Address: _____
P.O. Box or Street City State Zip

Federal Tax ID No.: _____

Purchasing and Stores Division

Mark D. Raiford, CPPB
Purchasing Manager

Tara T. Walls, CPPB
Purchasing Agent

Gregory J. Kane
Purchasing Agent

Cynthia D. Webb
Purchasing Agent

Danny Rodriguez
Purchasing Agent

1140 East Parker Street
Lakeland, Florida 33801-2066
Phone: (863) 834-6780
FAX: (863) 834-6777
TDD: (863) 834-8333
EMail: purch@lakelandgov.net
Visit our Web Site: http://www.lakelandgov.net

NOTICE

REQUEST FOR QUALIFICATIONS
For
PLANNING, DESIGN AND DEVELOPMENT PROFESSIONALS (CCNA)

JUNE 29, 2011

R.F.Q. NO. 1208A

Sealed qualification packages will be received by the Purchasing Manager, City of Lakeland, Florida, 1140 East Parker Street, Lakeland, Florida 33801 **until 3:00 p.m. - Wednesday - July 27, 2011** at which time and place qualification submittals received will be publicly opened in the office of the Purchasing Manager and read aloud for the following:

Qualification Documents may be requested by visiting our Website at http://www.lakelandgov.net or by contacting the **City of Lakeland Purchasing Division @ (863) 834-6780. Any Respondent that Does Not Have a City of Lakeland Bidder Number Should Visit the Above Website and Complete a Bidder's Application.**

THE CITY OF LAKELAND COMMUNITY DEVELOPMENT DEPARTMENT IS REQUESTING QUALIFICATION PACKAGES FOR PLANNING, DESIGN AND REAL ESTATE DEVELOPMENT PROFESSIONAL SERVICES CONTRACTS. THE SCOPE OF WORK FOR THIS SPECIFIC CONTRACT INCLUDES, WITHOUT LIMITATION; COMMUNITY, NEIGHBORHOOD AND COMPREHENSIVE PLANNING, URBAN AND COMMUNITY DESIGN, HISTORIC PRESERVATION, ARCHITECTURAL DESIGN AND LANDSCAPE ARCHITECTURE, TRANSPORTATION PLANNING AND REVIEW, LAND DEVELOPMENT REGULATIONS AND CODES, IMPACT FEE ANALYSIS AND REEVALUATION OF EXISTING FEES, COMMUNITY REDEVELOPMENT AREA PLANNING AND PROGRAMMING AND VISUAL IMAGING AND GRAPHIC DESIGN. THE QUALIFICATIONS SUBMITTED SHALL BE IN COMPLETE ACCORDANCE WITH, WITHOUT LIMITATION, THIS REQUEST FOR QUALIFICATIONS, CITY OF LAKELAND SPECIFICATIONS ENTITLED "REQUEST FOR QUALIFICATIONS FOR PLANNING, DESIGN AND DEVELOPMENT PROFESSIONALS", ALL CODES AND REQUIREMENTS REFERENCED THEREIN.

Note: This Annual Service Requirement, if placed, shall be firm and valid beginning October 1, 2011 through September 30, 2014 with an option for Two (2), One (1) Year Renewals upon mutual consent.

Questions regarding this request for qualifications should be **in writing** and should reference the above RFQ number. Submit all questions to **Mrs. Tara Walls, Purchasing Agent,** via e-mail at **purch@lakelandgov.net** or fax **(863) 834-6777.**

CLARIFICATION OF DOCUMENTATION

Respondents requiring clarification or having a dispute with these documents must advise the City Purchasing Division the nature of the required clarification or basis of the dispute, in writing, no later than **July 11, 2011.** If no written contact has been made by this specified date, the Respondent waives the right to any future consideration and accepts the documents as published and/or revised by the City.

FLORIDA PUBLIC RECORDS LAW

Submittal information shall be subject to Chapter 119, Florida Statutes, generally known as the "Florida Public Records Law." The City cannot regard any document, information or data as proprietary or confidential unless so exempted by Florida Statutes. Documents received with proprietary or confidential information may be resealed and returned without further consideration or obligation.

EXPARTE COMMUNICATION

Please note that to insure the proper and fair evaluation of a submittal, the City of Lakeland prohibits exparte communication (i.e., unsolicited) initiated by the Respondent to the City Official or Employee evaluating or considering the submittals prior to the time a proposal decision has been made. Communication between Respondent and the City will be initiated by the appropriate City Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Exparte communication may be grounds for disqualifying the offending Respondent from consideration or award of the proposal then in evaluation or any future proposal.

INSURANCE AND SAFETY REQUIREMENTS

All insurance shall be secured from or countersigned by an agent or surety company recognized in good standing and authorized to do business in the State of Florida.

The Respondent shall, within ten (10) days of notification of award and **prior to commencement of work, take out and maintain in full force and effect minimum insurance coverage as specified in the attached requirements.** This insurance shall remain in force and effect throughout the duration of the contract.

A **certificate of existing insurance** coverage should be submitted with the proposal as proof of insurability. If the current coverage does not meet the qualification requirements then the Respondent should request an affidavit of insurability from the Respondent's insurance agent that certifies the requirements can and will be met. Failure to provide adequate insurance coverage may be cause for disqualification as non-responsive to the qualifications requirements.

The Respondent agrees to accept and abide by the City of Lakeland safety regulations in complete accordance with the attached requirements.

INDEMNIFICATION AGREEMENT

The Respondent agrees to indemnify and hold harmless the City of Lakeland in complete accordance with the attached requirements. This agreement shall be signed, notarized and returned with the qualification package. Failure to provide the Hold Harmless Indemnification Agreement may be cause for disqualification as non-responsive to the qualifications requirements.

PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.

DRUG-FREE WORKPLACE CERTIFICATION

By submitting a bid in response to this Invitation to Bid, you are certifying that your company is a drug-free workplace in accordance with Florida Statute 287.087.

CONFLICT OF INTEREST / STATEMENT OF NON-COLLUSION

The award hereunder is subject to Chapter 112, Florida Statutes. All respondents must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of Lakeland. Further, all respondents must disclose the name of any City of Lakeland employee who owns, directly or indirectly, an interest of five percent (5%) or more of the respondent's firm or any of its branches.

The respondent shall certify that he/she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the bid and that the respondent is not financially interested in, or otherwise affiliated in a business way with any other respondent on the same land or improvements.

ADDENDA

It is the Respondent's responsibility to contact the Purchasing Division prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda and return executed addenda with the submittal.

The failure of a Respondent to submit acknowledgement of any addenda may be considered an irregularity and may be cause for rejection of the submittal.

QUALIFICATIONS SUBMITTAL

An unbound original and ten (10) copies (collated in sets) of your Qualifications submittal and all required submittal data shall be enclosed within a sealed envelope with the words, **"Sealed R.F.Q. No. 1208A - Request for Qualifications for Planning, Design & Development Professionals (CCNA)"** and the Respondent's name and address clearly shown on the outside thereof. **Submittals received with less than eleven (11) total copies may be disqualified as non-responsive.**

Mailed submittals must be received in the office of the Purchasing Manager not later than the time set forth for qualifications opening. The City of Lakeland, Florida will not be responsible for any lost or late arriving submittals sent via the U.S. Postal Service or other delivery services.

The City of Lakeland at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all submittals, and/or to accept that submittal which is in the best interest of the City. The award of this submittal, if made, may be based on various considerations, including without limitation; Respondent's experience and/or qualifications, past experience, administrative cost, standardization, technical evaluation and oral and/or written presentations as required. The City reserves the right to accept all or part, or to decline the whole, and to award this submittal to one (1) or more Respondents. The submittals will be in the judgement of the City the most responsive to the City's needs. The City of Lakeland encourages the use of minority and women-owned businesses as subcontractors or in joint venture arrangements. Any Respondent sent three (3) or more requests for qualifications/proposal or invitations to bid and fails to respond may be removed from the City bid list."

City of Lakeland, Florida

Mark D. Raiford, CPPB
Purchasing Manager

Attach.
TTW/tw

Cc: Teresa Maio
File

QUALIFICATIONS SHEET:

PLANNING, DESIGN AND DEVELOPMENT PROFESSIONALS (CCNA)

JUNE 29, 2011

R.F.Q. NO. 1208A

*****DO NOT SEND PRICING INFORMATION*****

Company Name _____

Company Address _____

City _____ **State** _____ **Zip** _____

Telephone (_____) _____ **Fax (_____)** _____

E-Mail Address _____

The following is in strict accordance with the City of Lakeland **Request for Qualifications No. 1208A, dated June 29, 2011** and all attachments referenced therein.

"I hereby certify that I understand and am aware that the City of Lakeland at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all submittals, and/or to accept that submittal which is in the best interest of the City. The award of this submittal, if made, may be based on various considerations, including without limitation; Respondent's experience and/or qualifications, past experience, administrative cost, standardization, technical evaluation and oral and/or written presentations as required. The City reserves the right to accept all or part, or to decline the whole, and to award this submittal to one (1) or more Respondents. The submittals will be in the judgement of the City the most responsive to the City's needs. The City of Lakeland encourages the use of minority and women-owned businesses as subcontractors or in joint venture arrangements. Any Respondent sent three (3) or more requests for qualifications/proposal or invitations to bid and fails to respond may be removed from the City bid list."

_____

Company Name

_____ _____

Authorized Signature **Date Signed**

_____ _____

Name of Contact for Questions (Please Print or Type) **Telephone No. of Contact**

REQUEST FOR QUALIFICATIONS
PLANNING, DESIGN AND DEVELOPMENT PROFESSIONALS

INTRODUCTION

The City of Lakeland's Community Development Department is requesting the submittal of statements of qualification from interested planning, design and real estate development professionals or firms to provide any or all of the following services for the City of Lakeland and/or the Lakeland Community Redevelopment Agency on a continuing contract basis:

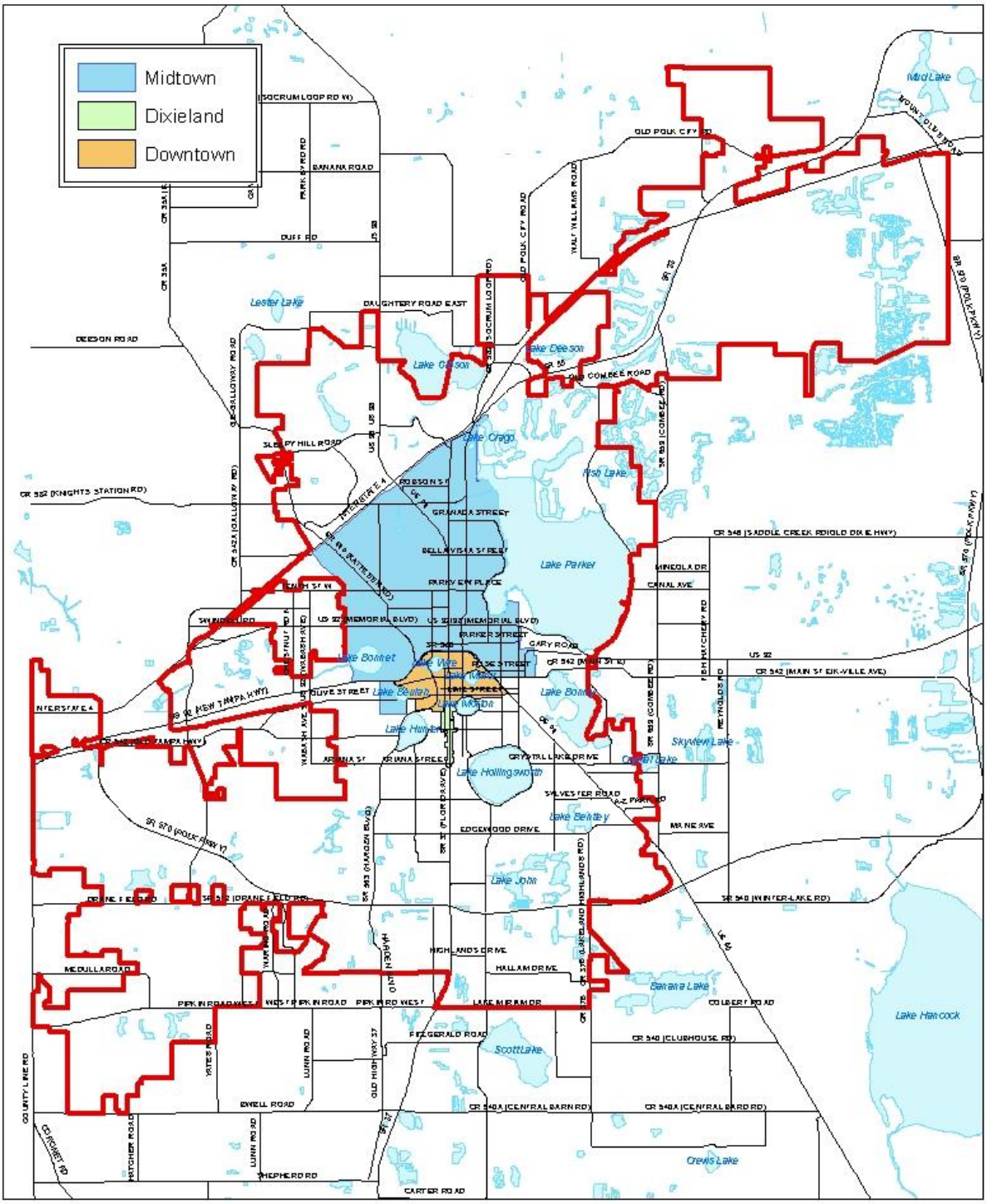
- Community, Neighborhood and Comprehensive Planning
- Urban and Community Design, Historic Preservation, Architectural Design and Landscape Architecture
- Transportation Planning and Review
- Land Development Regulations and Codes
- Impact Fee Analysis and Reevaluation of Existing Fees
- Community Redevelopment Area Planning and Programming
- Visual Imaging and Graphic Design

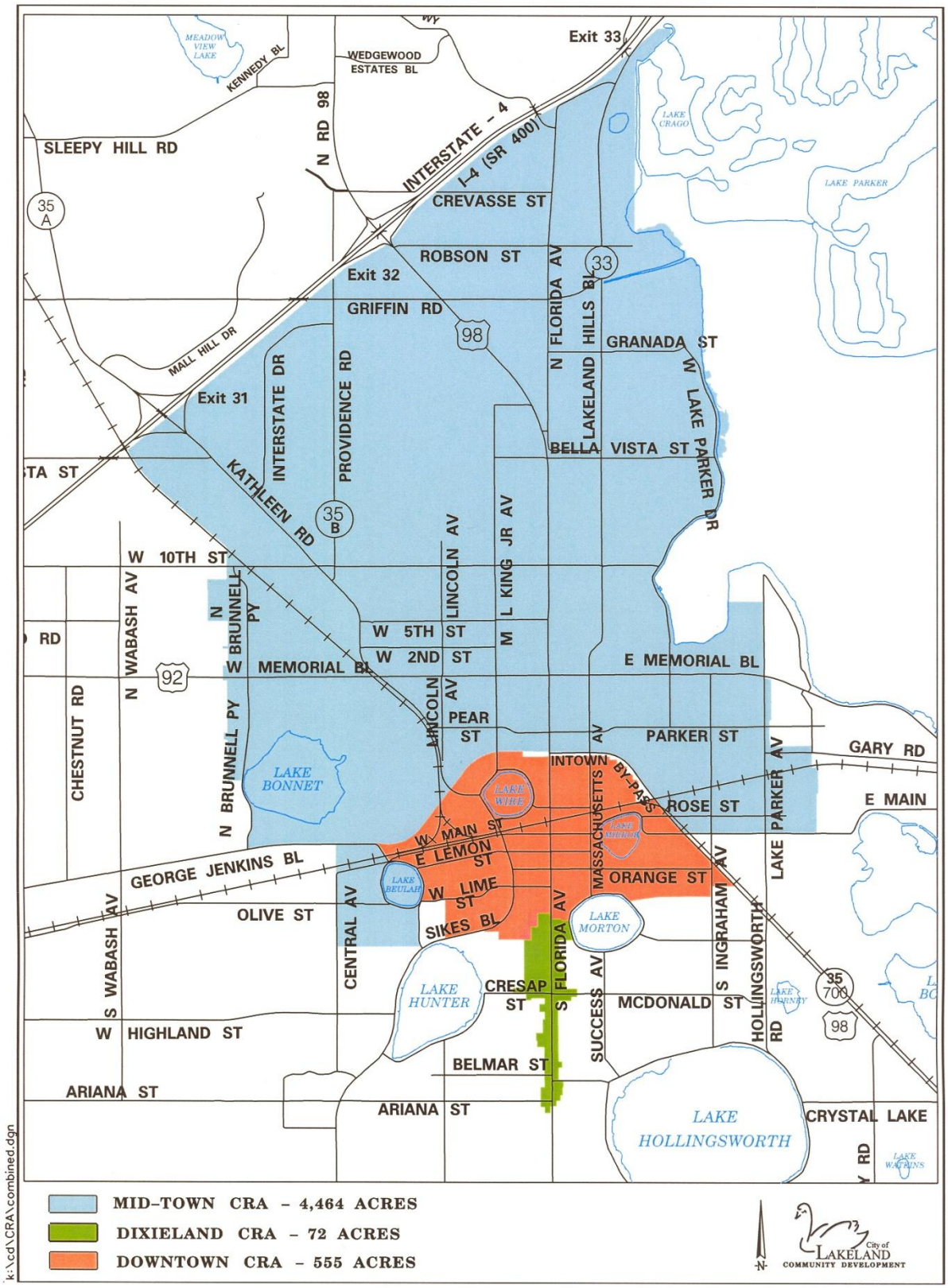
The Community Development Department is interested in prequalifying a number of individuals or firms that have expertise in **any or all** of the above listed areas to be put on three (3) year open contracts for service with the City of Lakeland with two (2), one (1) year renewal options. Qualified individuals or firms should have at least ten (10) years of professional experience, should be located in Central Florida or have staff members located in Central Florida, should have worked with other municipalities of similar size as Lakeland, and should have extensive experience working with community and neighborhood stakeholders. ***Selection will not be based on the range of areas of expertise; rather selection will be based on the depth of relevant experience. Please feel free to respond to any or all of the above services.***

The City of Lakeland encompasses 74 square miles with a population nearing 95,000. Strategically located along I-4 less than an hour from both Tampa and Orlando, Lakeland is home to a number of large corporations, emerging colleges and universities, acclaimed medical facilities and the spring training center for the Detroit Tigers. In addition, Lakeland is one of the most affordable places to live in Florida, with exceptional recreational amenities and a strong sense of community. In an effort to promote urban infill and redevelopment, the City of Lakeland has designated three Community Redevelopment Areas which comprise the majority of the central city. Together, the Downtown, Dixieland and Midtown CRAs encompass an area of approximately 7.6 square miles. It is within these three areas where qualified respondents to this RFQ may be completing a majority of the work.

More information about the City of Lakeland can be found at our website, www.lakelandgov.net and at www.ldda.org and www.lakelandchamber.com.

Lakeland Community Redevelopment Areas




MEADOW VIEW LAKE
KENNEDY BL
WEDGEWOOD ESTATES BL
Exit 33
LAKE CRAGO
LAKE PARKER
SLEEPY HILL RD
N RD 98
INTERSTATE - 4
I-4 (SR 400)
35 A
CREVASSE ST
ROBSON ST
33
Exit 32
GRIFFIN RD
98
N FLORIDA AV
LAKELAND HILLS BL
GRANADA ST
MALL HILL DR
Exit 31
INTERSTATE DR
PROVIDENCE RD
W LAKE PARKER DR
BELLA VISTA ST
KATHLEEN RD
35 B
LINCOLN AV
M L KING JR AV
W 10TH ST
N WABASH AV
N BRUNNELL PY
W 5TH ST
W 2ND ST
W MEMORIAL BL
E MEMORIAL BL
92
CHESTNUT RD
PEAR ST
PARKER ST
GARY RD
LAKE BONNET
LAKE WIRE
INTOWN BY-PASS
MASSACHUSETTS AV
ROSE ST
E MAIN
W MAIN ST
E LEMON ST
LAKE PARKER AV
GEORGE JENKINS BL
LAKE BEULAH
W LIME ST
ORANGE ST
S INGRAHAM AV
OLIVE ST
CENTRAL AV
SIKES BL
LAKE MORTON
S WABASH AV
LAKE HUNTER
CRESAP ST
S FLORIDA AV
SUCCESS AV
MCDONALD ST
HOLLINGSWORTH RD
35 700
98
W HIGHLAND ST
BELMAR ST
ARIANA ST
LAKE HOLLINGSWORTH
CRYSTAL LAKE
MID-TOWN CRA - 4,464 ACRES
DIXIELAND CRA - 72 ACRES
DOWNTOWN CRA - 555 ACRES
City of LAKELAND
COMMUNITY DEVELOPMENT
k:\cd\CRA\combined.dgn

PROJECT DESCRIPTIONS

Projects will be identified and developed by City of Lakeland staff and may include any of the following:

- Community, Neighborhood and Comprehensive Planning
  - Preparation of comprehensive plan element updates to meet new legislative mandates and/or city strategic plan or certification program requirements: transportation, parks, potable water, housing, land use, capital improvement;
  - Public participation outreach and visioning including charrettes;
  - Preparation of neighborhood or small sector plans;
  - Analysis and development of housing programs and policies.
  - Analysis of economic and demographic data.

- Urban and Community Design, Historic Preservation, Architectural Design and Landscape Architecture
  - Preparation of alternative design concepts;
  - Development or review of urban design standards such as traditional neighborhood development and mixed-use guidelines;
  - Preparation of open space (greenway) plans;
  - Development of preliminary architectural programming and renderings; and
  - Development of commercial façade architectural design standards

- Transportation Planning & Review
  - Perform traffic studies and/or review traffic studies submitted for concurrency determinations;
  - Conduct Alignment (PD&E) Studies; and
  - Conduct integrated land use and multi-modal transportation planning for select corridors.

- Land Development Regulations and Codes
  - Evaluation and/or updating sections of the City's Land Development Regulations;
  - Implementation of form-based code;
  - Development of sustainable best management practices and regulations (for example LID and green building technology);
  - Evaluation of private development proposals.

- Impact Fee Analysis and Reevaluation of Existing Fees
  - Development of impact fee studies for parks/recreation, fire, law enforcement and/or transportation, documenting methodologies, presenting findings and recommendations (may include phasing and or indexing of recommended fees);
  - Review of independent fee studies; and Utilization of multimodal and geographical variables in establishing transportation impact fees.

- Community Redevelopment Area Planning and Programming
  - Planning and program/project identification and implementation;
  - Preparation of economic development reports and recommendations;

- Preparation of due diligence reports;
- Evaluation of economic impact of development projects or programs;
- Legal assistance as it relates to projects and initiatives of the Community Redevelopment Agency (i.e. expertise in laws governing CRAs and assistance in preparing development agreements, administering CRA grant and loan programs and acquisition and disposition of real estate)
- Analysis of market feasibility; and
- Creation of databases with economic and/or census-based data to enable thematic mapping.

➢ Visual Imaging and Graphic Design
- Application of visual imaging (three dimensional videos and graphics, animation and photo-simulation) techniques to support project data and analysis; and
- Preparation and administration of visual preference surveys and summary of responses; and
- Application of graphic design layout and publishing to convey project outcomes through printed and electronic means.

While specific projects have not yet been identified, task authorizations for individual projects are anticipated not to exceed $25,000 per project. However, approved consultants may complete a number of individual projects issued under the continuing contract.

SELECTION PROCESS

The Community Development Department recognizes that no single individual or firm will likely possess all of the skills as outlined in this Request for Qualifications. As a result, prospective respondents should indicate in their submittals their specific area(s) of expertise and provide the appropriate examples and evidence where possible.

Statements of Qualifications will be reviewed by a Screening Committee made up of Community Development staff members. A short list of individuals or firms will be identified by the Screening Committee and will be interviewed by a Selection Committee. The Community Development Department may request additional information from individuals or firms on the short list prior to interviews. The recommendations of the Selection Committee will be subject to approval by the Mayor and the City Commission. Upon approval, the Community Development Department will seek to negotiate contracts with the selected individuals or firms.

SUBMISSION PROCESS, DUE DATE AND REQUIRED DOCUMENTS

An unbound original and ten (10) copies of the Statement of Qualifications including all required forms and supporting documentation should be delivered to:

City of Lakeland
1140 E. Parker Street
Lakeland, FL 33801
Attn.: Purchasing Department

All Statements of Qualifications must be received no later than **3:00 PM** on **Wednesday, July 27, 2011**. All documents received later than the above date and time will not be eligible for consideration.

CONTENTS OF STATEMENT OF QUALIFICATIONS

- A letter of interest specifying the strength(s) of the firm or individual as they relate to this RFQ;
- Completed Statement of Qualifications;
- Response to the Selection Criteria.

SCHEDULE FOR SELECTION PROCESS

- Request for Qualifications packets available for pick-up or by e-mail beginning **Wednesday, June 29, 2011.**
- Candidates may submit questions pertaining to this RFQ no later than **5:00 PM, Monday, July 11, 2011**. Questions will be answered no later than **5:00 PM, Monday, July 18, 2011**. All questions should be submitted to the City of Lakeland Purchasing Department by e-mail at Purch@lakelandgov.net or by facsimile at (863) 834-6777.
- Statements of Qualification are due no later than **3:00 PM, Wednesday, July 27, 2011**.
- The Screening Committee will review submittals and will determine which qualified candidates may be invited to present their qualifications in person to the Selection Committee. It is anticipated that all candidates will be notified of their submittal status by **Wednesday August 10, 2011**.
- Interviews may be scheduled during the week of August 22, 1011, at the discretion of the Selection Committee and the committee's calendars permit.
- If interviews are held, all individuals and firms interviewed will be notified of their status within two weeks of the final interview.

Packets available	**Wednesday, June 29, 2011**
Candidates questions due by	**Monday, July 11, 2011**
Questions answered by	**Monday, July 18, 2011**
Statements of Qualification due	**Wednesday, July 27, 2011**
Screening Committee review of submittals	**July 28, 2011 – August 8, 2011**
Candidates notified of submittal status	**Wednesday, August 10, 2011**
Interviews (if necessary)	**Week of August 22, 2011**
Notification of selection	**Friday, September 9, 2011**

STATEMENT OF QUALIFICATIONS

Company Name: _____

Business Address: _____

_____

_____

Contact Name and Title: _____

Email Address: _____

Telephone: _____

Fax: _____

Website: _____

Principal(s): _____

_____

_____

_____

_____

Type of Organization (check one):

- o Sole Proprietorship
- o Partnership
- o Corporation
- o Joint Venture

Area(s) of Expertise (check all that apply):

- o Land planning
- o Landscape architecture
- o Urban design
- o Architectural design
- o Graphic Design
- o Public Outreach, visioning and/or charrettes
- o Use of GIS and Computer Visualization tools to assist in "visioning" efforts
- o Regulatory guidelines for development (Land development codes or regulations) *for urban areas*
- o Comprehensive planning *for urban areas* (all elements or specify)
- o Neighborhood &/or sector planning, (including integration of urban land use and transportation issues)
- o CRA planning, project identification and implementation
  - o Fiscal Analysis and Market Feasibility
  - o Legal Assistance
- o Housing development
  - o Affordable
  - o Market
- o Commercial real estate development
- o Transportation Planning
  - o Conduct and review traffic impact studies
  - o Alignment (PD&E) studies
  - o Multi-modal Planning
- o Fiscal Impact Analysis Model
- o Impact Fee Analysis
- o Other _____
- o Other _____

Relevant Experience (in the last 3 years):

Start Date: _____ End Date: _____

Nature of Work: _____

Description of Duties and Responsibilities:

_____

_____

_____

_____

Start Date: _____ End Date: _____

Nature of Work: _____

Description of Duties and Responsibilities:

_____

_____

_____

_____

Start Date: _____ End Date: _____

Nature of Work: _____

Description of Duties and Responsibilities:

_____

_____

_____

_____

Billable Rate(s) (per hour):

Principal _____

Associate _____

Other Staff Expenses

_____

_____

_____

Other Billing Information

_____

_____

_____

SELECTION CRITERIA

1. **TEAM EXPERTISE**
   Describe your firm's organization, experience and area(s) of expertise. Include the names of all of the principals and key personnel as well as resumes that provide information regarding qualifications and previous experience that relate to the projects described in this RFQ.

2. **SAMPLES OF WORK**
   Where applicable, please include up to three examples of graphic work per project.

3. **CONSENSUS-BUILDING AND FACILITATION**
   Describe your firm's experience with consensus-building and community participation processes. Provide examples of projects where your firm has worked in environments that require public participation and collaboration with multiple stakeholders.

4. **REFERENCES**
   Include at least three (3) references from projects that are similar to those described in this RFQ. Please provide the individual's name, title, relationship to the project, phone number, email address, and a brief project description including start and end dates for the work completed, the project budget and actual project costs.

INSURANCE REQUIREMENTS
RFQ for Planning, Design, and Development Professionals

STATEMENT OF PURPOSE

The City of Lakeland (the "City") from time to time enters into agreements, leases and other contracts with Other Parties (as hereinafter defined).

Such Agreements shall contain at a minimum risk management/insurance terms to protect the City's interests and to minimize its potential liabilities. Accordingly, the following minimum requirements shall apply:

CITY DEFINED

The term City (wherever it may appear) is defined to mean the City of Lakeland itself, its Commission, employees, volunteers, representatives and agents.

OTHER PARTY DEFINED

The term Other Party (wherever it may appear) is defined to mean the other person or entity which is the counter-party to the Agreement with the City and any of such Other Party's subsidiaries, affiliates, officers, employees, volunteers, representatives, agents, contractors and subcontractors.

LOSS CONTROL/SAFETY

Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees, and property. The Other Party shall comply with all laws, rules, regulations or ordinances related to safety and health, and shall make special effort to anticipate and detect hazardous conditions and shall take such precautionary and prompt action where loss control/safety measures should reasonably be expected.

The City may order work to be stopped at any time, without liability, if conditions exist that present immediate danger to persons or property. The Other Party acknowledges that such stoppage, or failure to stop, will not shift responsibility for any damages from the Other Party to the City.

INSURANCE - BASIC COVERAGES REQUIRED

The Other Party shall procure and maintain the following described insurance, except for coverage specifically waived by the City of Lakeland, on policies and with insurers acceptable to the City, and insurers with AM Best ratings of no less than A.

These insurance requirements shall in no way limit the liability of the Other Party. The City does not represent these minimum insurance requirements to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

"Except for workers' compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the City of Lakeland as additional insured. It is agreed that the Other Party's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by The City of Lakeland for liability arising out of the operations of this agreement."

Insurance Requirements (cont'd)

INSURANCE – BASIC COVERAGES REQUIRED (cont'd)

Except for workers compensation, the Other Party waives its right of recovery against the City, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City. They shall be reduced or eliminated at the option of the City. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the City shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of the City of Lakeland, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract, or lease.

Commercial General Liability: This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect the Other Party and the additional insured against all claims arising from bodily injury, sickness, disease, or death of any person other than the Other Party's employees or damage to property of the City or others arising out of any act or omission of the Other Party or its agents, employees, or Subcontractors and to be inclusive of property damage resulting from explosion, collapse or underground (xcu) exposures. This policy shall also include protection against claims insured by usual personal injury liability coverage, and to insure the contractual liability assumed by the Other Party under the article entitled **INDEMNIFICATION**, and **"Products and Completed Operations" coverage.**

The Other Party is required to continue to purchase products and completed operations coverage for a minimum of three years beyond the City's acceptance of renovation or construction properties.

The liability limits shall not be less than:

Bodily Injury and Property Damage	$500,000 Single limit each occurrence

Business Automobile Liability: Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

The liability limits shall not be less than:

Bodily Injury and Property Damage	$300,000 Single limit each occurrence

Workers' Compensation: Workers' Compensation coverage to apply for all employees for statutory limits and shall include employer's liability with a limit of $100,000 each accident, $500,000 disease policy limits, $100,000 disease limit each employee. ("All States" endorsement is required where applicable). If exempt from Worker's Compensation coverage, as defined in Florida Statue 440, the Other Party will provide a copy of State Workers' Compensation exemption.

All subcontractors shall be required to maintain Worker's Compensation.

The Other Party shall also purchase any other coverage required by law for the benefit of employees.

ADDITIONAL INSURANCE

Additional Insurance: The City requires the following types of insurance.

Professional Liability/Malpractice/Errors or Omissions Insurance: The Other Party shall carry professional malpractice insurance throughout the term of this Contract and shall maintain such coverage for an extended period of three (3) years after completion and acceptance of any work performed hereunder. At all times throughout the period of required coverage, said coverage shall insure all claims accruing from the first date of the Contract through the expiration date of the last policy period. In the event that Other Party shall fail to secure and maintain such coverage, Other Party shall be deemed the insurer of such professional malpractice and shall be responsible for all damages suffered by the City as a result thereof, including attorney's fees and costs.

The liability limits shall not be less than: $1,000,000

EVIDENCE/CERTIFICATES OF INSURANCE

Required insurance shall be documented in Certificates of Insurance which provide that the City shall be notified at least 30 days in advance of cancellation, nonrenewable, or adverse change.

New Certificates of Insurance are to be provided to the City at least 15 days prior to coverage renewals.

If requested by the City, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the City, provide an indication of the amounts of claims payments or reserves chargeable to the aggregate amount of liability coverage.
Receipt of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

INDEMNIFICATION
Consultant

To the fullest extent permitted by laws and regulations, and in consideration of the amount stated on any Purchase Order or Task Authorization, the Consultant shall indemnify and hold harmless the City, and its officers and employees, from all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of this Contract.

In any and all claims against the City, or any of its officers or employees, by any person employed or utilized by the Consultant in the performance of this Contract, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant or any other person or organization under workers' or workmen's compensation acts, disability benefit acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the City, the Consultant, or any other person or organization.

Applicability: It is the express intent of the Consultant that this agreement shall apply for the project(s) or time period indicated below. (Check and complete one):

_____ Agreement is applicable to all contracts, purchase orders and other work performed for the City of Lakeland for the time period of not more than five (5) years.

_____ to _____.
(Date) (Date)

(OR)

_____ Agreement is limited to Purchase Order # _____, or Contract

dated _____.

Subrogation: The Consultant and its Subcontractors shall require their insurance carriers, with respect to all insurance policies, to waive all rights of subrogation against the City, except for "Professional Liability." In the case of "Professional Liability," the Consultant and its Subcontractors shall require their insurance carriers to waive all rights of subrogation except in situations where gross negligence is shown on the part of the City.

Release of Liability: Acceptance by the Consultant of the last payment shall be a release to the City and every officer and agent thereof, from all claims and liability hereunder for anything done or furnished for, or relating to the work, or for any act or neglect of the City or of any person relating to or affecting the work unless otherwise specified in a written agreement between Consultant and City at the time of final payment.

Savings Clause: The parties agree that to the extent the written terms of this Indemnification conflict with any provisions of Florida laws or statutes, in particular Sections 725.06 and 725.08 of the Florida Statutes, the written terms of this indemnification shall be deemed by any court of competent jurisdiction to be modified in such a manner as to be in full and complete compliance with all such laws or statutes and to contain such limiting conditions, or limitations of liability, or to not contain any unenforceable or prohibited term or terms, such that this Indemnification shall be enforceable in accordance with and to the greatest extent permitted by Florida Law.

CITY OF LAKELAND

_____
Name of Organization

BY:_____
Karen Lukhaub, Director of Risk Management

BY: _____
Signature of Owner or Officer

DATE_____

ATTEST:_____
Corporate Secretary or Witness

STATE OF: _____

_____
Organization Phone Number

COUNTY OF: _____

PHONE: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2011

by _____, of _____.
Printed Name of Owner / Officer **Corporate or Company Name**

He/She is personally known to me or has produced _____ as
State Drivers License Number

identification, and did _____ / did not _____ take an oath.

_____
Signature of Person Taking Acknowledgment

_____
Printed Name of Person Taking Acknowledgment

_____
Serial Number, if any

_____
Notary Seal

7/2006

SPECIFICATION SAFETY REQUIREMENTS
(Revised July, 2008)

The following safety requirements are comprehensive in nature with some site specificity; therefore, not all sections are applicable to every Contract. Please apply those safety requirements as site or situation dictate. NOTE: All City project representatives who assume responsibility for contract management will be responsible for insuring compliance with these safety requirements by all Contractors and/or Subcontractors.

I. GENERAL

A. The Contractor shall comply with all Federal/State Occupational Safety and Health Act (OSHA) Standards and any other rules and regulations applicable to construction and/or maintenance activities in the State of Florida. The Contractor shall also comply with county, city, or any other agency's rules and regulations regarding safety.

B. The City's safety personnel or any City supervisor may order that the work be stopped if a condition of immediate danger is found to exist. Nothing contained herein shall be construed to shift responsibility or risk of loss for injuries or damage sustained as a result of a violation of this Article from the Contractor to the City; and the Contractor shall remain solely and exclusively responsible for compliance with all safety requirements and for the safety of all persons and property at the project site.

C. The parties hereto expressly agree that the obligation to comply with applicable safety provisions is a material provision of this Contract and a duty of the Contractor. The City reserves the right to require demonstration of compliance with the safety provisions of this Contract. The parties agree that such failure is deemed to be a material breach of this Agreement; and the Contractor agrees upon such breach, all work pursuant to the Contract shall terminate until demonstration to the City that the safety provisions of this Agreement have been complied with. In no event shall action or failure to act on the part of the City be construed as a duty to enforce the safety provisions of this Agreement, nor shall it be construed to create liability for the City for any act or failure to act in respect to the safety provisions of this Agreement.

II. SAFETY EQUIPMENT

All City's safety regulations will be strictly adhered to and enforced by the City of Lakeland Safety Division, which may include work stoppage or removal of Contractor and/or personnel. These safety regulations include, but are not limited to:

A. All persons on City property will wear industrial safety glasses with affixed side shields at all times, except when in an office building or construction trailer, in the enclosed cab of a motor vehicle, or during a break period when all work has stopped.

B. All persons on City property will wear an approved hard hat in good repair at all times, except when in an office building or construction trailer, in the enclosed cab of a motor vehicle, or during a break period when all work has stopped. Bump hats, or "cowboy style" hard hats are not acceptable at any time.

C. All persons on City property and in an area where the noise level exceeds 85db, must wear hearing protection that complies with ANSI S3.19-74 (ear muffs and/or approved ear plugs with an NRR of at least 30). This includes areas where noisy equipment is in use (i.e. jack hammers, electric or air drills, heavy equipment with open cabs, pipe cutting saws, etc.) and in a plant environment where posted.

D. Sport or athletic-type style shoes are NOT considered a suitable work shoe and are not acceptable as work shoes at this location

E. Any person on City property, in an area where tools are being used that cause or may cause flying particles or an area where there is a potential of excessive dust or airborne particles, must wear, in addition to and over their industrial safety glasses, either soft-sided goggles or a full face shield/protector, and the appropriate respiratory protection equipment.

F. Where vehicular and/or pedestrian traffic is affected:

1. Maintenance of Traffic

The Contractor shall conduct his work so as to interfere as little as possible with public travel, whether vehicular or pedestrian. Whenever it is necessary to cross, obstruct, or close roads, driveways, and walks, whether public or private, the Contractor shall, at his own expense, provide and maintain suitable and safe detours or other temporary expedients for the accommodation of public and private travel, and shall give reasonable notice to owners of private drives before interfering with them. Such maintenance of traffic will not be required when the Contractor has obtained permission from the owner and tenant of private property, or from the authority having jurisdiction over public property involved, to obstruct traffic at the designated point.

2. Barricades and Lights

All streets, roads, highways, and other public thoroughfares, which are closed to traffic, shall be protected by effective barricades on which shall be placed acceptable warning signs. Barricades shall be located at the nearest intersecting public highway or street on each side of the blocked section and all other positions required by applicable standards.
All barricades and obstructions shall be illuminated by means of warning lights from sunset to sunrise. Materials stored upon or alongside public streets and highways shall be so placed, and at the work at all times shall be so conducted, as to cause the minimum obstruction and inconvenience to the traveling public.
All barricades, signs, lights, and other protective devices shall be installed and maintained in conformity with applicable statutory requirements and, where within railroad and highway rights-of-way, as required by the authority having jurisdiction thereover.

All Contractor owned or controlled vehicles and/or equipment which will be operated on or within ten (10) feet of the roadway will be equipped with a minimum of one amber 360 degree Class I warning device. This device must meet minimum standards for utility construction purposes such as a minimum of 500,000 candlepower and visible from 360 degrees of mounting. The warning device(s) must be in operation at all times that

a vehicle/equipment is on the roadway or within the ten (10) feet of runoff area and not in a “normal” travel status.

All personnel, when working within fifteen (15) feet of the roadway, for fifteen (15) minutes or more must wear approved FDOT reflective vests.

3. Damage to Existing Property

The Contractor will be held responsible for any damage to existing structures, work, materials, or equipment because of his operations and shall repair or replace any damaged structures, work, materials, or equipment to the satisfaction of, and at no additional cost to, the City, unless otherwise addressed in the Contract.

Purchasing and Stores Division

Mark D. Raiford, CPPB
Purchasing Manager

Tara T. Walls, CPPB
Purchasing Agent

Gregory J. Kane
Purchasing Agent

Cynthia D. Webb
Purchasing Agent

Danny Rodriguez
Purchasing Agent

1140 East Parker Street
Lakeland, Florida 33801-2066
Phone: (863) 834-6780
FAX: (863) 834-6777
TDD: (863) 834-8333
EMail: purch@lakelandgov.net
Visit our Web Site: http://www.lakelandgov.net

ADDENDUM NO. 1

REQUEST FOR QUALIFICATIONS

PLANNING, DESIGN AND DEVELOPMENT PROFESSIONALS (CCNA)

JULY 12, 2011

R.F.Q. NO. 1208A

The purpose of this addendum is to advise all interested parties of the following revisions and/or clarifications and to transmit the information as noted below:

1. **Please remove the Billable Rate(s) per hour form that was included in the R.F.Q. package. According to CCNA guidelines, no pricing is to be submitted with the Qualifications.**

2. **Bid Due Date Remains: 3:00 p.m. - Wednesday – July 27, 2011.**

Note: All addenda shall be acknowledged in the bid submittal, therefore please sign the bottom of this page ** and return with the bid submittal.

All other items remain unchanged.

Tara T. Walls

Tara T. Walls, CPPB
Purchasing Agent

TW/tw

Cc: Teresa Maio
File

**** ADDENDUM #1 is hereby "ACKNOWLEDGED"**

_____ / _____ / _____ / _____

Signature **Title** **Company Name** **Date**

REQUEST FOR PROPOSALS

FOR

LYNN HAVEN CRA PLAN UPDATE

January 8, 2016

Lynn Haven Community Redevelopment Agency
909 Pennsylvania Ave.
Lynn Haven, FL 32444
(850) 265-2961

INDEX

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

Notice To Proposers…….…… Page 3

Scope of Work and Evaluation Criteria…… Page 4

Proposal Guidelines and Other Requirements……. Page 9

Schedule……..…… Page 16

Attachment A: Proposed Study Area…… Page 24

The following documents must be returned with your bid:

Proposal Form/Anti-Collusion Statement…….. Page 17

Drug-free Workplace Certification……. Page 18

Disputes Disclosure Form…….. …… Page 19

Conflict of Statement……..……. Page 20

Public Entity Crimes Statement ……..... Page 22

Supplemental information requested in the Proposal Guidelines and Other Requirements and/or Scope of Services and Evaluation Criteria

NOTICE TO PROPOSERS

The Lynn Haven Community Redevelopment Agency (CRA) seeks proposals from qualified firms with extensive experience in the preparation of Feasibility Study and Redevelopment Plan Updates. Only firms with extensive experience in preparing a CRA Plan amendment should apply.

Qualified firms who are interested in providing this service may obtain a Request for Proposals at Lynn Haven CRA, 909 Pennsylvania Avenue, Lynn Haven, FL 32444 between the hours of 7:30 AM and 4:30 PM, Monday through Friday. You may also call (850) 265-2961 or e-mail bjanke@cityoflynnhaven.com with "CRA Plan Update" in the subject line of the e-mail.

Sealed proposals must be received by the CRA no later than 2:00 PM CST, Wednesday, February 3, 2016, at which time they will be opened and the names of the respondents read aloud.

The CRA reserves the right to reject any and all proposals, in whole or in part, to waive minor defects in the process and to accept the proposal deemed by the CRA to be in its best interest.

LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

The Lynn Haven Community Redevelopment Agency (CRA) seeks proposals from qualified firms with extensive experience in the preparation of Feasibility Study and Redevelopment Plan Updates. Only firms with extensive experience in preparing a CRA Plan amendment should apply.

The purpose of this update is

- to conduct a legislative Finding of Necessity Study to determine eligibility of study area's inclusion in the Lynn Haven Community Redevelopment Agency (CRA) area and update the Feasibility Study to reflect the new CRA boundaries;
- to develop a new Capital Projects and Programs list and update the Community Redevelopment Plan;
- and to extend the life of the CRA from 30 years to 40 years.

SCOPE OF WORK

Project Overview
The Lynn Haven CRA Community Redevelopment Agency (CRA) was established in 2003, following a decline in the Central Business District, and the emergence of strip commercial development. A study was conducted which determined that a CRA was feasible within the Lynn Haven CRA. The CRA is now proposing a new Feasibility Study be conducted to determine if additional parcels should be included in the Lynn Haven CRA. A proposed Study Area (Attachment A) has been defined by CRA staff for analysis. To determine if the parcels in the Study Area are eligible for inclusion in the Lynn Haven CRA, a Finding of Necessity shall be conducted on the parcels, and a recommendation shall be developed for the CRA Board.

In addition to the update of the Feasibility Study, the CRA is proposing to amend the Community Redevelopment Plan. The Community Redevelopment Plan was designed to address public concerns related to economic development, future land use, transportation, downtown development, housing, recreation, and community aesthetics. The consultant shall complete an update of all sections of the Redevelopment Plan to include the Study Area parcels, as well as to reflect changes within the CRA area since the plan's adoption in 2003. The consultant should update the site inventory, land use, and area analyses, and also conduct a gap analysis between the original concept plan and a completed projects list, which shall be developed as part of this project. This information as well as input from the community meeting and public survey shall be used to develop a new Concept Plan and Capital Projects and Programs list for the Community Redevelopment Plan.

During the update of the Community Redevelopment Plan, the CRA also intends to amend the time period of the CRA, pursuant to Florida Statutes 163.361, increasing the effective time of the CRA from 30 years to 40 years from the date that the plan was adopted (2003).

PART I: UPDATE FEASIBILITY STUDY

Task One: Finding of Necessity for Study Area parcels

The consultant shall conduct a Finding of Necessity on the parcels in the Lynn Haven CRA Update Study Area (Attachment A), and determine if there is a legislative finding of the conditions of slum or blight (according to FS 163.340), which is a requirement for inclusion in the Community Redevelopment Area.

Deliverables:
Map 1: Current Community Redevelopment Area and Proposed New Parcels
Report 1: Finding of Necessity Analysis on Study Area Parcels

Task Two: Present Results of Finding of Necessity to CRA Board

The consultant shall present the results of the Finding of Necessity to the CRA Board. This presentation will include an overview on the methodology used to determine if there was a legislative finding of the conditions slum or blight, as well as the presence of any conditions within the Study Area. The requested action from the CRA Board will be to provide direction to the consultant on whether to include the Study Area parcels in the update of the Community Redevelopment Plan, based on the Finding of Necessity.

Deliverables:
Presentation 1: Presentation to the CRA Board of the Results of the Finding of Necessity
Report 2: Updated Feasibility Study to Reflect Study Area Parcels

PART II: UPDATE COMMUNITY REDEVELOPMENT PLAN

Task Three: Review of Community Redevelopment Plan and Analysis of Completed Projects from Capital Projects and Programs List

Lynn Haven CRA staff will provide a list of projects completed to date. The consultant shall develop a map of these projects, and compare the completed projects to the concept plan proposed in the current Community Redevelopment Plan. The consultant should identify the gaps between the concept plan and completed project lists, which will be utilized during community meetings and visioning sessions, discussed in more detail in Task Four.

Deliverables:
Map 2: Completed Projects to Date
Technical Memo 1: Gap Analysis between Concept Plan and Completed Project List

Task Four: Public Involvement for Update of Community Redevelopment Plan and Visioning for Study Area Parcels and State Road 390 Corridor

Any future planning will necessarily impact the local community. It is essential to include their input as plans are being developed. Additionally, it is important to engage the community and update their vision for the Lynn Haven CRA area, considering the changes that have occurred since the plan was original adopted, and to account for planned changes in the CRA area. One planned change that will affect the CRA is the Florida Department of Transportation (FDOT) road widening project that is being developed for State Road 390. This will affect the commercial businesses currently fronting on this corridor, and a vision for the future of this corridor should be developed by the consultant.

In order to collect and incorporate community feedback into the Community Redevelopment Plan update, the following tasks shall be completed by the consultant:

- Creation of public survey, in conjunction with CRA staff, to gather feedback about priority projects and vision for Study Area parcels and State Road 390 corridor
- Promotion of public survey via news releases to a wide variety of area media, and on Lynn Haven CRA Facebook page
- Plan, conduct, and analyze results from three community meetings to gather input on priority projects, and vision for the Study Area parcels and State Road 390 corridor

Deliverables:
Technical Memo 2: Community Meeting Results Analysis, Vision for Study Area Parcels and SR 390 Corridor, and Public Survey Results Analysis

Task Five: Update the Community Redevelopment Plan
The consultant should complete an update of all sections of the Community Redevelopment Plan to include the Study Area parcels and to include changes within the CRA area since the plan's adoption in 2003. Update of the site inventory, land use, and area analyses should also be included in this task. The consultant may utilize the gap analysis between original concept plan and completed project list, updated inventory, land use, area analyses, and gap analysis, as well as input from the community meeting and public survey, to develop a new Concept Plan and Capital Projects and Programs list for the Community Redevelopment Plan.
Any comments from the CRA will be incorporated into the amended plan, as appropriate.

Deliverables:
Report 3: Draft Updated Community Redevelopment Plan

Task Six: CRA Board Initial Review of Updated Community Redevelopment Plan
Following the update of the Community Redevelopment Plan, the consultant shall present the updated plan draft to the CRA Board. The presentation will address how the analyses conducted during the update of the Community Redevelopment Plan, and the community outreach and visioning sessions, were utilized in the updated Concept Plan and Capital Project's list.
At the CRA's direction, consultant shall forward the updated Community Redevelopment Plan to local planning agencies for their 60-day review and comment period. Any comments received by the local planning agency following their review will be documented. At CRA staff's direction, the consultant shall incorporate comments in the final updated Community Redevelopment Plan.

Deliverables:
Presentation 2: Initial presentation to the CRA Board of the Update Community Redevelopment Plan.
Report 4: Final Updated Community Redevelopment Plan

Task Seven: Coordinate Notice, Review, and Action on Amended Community Redevelopment Plan
The consultant shall present the final updated Community Redevelopment Plan to the CRA Board at a public hearing, after appropriate public notice. The proposed amendment shall be sent in writing, by registered mail, to each taxing authority which levies ad valorem taxes within the geographic boundary of the redevelopment area, pursuant to Florida Statutes 163.346. A

proposed resolution shall also be provided for adopting the amended Community Redevelopment Plan, and extending the effective period of the CRA from 30 to 40 years from the date that the plan was adopted (2003). Following the CRA's adoption of the updated Community Redevelopment Plan, five color hard copies and five CDs of the report shall be submitted to the CRA.

Deliverables:
Presentation 3: Presentation to the CRA Board at a public hearing to present the updated Community Redevelopment Plan and propose a Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years.
Resolution 1: Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years

Project Coordination
The consultant and CRA staff will hold monthly meetings by conference call to discuss the status of the project. These meetings will occur on a regular date determined by both groups following the execution of Agreement for Professional Staff Services.

Deliverables Submission
Deliverables as shown below shall be submitted to the CRA Director:

Map 1: Current Community Redevelopment Area and Proposed New Parcels
Report 1: Finding of Necessity Analysis on Study Area Parcels

Presentation 1: Presentation to the CRA Board of the Results of the Finding of Necessity
Report 2: Updated Feasibility Study to Reflect Study Area Parcels

Map 2: Completed Projects to Date
Technical Memo 1: Gap Analysis between Concept Plan and Completed Project List

Technical Memo 2: Community Meeting Results Analysis, Vision for Study Area Parcels and SR 390 Corridor, and Public Survey Results Analysis

Report 3: Draft Updated Community Redevelopment Plan

Presentation 2: Initial presentation to the CRA Board of the Update Community Redevelopment Plan.
Report 4: Final Updated Community Redevelopment Plan

Presentation 3: Presentation to the CRA Board at a public hearing to present the updated Community Redevelopment Plan and propose a Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years

Resolution 1: Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years

QUALIFICATIONS

Interested and qualified firms desiring consideration should submit to the CRA one (1) original and five (5) copies of their proposal which should include:

1. Name and principal address of firm.
2. Address of the office to which this project will be assigned.
3. Names, experience, educational background and qualifications of principal firm personnel.
4. Names, experience, educational background and qualifications of staff members who will be assigned to the project.
5. Relevant experience managing similar projects with public sector clients, especially CRA Plan updates.
6. References for CRA Plan updates to include name of company/entity, contact name, address, telephone number, e-mail address and date the project was completed.
7. Availability of proposed staff members; current and projected work load of Consultant; ability to provide time for on-site meetings, training and cooperative review of work products. List other studies currently underway and names of personnel assigned.
8. Provide a proposed timeline indicating milestones necessary to accomplish all aspects of the project.
9. Knowledge of and approach to the proposed work; ability to suggest and apply new technologies or approaches that may either reduce project costs and/or time frame, or improve the quality of the work products/service. Ability to use GIS.
10. Familiarity with the Lynn Haven CRA's CRA Plan and/or Planning Department.
11. Fee for all aspects of work to include travel expenses.

EVALUATION CRITERIA

Selection will be made from the proposer who was deemed to be the best suited among those submitting proposals on the basis of the evaluation factors listed below as recommended by the selection committee:

1. Qualifications and experience of the firm and assigned personnel. (20 points)
2. Familiarity and experience with similar projects, especially EAR-based amendments. (30 points)
3. Ability to perform services on time and within budget. (10 points)
4. Knowledge and approach to the proposed work, including new technologies or approaches. Ability to use GIS. (15 points)
5. Fee (15 points)
6. Familiarity with the Lynn Haven CRA's CRA Plan and/or Planning Department. (10 points)

Maximum Score: 100 points

PROPOSAL GUIDELINES AND OTHER REQUIREMENTS

Public Opening

Proposals shall be received at the Lynn Haven CRA, 909 Pennsylvania Avenue, Lynn Haven, FL 32444, until 2:00 P. M., CST, on February 3, 2016. As soon as possible thereafter the names of the proposers shall be read in public.

In accordance with the Americans with Disabilities Act and Florida Statutes, 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact Ben Janke no later than three days prior to the proceeding at telephone (850) 265-2961 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8770 (voice) for assistance.

Response Withdrawal

Proposers may withdraw their proposal by notifying the CRA in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposal in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the CRA and will not be returned to the proposer.

Delays

The CRA, at its sole discretion, may delay the scheduled due dates if it is to the advantage of the CRA to do so. The CRA will notify proposers of all changes in scheduled due dates by written addendum.

Inquiries

All Proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the CRA Director in writing prior to the due date. Failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing and received by the CRA Director at least five (5) business days prior to the due date. The CRA will provide answers to the questions by written addendum to all Proposers who requested the RFP. The CRA will not be responsible for any oral instructions made by any employee(s) of the CRA in regard to this RFP.

Addendum

The CRA will record its responses to inquiries and any supplemental instructions in the form of written addenda. The CRA will send written addenda to all Proposers who requested the RFP directly from the CRA's Office. All Proposers should contact the CRA Director at least **five (5) business days** before the date fixed for receiving the proposals to ascertain whether any addenda have been issued. Failure to do so could result in rejection of the proposal as unresponsive. The CRA shall not be responsible for providing said addenda to Proposers who receive RFP packages from other sources.

Proposer shall sign, date, and return the latest addendum with his/her Proposal. Previous addenda will be deemed received. It is the Proposer's responsibility to contact the CRA in the event that a previous addendum is not received.

Proposer Registration

Proposers who obtain RFP documents from other sources must officially register with the CRA's CRA Office in order to be placed on the mailing list for any forthcoming addendum or other official communications. Failure to register as a prospective Proposer may cause your proposal to be rejected as non-responsive if you have failed to submit a proposal without an addendum acknowledgment for the most current addendum.

Selection Process

The selection criterion is included in the RFP package. A Selection Committee will be appointed. At its discretion, a selected group of firms may be required to make oral presentations to the Selection Committee. These presentations shall provide an opportunity for the Proposer to clarify his/her qualifications and ability to furnish the required services. The final decision of the Selection Committee will be based on the overall tabulation from the oral presentation. The Selection Committee will present its recommendations to the CRA Board, which has the authority to make the final determination and award a contract.

Pre-Award

The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer.

The proposal shall be firm for a period of ninety (90) days from the date of bid opening.

Proposal Preparation Costs

Neither the CRA nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP documents.

All costs incurred by prospective firms in preparation of submissions, presentations, related travel costs, and expenses are the responsibility of the Proposer.

Accuracy of Submittal Information

Any Proposer which submits in its submittal to the CRA any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

Insurance

The awarded Proposer shall maintain insurance coverage reflecting the minimum amounts and conditions specified. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the submittal and rescission of any ensuing contract.

A ***Certificate of Insurability*** shall accompany each proposal in the amounts as prescribed by the CRA or State.

The successful Proposer shall procure and maintain the following described insurance on policies and with insurers acceptable to the CRA. Except with respect to the worker's compensation insurance, the successful Proposer shall name the CRA as an additional insured on all required insurance.

- Worker's Compensation Insurance Coverage

$1,000,000	Limit Each Accident
$1,000,000	Limit Disease Aggregate
$1,000,000	Limit Disease Each Employee

If requested by the CRA, the successful Proposer shall provide the CRA with an affidavit stating that it meets all the requirements of Florida Statute 440.02 (15) (d).

- Commercial General Liability Coverage

Bodily Injury, Property Damage & Personal Injury Liability	$1,000,000 Combined Single Limit Each Occurrence, and
	$2,000,000 Aggregate Limit

- Business Automobile Liability Coverage

Bodily Injury & Property Damage	$1,000,000 Combined Single Limit Each Accident

- Professional Liability Coverage

$1,000,000	Limit Each Occurrence

Certificates of Insurance acceptable to the CRA shall be filed with the CRA prior to commencement of the work and periodically thereafter upon any renewals during the term of the contract.

Proposer shall include each of its subcontractors performing work on CRA projects as insured under the policies of insurance required herein.

Licenses/Charters

If the firm offering services is a corporation, it must be properly chartered with the Department of State to operate in Florida. Include a copy of the current registration statement.

The successful proposer must comply with all relevant federal, state, and local regulations and licensing requirements.

Public Records

Proposers shall comply with the Florida Public Records laws expressed in Chapter 119, Florida Statutes (2013), specifically including to:

1. Keep and maintain public records that ordinarily and necessarily would be required by the CRA in order to perform the service.
2. Provide the public with access to public records on the same terms and conditions that the CRA would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer, at no cost to the CRA, all public records in possession of the Proposer upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CRA in a format that is compatible with the information technology systems of the CRA.

Upon opening, proposals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

Public Entity Crimes

In accordance with paragraph (2) (a) of Section 287.133, Florida Statutes, "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

Discrimination Clause

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

Acceptance/Rejection

The CRA reserves the right to accept or reject any or all proposals and to make the award to that Proposer, who in the opinion of the CRA, will be in the best interest of and/or the most advantageous to the CRA. The CRA also reserves the right to reject the proposal of any firm(s) who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the CRA's opinion, is not in a position to perform properly under this award. The Lynn Haven CRA reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

Annual Appropriation and Invoices

The Lynn Haven CRA's performance and obligation to pay under this contract is contingent upon an annual appropriation by the CRA Board. If the contract extends beyond the current fiscal year, which ends on September 30th, the contract shall be contingent upon the availability of funds appropriated for such purposes in the CRA's annual budget for the next succeeding fiscal year.

Invoices for services must be submitted to the CRA in detail sufficient for a proper pre-audit and post-audit. Invoices must be received by the CRA no later than the 20th of each month for payment by the 31th. Such invoices shall be for all services rendered during the preceding calendar month.

Errors and Omissions

The CRA and its representatives shall not be responsible for any error or omission in this RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct.

The data compiled is based on information maintained by the Lynn Haven CRA. Information is subject to review by the successful Proposer.

No Solicitation

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and City holidays, any employee or

member of the CRA Board concerning any aspect of this solicitation, except in writing to the CRA Director or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Affirmation

By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Qualifications and the resulting contract.

Contract and Termination

The contents of the proposal of the successful firm(s) will become part of the contractual obligations.

Contracts will be executed by all parties upon selection of the firms to service the CRA's needs. Either party will have the right to terminate the agreement upon giving the other party at least 30 days' notice in writing of their intent to terminate.

The contract(s) will be unilaterally canceled by the CRA for refusal by the Proposer(s) to allow public access to all documents, papers, letters, or other materials made or received by the Proposer in conjunction with this contract, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1).

SUBMISSION OF PROPOSALS

All proposals shall be in a spiral binding or stapled in the upper left hand corner with all pages 8.5" x 11". **No hard cover or 3-ring binders, please**.

1. Include in one sealed package, labeled:

   CRA Plan Update
   Response to RFP
   Opening date and time: February 3, 2016 – 2:00 PM CST

   a. One (1) original proposal clearly marked as ORIGINAL on the front page and manually signed by an officer or employee having authority to legally bind the firm.
   b. Five (5) photocopies of the entire proposal.

2. Proposals should be delivered to:

   Bernd "Ben" Janke, CRA Director
   Lynn Haven CRA
   909 Pennsylvania Ave.
   Lynn Haven, FL 32444

For additional information, please call (850) 265-2961 or e-mail bjanke@cityoflynnhaven.com.

The CRA will receive proposals at the above stated address. **The outside of the sealed envelope/container must be identified as "Request for Proposals – Lynn Haven CRA Plan Update, February 3, 2016 at 2:00 P. M." The sealed envelope/container must also include the Proposer's name and return address.**

Receipt of the proposals after the date and time specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the proposal.

Address all of the criteria and specific questions asked under **SCOPE OF SERVICES AND EVALUATION CRITERIA** (Pages 4 thru 8 of this RFP).

The following format shall be utilized. Each of the required sections (Items 1. thru 12.) must begin on a new page and be separately tabbed or identified.

1. Proposal Form (with original signature in blue ink)
2. Qualifications and Experience of Firm and Personnel
3. Familiarity and Experience with Similar Projects
4. Ability to Perform Services on Time and Within Budget - A signed statement that your firm will work with the CRA to meet deadline dates
5. Knowledge and Approach to the Proposed Work
6. Fee
7. Familiarity with the Lynn Haven CRA's CRA Plan
8. Certificate of Insurability
9. Drug-Free Work Place Form
10. Disputes Disclosure Form
11. Conflict of Interest Statement
12. Public Entity Crimes Statement

Proposals received after the specified time and date will not be considered.

The date and time will be scrupulously observed. The CRA will not be responsible for late deliveries or delayed mail. The CRA cautions Proposers to ensure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the Proposals may be made by calling (850) 265-2961 before the 2:00 P. M. deadline.

Submissions by fax or other electronic media will not be accepted under any circumstances. Bids will be held in the CRA Office. Late submissions will not be accepted, and will be returned, unopened, to the sender at the sender's expense.

No additional information may be submitted or follow-up performed by any proposer after the stated due date outside of a formal presentation to the CRA.

SCHEDULE

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

Action	Date
Distribution/advertisement of RFP	January 13, 2016
Deadline for clarifications to RFP	January 27, 2016
RFP responses due	**February 3, 2016**
Oral Presentations (if required by the City)	February 17, 2016
CRA Board to approve award of contract	February 23, 2016

Lynn Haven CRA reserves the right to change any of the above dates without prior notice.

PROPOSAL FORM

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

This proposal must be submitted to Bernd "Ben" Janke, CRA Director, Lynn Haven CRA, 909 Pennsylvania Avenue, Lynn Haven, Florida 32444, on or before 2:00 P. M. CST on February 3, 2016.

Anti-Collusion Statement

The bidder by affixing his/her signature to this form agrees to the following: "Bidder certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

Vendor acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine Laws.

Proposal Submitted by

Company: _____

Street Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person: _____

Contact e-mail address: _____

Print Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____ Date: _____

Proposals submitted without an authorized signature will not be considered.

DRUG-FREE WORK PLACE FORM

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, 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 workplace, 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 commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or 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 firm complies fully with the above requirements.

_____
Firm

_____
Authorized Signature

_____
Printed Name and Title

_____
Date

This Form Must Be Completed and Returned with your Proposal

DISPUTES DISCLOSURE FORM

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?
YES _____ **NO** _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years? **YES** _____ **NO** _____

Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES _____ **NO** _____

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this project: **Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

_____
Firm

_____
Authorized Signature

_____
Printed Name and Title

_____
Date

This Form Must Be Completed and Returned with your Proposal.

CONFLICT OF INTEREST STATEMENT

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

STATE OF FLORIDA)
) ss
COUNTY OF_____)

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the_____of _____ with a local office in _____ and principal office in _____.

2. The above named entity is submitting an Expression of Interest for the Lynn Haven CRA project described as **Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.

4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.

5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.

7. Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of the Lynn Haven CRA.

9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Lynn Haven CRA.

10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the Lynn Haven CRA in writing.

Dated this _____ day of _____, 20_____.

_____
(Affiant)

_____
Typed Name of Affiant

_____
Title

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known to me _____

OR Produced identification:

_____
(Type of Identification)

_____
(Notary)

Notary Public in the State of _____

My commission expires: _____

This Form Must Be Completed and Returned with your Proposal

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

Request for Proposals
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO _____Lynn Haven CRA_____
(Print Name of the Public Entity)
by_____
(Print Individual's Name and Title)
for _____
(Print Name of Company Submitting Sworn Statement)
whose business _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 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 of 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.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or 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, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   A. A predecessor or successor of a person convicted of a public entity crime; or

   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 crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, 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.

5. I understand that a "person" as defined in Paragraph 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 bids or applies to bid on contracts for the provisions 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.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

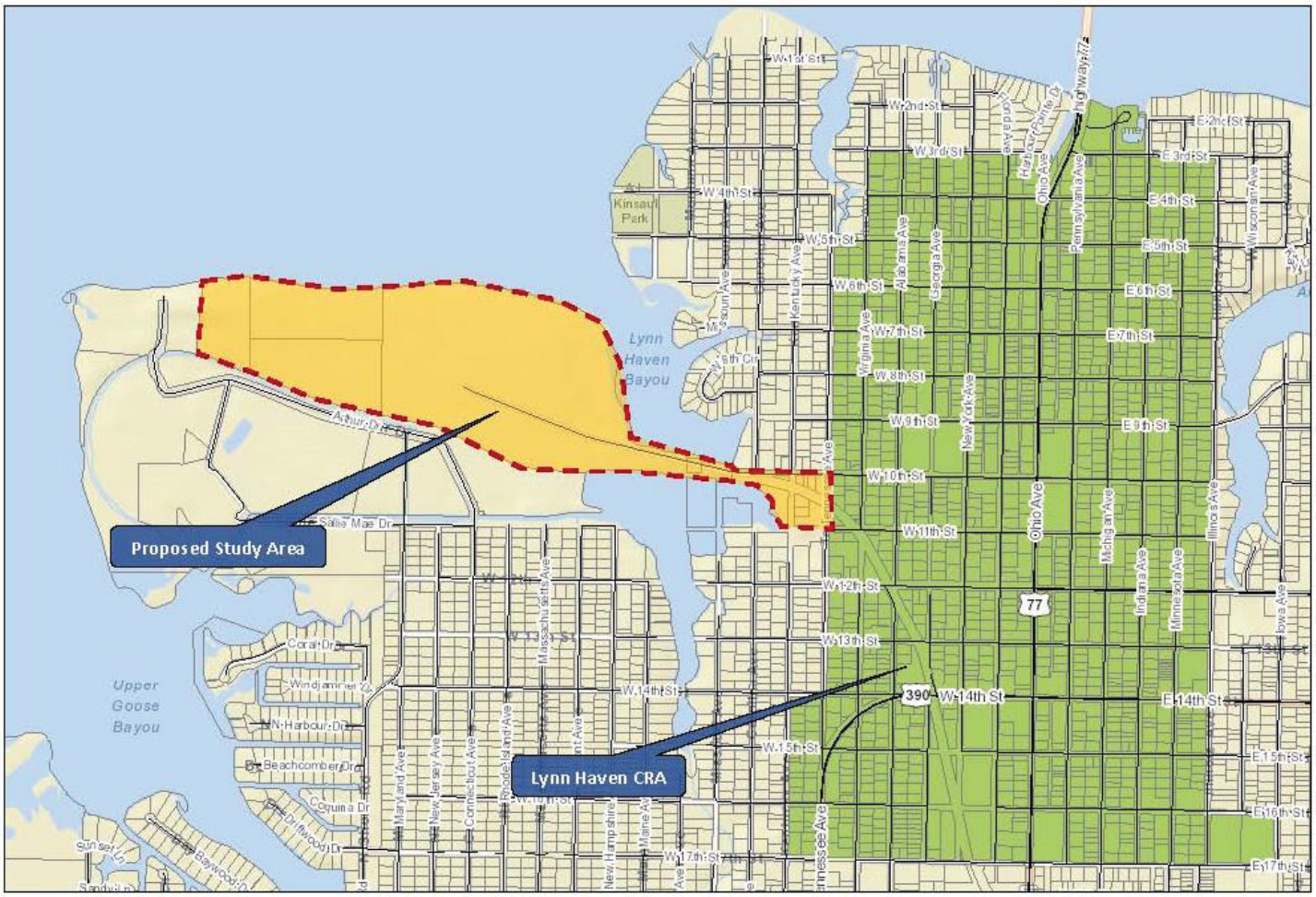
Sworn and subscribed before me this_____day of_____, 20____.

Personally known _____ _____
(Notary)
OR produced identification_____ Notary Public State of_____
_____ My commission expires:_____ (Type of Identification)

This Form Must Be Completed and Returned with your Proposal

ATTACHMENT A

Proposed Study Area to be included in the current CRA:



CITY OF MAITLAND
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES FOR THE CITY OF MAITLAND AND THE CITY OF MAITLAND COMMUNITY REDEVELOPMENT AGENCY

RFQ NO. 2015-CRA1

Part I: GENERAL INSTRUCTIONS

1. PURPOSE

A. Intent of RFQ: It is the intent of the City of Maitland, Florida, and its CRA Board (Also referenced herein as "The Board") to select a professional company, consultant teams and/or an individual contractor to develop a Downtown Vision and Master Plan inclusive of Maitland's CRA District, Downtown Maitland Zoning District, Maitland Avenue Special District and Maitland's Cultural Corridor Special District.

B. Time and Due Date: The City of Maitland's CRA Board will accept Proposals that must include statements of qualifications from firms/individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida by **December 11, 2015 no later than 4:00 pm**.

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C. Background:

Visioning and Revitalization Efforts

Overview

Since the late 1990's, the City of Maitland has undertaken several major visioning and revitalization efforts to better plan for and focus quality development and services citywide. Major efforts have included planning for the Downtown area through a Revitalization Plan, creation of a Community Redevelopment Area, developing a Cultural Corridor Master Plan for a special district and identifying a Transportation Concurrency Exception Area (TCEA) and Transit Oriented Development (TOD) Overlay District, as well as developing special programs for neighborhoods, parks and open space.

Downtown Maitland Revitalization/Master Plan

The Downtown Maitland Revitalization/Master Plan was created as a guide for the economic redevelopment of the commercial core of the City. The focus area of the Plan centers on the Orlando Avenue corridor, stretching North to South from Maitland Boulevard to the railroad bridge at the City's southern boundary.) *(See Figure 1: Community Redevelopment Area)*. The plan's vision is to create a vibrant downtown area that is commercially oriented, friendly to pedestrians and complimentary to the "Cultural Corridor" along nearby Maitland Avenue. A Master Plan for the Cultural Corridor was adopted in 1994. This Downtown Vision was realized through the collaboration of the residents of Maitland and the City. During the planning process, four working groups were established to address specific areas of concern including: Infrastructure, Character, Streetscapes, and Regulatory & Economic Incentives. Each group was charged with addressing issues impacting the aesthetic appeal and economic viability of the downtown corridor.

Following the adoption of the Downtown Maitland Master Plan in 1997, the City realized that the anticipated wave of redevelopment was slow in coming. As a result, in May 2003, the plan was revised to include the creation of a Community Redevelopment Agency (CRA) as authorized by Section 163.34 of the Florida Statues (*See Figure 1: Community Redevelopment Area*). The CRA is responsible for pursuing the goals and objectives outlined in the City's Comprehensive Development Plan and Downtown Maitland Revitalization Plan. In addition to the creation of the CRA, the City contributed funds for preliminary engineering to help expedite the permitting process and reduce infrastructure costs.

Through these progressive actions, the City has demonstrated a firm commitment toward the revitalization of its core downtown area. Along with the master planning efforts associated with the Downtown Revitalization Plan, a full set of design guidelines and standards was developed for the corridor. These guidelines include individual master plan concepts for each of three corridor subareas. Standards include specific design requirements regarding density, intensity (Floor Area Ratio), parking location and stormwater management, among others. Visual examples of appropriate streetscape features and architectural detailing are also included in addition to a list of permitted, conditional, and prohibited uses.

The Revitalization Plan also contains a detailed discussion of infrastructure improvement needs throughout downtown. Information relating to utilities, potable water, sanitary sewer, stormwater, and transportation improvements are all explored in the plan accompanied by detailed maps, and a discussion of funding mechanisms. In the 12 years since its adoption, much of this plan has come to fruition and some elements have not and will not occur. The focus of this RFP is to clarify the Vision; update and revise the Downtown Maitland Revitalization/Master Plan, and expand it to include Maitland Avenue (from Maitland Blvd to Orlando Avenue) as well as the Cultural Corridor (*See Figure 2: Master Plan Area*).

2. CONTRACT AWARDS/TERM OF CONTRACT

Following the selection of a qualified firm/individual the CRA Board anticipates entering into one (1) contract with the firm/individual whose qualifications and experience are judged to be most advantageous to the CRA Board and the City. The project compensation schedule will be negotiated to provide the flexibility to the Consultant to prioritize his/her staff as efficient as possible. The Proposer understands that any response to this RFQ as submitted will not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the Maitland City Council and the CRA Board and both parties execute a contract.

3. DEVELOPMENT COSTS

The CRA Board shall not be liable for any expense incurred in connection with preparation of a response to this Request for Qualifications. Proposers should prepare a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

4. INQUIRIES

The CRA Board/Staff will not respond to oral inquiries. Proposers may submit written, e-mailed or faxed, inquiries regarding this RFQ to the CRA Offices fax number at (407) 539-6283 or the CRA Manager's e-mail address at charlesrudd@itsmymaitland.com. The City will respond to written, e-mailed or faxed inquiries received at least five (5) working days prior to the RFQ due date. The City will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through the CRA Manager's email. It shall be the responsibility of the Proposer, prior to submitting their proposal, to contact the CRA's Office to determine if addenda were issued; acknowledging and incorporating them into their proposal.

5. PROPOSAL SUBMISSION AND Withdrawal

The CRA Board will receive Proposals at the following address and clearly marked on the outside:
RFQ 2015-CRA1: PROFESSIONAL SERVICES FOR VISIONING AND MASTER PLANNING FOR:
City of Maitland
CRA Manager
1776 Independence Lane
Maitland, FL 32751

Statements received after the established deadline will not be opened. Proposers may withdraw their submittal by notifying the CRA Board in writing at any time prior to the due date. Upon opening, the submitted Proposal it will become a "public record" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

6. PUBLIC PRESENTATIONS

The CRA's Advisory Board and City Staff, in order to formulate a recommendation to the CRA Board, may conduct discussions with and may; (1) require public presentations by no less than three (3) firms, regarding their Proposal, approach to the project, and ability to furnish the required services or; (2) only rank the top three firms/individuals and recommend that the public presentations be made to the CRA Board. The Board shall not be responsible for any expenses incurred for public presentations.

7. STATEMENT RESTRICTIONS

In order to control the cost of proposal preparation, submittals will be restricted to the requirements as described in Part II – Instructions for Preparing the Proposal contained within this RFQ.

8. DRUG FREE WORKPLACE

The City of Maitland is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

9. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Florida Statutes Sec. 287.133(2) (a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list."

10. MINORITY BUSINESS ENTERPRISE (MBE)

M/WBEs are encouraged to participate in the proposal process. All MBEs shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida must accompany the RFQ submission.

11. CANCELLATION

The CRA Board shall have the right to unilaterally cancel, terminate or suspend any contract, in whole or in part, resulting from this RFQ by providing the selected firm thirty (30) days written notice by certified mail.

12. FISCAL NON-FUNDING CLAUSE

In the event sufficient funds are not budgeted for a new fiscal period, the Board shall notify the successful Proposer of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the Board.

13. RESERVED RIGHTS

The CRA Board reserves the right to accept or reject any/or all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, if it is deemed in the best interest of the Board. The Board, in its sole discretion, may expand the scope of work to include additional requirements. The Board reserves the right to investigate, as it deems necessary, to determine the ability of any firm to perform the work or services requested. The firms upon request shall provide information the Board deems necessary in order to make a determination.

14. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

City of Maitland, Florida, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Proposers that it will ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

15. PERFORMANCE EVALUATION

At the end of the any contract, the receiving department will evaluate the successful proposer's performance. This evaluation will become public record.

16. REUSE AND OWNERSHIP OF DOCUMENTS

All data, inputs, analytical reports, contract documents, deliverables, and other work products that result from the professional services being offered through any response to this RFQ and any contract resulting therefrom shall become the property of the CITY and shall be delivered to the CITY as requested. Any and all information/ materials covered under this paragraph and RFQ may not be copyrighted by the contractor. The CITY may use all data and products for purposes deemed appropriate by CITY for the business of the CITY.

17. PRE-SUBMISSION CONFERENCE

There will a Mandatory Pre-Submission Conference, November 12, 3 pm, in the Council Chambers located in City Hall. Additionally, for the benefit of all involved in this process, any questions concerning the Request for Qualifications are to be directed in writing to the CRA Manager or by e-mail directed to the CRA Manager at charlesrudd@itsmymaitland.com.

18. SCOPE OF WORK

The City/CRA is seeking qualified firms to revise the Downtown Maitland Revitalization/Master Plan. The revised plan area will include the CRA, Downtown Maitland Zoning District, Maitland Avenue Special District and the Cultural Corridor Special District.

The resulting plan will include:

- An articulation of the Vision for downtown Maitland;
- Revised Redevelopment/Master Plan with:
    - Design Guidelines,
    - Streetscape Enhancements,
    - Transportation Enhancements,
    - Cultural Amenities, and
    - Maps of the CRA, DMZD, Maitland Avenue and the Cultural Corridor reflecting the interconnectivity of these four areas and the community long range Vision for "Downtown Maitland;"

The proposed scope of services is listed below must be addressed in a formal proposal to the City/CRA.

A. **Evaluate the existing 2003 Master Plan:** Consultant shall review the existing Downtown Maitland Redevelopment plan and the Cultural Corridor Master Plan with the associated design guidelines, streetscape requirements, proposed projects, etc.

B. **Through Community Outreach and Stakeholder Involvement, articulate the Vision for Downtown Maitland:** The Consultant will lead the community participants and stakeholders through a variety exercises that will result in the clarification and articulation of the Community Vision for Downtown Maitland. The Consultant shall hold at least three (3) community meetings for citizens and stakeholder groups.

C. **Redevelopment/Master Plan:** The Consultant will consolidate all the research, analysis, and community input in a unified document which will incorporate the CRA District, Downtown Maitland Zoning District, Maitland Avenue Special District and the Cultural Corridor Special District into one Downtown Maitland Redevelopment/Master Plan which replaces the CRA and Cultural Corridor Master Plans. Components of the plan shall include Design Guidelines; Permitted and Conditional Land Uses; Streetscape Guidelines; Incentives; Neighborhoods; Infrastructure: Utilities, Potable Water, Stormwater, Sanitary Sewer, and Transportation. The Consultant will highlight and recommend changes to the Land Development Regulations that will be necessary to implement the Master Plan.

D. **Maitland Market/Economic Analysis/Evaluation of Existing and Future Conditions:** The Consultant will conduct a market/economic analysis of the Maitland CRA to encompass a 20 year horizon based on an evaluation of existing and future conditions. The analysis will be performed to better understand Downtown Maitland's comparative advantages and disadvantages as not only the Central Business District of the City but also a submarket of the Central Florida region in order to identify unique opportunities for economic growth, diversification and a market supportable redevelopment strategy.

E. **Deliverables:**

a. 3 meetings with staff to coordinate as the project progresses, additional meetings requested by the City will be billed hourly;

b. Minimum monthly reports outlining significant meetings, discussions, actions and results;

c. Consultant shall present a draft of the Master Plan prior to finalizing the deliverables, for the purpose of receiving feedback and making revisions at the direction of the following Boards/Committees.

- **i.** 1 Development Review Committee Meeting
- **ii.** 2 Planning and Zoning Commission Meetings to achieve recommendation to the Council
- **iii.** 1 Council/CRA Board meeting for the draft
- **iv.** 2 Council meetings of the final for approval;

d. 15 copies of the final Master Plan Booklet with all maps, guidelines, etc. and 1 copy in electronic format (pin drive);

e. 15 copies of the Market Analysis Booklet and 1 copy in electronic format (pin drive);

f. Electronic version of final documents must be provided in a compressed or web view as well as a printer-ready version;

As a point of information, but not a part of this RFQ, second phase of this process will be promulgation of an RFP for Branding and Marketing Strategy services to deliver/promote the Vision and Plan developed as a result of this RFQ.

19. ESTIMATED TIME SCHEDULE

With the consideration that development interest in Maitland is high, time is of the essence and an updated Master Plan is of the upmost importance, the basic contract period shall be negotiated for completion of deliverables identified in this RFQ and included in the execution of any resulting contract with the most qualified firm and/or individual as determined by the City Council and the CRA Board.

20. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

As part of the Responder's Proposal each firm/ individual shall submit documentation of their qualifications for consideration and will include the following information. All responses shall at minimum contain the following:

A. **Scope of Services and Statement of Qualifications**. Describe in detail an understanding of the services requested. Respondents shall also submit a statement of qualifications that addresses the proposed scope of services; provide a company/individual profile, and a description of major accomplishments.

B. **Description.** Description of overall knowledge of the City of Maitland and the CRA's redevelopment goals and objectives.

C. **Business Organization**. State the full name of the organization and indicate whether the company operates as a partnership, corporation, or sole proprietorship. State the number of years the organization/individual has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter into legally binding commitments. Identify by name and position the staff persons assigned to the project and who will actually perform the services requested in this proposal.

D. **Project Management**. Provide a narrative explanation that specifies project management and reporting responsibilities for managing a project similar to the one described in this request. The narrative should also detail the approach, methodology, deliverables, and client meetings.

E. **Samples of Previous Work**. Provide samples of previous Master Planning services for municipal and/or non-municipal entities.

F. **References and Client List**. List three former clients for whom similar or comparable services have been performed. Provide a current list of your company's clients and identify any potential conflicts.

Any response not containing full and complete responses to the above minimum elements may be deemed unresponsive to this RFQ.

21. INSURANCE REQUIREMENTS

A. Worker's Compensation – in compliance with State and Federal laws.
B. Comprehensive General Liability – Minimum limits of $500,000 per occurrence and $1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability.
C. Comprehensive Automobile Liability.
D. Professional Liability Insurance – minimum limits of $1,000,000.
E. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.
F. *Hold Harmless:* The City and the CRA Board shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or contract, unless such claims are a result of the City's or the Board's sole negligence. The City and the CRA Board shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of this agreement or contract, unless such claims are a result of the City's and/or the CRA Board's sole negligence.

PART II: INSTRUCTIONS FOR PREPARING PROPOSALS

1. RULES FOR SUBMITTING THE STATEMENT OF QUALIFICATIONS

A.The Statement must name all persons or entities interested in the proposals as principals of the Project Team. The Statement must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFQ.

B. Any questions regarding a project or submittal shall be directed to the CRA Office. There shall not be any contact between a Proposer and any member of the Advisory Board or any member of the City Council/ CRA Board regarding the project or any proposal submitted by any Proposer. Any Proposer contacting any Board member or member of the City Council/ CRA Board regarding a submitted proposal is subject to sanctions up to and including having the Board disqualify that firm's submittal.

2. Submittal Requirements

Responses to the RFQ must include one (1) original (unbound) and fifteen (15) copies of the response which addresses the requirements below, along with an electronic version (PDF) of the full response. In determining the responsibility of any offeror, the CRA Board will examine the factors as listed below. Offerors shall address each factor specifically in their Response.

A. *Section 1 – Qualifications*

Provide a statement of your qualifications. Identify your firm's capability and experience on similar assignments, particularly for municipalities. Include a description of the firm, its organizational structure, the location of the principal offices and the location of the office that would manage this project.

B. *Section 2 – References*

List three recent clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of their principle representative. Describe, in detail, each projects' outcomes and the process your company took to achieve those outcomes.

C. *Section 3 – Project Team*

List the key personnel and their individual responsibilities on this assignment. Include the extent of each person's participation and their related experience (Resumes should be included in an appendix). Indicate the approximate percentage of the total work to be accomplished by each individual.

D. Appendices

1) *Appendix #1 – Resumes*

Resumes of all key personnel within the project team shall be provided. Each resume shall not exceed two (2) pages in length.

Part III: SELECTION PROCESS

The respondent's proposal will be evaluated by City/CRA staff and the CRA Advisory Board (CRAAB) and thereafter the CRAAB will recommend the Top Three (3) Proposals to the CRA Board (CRA) and the City Council for their consideration.

EVALUATION METHOD AND CRITERIA

A. General

The CRA shall be the sole judge as to the merits of the Proposal, and any resulting agreement. The Board's decision will be final. The evaluation criteria will include, but shall not be limited to, considerations listed under Part II – Scope of Service. Proposals will be reviewed by the City/CRA Staff and the CRA Advisory Board and evaluated based on the format and content outlined in this proposal as follows:

EVALUATION CRITERIA POINTS PERCENTAGE (WEIGHT)	**Points**
QUALIFICATIONS	
A. Shows a strong knowledge of creating a Master Plan for public agencies/clients;	
B. Shows a strong knowledge of creating a destination marketing plan;	
C. Proves a successful work history for previous Master Planning and Marketing/Branding projects for public agencies/clients.	0 to 30
TEAM PROPOSED FOR THIS PROJECT	
A. Incorporates a strong team structure able to handle the task;	
B. Team members have resumes that reflect experience in Master Planning;	
C. Company has completed work for other City and/or County Governments.	0 to 20
PROVIDED SERVICES	
A. Shows a thorough understanding of the project;	
B. Able, at a minimum, to meet all of the principle areas defined in the RFQ's Scope of Work;	
C. Ability to perform project in a timely manner.	0 to 35
REFERENCES	
A. Lists strong references reflecting examples of successful outcomes for similar projects.	0 to 15
TOTAL EVALUATION:	100

B. Selection

The City's staff and the CRAAB shall evaluate and rank the proposals submitted by all respondents. The members of the evaluation committee will then forward the top three submissions on the list to CRA Board for consideration. *Thereafter, each of the top three respondents will be invited to present to the City Council/ CRA Board for consideration. The CRA Board, at their sole discretion, will select the top firm/individual to move forward to contract negotiation, or it may reject all proposals and direct the staff to reissue the RFQ.*

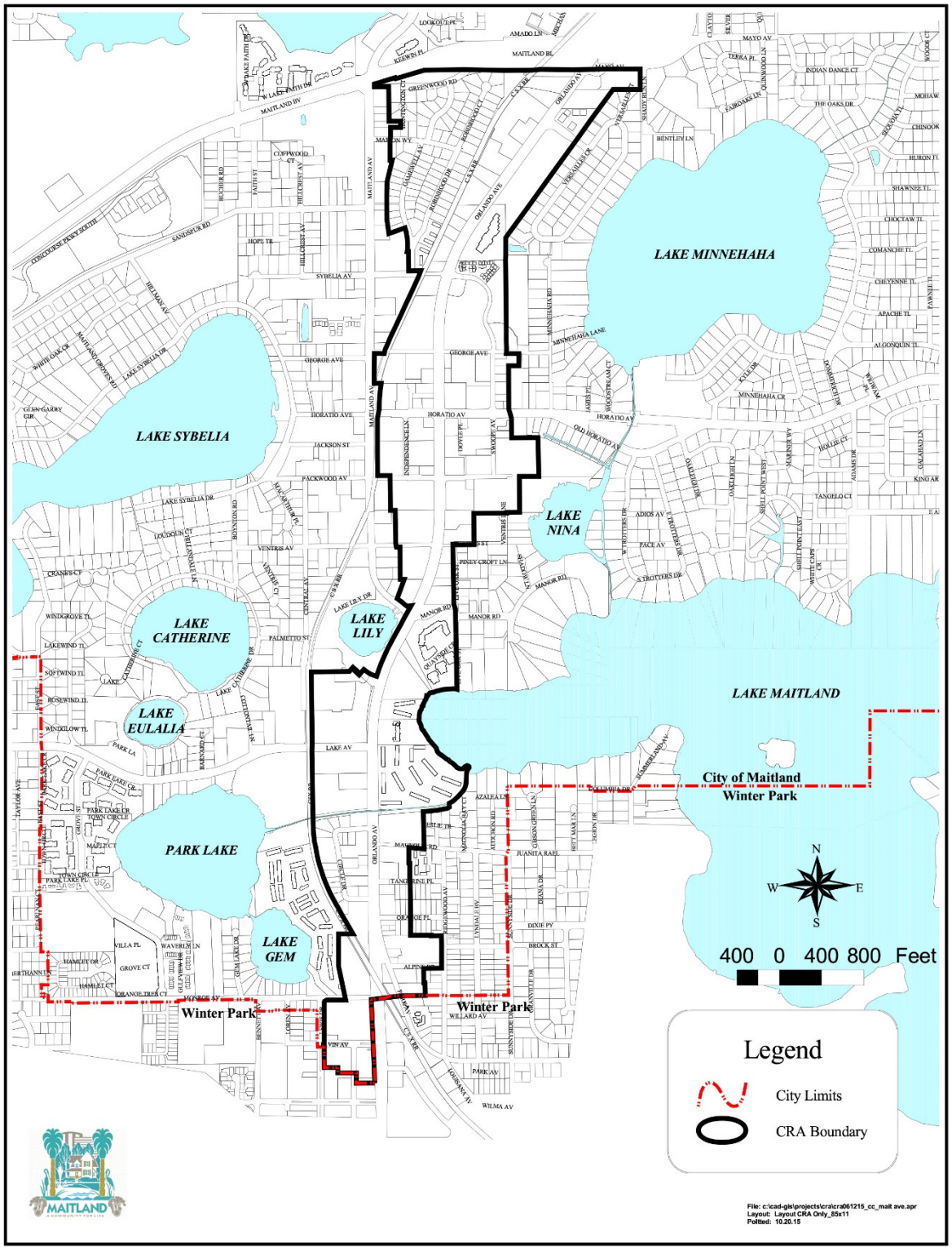
C. Schedule

The anticipated schedule for this project is as follows:

- Publish RFQ: October 27, 2015
- Mandatory Pre-submission Conference: 3 pm, November 12, 2015
- Response to RFQ: Submission of Proposals- 4 pm, December 11, 2015
- Assessment and forwarding rankings – top 3- Council/CRA Meeting – January 11, 2016
- Presentations of specific proposals- to the Council/CRA Board - January 25, 2016
- Execute Contract – Week of January 25, 2016

Note: Dates are subject to change as determined by the City/CRA Board.

Figure 1


LAKE MINNEHAHA
LAKE SYBELIA
LAKE NINA
LAKE CATHERINE
LAKE LILY
LAKE EULALIA
LAKE MAITLAND
PARK LAKE
LAKE GEM
City of Maitland
Winter Park
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Winter Park
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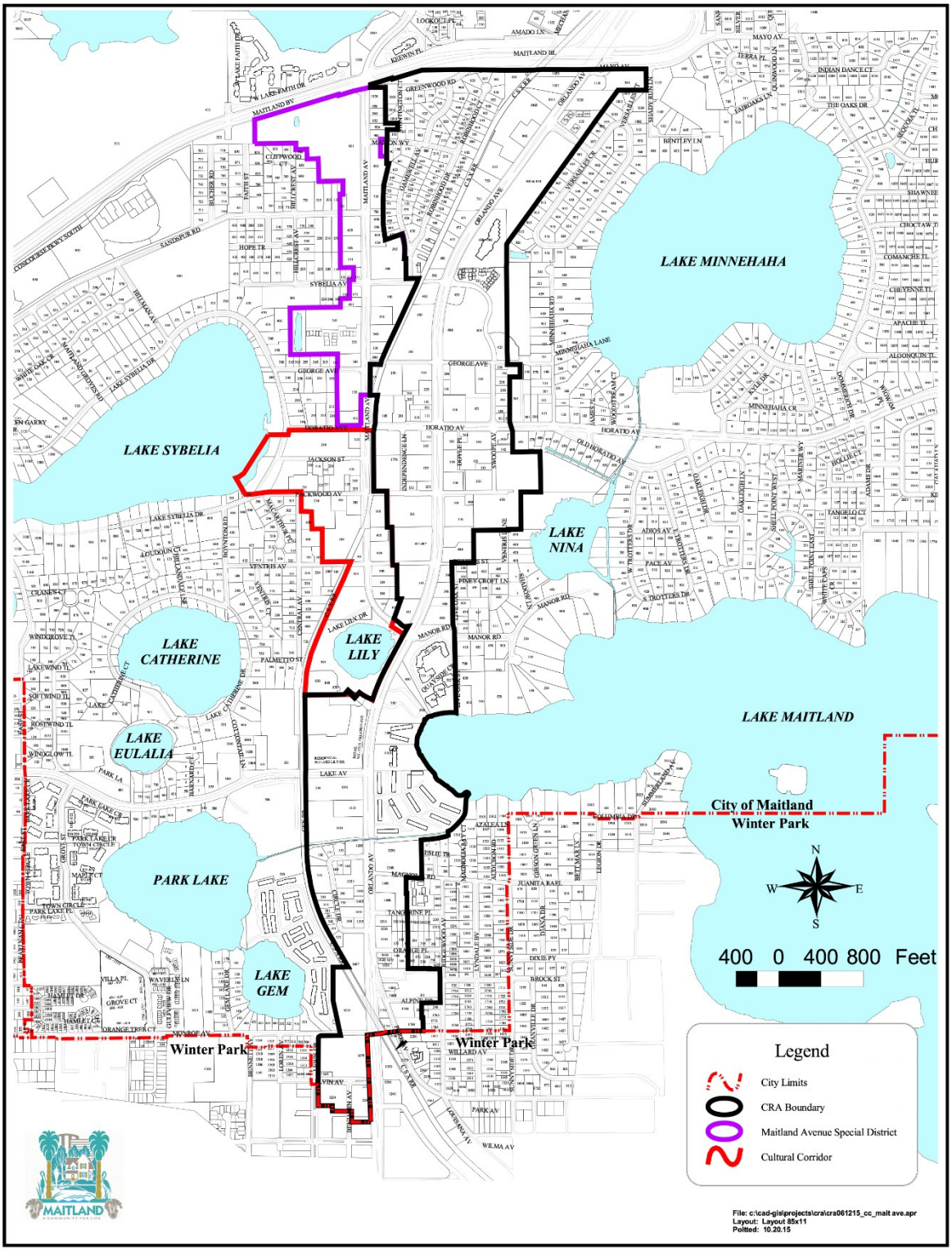
Legend
City Limits
CRA Boundary
MAITLAND
File: c:\cad-gis\projects\cra\cra061215_cc_mait ave.apr
Layout: Layout CRA Only_85x11
Plotted: 10.20.15

Figure 2


LAKE MINNEHAHA
LAKE SYBELIA
LAKE NINA
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LAKE LILY
LAKE EULALIA
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PARK LAKE
LAKE GEM
City of Maitland
Winter Park
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Legend
City Limits
CRA Boundary
Maitland Avenue Special District
Cultural Corridor
MAITLAND
File: c:\cad-gis\projects\cra\cra061215_cc_mait ave.apr
Layout: Layout 85x11
Polted: 10.20.15

REQUEST FOR PROPOSAL

CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FL 34102
PH: 239-213-7100 FX: 239-213-7105

NOTIFICATION DATE:	TITLE	NUMBER:	OPENING DATE & TIME:
11/16/12	Amend the City of Naples Community Redevelopment Plan	007-13	12/20/12 2:00 PM

PRE-PROPOSAL DATE, TIME AND LOCATION: A non-mandatory pre-proposal meeting will be held at 10:00 AM EST on November 28, 2012, located at City Hall (Media Room), 735 8th Street South; Naples, Florida 34102. In addition, a dial-in Telephone Conference call will be made available for those unable to attend. Please see instructions on page 20.

NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL:

MAILING ADDRESS:

PLEASE NOTE THE FOLLOWING:

CITY-STATE-ZIP:	
PH:	EMAIL:
FX:	WEB ADDRESS:

> **This page must be completed and returned with your proposal.**

AUTHORIZED SIGNATURE	DATE	PRINTED NAME/TITLE

Please initial by all that apply
I acknowledge receipt of the following addendum

_____Addendum #1 _____Addendum #2 _____Addendum #3 _____Addendum #4

of Naples all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of FL for price fixing relating to the particular commodities or services purchased or acquired by the City of Naples. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the proposer.

> **Proposals must be submitted in a sealed envelope, marked with proposal number & closing date.**
> **Proposals received after the above closing date and time will not be accepted.**
> **Proposal tabulations will be available on the City of Naples web site www.naplesgov.com**

GENERAL CONDITIONS

TO INSURE ACCEPTANCE OF THE PROPOSAL, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE.

1. SEALED PROPOSAL: All proposals must be submitted in a sealed envelope. The face of the envelope shall contain the proposal name and proposal number. Proposals not submitted on attached proposal form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

2. EXECUTION OF PROPOSAL: Proposal must contain a manual signature of authorized representative in the proposal section. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to his proposal must be initialed.

3. NO PROPOSAL: If not submitting a proposal, respond by returning the Statement of No Proposal and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL," and it must be received no later than the stated proposal opening date and hour.

4. PROPOSAL OPENING: Shall be public, on the date and at the time specified on the proposal form. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by telegram; telephone; or fax are not acceptable. Proposal files may be examined during normal working hours.

5. WITHDRAWAL OF PROPOSALS: Withdrawal of a proposal within sixty (60) days after the opening of proposals is subject to suspension or debarment in accordance with Policy 7-4 for up to three years.

6. PRICES, TERMS and PAYMENT: Firm Prices shall be proposal and include all packing, handling, shipping charges and delivery to the destination shown herein. Proposer is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.

A. TAXES: The City of Naples does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.

B. MISTAKES: Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at proposer's risk. In case of mistake in extension, the unit price will govern.

C. CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this proposal shall be a new, current standard production model available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

D. SAFETY STANDARDS: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.

E. UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.

F. PAYMENT: Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. Failure to follow these instructions may result in delay in processing

invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.

7. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

8. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number. Proposer shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. The proposer shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Proposals which do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the proposal form.

9. INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the proposal opening. Inquiries must reference the date of proposal opening and proposal number. Failure to comply with this condition will result in proposer waiving his right to dispute the proposal.

10. CONFLICT OF INTEREST: All proposal awards are subject to Section 2-973 Conflict of Interest, City of Naples Code of Ordinances, which states: *"No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the city shall render the contract or sale voidable by the city manager or the city council."*

11. AWARDS: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

12. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on proposal at the prices proposal in this invitation. If additional quantities are not acceptable, the proposal sheets must be noted "PROPOSAL IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)

13. SERVICE AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

14. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before proposal opening time and date, and if not destroyed may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with proposer's name, manufacturer's brand name and number, proposal number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your

proposal. If instructions are not received within this time, the commodities shall be disposed of by the City of Naples.

15. PROPOSAL PROTEST: The city has formal proposal protest procedures that are available on request.

16. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering

17. DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

18. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.

19. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and the City of Naples by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

20. PATENTS AND ROYALTIES: The proposer, without exception, shall indemnify and save harmless the City of Naples and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Naples. If the proposer uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

21. ADVERTISING: In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.

22. ASSIGNMENT: Any Purchase Order issued pursuant to this proposal invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the buyer.

23. LIABILITY: The supplier shall hold and save the City of Naples, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

24. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

25. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a

proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

26. COUNTY TAXES: No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Collier County, Florida.

27. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES: The City of Naples encourages and agrees to the successful proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful proposer.

IF THIS PROPOSAL IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

28. ELIGIBLE USERS: All departments of the City of Naples are eligible to use this term contract. Such purchases shall be exempt from the competitive proposal requirements otherwise applying to their purchases.

29. PRICE ADJUSTMENTS: Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Naples. Price increases are not acceptable.

30. CANCELLATION: All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party.

31. RENEWAL: The City of Naples reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.

32. ABNORMAL QUANTITIES: While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate proposals thereon.

33. FISCAL NON-FUNDING CLAUSE: In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

IF THIS PROPOSAL IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

34. ALTERNATIVE PROPOSALS: Proposers offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE PROPOSAL". Alternative proposals will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all proposals received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Naples.

35. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Naples all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Naples under said contract.

36. PROPOSER INVESTIGATIONS: Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Naples upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

37. CERTIFICATES AND LICENSES: The Contractor, at time of proposal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the City of Naples and Collier County for this project pursuant to all applicable Federal, State and Local Laws, Statues, Ordinances, and rules and regulations of any kind.

38. CHANGE IN SCOPE OF WORK: The City of Naples may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Naples and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

39. CONTRACTOR PERSONNEL: The City of Naples shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor’s employees and sub-contractors is the responsibility solely of the contractor.

40. COST REIMBURSEMENT: The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the proposal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.

41. EXCEPTIONS: Proposers taking exception to any part or section of the solicitation shall indicate such exceptions on the proposal form. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified proposals, unless specifically allowed, shall be subject to rejection in whole or in part.

42. FAILURE TO DELIVER: In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

43. FAILURE TO ENFORCE: Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

44. FORCE MAJEURE: The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

45. INDEPENDENT CONTRACTOR: The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Naples and the City of Naples shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Naples shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.

46. ORAL STATEMENTS: No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Naples.

47. QUALIFICATIONS OF PROPOSERS: The proposer may be required, before the award of any contract, to show to the complete satisfaction of the City of Naples that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The proposer may also be required to give a past history and references in order to satisfy the City in regard to the proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the proposer's qualifications shall include:

> The ability, capacity, skill and financial resources to perform the work or service.
> The ability to perform the work service promptly or within the time specified, without delay.
> The character, integrity, reputation, judgment, experience, and efficiency of the proposer.
> The quality of performance of previous contracts or services.

48. QUALITY CONTROL: The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

49. RECOVERY OF MONEY: Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.

50. REQUIREMENTS CONTRACT: During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used

shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

51. TERMINATION FOR CONVENIENCE: The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

52. TERMINATION FOR DEFAULT: The City of Naples reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least seven (7) days written notice before the termination takes effect. The seven-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the seven (7) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

53. STATE AND FEDERAL EMPLOYMENT LAWS: Contractors providing service to the City are required to comply with all state and federal employment laws. This includes, but is not limited to, laws resulting from the Immigration and Reform and Control Act of 1986, wherein all employers are required to verify the identity and employment eligibility of all employees. The Department of Homeland Security, U.S. Citizenship and Immigration Services require employees and employers to complete Form I-9 and the employer must examine evidence of identity and employment eligibility within three business days of the date employment begins. Non compliant contractors will be subject to contract sanctions, up to and including contract termination.

54. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The contractor agrees to comply with Executive Order 12549 "Debarment and Suspension" and 2 CFR 180 "OMB Guidelines to Agencies on Government wide Debarment and Suspension" and with the City's debarment policy. These rules require all contractors using federal funds not be debarred or suspended from doing business with the Federal Government. This includes sub-recipients and lower tier participant for covered transactions. Signing and submitting this document certified the organization and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, and further have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction.

GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Workmen's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Workmen's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Workmen's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than $1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "These coverage's are primary to all other coverage's the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples
735 Eighth Street South
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.
No other format will be acceptable.

The Certificate must state the bid number and title.

When using the ACORD 25 – Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.

STATEMENT OF NO PROPOSAL

If you will not be bidding on this product/service, please help us by completing and returning only this page to:

City of Naples, Purchasing Division
City Hall, 735 8th Street South
Naples, FL 34102
Fax 239-213-7105

Proposal #_____ and Description: _____

We, the undersigned, decline to proposal on the above project for the following reason(s):

___ **We are not able to respond to the Invitation to Proposal or Request for Proposals by the specified deadline.**
___ **Our Company does not offer this product or service.**
___ **Our current work schedule will not permit us to perform the required services.**
___ **Specifications are incomplete or information is unclear (Please explain below).**

_____

_____

___ **Other (Please specify below)**

_____

_____

Company Name_____ PH _____

Name and Title of individual completing this form:

_____
(Printed Name) **(Title)**

_____
(Signature) **(Date)**

REFERENCES

THIS SHEET MUST BE COMPLETED AND RETURNED WITH PROPOSAL

PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

SPECIAL CONDITIONS

A. TERMS OF CONTRACT

The resulting contract will commence on award and be in effect until completion of the project.

B. PROHIBITION OF CONTACT

Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual. Likewise, contact with City Council, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City**.**

C. QUESTIONS

Questions regarding this proposer packet must be received in writing in the Purchasing Division**, NO LATER THAN TEN CALENDAR DAYS PRIOR TO THE PROPOSAL CLOSING DATE TO ENSURE AN ANSWER IS PROVIDED PRIOR TO CLOSING**.

Direct all questions to:

Greg Givens, Grants & Purchasing Coordinator
City of Naples, Purchasing Division
735 8th Street South
Naples, Florida 34102
PH: (239) 213-7100 FX: (239) 213-7105
ggivens@naplesgov.com

CITY OF NAPLES COMMUNITY REDEVELOPMENT PLAN AMENDMENT

PURPOSE

The City of Naples Community Redevelopment Agency (CRA) seeks the services of a qualified independent planning consultant, experienced with the laws governing community redevelopment in Florida, to conduct the analysis necessary to determine whether there is a justification for recommending that the City Council amend the community redevelopment plan (the Plan) that may include an extension beyond the current sunset date. It is anticipated the consultant will engage the community in a process to identify specific redevelopment goals, objectives, and capital projects to be included in the Plan amendment. It is also anticipated that the consultant will conduct an economic analysis over relevant times, and make professional recommendations, including, but not limited to, potential regulatory changes, and the possible justification for extending the CRA beyond the current sunset date of 2024. The consultant may also be requested to assist in drafting an amendment to the Community Redevelopment Plan.

PROJECT HISTORY AND BACKGROUND

The City of Naples is located in Collier County in southwest Florida and was incorporated on December 1, 1923. The City is approximately fourteen square miles in area, with a year round population of approximately 19,000, increasing to over 33,000 during the winter months. The Collier County population is 321,000 with an increase to 387,000 during the winter months. As a result, the daily service population is significantly greater than the permanent or seasonal population; however, no accurate measurement is available. Naples is a full service City (police, fire/rescue, water, sewer, solid waste, recycling, parks and recreation, streets and stormwater) operated under the Council-Manager form of government. The City employs approximately 450 people.

The City of Naples is considered one of the nation's premier communities offering residents and visitors a wide array of outstanding cultural and recreational activities. Nestled on the Gulf of Mexico with a sub-tropical climate, and many tree-lined streets, there are ample opportunities for shopping, dining, and recreation. The crime rate is low and quality health care services are available. The overall area population has increased 28% between 2000 and 2010. Housing and commercial services have expanded beyond the borders of the City into the adjacent unincorporated areas of Collier County, and while these unincorporated areas are also referred to as "Naples", many County residents may not understand that they do not reside within the City. City residents are well aware of the distinction.

Within the boundaries of the City is the community redevelopment area. The redevelopment area consists of approximately 550 acres of land, with about 43 acres currently vacant and not developed. Most of the vacant land is situated between US 41, a six-lane roadway on the west and south, and Goodlette-Frank Road, a six-lane roadway on the east. The issue of determining appropriate redevelopment in Naples has a long history, from the Report of the Redevelopment Task Force (1992), and the Report on the Determination of the Finding of Necessity for the Creation of a Community Redevelopment Agency (1993) to the adoption of the Community Redevelopment Plan (1994) and the establishment of the Naples CRA in 1994. The City Council serves as the CRA Board and receives advice from the Community Redevelopment Agency Advisory Board. The Plan has not previously been amended, although a 2008 Plan Update was completed. These reports and additional information are available at www.naplesgov.com/cra.

The redevelopment area includes several diverse sub-areas. The US 41 corridor includes Naples Community Hospital, associated medical services, and a variety of other commercial uses. The commercial area between US 41 and Goodlette-Frank Road is bisected by 10th Street and has a variety of commercial uses. Some along the 10th Street corridor have devised the name "Design District" to highlight some of the services offered. The River Park West area has a long history as a predominately African American neighborhood, is primarily residential, and includes subsidized public housing developments. The River Park East area is bordered by Goodlette-Frank Road on the west and the Gordon River on the east. The area is comprised primarily of single-family homes and includes a large river front park. The area south of River Park East and bordered by Goodlette-Frank Road on the west and the Gordon River on the east, is the site of many City offices, including Police, Community Services, Utilities, Development Services, etc., (north section), vacant land (central) and mixed use development (south). The Fifth Avenue South area has become a draw for residents and tourists with many opportunities for dining and shopping, as well as business offices, and residences. In 1994 the Master Plan and Retail Recommendations for Fifth Avenue South, created by the team of Andres Duany and Bob Gibbs, focused on this area and was incorporated into the Plan.

PROJECT TIMELINE

It is the intent of the City, subject to the recommendations of the selected consultant, to substantially complete any community engagement prior to April 1, 2013 and to present a Plan amendment for CRA consideration prior to June 1, 2013, and for Council to consider amending the Plan by September 30, 2013.

SCOPE OF SERVICES – Amend the 1994 Naples Community Redevelopment Plan.

Firms desiring consideration for this project will submit a proposal. Submittals will be evaluated on experience, qualifications, past performance, approach, schedule for completion, and price. The scope of work will include but not necessarily be limited to:

A. Determine and advise the feasibility of a CRA Plan Amendment that includes extension of the current sunset date (2024).

B. Determine and collect data required for completion of this project.

C. Generally assess the properties available for development or redevelopment.

D. Design a participatory process (to be approved by the City) and engage the community via multiple methods, including meetings, charrettes, interviews, public media, electronic messages, and social media, to communicate with, and receive input from, interested Stakeholders. Stakeholders to include:

    a. Property owners in the redevelopment area;

    b. Residents in the redevelopment area;

    c. Merchants in the redevelopment area;

    d. Property owners of neighborhoods abutting redevelopment area;

    e. Residents of neighborhoods abutting redevelopment area;

f. Merchants in commercial areas abutting redevelopment area;

g. City of Naples Homeowners' Associations/Presidents' Council;

h. Community Redevelopment Agency Advisory Board;

i. Downtown Stakeholders' Coalition;

j. Fifth Avenue South Business Improvement District;

k. City of Naples Elected Officials;

l. City of Naples Staff

E. Conduct site visits as required.

F. Inform and cooperate with City staff, various City of Naples boards and committees, and Collier County staff as needed, during the development of recommendations and reports and during the approval process. This may include:

a. Regular meetings with City staff (CRA, Planning, Streets, Management, etc.)

b. Attendance at meetings of the Community Redevelopment Agency Advisory Board, Planning Advisory Board, Community Redevelopment Agency, and others as may be necessary.

G. Deliver to the Community Redevelopment Agency, within an agreed upon time period, and in formats approved by the City, the following which become property of the City:

a. A report detailing recommendations for an appropriate update to the goals and objectives of the 1994 Naples Community Redevelopment Plan;

b. A report projecting available tax incremental revenues, detailing potential financing options, and considering the implications of extending the CRA end date on these financing options;

c. A report detailing recommendations for an appropriately phased 10 year capital improvement plan, including a financing plan utilizing tax increment revenues, Community Development Block Grant (CDBG) funds, other potential grant funding to leverage projected tax incremental revenues, and projection of the additional bonding capacity provided by an extension of the CRA end date;

d. A report identifying and prioritizing capital projects that facilitate redevelopment and may be recommended or desired beyond a 10 year time period, and potential financing options;

e. A report containing additional recommendations to facilitate appropriate redevelopment that may be determined in the community engagement process, *or suggested by the*

consultant. This report may include, but is not limited to, recommendations regarding the issues discussed in the 1994 Redevelopment Plan, such as:

i. Land Use and Zoning

    1. Regulatory changes to incentivize desirable development including, but not limited to:

        a. Parking incentives and potential development of a consolidated parking program;

        b. Density increases;

        c. Modifications to Height Limitations in the redevelopment area;

        d. Permitted and conditional uses not currently anticipated in the code;

    2. A market study of demand for viable and supportable types of uses

        a. Discuss uses that may be absent in the City, that may be provided in the CRA through development or redevelopment.

        b. Discuss the impact of changes in the CRA on the surrounding commercial areas in the City.

ii. Transportation System

    1. Traffic circulation;

    2. Intersection improvements;

    3. Corridor management and design;

    4. Gateways;

    5. Multimodal forms of transportation;

    6. Connectivity improvements (bicycle, pedestrian, multi-modal forms of transportation)

iii. Recreation and Open Space

    1. Cultural Plazas

    2. Parks

iv. Public Facilities

v. Cultural Facilities

vi. Acquisition of Land

1. Public parking garages (need, locations, land acquisition);

2. Recreation and open space

f. A report detailing the steps to be followed in the statutory Redevelopment Plan Amendment process.

g. Participate with Planning staff and City Attorney in:

1. A draft of a proposed amendment to the redevelopment plan that includes a long-term capital improvement and financing plan that may include a recommendation to extend the sunset date of the CRA.

2. An update of the proposed amendment as required during the Plan Amendment process.

3. A final version of the adopted and revised Community Redevelopment Plan.

H. Provide a schedule for completion of the above tasks.

I. Provide a price for completion of (1) Section A; and, (2) Sections B through G.

J. The following reports and documents may be of assistance. They may be found on the City website www.naplesgov.com/cra unless otherwise indicated.

a. 1987 Rural/Urban Design Assistance Team Report

b. 1992 Report of the Redevelopment Task Force

c. 1993 Report on the Determination of the Finding of Necessity for the Creation of a Community Redevelopment Agency

d. 1994 Naples Community Redevelopment Plan

e. 2008 Naples CRA Plan Update

f. City of Naples Comprehensive Plan www.naplesgov.com/planning

g. 2007 Vision Report Preserving Naples www.naplesgov.com/documentcenter/view/9276

h. Naples FY 2013 City and CRA Budget and five-year Capital Improvement Plan www.naplesgov.com/documentcenter/view/11588 and http://www.naplesgov.com/DocumentCenter/View/11849

i. Fifth Avenue South Master Plan (known as 1994 Duany Master Plan, Vol I, Vol II, Parts 1 & 2)

j. Applicable City of Naples Ordinances www.naplesgov.com/clerk

k. 2012 CRA Sustainability Report

l. Summary Report of Potential Capital Improvement Projects in the CRA

SELECTION CRITERIA

The City Manager will appoint a selection committee to review and evaluate the firms using the following criteria. The City, at its sole discretion, may contact the references and/or visit one or more of the sites of the projects listed in response to this solicitation as a part of the evaluation process.

The shortlisted team(s) may be interviewed for final ranking. If an interview is held, it will be one hour in length and be equally divided between the presentation and questions and answers. The presentation time and date will be assigned by the City, but recognize that time is of the essence, and may be scheduled immediately following the holidays.

The City's intention is to enter into negotiations with the selected firm based on the City's schedule.

Should negotiations fail with the top ranked team, the City will enter into discussions with the second ranked team, and so on, until an acceptable agreement has been reached between the City and the selected individual or firm.

EVALUATION CRITERIA (100 pts)

a. Qualifications and Experience (15 points): Provide information on the qualifications and experience of the firm and its team, including any subconsultants, in the area of the subject of this RFP. The Statement shall include references and documentation of qualifications and experience in similar projects, preferably in Florida. Experience in community engagement and presenting reports and information to elected officials is essential. Disclose whether the firm qualifies as a Certified Minority Business Entity under Florida State Statute.

b. Qualifications of the Principal Staff to be assigned to City Projects (10 points): Describe the qualifications and experience of the key staff to be assigned to the City project including demonstrated knowledge and understanding of the types of services to be performed; previous experience in similar or related work. Should subconsultant(s) be listed as part of the project team, the proposer shall provide a letter from each subconsultant that indicates the subconsultant's intent to be part of the project team.

c. Demonstrated Record of Past Performance with References (10 points): Provide examples of the firm's and consultant's current or past projects with detailed information on schedule adherence, quality of work and project cost control. Proposer shall include a minimum of three (3) references for similar projects completed.

d. Approach to the Project (35 points): Provide a detailed methodology and strategy of how the consultant will achieve the goals of the project by maximizing value, efficiency, and time.

f. Schedule for Completion (10 points): Time is an important aspect of the project. If the Firm does not believe the schedule is achievable, please indicate the reasons and provide an alternative schedule.

e. Price (20 points): The cost of this project is an important aspect of the project of their proposal.

REQUEST FOR QUALIFICATIONS' CHECK LIST

Bidder should check off each of the following items as the necessary action is completed:

1. The Proposal cover sheet has been has been signed.

2. Any addendum must have been acknowledged on the cover sheet.

3. Provide Documentation showing if firm is a Certified Minority Business Enterprise.

4. Information as it relates to the **REQUIRED SUBMITTALS.**

5. Original and **six** copies of Proposal have been submitted.

6. The mailing envelope has been addressed to:

   City of Naples
   Purchasing Division
   270 Riverside Circle
   Naples, Florida 34102

7. The mailing envelope should be sealed and marked with:

   RFP Number _____
   RFP Title _____
   Closing Date _____

   a. The Proposal will be mailed or delivered in time to be received no later than the specified <u>opening date and time.</u> Any proposal received after this deadline will not be accepted.

ALL COURIER DELIVERED PROPOSALS SHOULD HAVE THE RFQ NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Pre-Bid Meeting Instructions

The Non-Mandatory Pre-Bid meeting will also be held as a moderated Dial-in Telephone Conference Call. The Pre-Bid dial-in time is 10:00 AM EST (local time) on November 28, 2012. To access this dial-in conference call:

- At the specified time and date above, dial your dial-in number:

Dial-in Number: **866-634-9522**

International Dial-in Number: 904-271-2013

- Then enter the participant pin:

Participant Pin is: **57266515**

- Followed by # key.

#

Upon entering the Conference call, please state your name. To avoid background noise, please keep your telephone on the mute setting, until you are ready speak. A Bid Addendum will be issued and posted to capture questions and responses.

CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FLORIDA 34102
PH: 239-213-7100 FX: 239-213-7105

ADDENDUM NUMBER 1

NOTIFICATION DATE:	BID TITLE:	BID NUMBER:	BID OPENING DATE & TIME:
11/30/12	AMEND THE CITY OF NAPLES COMMUNITY REDEVELOPMENT PLAN	007-13	12/20/12 2:00PM

THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO, AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.

- **PRE-BID MEETING QUESTIONS AND INFORMATION:**

1) **What was the City's intent for doing this update?**

Answer: The City's intent is to update the original Redevelopment Plan, which has not been updated since 1994. Many private development projects that had been approved prior to the downturn in the economy have not been constructed. The goals, objectives, and proposed redevelopment envisioned by the Plan may need revision based upon the economy, community input, and other changes. In addition, the CRA is due to sunset in 2024, concerns have been raised that redevelopment in the area has not been completed, and reductions in property values have resulted in lower tax increment revenues to fund redevelopment activities.

2) **Will the Community Redevelopment Agency Advisory Board (CRAAB) be involved in this amendment process?**

Answer: Yes. The CRAAB is an advisory board to the CRA board for matters concerning the redevelopment area. The members are residents and merchants in the area.

3) **How often does the Community Redevelopment Agency (CRA) Board meet?**

Answer: The CRA meets quarterly and on an "as needed" basis. The CRA is composed of the members of City Council.

4) **How does the amendment relate to the older CRA Plan that is being amended?**

Answer: Development of, and recommendations for, the amendment is part of this RFP; therefore, it is not known how the documents will relate. The original redevelopment plan included goals and objectives, as well as proposed redevelopment, improvements, and rehabilitation. It is anticipated that the participatory process envisioned in the RFP, in conjunction with the recommendations of selected qualified independent planning consultant, will result in recommendations to the CRA and City Council leading to a plan amendment that may modify the original goals and objectives, proposed redevelopment, improvements, and rehabilitation, and incorporate recommendations of the selected consultant.

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5) **What is the budget source for this effort… from TIF?**

Answer: Yes, it is anticipated the effort will be funded from tax increment revenues. The amount has not been budgeted; however, a budget amendment will be processed through the CRA and City Council to appropriate the funds required to complete this project.

6) **How important is the existing residential element and their input into this effort?**

Answer: The input from residents in the redevelopment area is crucial. The input from all city residents, business owners, and even from stakeholders outside of the city will be important. The redevelopment area encompasses two major arterial roadways, US41 and Goodlette-Frank Road. It is the gateway to the Old Naples residential and commercial areas. Given the central city location of the area, future redevelopment in the area is important to the community and maintenance of the "character" of Naples.

7) **Are Community Development Block Grant funds currently used in the CRA?**

Answer: Yes. The annual funding allocation is used in a portion of the CRA district. This funding is passed down from Collier County pursuant to an interlocal agreement. The current funding level is just over $100,000 annually.

8) **What will be the involvement of the consultant after this amendment is completed?**

Answer: The involvement of the consultant after performance of the required work is undefined. It is not envisioned as part of the agreement; however, future involvement is not ruled out. The Master Plan and Retail Recommendations drafted for Fifth Avenue South and completed by Andres Duany, Elizabeth Plater-Zyberk, and Robert Gibbs, was incorporated in the original Community Redevelopment Plan. The team was involved in the community after the Plan was adopted, but not pursuant to the initial agreement.

9) **What is the thinking behind the amendment time schedule, and what is the estimated kick-off date?**

Answer: We are anticipating and award of contract by City Council by late January 2013. The population of Naples swells during the winter season and the schedule in the RFP anticipates completion of the community engagement component prior to April 1, 2013 to allow for maximum stakeholder participation. The RFP anticipates the presentation of a plan amendment to the CRA prior to June 1, 2013. This is prior to the summer hiatus (mid-June to mid-August) of City Council and the CRA Board. Those making a submission may submit alternative schedules that we be considered in the evaluation process. The approach to the project and the schedule for completion are important components of the evaluation criteria. If an alternative schedule is presented, it is recommended that consultant's reasoning be included.

10) **What is the composition of the evaluation committee?**

Answer: The evaluation committee was approved by the City Manager and includes: Dave Lykins, Director of the Community Services Department; Gregg Strakaluse, Director of the Streets and Stormwater Department, Adam Benigni, Senior Planner in the Planning Department, Erica Goodwin, Planner II in the Planning Department, and Roger Reinke, Assistant City Manager.

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11) **Why are there two fees required, and how would you like them to be presented?**

Answer: The CRA and Advisory Boards, including CRAAB and PAB - Planning Advisory Board, reviewed the scope of work for this project. The comments of some Board members included an observation that if an extension of the CRA sunset date was not feasible, a comprehensive plan amendment may not make sense because the anticipated tax increment revenue is substantially less than the cost of the projected capital projects. Additional information regarding revenue projections can be found in the 2012 CRA Sustainability Report referenced in the RFP and available at www.naplesgov.com/cra. This City may consider these costs in the evaluation of the proposals and/or in the terms of the contract with the selected firm.

12) **For the Approach, what is the "time window" for the Vision?**

Answer: One of the deliverables in the RFP is a report detailing recommendations for "an appropriately phased 10 year capital improvement plan, including a financing plan utilizing tax increment revenues…" Another deliverable requires recommendations for capital projects that facilitate development beyond 10 years. The Naples CRA, if not extended, sunsets in 2024, and if extended will encompass an additional 30 years from the date the extension is approved.

13) **Is there a page limit for the Proposal?**

Answer: No. It is recommended that submitters be cognizant that the Evaluation Committee will review all submittals. Clear and concise proposals recommended.

14) **What are you looking for as part of the Market Study?**

Answer: There have been many uses suggested for redevelopment in the area. Project plans developed prior to the economic downturn may no longer be economically feasible. It is anticipated the Market Study may provide information on the economic feasibility of alternative uses. The economic feasibility of one type of use when compared to another may drive consideration of redevelopment incentives and regulatory actions.

15) **Do we need address the TIF budget or TIF cash flow in the proposal?**

Answer: The RFP requires delivery of a report projecting available tax incremental revenues. This anticipates future projections and not current year budgets. Submitters may wish to consider information presented in the 2012 CRA Sustainability Report referenced in the RFP and available at www.naplesgov.com/cra. The premise of this report is that there will be insufficient funding available for all the capital projects previously recommended in the CRA.

- **WRITTEN VENDOR QUESTIONS:**

1) **We were somewhat surprised to hear other interested firms were in attendance in person.**

Answer: Please refer to the RFP title page; "In addition, a dial-in Telephone Conference call will be made available for those unable to attend. Please see instructions on page 20."

- **EXHIBIT A – LIST OF PRE-BID ATTENDEES**

NON-MANDATORY PRE-BID
RFP 007-13 CRA Amendment
November 28, 2012 10:00 AM

Page 1

NAME Allison Justice
COMPANY Redevelopment Management Associates (RMA)
TELEPHONE 913-972-2221 or (954) 695-0754
E-MAIL Allison@rma.us.com

NAME Bob Mulhere
COMPANY Hole Montes, Inc
TELEPHONE 239-254-2000
E-MAIL BobMulhere@HMEng.com

NAME Kevin Mangan
COMPANY Stantec
TELEPHONE 239. 649. 4040
E-MAIL kevin.mangan@stantec.com

NAME Stephen Trumowak
COMPANY Johnson Engineering, Inc.
TELEPHONE 236·334·0046
E-MAIL STRUMOWAK@JOHNSONENG.COM

NON-MANDATORY PRE-BID
RFP 007-13 CRA Amendment
November 28, 2012 10:00 AM

Page 2

NAME James Knapp
COMPANY James Knapp Architect
TELEPHONE 239. 417. 1607
E-MAIL JAMES@JAMESKNAPP.COM

NAME Lorraine Tappen
COMPANY Calvin, Giordano & Assoc. Inc.
TELEPHONE 954-921-7781
E-MAIL ltappen@calvin-giordano.com

NAME Dave Lykins
COMPANY City of Naples
TELEPHONE 239-213-7110
E-MAIL dlykins@naplesgov.com

NAME Gregg Strakaluse
COMPANY City Staff
TELEPHONE 239-213-5003
E-MAIL

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NON-MANDATORY PRE-BID
RFP 007-13 CRA Amendment
November 28, 2012 10:00 AM

NAME Greg Gillens
COMPANY City Staff
TELEPHONE 239-213-7101
E-MAIL

NAME Robin Singer
COMPANY City Staff
TELEPHONE 239-213-1040
E-MAIL

NAME Roger Reinke
COMPANY City Staff
TELEPHONE 239-213-1896
E-MAIL

NAME
COMPANY
TELEPHONE
E-MAIL

Telephone Conference - Other Attendees

Senen M. A. Antonio | UAP LEED-AP CNU-A
Partner | Director of Business Development
DPZ | Architects and Town Planners
1023 SW 25th Ave | Miami | Florida | 33135
T: 305 644 1023 | dpz.com

Kathleen R. Gonot, President
PMG Associates, Inc.
(954) 427-5010 Deerfield Beach, Florida Office
(786) 258-1697 Miami-Dade County, Florida Office
(828) 891-5121 North Carolina Office
FAX (954) 480-8836 Florida Offices
FAX (828) 891-8904 North Carolina Offices

Thomas Sobczak
Parking Consultant / Director of Business Development
Walker Parking Consultants | Walker Restoration Consultants
4904 Eisenhower Blvd. Suite 150 | Tampa, FL 33634
813.888.5800 (Office) | 813.380.8591 (Cell) | 813.888.5822 (Fax)
www.walkerparking.com www.walkerrestoration.com

Bryon Kelley Klepper, AICP
2601 Cattlemen Road, Suite 200 | Sarasota, FL 34232
Ph: 941.379.7600 | C: 941.527.9070 | F: 941.379.4352
kelley.klepper@kimley-horn.com | www.kimley-horn.com

Brad Cornelius
Vice President/Professional Planner
Renaissance 5
8745 Henderson Road, Ste 220, Tampa, FL 33634
813.882.8366 x31770 (office) | 813.415.4952 (cell)| 813.884.5990 (fax)

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.

Elisabeth Schuck, AICP, LEED GA
Project Manager
Tindale-Oliver & Associates, Inc.
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Tampa, FL 33602
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fax 941 954 0231
email suzanne.thompson@ibigroup.com
web www.ibigroup.com

RACHEL C. SAK
Director of Marketing; Associate
100 N Biscayne Blvd., 27th Fl
Miami, FL 33132
t 305.372.5222 x1176
f 305.577.4521
e rsak@zyscovich.com
w www.zyscovich.com

# # #

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.

CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FLORIDA 34102
PH: 239-213-7100 FX: 239-213-7105

ADDENDUM NUMBER 2

NOTIFICATION DATE:	BID TITLE:	BID NUMBER:	BID OPENING DATE & TIME:
12/10/12	AMEND THE CITY OF NAPLES COMMUNITY REDEVELOPMENT PLAN	007-13	12/20/12 2:00PM

THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO, AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.

On page 6 of the RFP, #41, it states "Proposers taking exception any part or section of the solicitation shall indicate such exceptions on the proposal form." This prompts 2 questions:

1. We were deemed non-responsive once this year for including our exceptions and we want to be clear that if we include them (attorney would like to add clause under litigation) our proposal will be accepted.
2. If we are to include our exceptions on the "proposal form" where is it? Do we just include them on a piece of paper and title it "Exceptions?"

Answer: Exceptions will be considered at the time of proposal review by the Evaluation Committee as part of the whole proposal and the evaluation criteria. Exceptions must be clearly listed in the bidder's proposal; there is no separate formal "proposal form."

# # #

IMPORTANT MESSAGE

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REQUEST FOR QUALIFICATIONS

RFQ**#052311**

REVIEW OF CRA PLAN

CITY OF OAKLAND PARK
FINANCIAL SERVICES/PURCHASING DIVISION
3650 NE 12 AVE
OAKLAND PARK, FL. 33334
PHONE: 954-630-4256
EMAIL: maggiet@oaklandparkfl.org

SECTION I

INSTRUCTIONS TO PROPOSERS

l. GENERAL: The following instructions are given for guiding proposers in properly preparing their proposals.
For information concerning procedures for responding to this Request for Qualifications (RFQ), contact Maggie Turner, at the phone number or email address listed on the title page of the document. Proposal documents are available for download via demandstar.com. Vendors who obtain specifications and plans from sources other than the City or DemandStar.com are cautioned that the package may be incomplete. All addendums, tabulations, and awards will be posted and disseminated by DemandStar.

2. SCOPE OF WORK: The City of Oakland Park is soliciting "Statement of Qualifications" for a general review of its Community Redevelopment Area (CRA) Plan and Interim Redevelopment Plan, focused on the Community Redevelopment Area (CRA) and Downtown Mixed Use District (DMUD).

3. ADDITIONAL INFORMATION, QUESTIONS, INTERPRETATIONS, INCONSISTENCIES AND ADDENDA: Requests for additional information or questions must be made in writing, to Maggie Turner, Purchasing Specialist, via email at maggiet@oaklandparkfl.org or fax to 954-630-4265. Additional information will only be transmitted via a written addendum.

4. DEVELOPMENT COSTS: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFQ.

5. INSURANCE REQUIREMENTS: The proposer will be required to furnish evidence of the following insurance coverages by a licensed Florida Company that has at least a "BEST" rating of "A."

A. Without limiting any of the other obligations or liabilities of proposer, proposer will provide, pay for and maintain in force until all of its work to be performed under this contract has been completed and accepted by City (or for such duration as is otherwise specified after this), the insurance coverages set forth herein.

B. Workers compensation insurance to apply for all employees of the contractor, sub-contractors, and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. In addition, the policy(s) must include: Employers' liability with a minimum limit of one hundred thousand dollars ($100,000) each accident.

C. Comprehensive General Liability with minimum limits of one million dollars ($1,000,000) per occurrence combined single limits for bodily injury liability and property damage liability;

D. Personal Injury Coverage with employee and contractual exclusions removed with minimum limits of coverage equal to those required for bodily injury liability and property damage liability;

E. Business automobile liability with minimum limits of five hundred thousand dollars ($500,000) per occurrence combined single limits for bodily injury liability and property damage liability.

F. The City is to be expressly included as an "Additional Insured" in the name of "City of Oakland Park" with respect to liability arising out of operations performed by City by or for proposer; or acts or omissions of City concerning general supervision of such operation.

G. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days notice of cancellation and/or restriction.

6. PROOF OF CARRIAGE OF INSURANCE: The proposer will furnish to Maggie Turner, Purchasing Office, Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract.

7. PROPOSER'S EXPERIENCE RECORD: The City will have the right to investigate the financial condition, experience record, and equipment of each proposer and determine to its satisfaction the competency of each to undertake the project. The proposer will submit documentation concerned with the past performance and integrity of a contractor/developer. Accordingly, proposer should provide information as to any of the following: (a) bankruptcy, (b) mortgage foreclosures; (c) previous or pending litigation and (d) restrictions, restraints or impositions imposed by federal or state regulatory agencies such as Federal Housing Administration, Securities and Exchange Commission, etc., that apply to the contractor/developer.

8. NON- APPROPRIATION OF FUNDS: In the event no funds or insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for payments due under the contract, then the City, upon written notice of such occurrence, shall have the unqualified right to terminate the contract without any penalty or expense to the City.

9. POSTPONEMENT OF DATE FOR SUBMITTING PROPOSALS: The City reserves the right to extend the date for the receipt of proposals and will give ample notice of any such postponement to each prospective proposer.

10. CONTRACT AWARD: The City anticipates entering into a contract with the proposer who submits the proposal judged by the City to be most advantageous.

The proposer understands that this RFQ does not constitute an offer or a contract with the CITY. A contract shall not be deemed to exist and is not binding until proposals are reviewed and accepted by appointed staff, the best proposal has been identified, negotiations with the Proposer have been authorized by the appropriate level of authority within the City, an agreement has been approved, and executed by parties and by the appropriate level of authority within the City.

In the event the parties are unable to negotiate terms acceptable to the City, the City may determine to accept the offer of the second most responsive and responsible Proposer determined by the selection committee, or it may resolicit proposals. The City reserves the right to reject all proposals, to waive non-material, technical variances or infirmities in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The City may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

11. RIGHT TO WAIVE AND REJECT: The City, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the City, to complete or perform a City of Oakland Park contracted project in a timely fashion or has failed in any other way, in the opinion of the City, to perform a prior contract in a satisfactory manner, and has directed the City of Oakland Park Purchasing Manager to emphasize this condition to potential proposers.

There is no obligation on the part of the City to award the proposal to the lowest proposer, and the City reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of the City, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. The City of Oakland Park shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

The City of Oakland Park reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the City.

The City specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal. Each item must be proposed separately and no attempt is to be made to tie any item or items to any other item or items.

12. DISQUALIFICATION OF PROPOSERS: Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.

B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.

C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the City until such participant shall have been reinstated as a qualified proposer.

D. Uncompleted work which in the judgment of the City might hinder or prevent the prompt completion of additional work if awarded.

E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.

F. Default under previous contract.

13. NONDISCRIMINATION EQUAL EMPLOYMENT OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT Contractor shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. Contractor shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by this Agreement, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, contractor shall take affirmative steps to ensure nondiscrimination in employment against disabled persons.
Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other

forms of compensation, terms and conditions of employment, training (including apprenticeship) and accessibility.

Contractor's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 162), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

Contractor shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.

14. PROPOSAL SUBMISSION DEADLINE AND OPENING Sealed proposals will be received by the City Clerk's Office, City of Oakland Park, 3650 NE 12 Ave., Oakland Park, Florida until 3:00 PM, EST, May 23, 2011 . The proposals will be opened and read aloud shortly thereafter. One (1) electronic copy, one (1) original and three (3) copies of proposals must be presented in a sealed envelope and identified with the following information: "**CRA RFQ # 052311".** The City of Oakland Park reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to award only portions of the project, to award to multiple contractors, or take any similar actions that may be deemed to be in the best interests of the City.
Note: Incomplete submittals, incorrect information, or late submittals shall be cause for immediate disqualification.

15. REQUEST FOR QUALIFICATIONS TIMELINE
The **anticipated** schedule for this RFQ is as follows; all dates are tentative and subject to change.

Issue Date:	05/06/11
Submittals Due	05/23/11 (2:30 PM, EST.)
Review and Evaluation	05/26/11
Interviews /Presentations (if necessary)	week of 05/30/11
City Commission Short List Approval	06/15/11
Contract Negotiations	06/20-24/11
City Commission Contract Approval	07/20/11

END SECTION I

SECTION II

PURPOSE, LOCATION, OVERVIEW, SUBMITTAL FORMAT, EVALUATION

1. **Purpose** The City of Oakland Park is soliciting "Statement of Qualifications" for a general review of its Community Redevelopment Area (CRA) Plan and Interim Redevelopment Plan, focused on the Community Redevelopment Area (CRA) and Downtown Mixed Use District (DMUD), from a consulting individual, firm, organization or team with downtown planning, downtown revitalization, redevelopment, design, marketing, real estate, economic, and implementation experience. The purpose of this Request for Qualifications (RFQ) is to select one or more consultants, organizations or firms with expertise in downtown revitalization, redevelopment, marketing, real estate development, and successful implementation to work with the City to (1) complete this general review, (2) provide a five-year strategic action orientated plan, and (3) to provide continued support or assistance services as requested.

2. **Project Location** The City of Oakland Park is located in east central Broward County. The City of Fort Lauderdale lies to the east of Oakland Park with Wilton Manors directly south and Lauderdale Lakes to the west. Interstate 95 splits the eastern and western halves of Oakland Park. It is a five-minute drive from the eastern boundary of the City to the beach and twelve miles to the Fort Lauderdale-Hollywood International Airport and Port Everglades. Oakland Park is also just over thirty miles from the City of Miami, Miami International Airport and the Port of Miami. Considering the City's proximity to these major economic centers, the City of Oakland Park is an ideal location for redevelopment and future economic success.

   The Community Redevelopment Area is made up of 1,007 acres of urban development, which represents slightly more than 19% of the City's land area.

   The linchpin of the Community Redevelopment Plan is the Downtown Mixed Use District (DMUD). The DMUD is located along Dixie Highway, north of Oakland Park Boulevard. This area of approximately 150 acres was designated a Local Activity Center (LAC) in 2004, a land use category designation that promotes compact, mixed use development. Specific land development regulations and design guidelines were adopted by the City in 2004 for the DMUD. Capital Improvement Projects described in the CRA Plan are to enhance and distinguish Downtown Oakland Park as a local pedestrian friendly destination. Currently, the City has $13 million in Redevelopment Capital Program (RCP) funds for specific capital projects, as an alternative to Tax Increment Financing (TIF).

   The CRA Plan, Interim Redevelopment Plan, Marketing Plan, Local Activity Center Parking Analysis, and other relevant information should be reviewed on line at the city's website:

   http://www.oaklandparkfl.org/news/cra/index.cfm.

3. **Project Overview** The CRA Plan is intended to guide redevelopment and revitalization of the area and provide solid recommendations for making physical improvements to downtown that would encourage redevelopment and enhance its functionality as a vibrant destination. Consultants will be asked to explore, determine viability, and provide a professional recommendation for redevelopment strategies intended to identify development opportunities and facilitate sustained ongoing revitalization, including special districts, public-private partnerships, and other available tools.

   The City anticipates that some group and individual meetings will need to be facilitated by the consultants, particularly with key stakeholders, such as the City Commission, individual businesses and property owners, residents, and other interested groups and individuals, to build

consensus and formulate key strategic recommendations cumulating in a short term implementation plan.

4. **Anticipated Project Deliverable** The end result of this planning process will be a report outlining a five-year action orientated strategic plan. This document will include detailed recommendations and executable strategies for specific development and redevelopment programs or projects with action steps and opportunities that will market City/CRA owned properties and public/private parcels resulting in sustained ongoing revitalization of the CRA and downtown area.

5. **Format of Submittals** For the proposal to be considered, one (1) electronic copy, one (1) original **marked "ORIGINAL"**, and three (3) copies of the proposal must be received in the City of Oakland Park, City Clerk's Office, on or before 2:30 P.M. May 23, 2011. Proposers shall include the following information in their proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

A. Briefly describe your company, and provide resumes of consultant(s), and key staff members who will be directly involved in this planning process;
B. Include an organizational chart containing the names of all key personnel, joint ventures partners, and sub-consultants with titles and their specific task assignments for this project,
C. Provide a listing of similar projects previously completed;
D. Provide at least three references, with current contact information, from similar projects
E. Other information relevant to the services offered and expertise provided by the respondent.
F. Submittal Forms (as listed in section III).

6. **Evaluation Committee and Selection Criteria** A committee of City staff will evaluate the submitted materials. The staff may consider but shall not be limited to the following review criteria:

- Prime firm needs to demonstrate success in assisting municipalities and/or CRAs in attracting and successfully implementing revitalization, redevelopment, and development downtown programs.
- Experience and past performance of the firm or team and/or personnel with the type of work identified.
- Familiarity of the firm and team and/or personnel with downtown planning, urban planning principles, downtown development, and implementation strategies.
- Availability of knowledgeable personnel within the firm or on a consultant team.
- Capability of the firm or consultant team to complete the project in a timely manner.

The City staff may take any of the following actions after reviewing the submitted materials:

- Contact respondents and request additional materials or supporting information.
- Contact respondents for an in-person interview.
- Prepare a Request for Qualifications to be sent to one or more of the respondents.
- Enter into direct negotiation with a respondent.
- Re-advertise and/or reissue the original RFQ or an amended RFQ.
- Determine that responses received are inadequate and/or that the services sought are no longer necessary or desired.

7. **Rights of the City** This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make selections or solicit additional responses based on its sole discretion;
- Reject any and all proposals and enter into direct negotiations with any, all or some of the providers whether or not they provided a submittal to this RFQ;
- Issue subsequent Requests for Qualifications or Requests for Proposals;
- Remedy technical errors in the Request for Qualifications process;
- Approve or disapprove the use of particular sub-consultants;
- Enter into an agreement with any provider or negotiate with more than one provider for the provision of any, all or some of the services.

END SECTION II

SECTION III Submittal Documents to be Completed and Included in your submittal

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES (To be signed in the presence Of a notary public or other officer authorized to administer oaths.)

STATE OF _____ COUNTY _____

Before me, the undersigned authority, personally appeared, who, being by me first duly sworn, made the following statement:
Name of Proposer _____
Business address _____

I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the 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 any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
I understand that "convicted" or "conviction" is defined by the statue to mean a finding of guilt or 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) and 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, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
Please mark the appropriate paragraph below:
_____Neither the proposer, contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the proposer or contractor nor any affiliate of the proposer or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

_____There has been a conviction of a public entity crime by the proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the proposer or contractor who is active in the management of the proposer or contractor or an affiliate of the proposer or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement

_____

Proposer's Signature

Sworn to and subscribed before me on this _____day of _____, 20__

(affix seal)

_____

Notary Public Signature

NON-COLLUSION AFFIDAVIT

By submission of this affidavit, the proposer certifies that this price is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any City of Oakland Park officer or employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the proposer's business who is in a position to influence this procurement. Any City of Oakland Park officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Oakland Park Code of Ordinances.

NAME	RELATIONSHIPS
_____	_____
_____	_____

NONE: _____

_____
Signature of Proposer

Sworn to and subscribed before me on this _____day of _____, 20__

(affix seal)

_____
Notary Public Signature

REQUEST FOR QUALIFICATIONS

Master Plan Update for the Urban Core Redevelopment Area of the City of Pensacola, Florida

RFQ No. 08-044

The Community Redevelopment Agency of the City of Pensacola is seeking qualified consultants to submit qualifications for a Master Plan Update for the Urban Core Redevelopment Area (CRA).

Sealed statements of interest and qualifications meeting the attached criteria with an original signature and eight (8) additional copies may be delivered to the Purchasing Office located on the 6th floor of City Hall, 222 W. Main Street, Pensacola, Florida, 32502, or mailed to the City of Pensacola, Purchasing Activity, P.O. Box 12910, Pensacola, Florida 32521, by not later than:

Thursday, August 28 at 2:30 p.m. local time

Complete criteria, if not attached, or additional information may be obtained upon application to the Purchasing Activity, 6th floor of City Hall, 222 W. Main Street, Pensacola, Florida. Contact rdonahue@ci.pensacola.fl.us or telephone (850) 435-1835.

The CRA and City of Pensacola adhere to the Americans with Disabilities Act and will make accommodations for access to City services, programs, and activities. Please call 435-1835 for further information. Requests should be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

The CRA reserves the right to accept or reject any or all submittals, to award to multiple firms, to waive any submittal informalities and to re-advertise for bids when deemed in the best interest of the CRA.

Thomas J. Bonfield
City Manager

ATTEST:

Ericka L. Burnett
City Clerk

The City of Pensacola provides equal access in employment and public service

REQUEST FOR QUALIFICATIONS
MASTER PLAN UPDATE FOR
THE COMMUNITY REDEVELOPMENT AREA (CRA).

INTRODUCTION

The Community Redevelopment Agency of the City of Pensacola is seeking qualified consultants to submit qualifications for a Master Plan Update for the Community Redevelopment Area (CRA) and additional planning services related to elements of the updated CRA Plan for a period of up to three (3) years. Consultants will be expected to have an expertise in Florida land use planning, Geographic Information Systems, public participation, and housing and economic analysis. The CRA's primary goal is to update the Master Plan to address all aspects of development within the City's CRA District, including architectural standards, densities and intensity, signage, parking, public uses, open space, historic preservation, gateway enhancement, etc.

Pursuant to the Consultants' Competitive Negotiations Act, Florida Statute 287.055, the CRA, hereby requests responses, expressions of interest and statements of qualifications from firms or individuals, with credentials in planning, urban design, architecture, economic consulting and environmental planning services, who are interested in performing professional consulting and planning services to accomplish the scope of work for the services outlined below and will reflect the outcome of an outreach strategy including community and stakeholder involvement process to be completed as deemed appropriate by the CRA.

REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS

In order to ensure a fair and objective RFQ process and evaluation, all questions and inquiries related to this RFQ shall be addressed in writing by email or facsimile no later than August 21, 2008 to:

Becky Bray, AICP - CRA Administrator
Email: bbray@ci.pensacola.fl.us
Facsimile: 850.595.1143

BACKGROUND

Pensacola is a nearly 450-year-old city with a rich history and exciting future. Also known as the City of Five Flags, Pensacola is the largest city in Northwest Florida. Having been governed by five nations since its discovery in 1559 (Spain, France, England, the Confederate States of America, and the United States of America), Pensacola offers a diverse economic and cultural palette, with business and industry such as the medical and chemical fields, military and governmental operations, and tourism and retail shopping blending into a rich cultural and artistic heritage.

Pensacola's downtown is in the heart of a region of over 350,000 people with diverse backgrounds and interests. It's a downtown where residents, office workers and visitors stroll comfortably along historic streets, shop in clothing stores, browse for art or sample restaurants where menus range from Gulf coast seafood to French cuisine. The many museums tell the story of Pensacola's past as the surrounding businesses, theaters and the seats of both city and county government create Pensacola's future.

In 1980, the City Council of the City of Pensacola recognized that the City's downtown and inner city was an all too common victim of the shifts in the 60's and 70's to suburban living and designated approximately 1,300 acres (256 blocks) of the Pensacola Inner City area as a community redevelopment area under Florida Statute 163 for the focus of rehabilitation, conservation and redevelopment activities.

Downtown Pensacola's redevelopment efforts are guided by the Community Redevelopment Agency of the City of Pensacola (CRA), that is comprised of the 10 City Council members. Since being created, the CRA has funded public infrastructure through the reinvestment of taxes generated within the district. Public investment by the CRA and other public entities of $66 million in improvements has generated $191 million in private investment in the agency's urban core; which extends south from Cervantes Street to the waterfront and bounded by "A" Street on the west and 17th Avenue on the east. (Exhibit "A" - map)

The last comprehensive update of the Urban Core Redevelopment Plan was undertaken in 1989 and incorporated long-range projects and objectives to revitalize the CRA. The projects and elements of the plan have been consistently implemented. In addition, a number of small area or task specific plans, studies and reports have been developed within the CRA including:

- Community Redevelopment Plan, 1989, as amended
- Pensacola Waterfront Development Plan, 2000
- Belmont DeVilliers Land Use Plan, 2004
- Pensacola Historic District Master Plan, 2004
- Downtown and CRA Residential Market Potential, 2004
- Downtown Improvement Board, Parking Management Strategy, 2006
- Downtown Improvement Board, Retail Market Strategy, 2007
- CRA Status Report May 2008 (Video Presentation)

NEXT STEP

The Urban Core CRA Plan Update

Culturally, the nation is changing its attitudes towards cities and urban living. Broad economic, social and cultural forces are reshaping the face of our urban environment. These forces give areas such as downtown Pensacola the best opportunity to compete in decades. Our challenge is

to develop a plan that realizes our urban core's full potential. The intent of the Urban Core CRA Plan Update is to provide a document that establishes the framework for transformative policies and investments in the CRA area. Within that context the plan will provide policy, programmatic and fiscal direction for the CRA as we reshape our urban landscape.

Strategic Framework

In our strategic framework talent; connections; distinctiveness; innovation; are identified as key elements which provide the basis for our next steps. The idea behind this framework is

- Talent; we want to attract young talented adults. This growing and diverse population (X-Y generation, young professionals, new immigrants, young families with children,) wants choices in life style and be connected to strong close in neighborhoods.
- Distinctiveness, we must be aspirational and offer professional opportunities to attract young people to want to live, work and raise a family in our area. Our urban amenities, historic neighborhoods, downtown living, cultural attractions gives us a competitive niche…to attract workers, residents and tourists.
- Innovate; innovation is the driver of the economy. Therefore we need to promote investment in technology infrastructure.

Conceptual Themes

Within the strategic framework the CRA has embraced two conceptual themes The Urban Core and The Waterfront. The update should build upon these themes;

- Urban Core: the update would guide the strengthening of our unique urban environment as a regional landmark and an important destination.
- Waterfront Development; the update would guide us in creating an attractive amenity that adds to the identity and livability of the City.

Several features of these themes are embedded in various studies undertaken in the past eight years and are evident in projects that have been completed within that time period.

Updated Goals for the Urban Core and Waterfront

Urban Core Goals:
- Build upon recent success and community strengths
- Create strong destinations for development / investments
- Connect new investments with existing community fabric
- Link destinations to neighborhoods and waterfront to establish a multi-dimensional downtown.

Waterfront Goals:

- Increase the awareness of the waterfront within the city / region
- Enhance and promote the waterfront for the economic benefit of the community
- Promote the diversity of the waterfront by creating opportunities for parks, cultural recreational, educational, and entertainment experiences
- Connect the waterfront to the city linking neighborhoods and downtown
- Preserve and enhance the natural areas along the water's edge

Plan Strategic Guiding Principles

Having laid out what the CRA feels is its strategic framework within which we work; the themes that have been developed and some of the goals to be attained; the following principles should guide the development of the updated plan. It is believed that successful cites should be:

- Prosperous - attracting jobs and investment
- Diverse - social and economically inclusive
- Distinctive - our historic and cultural destinations
- Walkable - focus on the pedestrian environment
- Green - promoting our natural landscape

The anticipated strategies to be employed through the updated plan are to identify transformative investments which are multi-dimensional efforts that remake the urban physical environment to stimulate economic growth, improve fiscal vitality and advance social equity. The strategies are to strength the five cornerstones of the CRA.

The Urban Core **Neighborhoods** **Streets**

Green Spaces **The Waterfront**

Moving Forward

At its best the update of the Urban Core CRA Plan should:

- Coordinate the goals of previously adopted plans by incorporating them into a larger vision.
- Provide a foundation for strategic action to share future success
- Be consistent with the guiding principles:
    - **Prosperous**
    - **Diverse**
    - **Distinctive**
    - **Walkable**
    - **Green**

SCOPE OF SERVICES

The Community Redevelopment Agency desires to update an existing Master Plan and may include additional planning services related to elements of the updated CRA Plan for a period of up to three (3) years. The services that a successful applicant will provide include the examination of and recommendations on the following elements as appropriate for the Community Redevelopment Area:

Land Use and Building Use.
- Retail Inventory, Goals, and Strategies
- Office, Professional, and Personal Services Inventory, Goals, and Strategies
- Government and Social Services Inventory, Goals, and Strategies
- Hospitality, Dining, and Entertainment Inventory, Goals, and Strategies
- Land Use Density, Intensity, and Composition Objectives, Goals, and Strategies

Housing.
- Existing Housing Inventory
- Projected Housing Needs Analysis
- Inclusive Housing Inventory, Goals, and Strategies (i.e. affordability, accessibility, occupancy types, rehabilitation, adaptive reuse, etc.)
- Housing Density, Intensity, and Composition Objectives, Goals, and Strategies

Transportation & Parking.
- Multimodal Transportation Inventory, Goals, and Strategies
- Public and Private Parking Inventory, Goals, and Strategies
- Pedestrian and Biking Inventory, Goals, and Strategies

Infrastructure and Public Services.
- Public Infrastructure Inventory, Goals, and Strategies
- Public Safety Inventory, Goals, and Strategies
- Public Space, Open Space, and Recreation Inventory, Goals, and Strategies
- Cultural, Historical, Community, Social, and Educational Inventory, Goals, and Strategies

Economic Development.
- Economic Development and Revitalization Objectives, Goals, and Strategies
- Redevelopment and Infill Development Objectives, Goals, and Strategies

Planning & Zoning Regulations.
- Analysis of Current Planning & Zoning Code
- Regulatory Revisions Framework

Urban Design.
- Inventory of Existing Architectural Character
- Recommended Architectural Design and Signage Standards
- Design Standards Framework and Implementation Strategies

Financing.
- Identification of short and long-term financing and capital improvement plans to meet the goals, objectives, and components of the plan update

Detailed scheduling of the project and deliverables will be negotiated during the contract negotiations between the selected consultant and the CRA.

CONTRACT TERM

The anticipated term of any agreement is as required to deliver a finished product, beginning on the date of selection, until the project has been completed to the satisfaction of the CRA, or the Contract is terminated by the CRA. A draft plan completion will be expected within 6 months from the project contract award date. Adoption of the final plan by the Community Redevelopment Agency and the Pensacola City Council will complete the project. The selected consultant must be able to complete this project within an approximately 8-month timeframe, by March 2009. The broad scope of the study may allow or require a phased, extended timeframe, subject to funding availability. Potential Offerors may suggest a project phasing timetable allowing the CRA a selection menu of desired plan components, individually listed and explained. Detailed scheduling of the project will be negotiated during the contract negotiations between the selected consultant and the CRA. In addition, the consultant's contract may include provisions for additional planning services related to elements of the updated CRA Plan for a period of up to three (3) years.

WRITTEN RESPONSE FORMAT AND EVALUATION CRITERIA

Response documents should provide a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the CRA. The requirements stated do not preclude Offerors herein from furnishing additional information as deemed appropriate.

Form and Format:

1. Responses shall be limited to 20 pages (exclusive of cover letter, limited to 2 pages, and required forms in this RFQ).
2. One (1) original and eight (8) copies must be submitted in one response package.
3. PDF (portable document file) or other generally accessible electronic copy of the response must be provided on compact disk (CD).

The submissions received by the deadline and fully responsive to the requests for the specifics outlined should demonstrate experience in areas detailed in the Scope of Services and the following Evaluation Criteria:

Written Response Evaluation Criteria	Value (%)
Objective Factors: Ability of the firm to respond to the basic minimum requirements set forth in RFQ.	10
Qualifications: Degree to which firm has completed similar projects or has background and expertise to complete this project.	15

Written Response Evaluation Criteria	Value (%)
Understanding of Project: Degree to which firm understands the project, whether from experience with similar projects or from preparatory research.	25
Approach to the Project: Degree to which Consultant's proposed approach addresses the project issues.	25
Personnel: The qualifications and availability of the personnel to be assigned to the project.	15
Quality of Work / Past Performance: Quality of the response and documentation of past performance on other projects done by the firm.	5
MBE / SBE Designation	5
TOTAL	100

This is a Request for Qualifications and not an offer to purchase said services. The Community Redevelopment Agency shall have no obligation to any submitter who presents a submission and is not liable for any costs incurred by the submitter in preparation of the submission. The CRA reserves the right to award a contract solely on the basis of the submission received and to award no contract whatsoever. **The Community Redevelopment Agency reserves the right also to accept or reject submissions in whole or in part and to waive any defect, technical requirements and/or irregularities therein.**

SELECTION PROCESS

Based on the information presented in response to the Request for Qualifications (RFQ), a review of qualification submissions shall be done by an evaluation committee. At least three (3) of the highest-ranking preliminarily qualified submitters shall be invited to make presentation at a public meeting before the evaluation committee. From such highest-ranking submitters, the Community Redevelopment Agency will select in order of preference, for negotiation under Florida Statute 287.055 (Florida Consultants' Competitive Negotiation Act). All provisions of the Florida Consultants' Competitive Negotiation Act shall control this Request for Qualifications. Accordingly, no pricing or rate schedules should be included in the submission. The CRA may select one or more respondents to prepare a more specific response pertinent to the scope of work defined. At no time shall any member of the Community Redevelopment Agency and/or Pensacola City Council be contacted by a representative of any submitting consultant.

AWARD OF CONTRACT

The CRA intends to enter into an Agreement with a single firm that provides all necessary disciplines required for the successful implementation of the proposed project.

PUBLIC ENTITY CRIMES

As required by Florida State Statute 287.133, (2 (a), A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a RFQ on a contract to provide any goods or services to a public entity, may not submit a RFQ on a contract with a public entity for the construction or repair of a public building or a public work, may not submit RFQ on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the CRA within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person. (Attached)

NO CONTINGENCY FEES

By responding to this solicitation, each Proposer warrants that it has not and will not employ or retain any company or person, other than a bona fide employee working solely for the firm, to solicit or secure an agreement pursuant to this solicitation and that it has not and will not pay or agree to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the firm, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of an agreement.

SMALL BUSINESS ENTERPRISE

The Pensacola City Council has adopted a Small Business Enterprise Ordinance #61-89. This ordinance encourages participation of small business in the City procurement process. Small Business Enterprise (SBE) is defined as:

- an independently owned and operated business concern located in the 325 zip code area,
- employs 50 or fewer permanent full- time employees,
- and a net worth of not more than $1,000,000. As applicable to sole-proprietorships, the $1,000,000 net worth shall include both personal and business investments.

If your company meets the criteria of a Small Business Enterprise as defined above, please include this information in your response

INSURANCE REQUIREMENTS

Before starting and until termination of work for, or on behalf of the CRA, the Consultant shall procure and maintain insurance of the types and to the limits specified.

The term CRA as used in this section of the Contract is defined to mean the City Council of the City of Pensacola in its capacity as the Community Redevelopment Agency, the City of

Pensacola itself, any subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents.

Insurance shall be issued by an insurer whose business reputation; financial stability and claims payment reputation is satisfactory to the CRA, for the CRA's protection only. Unless otherwise agreed, the amounts, form and type of insurance shall conform to the following minimum requirements:

WORKER'S COMPENSATION

The Consultant shall purchase and maintain Worker's Compensation Insurance Coverage for all Workers' Compensation obligations whether legally required or not. Additionally, the policy, or separately obtained policy, must include Employers Liability Coverage of at least $100,000 each person -accident, $100,000 each person - disease, $500,000 aggregate - disease.

COMMERCIAL GENERAL, AUTOMOBILE, PROFESSIONAL AND UMBRELLA LIABILITY COVERAGES

The Consultant shall purchase coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies filed by the Insurance Services Office. The CRA shall be an Additional Insured and such coverage shall be at least as broad as that provided to the Named Insured under the policy for the terms and conditions of this Contract. The CRA shall not be considered liable for premium payment, entitled to any premium return or dividend and shall not be considered a member of any mutual or reciprocal company. Minimum limits of $1,000,000 per occurrence, and per accident, combined single limit for liability must be provided, with umbrella insurance coverage making up any difference between the policy limits of underlying policies coverage and the total amount of coverage required. If the required limits of liability afforded should become impaired by reason of any claim, then the Consultant agrees to have such limits of $1,000,000 per occurrence, reinstated under the policy.

Commercial General Liability coverage must be provided, including bodily injury and property damage liability for premises, operations, products and completed operations, contractual liability, and independent contractors. Broad Form Commercial General Liability coverage, or its equivalent shall provide at least, broad form contractual liability applicable to this specific contract, personal injury liability and broad form property damage liability. The coverage shall be written on occurrence-type basis.

Business Auto Policy coverage must be provided, including bodily injury and property damage arising out of operation, maintenance or use of owned, non-owned and hired automobiles and employee non-ownership use.

Professional Liability insurance coverage must be provided to afford protection for errors and omissions arising out of services provided under, or associated with this Contract.

Umbrella Liability Insurance coverage shall not be more restrictive than the underlying insurance policy coverages. The coverage shall be written on an occurrence-type basis.

CERTIFICATES OF INSURANCE

Required insurance shall be documented in the Certificates of Insurance that provide that the CRA shall be notified at least thirty (30) days in advance of cancellation, nonrenewal or adverse change or restriction in coverage. The CRA shall be named on each Certificate as an Additional Insured and this contract shall be listed. If required by the CRA, the Consultant shall furnish copies of the Consultant's insurance policies, forms, endorsements, jackets and other items forming a part of, or relating to such policies. Certificates shall be on the "Certificate of Insurance" form equal to, as determined by the CRA on ACORD 25. Any wording in a Certificate which would make notification of cancellation, adverse change or restriction in coverage to the CRA an option shall be deleted or crossed out by the insurance carrier or the insurance carrier's agent or employee. The Consultant shall replace any canceled, adversely changed, restricted or non-renewed policies with new policies acceptable to CRA and shall file with the CRA Certificates of Insurance under the new policies prior to the effective date of such cancellation, adverse change or restriction. If any policy is not timely replaced, in a manner acceptable to the CRA, the Consultant shall, upon instructions of the CRA, cease all operations under the Contract until directed by the CRA, in writing, to resume operations. The "Certificate Holder" address should read: City of Pensacola, Department of Risk Management, Post Office Box 12910, Pensacola, FL 32521

INSURANCE OF THE CONSULTANT PRIMARY

The Consultant required coverage shall be considered primary, and all other insurance shall be considered as excess, over and above the Consultant coverage. The Consultant's policies of coverage will be considered primary as relates to all provisions of the contract.

LOSS CONTROL AND SAFETY

The Consultant shall retain control over its employees, agents, servants and subcontractors, as well as control over its invitees, and its activities on and about the subject premises and the manner in which such activities shall be undertaken and to that end, the Consultant shall not be deemed to be an agent of CRA. Precaution shall be exercised at all times by the Consultant for the protection of all persons, including employees, and property. The Consultant shall make special effort to detect hazards and shall take prompt action where loss control/safety measures should reasonably be expected.

HOLD HARMLESS

The Consultant shall indemnify and hold harmless the CRA, City of Pensacola, its officers and employees, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Consultant and persons employed or utilized by the Consultant in the performance of this contract. The Consultant's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

PAY ON BEHALF OF THE CITY

The Consultant agrees to pay on behalf of the CRA, as well as provide a legal defense for the City, both of which will be done only if and when requested by the CRA, for all claims as described in the Hold Harmless paragraph. Such payment on the behalf of the CRA shall be in addition to any and all other legal remedies available to the CRA and shall not be considered to be the CRA's exclusive remedy.

52.209-5 FAR Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (This Form Does Not Count Against Response Page Limit)

1. The Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals:

   A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

   B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

   C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

   A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

   This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

   B. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

   C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

   D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

   E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

52.209-6 FAR Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment

1. The Government suspends or debars Contractors to protect the Government's interests. The Contractor shall not enter into any subcontract in excess of $25,000 with a Contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.

2. The Contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed $25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.

3. A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:

   A. The name of the subcontractor.

   B. The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.

   C. The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.

   D. The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

_____
Company Name

_____
Authorized Signature

_____
Printed Name

_____
Date

AFFIDAVIT ON PUBLIC ENTITY CRIMES
(SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES)
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to by _____ (Print individual's name and title) for _____ (Print name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

1. I understand that a "public entity crime" as defined in Paragraph 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 of 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.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
3. I understand that an "affiliate" as defined in Paragraph 287.1 33(1)(a), Florida Statutes, means:
   A. A predecessor or successor of a person convicted of a public entity crime; or
   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, shareholders, 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.
5. I understand that a "person" as defined in Paragraph 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 bids or applies to bid 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.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies)**
7. Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the

entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1,1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____ _____
(Signature) **(Date)**

STATE OF FLORIDA
COUNTY OF ESCAMBIA

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ **(Name of individual signing)** who, after first being sworn by me, affixed his/her signature in the space provided above on this _____day of _____, 2008.

Attest: _____
Notary Public

My commission expires:_____

(Notary Seal)

CERTIFICATION/AUTHORIZATION/ACKNOWLEDGMENT FORM

The undersigned certifies that he/she has fully read and understands this "Request for Qualifications" and has full knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this response, that this submittal has not been prepared in collusion with any other Vendor, and that the contents of this submittal have not been communicated to any other Vendor prior to the official opening of this submittal.

Signed By: _____ Date:_____

Typed Name: _____ Title: _____

Company Name: _____

Phone No.: _____ Fax No.: _____

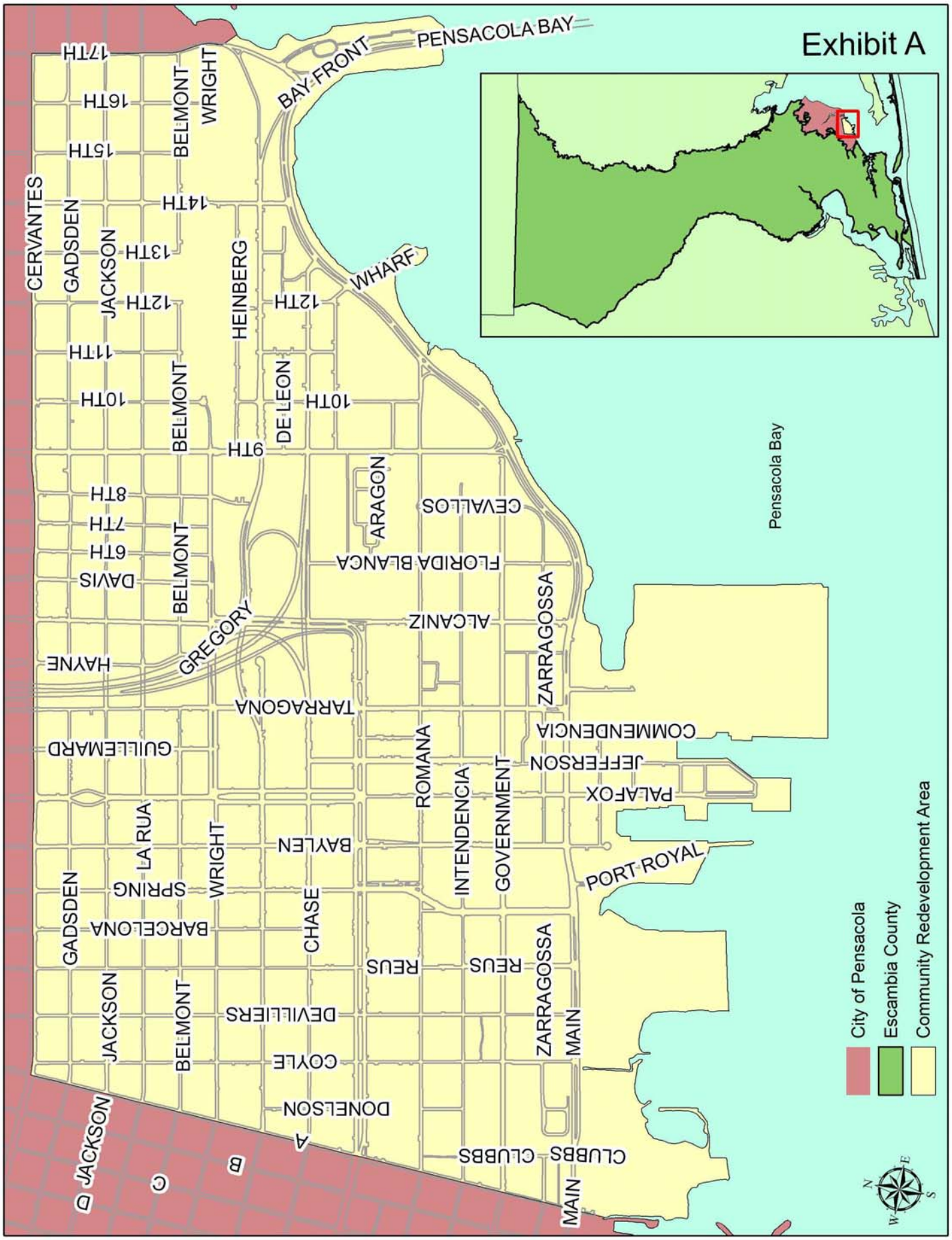
Email: _____

Bid Address: _____
P.O. Box or Street City State Zip

Order Address: _____
P.O. Box or Street City State Zip

Remit Address: _____
P.O. Box or Street City State Zip

Federal Tax ID No.: _____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BAY FRONT
WHARF
Pensacola Bay
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GREGORY
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COMMENDENCIA
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ROMANA
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SPRING
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PORT ROYAL
BARCELONA
CHASE
REUS
DEVILLIERS
MAIN
COYLE
DONELSON
CLUBBS
A
B
C
D
City of Pensacola
Escambia County
Community Redevelopment Area

Addendum Date: August 26, 2008

CITY OF PENSACOLA, FLORIDA
ADDENDUM #1
TO THE REQUEST FOR QUALIFICATIONS

MASTER PLAN UPDATE FOR THE URBAN CORE REDEVELOPMENT

RFQ NO.: 08-044

The following items take precedence over the documents for the above named items.

All other terms and conditions shall remain the same.

PLEASE RETURN A COPY OF THIS ADDENDUM WITH YOUR PROPOSAL AS ACKNOWLEDGEMENT.
(this form does not count against the response page limit)

1. The bid opening date has changed from **August 28, 2008** at 2:30 PM, to **September 12, 2008** at 2:30 PM.
2. See Pages 2-6 of 6 for Consolidated Summary of Inquiries and Responses.
3. The City of Pensacola Small Business Enterprise Directory is attached.

Company _____ Date: _____

Authorized Representative _____ Title: _____
Printed Name

Signature: _____

Master Plan Update for the Urban Core Redevelopment Area
of the City of Pensacola, Florida
RFQ 08-044

Consolidated Summary of Inquiries and *Responses*
August 26, 2008

- The RFQ indicates that you want a plan "update." Is this to be a stand-alone document or merely a supplement to the existing document? *We are looking for a new stand alone document that incorporates/acknowledges elements of the original plan, the numerous plan updates as well as plans and studies conducted but not formally incorporated into the current CRA Plan.*

- Does the City view this project as a major planning initiative with a budget to support that level of effort, or is this an update, more of a fine tuning of the previous plan? *The CRA views this project as a major planning initiative with a budget to support that level of effort, however as the RFQ states, the plan should also coordinate "the goals of previously adopted plans by incorporating them into a larger vision."*

- What is the budget for this project? *The 2008 budget is sufficient to develop a plan of this scope/magnitude and will be further negotiated with the successful respondent as the scope is further refined. Additional work may be phased as we begin implementation of the resulting plan.*

- Are you looking for a cost proposal? *This is an RFQ rather than RFP and we will not be making a selection based upon cost proposals.*

- Who did the original plan / what did the CRA not like *The original plan was developed by CRA and City Planning Staff in 1984 and substantially updated in 1989. Although many of the objectives in the plan are still valid and sound, the actual projects contained in the plan are complete or obsolete.*

- Is it your anticipation that this project will have a similar process used for previous planning projects, such as the Historic District Master Plan and the Waterfront Master Plan? *We are looking for responders to provide their approach/process to address the planning areas, but I will say the result would probably be more like the Waterfront Master plan - though much more detailed in some areas to meet statutory compliance. At this point we were not looking to establish an additional committee for the process as they did in the WMP.*

- To what extent would the city staff be involved in the project? Will there be a task force or committee? *The level of involvement of various City and CRA staff would ultimately be part of the final scope of work negotiated with the successful firm/team, but the two principle staff members working directly and closely with the firm/team will be the Community Development Director (AIA) and CRA Administrator (AICP). In addition, our Community Development and CRA Staff includes an AIA and 3 AICPs with extensive knowledge of the area. At this time we have not determined a final approach that would include a committee*

or task force. However, the ultimate process/approach would be part of finalizing the scope of work.

- Would text changes for the Update be required to go before the Escambia County BOCC? *Changes are not required to go before the BOCC. However there are notification requirements to all taxing authorities for all plan amendments.*

- Would recommended enlargement of the district require Escambia County BOCC approval? *Enlargement of the district is not under consideration.*

- CRA requirements vary by County depending on whether a charter county is involved or not, plus some other nuances. Any light you can shed on this for me would be appreciated. *Escambia is not a chartered county, however since the Pensacola Urban Core CRA was established prior to the recent statute changes, we are exempt from those provisions.*

- On the CRA website, the DIB Parking Management Strategy is listed, but the link sends you to the Retail Market Strategy. Could you please provide a link to the Parking Management Strategy? *The website has been corrected and the correct link is http://www.downtownpensacola.com/DIB/committees/pt.asp*

- Will the master plan of the waterfront and downtown areas deal with the revitalization and housing strategies for low income or minority neighborhoods? *This update incorporates the entire CRA which includes low income and minority neighborhoods. In addition, the plan must at minimum meet the statutory requirements for CRA Plans in regards to residential uses.*

- In addition to the Conceptual Themes, Urban Core and Waterfront Goals and the Guiding Principles listed in the RFQ are there any other key issues or questions the City would like to have addressed or answered in this master plan update? *Key issues were included in the RFQ*

- Do sub-consultants need to be exclusive to the team for this submittal? *No. Sub-consultants may partner with other teams.*

- It is stated on page 8 of 18 that the "CRA intends to enter into an Agreement with a ***single firm*** that provides all the necessary disciplines required for the successful implementation of the proposed project." Does this mean that a prime architect or planning firm with consultants will not be qualified nor considered for the project? *No. Actually it means that we will only 'contract' with a single firm and not each individual firm (sub) on an assembled team.*

- Do you have a preference regarding which discipline should lead the team's efforts (e.g. arch./engineering, economic consulting, etc.) *No preference at this time as long as the necessary disciplines are covered and the lead can demonstrate the ability to coordinate the team and communication.*

- On the forms at the back of the RFQ – do you need those signed by each member of a team (each subconsultant), or just the prime? *Just the prime.*

- Should all sub-consultants be identified in the response? For example, for a national firm, or a team of national firms, identifying the right local engineers or other local consultants might occur during the interview and/or negotiation periods of the process. I recognize that to get credits for small and minority owned businesses, they would need to be identified in the response. May a firm propose to round out the team once the specific scope has been negotiated or prior to the interview? *The Evaluation criteria includes "the qualifications and availability of the personnel to be assigned to the project." Undetermined personnel would likely be reflected poorly in the rating given for this area. The key to evaluating qualifications of any firm/team is knowing who actually comprises the team.*

- Do you anticipate the selected consultant team needing to have GIS capability? What about transportation planning / traffic engineering expertise? *The introduction to the RFQ does list GIS as a necessary component. The scope of services (although broad) also includes transportation and parking planning.*

- Has a past consultant been asked to pursue this opportunity as well? *Yes.*

- Who has done this type of work recently in your area? *HHI - Belmont-DeVilliers Neighborhood Land Use Plan, Urban Design Associates - Pensacola Historic District Master Plan, IBI Group (formerly KPMG) - Westside CRA Plan.*

- Are there any specific types of info. you are seeking? This is considered an RFQ, but the "approach to project" is one of the graded criterion, so I'm assuming this is really more of an RFP. *The approach to the project criterion is to gage the connection of the consultants' understanding of the project and their approach(s) that in turn lines up with outcome.*

- Is there a specific outline of the required information to be submitted? Is the Written Response Evaluation Criteria intended to be the outline for this? *The written response criteria is a general outline for addressing the areas listed in the scope.*

- The Affidavit on Public Entity Crimes appears as if it has to be notarized by a Florida Notary Public. *A notary of any state is acceptable for the Affidavit.*

- The CRA RFQ notes MBE/SBE on the scoresheet. Does the City or CRA have an approved or registered list of vendors to include, or is it OK to include MBE/SBE folks that may be listed with other local governments in Fl?. *If the firm is an MBE (a state of Florida designation), then they should state that. The SBE designation is the City's and the firm must be from the within the 325 zip code (Pensacola area), so they could not be an SBE since they are from Orlando.* SBE Vendor list attached.

- In regards to the page count for responses to the RFQ, does the 20-page limit include the Table of Contents and Tabs/ Dividers, and also does the 20-page limit count towards double-sided printing (i.e. 10 sheets if double-sided)? *The page count would not include the TOC or*

tabs/dividers as long as they are for organization of information only and do not contain any additional or substantive information. The 20 page limit refers to the number of 'page faces', therefore yes, 10 sheets if double sided.

- Proof of Insurance, 52.209-5 FAR Certification, 52.209-6 FAR form, Public Entities Crimes form, and Certification/Authorization/Acknowledgement Form, SBE certification—insurance certifications, any SBE proof of certification, and forms are in addition to and do not count against the 20-page Statement of Qualifications response. *Yes*

- Regarding Format of the responses, the RFQ states that "The requirements stated do not preclude Offerers herein from furnishing additional information as deemed appropriate". However, it also states that Responses shall be limited to 20 pages (with specified exclusions). Please clarify what shall be included in the 20 pages and what might be considered additional information. For example, do project example marketing sheets count toward the 20 pages? Resumes? *Although unlikely, if the respondent can address the areas requested in less than 20 pages, they can provide additional information up to the 20 pages. Marketing sheets and resumes would count toward the page totals.*

- Why the short turnaround time on the RFP - *the RFQ will actually be out for approximately 45 days, in excess of the usual 30 days. the delivery of the plan is approximately 9 months.*

- What factors, if any are driving the City's March 2009 project deadline? *Preliminary budgets for the 2010 FY are being prepared by this time. Although ambitious, it is goal that will be negotiated with the successful team based on the final scope of work. As stated in the RFQ, "the broad scope of the study may allow or require a phased, extended timeframe, subject to funding availability."*

- When do you plan to short list and interview? *Anticipate determination/notification of short list by mid to late September, depending on the volume of respondents.*

- Who will be on the selection committee? *Currently plan to have a 5-6 member committee comprised of CRA / City staff, elected official (1), Downtown Improvement Board, and area resident/business owners.*

- Is the City Council the CRA board – or is there a separate CRA board? *Though the CRA is a separate entity, the governing body of the CRA is made up of the same 10 elected members as City Council.*

- I have heard that the City Manager (Tom Bonfield) has moved on. True? Is there a new City Manager identified yet? *Yes. Alvin G. Coby, one of our Assistant City Managers, is now the Interim City Manager*

- Is there a list of consultants who have been contacted or have expressed an interest in this project? List below.

Firms/Organizations who were sent notification of the RFQ and/or have expressed an interest

APA
Basile Baumann Prost Cole & Associates, Inc.
Baskerville Donovan Engineers, Inc.
BCI Engineers & Scientists
Bellomo-Herbert & Company, Inc.
Berger Singerman, Attorneys at Law
Billing, Cochran, Heath, Lyles, Maro & Anderson
Bowyer-Singleton & Associates, Inc.
Caldwell and Associates
Canin associates
The Cardwell Law Firm
CH2M Hill, Inc.
Chen and Associates
DAG
Demand Star
Dyer, Riddle, Mills & Precourt
EarthTech Consulting, Inc.
Economic Research Associates
FL Assoc. of Housing & Redevelopment Officials
Florida Panhandle Purchasing Group
Florida Redevelopment Association
Genesis Group
George-Henry-George Partners (Maryland)
Glatting Jackson Kercher Anglin, Inc.
Gray Robinson, P.A.
HDR, Inc.
Hernandez - Calhoun Design International, P.A
HHI, Inc.
HSA Consulting Group, Inc.
IBI Group, Inc.
Karabashia, Eddington Planning Group, LLC
Kimley-Horn & Associates/Urban Resource Group
Land Design Innovations, Inc.
Lawandales Planning Affiliates
Lewis, Longman & Walker, P.A.
Looney Ricks Kiss Architects, Inc.
Miller Legg
MSCW, Inc.
PBS&J
Place Planning & Design
PMG Associates, Inc.
Carter Quina, AIA
Real Estate Research Consultants
Renaissance Planning Group
Reynolds, Smith & Hills, Inc.
Robert P. Franke &Associates
Spencer Maxwell Bullock Architects
Stantec
Strategic Planning Group, Inc.
Swan Development Advisors, Inc.
TBE Group, Inc.
Todd, Eddie S. Jr. - Architect
Urban Design Associates
Wade-Trim, Inc.
The Walker Collaborative
WilsonMiller, Inc.
WRT (Coral Gables)
Zone Advisors, LLC
Zyscovich

August 1, 2008

City of Pensacola

Small Business Enterprise Directory

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VENDORS IN CATEGORY: COMMODITY/SERVICES

ADVERTISING, MAGAZINES AND NEWSPAPERS

The Pensacola Voice, Inc. 213 E Yonge Street Pensacola, FL 32503	V#037833	 Fax	Jacqueline Miles (850) 434-6963 (850) 469-8745	08/10/99 YMHN
Leroy, Walter DBA The New American Press PO Drawer 13626 Pensacola, FL 32591	V#028809	 Fax	Walter Leroy (850) 432-8410 (850) 469-8745	08/10/99 YMHN
Media Merchandising Corporation dba Team Media 310 East Government Street	V#035123	 Fax	Terrance Henderson (850) 432-3214 (850) 434-1287	07/02/02 YMHN
PCH Publishing, Inc. Dba Pensacola's Independent Voice 700 Armenia Drive Pensacola, FL 32505	V#033548	 Fax	Alphonsa Henderson (850) 438-3155 (850) 473-6634	6/15/01 YMHN

AUTOMOTIVE DETAILING

Walt's Auto Detail 10 Hancock Lane Pensacola, FL 32503	V#036501		Walter Arnold (850) 484-7552	10/16/02 YMHN

AUTOMOTIVE PARTS AND SUPPLIES

Bellview Small Engine Repair, Inc. 6248 Muldoon Road Pensacola, FL 32526	V#023994		Mary Konopka (850) 455-8700	01/06/00 YMMN
Gulf Beach Power Equipment, LLC. 1524 Gulf Beach Hwy Pensacola, FL 32507	V#038795	 Fax	 (850) 455-2001 (850) 457-3840	10/31/03 YSBN
John A. Sanders Company PO Box 3718 Pensacola, FL 32506	V#011847	 Fax	Rosemary Sanders (850) 456-6182 (850) 456-5085	08/06/99 YMMN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN

AWARDS, MEDALS, PLAQUES AND TROPHIES, ATHLETIC

Benton's Trophies & Engraving, Inc. 1720 North Pace Boulevard Pensacola, FL 32505	V#021726		Shirley Benton (850) 434-1523	04/16/01 YMMN

BARRICADES

Gulf Coast Traffic Engineers, Inc. PO Box 10625 Pensacola, FL 32524	V#017352		Blair S. Crooke (850) 478-7066	08/23/01 YSBN

BOATS, ENGINES, MARINE SUPPLIES

Bellview Small Engine Repair, Inc. 6248 Muldoon Road Pensacola, FL 32526	V#023994		Mary Konopka (850) 455-8700	01/06/00 YMMN

BOOKS

CLOTHING

Bosso's Uniform Company 1120 West Government Street Pensacola, FL 32501	V#000120	 Fax	David Bosso (850) 438-7608 (850) 434-6466	05/24/94 YSBN
Cedar Grove Tri-State, Inc. 5810 Blaze Avenue Pensacola, FL 32504	V#035708		Anthony Robinson (850) 477-5670	05/28/02 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN
Pensacola Mobile Dry Cleaning Service 5938 Ridgeview Drive Milton, FL 32570	V#040231	 Fax	Clate Gillam III (850) 783-2654 (850) 783-2762	06/23/04 YMHN

COMPUTER EQUIPMENT AND SUPPLIES

Advanced Computer Service 6135 N. Blue Angel Parkway Pensacola, FL 32526	V#027718		Ferenc J. Szerzo (850) 478-4148	08/17/98 YSBN
Bill Thompson's Office Equipment Co., Inc. PO Box 12525 Pensacola, FL 32501	V#000286		William Thompson, Sr. (850) 434-2365	08/02/99 YMNY
Business Essentials 5959 Grandview Drive Milton, FL 32570	V#035919	 Fax	Edward P. Perry (850) 983-0903 (850) 983-0907	07/26/02 YSBN
CAD Resources 4400 Bayou Boulevard, Ste 20 Pensacola, FL 32503	V#007987		Douglas Medley (850) 484-9020	08/03/99 YSBN
Datastar	V#035681		Kathleen Harris	05/23/02

503 York Street Gulf Breeze, FL 32561		Fax	(850) 932-2990 (850) 932-7226	YSBN
Elysium Power Solutions 5926 Gulf Breeze Pkwy Gulf Breeze, FL 32563	V#020829	Fax	Ernie De Lagarza (850) 932-7998 (850) 934-8017	09/28/94 YSBN
Hixardt Technologies, Inc. 600 S. Barracks St., Suite 210-10 Pensacola, FL 32501-6043	V#035816		Michael Hicks (850) 439-3282	06/14/02 YMHN
Innovative Tech 607 North 65th Street Pensacola, FL 32506	V#035682	Fax	Cheryl Bahr (850) 457-7301 (850) 457-1585	05/23/02 YSBN
J T Computer Sales & Service 506 West Belmont Street Pensacola, FL 32501	V#036223	Fax	Jesse Turner (850) 436-7620 (850) 438-9777	11/06/02 YMHN
Jardon & Howard Technologies 600 University Office Blvd, Suite 12 Pensacola, FL 32504	V#035683		Colleen Leer (850) 969-9628 c.11	05/23/02 YSBN
Laser Cartridge & Toner Solutions 14 East Strong Steet Pensacola, FL 32501	V#035703		Jan Johnson (850) 439-9609	05/28/02 YSBN
Norman & Associates, Inc. 1318 Dunmire Street Pensacola, FL 32504	V#027854	Fax	Bill Norman (850) 478-3025 (850) 478-3024	08/20/98 YSBN
R-com Enterprise 1700 East Burgess St Pensacola, FL 32504-7113	V#037611	Fax	Ruthel McCormick (850) 969-9989 (850) 478-0670	04/21/03 YMHN
Unlimited Access, LLC 5920 Mona Lane, Suite A Pensacola, FL 32534	V#036319		John Manzanet (850) 477-3760 (850) 477-3761	09/09/02 YSBN

CURTAINS, DRAPERIES AND UPHOLSTERY

DOORS/SALES & INSTALLATION

All Florida Fence & Deck, Inc. 4840 South Ferdon Boulevard Crestview, FL 32536	V#021607	Fax	Sarah Thayer (850) 689-6736 (850) 689-2468	07/02/02 YMMN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
Humphreys Building Contracting Co. 470 Turnberry Road	V#049218		Fred Humphreys (850) 937-8559	04/01/08 YSBN

Cantonment, FL 32533		Fax Email	(850) 937-8556 fredhumphreys@bellsouth.net	
Lee's Glass & Window Factory, Inc. 1237 North Pace Boulevard Pensacola, FL 32505	V#034179	Fax	Penny Feeser (850) 432-0865 (850) 435-4750	10/17/01 YMMN
Southern Standard Equipment, Inc. 913 Gulf Breeze Parkway Unit 17A Gulf Breeze, FL 32561	V#022680		Will Errington (850) 932-2147	07/28/99 YMMN
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN

ELECTRICAL EQUIPMENT

Gulf Coast Electric Motor Service, Inc. PO Box 1322 (32596-1322) 3801 Hopkins Street Pensacola, FL 32505	V#000375		Victor Rodriguez (850) 433-5134	08/04/99 YMIY
Johnstone Supply PO Box 3190 (32516) 3900 North "W" Street Pensacola, FL 32505	V#024152		Lynn Berky (850) 436-2008	08/19/98 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN
Progressive Products America, Inc. 1524 Gulf Beach Highway Pensacola, FL 32507	V#022407		William Fisher (850) 455-2001	08/20/98 YSBN
Wholesale Independent Electrical Supply Co., Inc. PO Box 10600 (32524) 1201 Creighton Road Pensacola, FL 32504	V#003074	Fax	Phillip Reedy (850) 479-5161 (850) 479-5866	08/02/99 YMMY

EQUIPMENT, MATERIAL HANDLING & METALS

FLOORING

3D Finishers, Inc. 6101 Saddle Club Road Pace, FL 32571	V#031512		Frank L. Hatcher (850) 995-0611	06/05/00 YSBN
Accutech Carpet & Tile Cleaning 1152 Bayview Lane Gulf Breeze, FL 32563	V#049615	Email	Kelvin Magee (850) 529-1335 kmagee1@mchsi.com	06/23/2008 YMMN

Autrey Tile Company 2753 Hollywood Ave Pensacola, FL 32505	V#030832		Herbert Autrey (850) 432-0157	08/02/99 YMHY
Dorothy Mobley Window Services 102 Pineda Avenue Pensacola, FL 32503	V#049616	 Email	Dorothy Mobley (850) 433-0715 dorothy.mobley@yahoo.com	07/17/08 YMHN
Duggins Carpet Care, Inc. PO Box 10884 (32524) 3101 North "W" Street Pensacola, FL 32505	V#027697	 Fax E mail	Walter Urquhart (850) 474-9005 (850) 438-8253 dugginscarpet@birch.net	06/16/08 YSBN
Gary Kersh 4 Clean 4350 Fairfield Drive Pensacola, FL 32505	V#049694	 Fax	Gary Kersh (850) 456-5766 (850) 382-8340	06/25/08 YMHN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Huey's Works Painting Contractors 1206 North "W" Street Pensacola, FL 32505	V#002923		George L. Huey (850) 438-0000	08/04/99 YMHY
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Master-Tec Floors, Inc. 3832 W. Navy Blvd Pensacola, FL 32507	V#043580		Matt Cudlin (850) 454-0008	11/26/07 YSBN
Pav'R Construction, Inc. PO Box 1377 Gulf Breeze, FL 32562	V#030951	 Fax	Debbie/Mike Breton (850) 916-1595 (850) 916-9982	03/03/00 YSBN
Specialty Contractors, Inc. PO Box 17146 Pensacola, FL 32522-7146	V#000265	 Fax	Kenneth J. Morgan (850) 432-3358 (850) 432-3354	10/03/01 YSBN

FLORISTS

FOOD SERVICE AND EQUIPMENT

All About Catering, Inc. 4081 East Olive Road, Ste F Pensacola, FL 32514	V#049648	 Fax Email	Leo Riley, Chae Kyle (850) 484-9755 (850) 484-9785 chaeleo@allaboutcatering.gccoxmail.com	06/17/08 YMHN

INDUSTRIAL SUPPLIES

Barnes Feed Store, Inc. PO Box 15109 Pensacola, FL 32514	V#002504		Peggy Witt (850) 476-2831 Fax (850) 476-7583	07/09/01 YMMN
John A. Sanders Company PO Box 3718 Pensacola, FL 32506	V#011847		Rosemary Sanders (850) 456-6182 Fax (850) 456-5085	08/06/99 YMMN
Johnstone Supply PO Box 3190 (32516) 3900 North "W" Street Pensacola, FL 32505	V#024152		Lynn Berky (850) 436-2008	08/19/98 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084		Wes Young (850) 485-1126 Fax (850) 477-2123 E mail libertyindustrysolutions@gmail.com	04/09/08 YMMN
Pensacola Hardware Co. PO Box 671 (32593) 20 East Gregory St. Pensacola, FL 32501	V#000221		Martin M. Coe (850) 438-3186	07/27/99 YSBN
Sunbelt Industrial Supply Company, Inc. 1625 North Palafox Street Pensacola, FL 32501	V#001542		R. N. Jones (850) 433-1070	07/28/99 YSBN

JANITOR, CONTRACTUAL SERVICES

Accutech Carpet & Tile Cleaning 1152 Bayview Lane Gulf Breeze, FL 32563	V#049615		Kelvin Magee (850) 529-1335 Email kmagee1@mchsi.com	06/23/2008 YMMN
Busy Bee Building Services 702 West Brainerd Street Pensacola, FL 32501	V#037112		Kenneth V. Royster, Sr (850) 432-7800	01/28/03 YMHN
Cole Industries, Inc. dba Servicemaster Professional Cleaning Services PO Box 12652 (32591-2652) 3230 North "S" Street Pensacola, FL 32505	V#029490		Daniel Coley (850) 433-8100 Fax (850) 433-2215	7/14/99 YMMN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845		Doug Sapp (850) 478-5858 Fax (850) 476-7460	12/26/01 YMKN
David Thomas Janitorial Services PO Box 4006 (32507) 3128 Fayal Drive Pensacola, FL 32526	V#040080		David Thomas (850) 453-1285 Fax (850) 453-1285	06/23/04 YMHN

Delores Koontz Cleaning Service 6209 Wyandotte Road Pensacola, FL 32526	V#023466		Delores Koontz (850) 455-6361	10/08/01 YMMN
Dorothy Mobley Window Services 102 Pineda Avenue Pensacola, FL 32503	V#049616	Email	Dorothy Mobley (850) 433-0715 dorothy.mobley@yahoo.com	07/17/08 YMHN
Duggins Carpet Care, Inc. PO Box 10884 (32524) 3101 North "W" Street Pensacola, FL 32505	V#027697	Fax E mail	Walter Urquhart (850) 474-9005 (850) 438-8253 dugginscarpet@birch.net	06/16/08 YSBN
Hurst Janitorial 6203 Chablis Lane Pensacola, FL 32504	V#036147		James A. Hurst (850) 479-4050	08/09/02 YMHN
Jackerlin Johnson's Community Cleaning Services, LLC 6964 Fort Deposit Drive Pensacola, FL 32526	V#048984		Jackie Johnson (850) 941-2755	03/05/08 YMHN
Jani-King 7225 W. Fairfield Dr, Apt. D-4 Pensacola, FL 32506	V#039628	Fax	Jean Gracia (850) 554-9847 (850) 453-0738	08/26/04 YMHN
Jan's Cleaning Service PO Box 1002 Ft Walton Beach, FL 32549	V#035702		Jan (850) 315-1842	05/28/02 YMMN
QJ of N.W.F.L., Inc. dba Happy Bear Cleaning Co. 704 West Michigan Avenue Pensacola, FL 32505	V#000315		David Hudson (850) 433-4297	08/04/99 YSBN
Superior Janitorial, Inc. PO Box 4818 Pensacola, FL 32505-0818	V#034875		Leberrion Pope (850) 432-1405	12/26/01 YMHN
Modern Janitorial & Service Co., Inc. dba Modern Janitorial Service PO Box 9187 (32513) 1914 East Avery Street Pensacola, FL 32503	V#034778	Fax	Carole/Tony Neuner (850) 478-5567 (850) 433-8073	12/06/01 YMMN
Regina Williams Cleaning Service, Inc. PO Box 2654 (32513-3654) 3212 North Tarragona Street Pensacola, FL 32513	V#034180		Regina Williams (850) 433-1763	09/06/01 YMHN
Reliable Janitorial Service, Inc. 913 North "P" Street	V#022977		Austin Conner (850) 438-8606	07/27/99 YMHY

Pensacola, FL 32505				
Simply Clean Building Maintenance 6404 Hampton Road Pensacola, FL 32505	V#030175		Mariam English (850) 484-7378	11/30/99 YMHN
Sweet & Neat Cleaning Services PO Box 1822 Pensacola, FL 32598	V#035921		Brenda Savage (850) 434-1789	9/10/02 YMHN
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	 Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN

JANITORIAL SUPPLIES

Advantage Cleaning Supply PO Box 12652 Pensacola, FL 32574	V#029546	 Fax	Bill Moore (850) 433-1365 (850) 433-8143	05/28/02 YSBN
Breeze South PO Box 985 340 Common Street Pensacola, FL 32595-0985	V#030844	 Fax	Joy Z. Maynard (800) 627-6590 (850) 456-6261 (850) 456-0474	06/28/02 YMJN
David Thomas Janitorial Services PO Box 4006 (32507) 3128 Fayal Drive Pensacola, FL 32526	V#040080	 Fax	David Thomas (850) 453-1285 (850) 453-1285	06/23/04 YMHN
Green Thumb Lawn Care 8290 Briese Lane Pensacola, FL 32514	V#005538		James D. Kendrick (850) 477-4321	08/02/99 YMHY
Gulf Coast Paper Company, Inc. 796 Navy Street Ft. Walton, FL 32547	V#005570		Tom Marler (850) 862-0431	08/04/99 YSBN
Jackerlin Johnson's Community Cleaning Services, LLC 6964 Fort Deposit Drive Pensacola, FL 32526	V#048984		Jackie Johnson (850) 941-2755	03/05/08 YMHN
Johnstone Supply PO Box 3190 (32516) 3900 North "W" Street Pensacola, FL 32505	V#024152		Lynn Berky (850) 436-2008	08/19/98 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN

Merchants Paper Company, Inc. PO Box 1881 (32591) 1800 Barrancas Avenue Pensacola, FL 32501	V#000184		Scott Brown (850) 433-0006	07/27/99 YSBN
P R Cleaning Supply PO Box 2189 (32501) 3435 North Dr MLK Drive Pensacola, FL 32503	V#000792		Jim Balthrop (850) 432-0432	01/15/98 YMMN

LAWN EQUIPMENT

Barnes Feed Store, Inc. PO Box 15109 Pensacola, FL 32514	V#002504	 Fax	Peggy Witt (850) 476-2831 (850) 476-7583	07/09/01 YMMN
Bellview Small Engine Repair, Inc. 6248 Muldoon Road Pensacola, FL 32526	V#023994		Mary Konopka (850) 455-8700	01/06/00 YMMN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN

OFFICE FURNITURE

Arte Ditta, Inc. dba Contract Resources PO Box 527 (32593) 30 East Cedar Street, Suite 101 Pensacola, FL 32501	V#021638		Dennis K. Johnson (850) 469-1272	06/05/96 YSBN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	 Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
Fisher Cabinet Company, LLC 2475 Interstate Circle Pensacola, FL 32526	V#035627	 Fax	Jean L. Gillson (850) 944-4171 (850) 944-4158	06/28/02 YSBN
Gulf Coast Filing & Document Management Systems, Inc. PO Box 10670 Pensacola, FL 32524	V#037490	 Fax	William P. Weber, Sr. (850) 969-0131 (850) 969-0231	04/14/03 YSBN
GCOP of NW FL 826 Creighton Road, Suite B-104 Pensacola, FL 32504	V#025046		Lane Harper (850) 434-5588	07/07/98 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN

Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858		Troy Sapp (850) 478-5858 Fax (850) 476-7460	12/26/01 YMKN

OFFICE FURNITURE - INSTALLATION

Fisher Cabinet Company, LLC 2475 Interstate Circle Pensacola, FL 32526	V#035627		Jean L. Gillson (850) 944-4171 Fax (850) 944-4158	06/28/02 YSBN

OFFICE MACHINES, EQUIPMENT & ACCESSORIES

Arte Ditta, Inc. dba Contract Resources PO Box 527 (32593-0527) 30 East Cedar Street, Suite 101 Pensacola, FL 32501	V#021638		Dennis K. Johnson (850) 469-1272	06/05/96 YSBN
Bill Thompson's Office Equipment Co., Inc. PO Box 12525 Pensacola, FL 32501	V#000286		William F. Thompson, Sr. 850) 434-2365	08/02/99 YMNY
ECA, Inc. PO Box 7585 Pensacola, FL 32434	V#035100		Eleanor Frommel (850) 476-4686	06/14/02 YMMN
Gulf Coast Filing & Document Management Systems, Inc. PO Box 10670 Pensacola, FL 32524	V#037490		William P. Weber, Sr. (850) 969-0131 Fax (850) 969-0231	04/14/03 YSBN
GCOP of NW FL 826 Creighton Road, Suite B-104 Pensacola, FL 32504	V#025046		Lane Harper (850) 434-5588	07/07/98 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084		Wes Young (850) 485-1126 Fax (850) 477-2123 E mail libertyindustrysolutions@gmail.com	04/09/08 YMMN
Southern Electro Mechanical Services PO Box 17606 (32522-7606) 1013 North "T" Street Pensacola, FL 32505	V#029342		Larry Apel (850) 432-7111	07/14/99 YSBN

OFFICE SUPPLIES

Custom House 1101 Gulf Breeze Pkwy, Ste 248 Gulf Breeze, FL 32561	V#031211		Irene Perez (850) 916-0252 Fax (850) 916-9228	04/05/00 YMMN
Gulf Coast Filing & Document	V#037490		William P. Weber, Sr.	04/14/03

Management Systems, Inc. PO Box 10670 Pensacola, FL 32524		 Fax	(850) 969-0131 (850) 969-0231	YSBN
GCOP of NW FL 826 Creighton Road, Suite B-104 Pensacola, FL 32504	V#025046		Lane Harper (850) 434-5588	07/07/98 YSBN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN

PAINTS & PAINTING, CONTRACTUAL SERVICES

3D Finishers, Inc. 6101 Saddle Club Road Pace, FL 32571	V#031512	 Fax	Frank L. Hatcher (850) 995-0611 (850) 995-0611	06/05/00 YSBN
Andrews Builders 2304 North “E” Streeet Pensacola, FL 32501	V#016425	 Fax	Charles Andrews (850) 432-7873 (850) 434-8114	09/04/03 YMHN
Busy Bee Building Services 702 West Brainerd Street Pensacola, FL 32501	V#037112		Kenneth V. Royster, Sr. (850) 432-7800	01/28/03 YMHN
Cannon’s Painting 6275 Sioux Trail Milton, FL 32583	V#029147	 Fax	Dana Cannon (850) 438-3199 (850) 438-3199	05/20/99 YSBN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	 Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
David Tedder Painting 4120 Fern Court Pensacola, FL 32503	V#019561		David Tedder (850) 432-2969	09/28/94 YSBN
Duggins Carpet Care, Inc. PO Box 10884 (32524) 3101 North “W” Street Pensacola, FL 32505	V#027697	 Fax E mail	Walter Urquhart (850) 474-9005 (850) 438-8253 dugginscarpet@birch.net	06/16/08 YSBN
ESA South, Inc. 9601 N Palafox St, 2 Pensacola, FL 32534	V#032844	 Fax	Sean P. Harmon (850) 478-4247 (850) 477-1397	03/19/02 YMMN
Grandison Painting, Inc. 3931 North “R” Street Pensacola, FL 32505	V#046755	 Email	Michael E. Grandison (850) 429-8359 michagrand@aol.com	YMHN 06/23/08
Gulf Coast Building Contractors, Inc.	V#018636		Stephen F. Ritz	01/28/03

1010 North 12th Avenue, Suite 201 Pensacola, FL 32501			(850) 438-5416	YSBN
Huey's Works Painting Contractors 1206 North "W" Street Pensacola, FL 32505	V#002923		George L. Huey (850) 438-0000	08/04/99 YMHY
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Metrano Painting PO Box 1722 (32598) 3506 North "S" Street Pensacola, FL 32505	V#004900		Kathy Metrano (850) 438-2567	08/20/98 YSBN
P Brown Builders, LLC 4231 Cherry Laurel Drive Pensacola, FL 32534	V#041503	 Fax	Pat Brown (850) 346-3175 (850) 473-8980	02/17/05 YMHN
Patrick Milton Painting Contractors 8084 N Davis Hwy, Ste 268 Pensacola, FL 32514	V#027462		Patrick Milton Sr. (850) 434-3416	07/07/98 YMHN
Phoenix Coatings, Inc PO Box 18721 900 Industrial Court (32505) Pensacola, FL 32523-8721	V#004675		Mary Louise Atchison (850) 857-4740	08/20/98 YSBN
R. D. Ward Construction Co., Inc. 15 E Herman St Pensacola, FL 32505	V#018305	 Fax	Sylvia H. Ward (850) 438-9552 (850) 438-8820	08/10/99 YMMN
Rick Stromas Painting Contractor Co. 6486 Bellview Pines Drive Pensacola, FL 32526	V#040097	 Fax	Rick Stromas (850) 341-2179 (850) 456-629	06/15/04 YMHN
Robertson Curtis, Inc. PO Box 7548 8596 Orange Avenue Pensacola, FL 32534	V#005573		Wayne Cotton (850) 476-7986 (850) 474-6324	01/01/96 YSBN
Simply Clean Building Maintenance 6404 Hampton Road Pensacola, FL 32505	V#030175		Mariam English (850) 484-7378	11/30/99 YMHN
Solid Rock Building Construction, Inc. PO Box 65 Molino, FL 32577	V#047266	 Fax	Otto Wallace (850) 324-0934 (850) 587-3733	05/31/07 YMKN
The Paint Mart 2525 W. Fairfield Drive	V#000401		Greg Schweigert (850) 438-2399	02/01/01 YSBN

Pensacola, FL 32505		Fax	(850) 438-7664	
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	 Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
W. E. Pittman Construction Mgmt, Inc. 9641 Tower Ridge Road Pensacola, FL 32526	V#009324	 Fax	W. E. Pittman (850) 944-1883 (850) 944-7080	04/08/03 YSBN
Washington Painting Contractor 2615 North Alcaniz Street Pensacola, FL 32503	V#003075		Alfred Washington (850) 435-2831	09/03/98 YMHN
Wylie's Pro Paint Center, Inc. 3240 West Fairfield Drive Pensacola, FL 32505	V#024260	 Fax Email	Sonya Wylie (850) 469-1178 (850) 469-0766 wyliepro@bellsouth.net	06/19/08 YMMN

PEST CONTROL

Anchor Pest Control, Inc. 1220 E. Maura Street Pensacola, FL 32503	V#030314	 Fax	Lance Davis (850) 435-7696 (850) 436-8923	05/30/00 YSBN

PLUMBING FIXTURES & SUPPLIES

James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Liberty Industry Solutions, LLC 724 Candlestick Place Pensacola, FL 32514	V#049084	 Fax E mail	Wes Young (850) 485-1126 (850) 477-2123 libertyindustrysolutions@gmail.com	04/09/08 YMMN

PRINTING

Bodree Printing Company, Inc. PO Box 3005 Pensacola, FL 32506	V#004794	 Fax	Theresa Archbell (850) 455-8511 (850) 456-5008	02/07/02 YMMN
Business Essentials 5959 Grandview Drive Milton, FL 32570	V#035919	 Fax	Edward P. Perry (850) 983-0903 (850) 983-0907	07/26/02 YSBN
Eclipse Printing 3960 Navy Blvd., Suite 16 Pensacola, FL 32507	V#020032		Brenda Liles (850) 457-9549	09/28/94 YMMN
GCOP of NW FL 826 Creighton Road, Suite B-104	V#025046		Lane Harper (850) 434-5588	07/07/98 YSBN

Pensacola, FL 32504				
Hill & Associates 411 Belle Chasse Way Pensacola, FL 32506	V#035706		Jerry Hill (850) 453-2542	05/28/02 YSBN
Presson, Inc. dba Franklin's Printing 10 East Fairfield Drive, Suite A Pensacola, FL 32501	V#019639		Rita Weaner (850) 494-0196	08/24/98 YMMN
Ron's Litho Service 4231 Ward Basin Road Milton, FL 32583	V#020648		Ronald L. Smith (850) 455-5259	12/20/94 YSBN
The Copy Shop 124 S. Palafox Place Pensacola, FL 32501	V#023533	 Fax	Elizabeth A. Wilson (850) 434-2679 (850) 434-6514	06/26/01 YMMN
Warner's Printing Company 419 E. Gadsden St. Pensacola, FL 32501	V#000306		Charlie M. Warner (850) 432-7033	08/02/99 YMHY

PROMOTIONAL

James Bruce Smith dba Pirates & Patriots 3957 Paradise Bay Drive Gulf Breeze, FL 32563	V#043561	 Fax	Bruce Smith (850) 934-5099 (850) 934-8411	11/07/05 YSBN
Logo Masters International, Inc. 1621 West 9 ½ Mile Road Cantonment, FL 32533	V#042658		Tammy Barnhill (850) 476-1330	06/28/05 YMMN

RENTAL OF VEHICLES/EQUIPMENT

REPAIRS/APPLIANCES & MACHINES

ROAD & HIGHWAY EQUIPMENT

Construction Sales & Service, Inc. PO Box 722 (32580) 500 Valastics Avenue Valparaiso, FL 32580	V#022465	 Fax	Timothy L. Ferguson (850) 678-9186 (850) 678-9294	10/02/95 YSBN
Gulf Coast Traffic Engineers, Inc. PO Box 10625 Pensacola, FL 32524	V#017352		Blair S. Crooke (850) 478-7066	08/23/01 YSBN
Ingram Signalization, Inc. 4522 N Davis Highway Pensacola, FL 32503	V#022978	 Fax	Karen Wilson (850) 433-8266 (850) 433-2438	10/20/95 YSBN

SECRETARIAL SERVICES

SECURITY/SAFETY SERVICES & EQUIPMENT

Environmental Safety Awareness, Inc. 513 North Eglin Parkway Fort Walton, FL 32547	V#027850		Walter H. Richardson (850) 864-2313 Fax (850) 864-2226	08/19/98 YSBN
Genesis Electronics Co. PO Box 7165 (32534) 15 West Strong Street, Suite 21B Pensacola, FL 32501	V#029453		Jim Cooper (850) 433-5991	08/05/99 YSBN
John A. Sanders Company PO Box 3718 Pensacola, FL 32506	V#011847		Rosemary Sanders (850) 456-6182 Fax (850) 456-5085	08/06/99 YMMN
Lock & Gunsmith, Inc. 1420 West Garden Street Pensacola, FL 32501	V#000170		Jami Rankin (850) 434-2656	05/04/94 YSBN
Lockmobile, Inc. 1401-A Greenbriar Pkwy Gulf Breeze, FL 32561	V#021641		Mary Morris (850) 932-5625 Fax (850) 932-2379	06/05/00 YMMN

SEPTIC TANK SERVICES

Bettis Septic Tank Service, Inc. 2525 Truman Ave Pensacola, FL 32505	V#003682		Charles Bettis (850) 433-8750	08/02/99 YMHY

SIGNS, PROMOTIONAL PRODUCTS

Just Right Solutions, Inc. 3490 S. Highway 97 Cantonment, FL 32533	V#034438		J. R. Moehle (850) 471-5771 Fax (850) 471-2565	10/17/01 YMMN
Speedy Stamp & Engraving Company 1128 Sunset Lane Gulf Breeze, FL 32563	V#002932		Margaret Cunningham (850) 932-2914	08/06/99 YMMN
The Kirkman Company 5106 Treahna Road Pensacola, FL 32526	V#003716		Lisa Kirkman (850) 455-1500	07/28/99 YMMY
The Trophy Center, Inc. 529 Eglin Parkway NE Fort Walton Beach, FL 32547	V#028350		Bea (or) Greg Givens (850) 862-8413	08/25/98 YMMN

SPECIALIZED CLEANING, ALL TYPES

Accutech Carpet & Tile Cleaning 1152 Bayview Lane Gulf Breeze, FL 32563	V#049615		Kelvin Magee (850) 529-1335 Email kmagee1@mchsi.com	06/23/2008 YMMN

Gary Kersh 4 Clean 4350 Fairfield Drive Pensacola, FL 32505	V#049694	 Fax	Gary Kersh (850) 456-5766 (850) 382-8340	06/25/08 YMHN
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Doodlebuggers Cleaning Systems, Inc. 3300 N. Pace Blvd, Suite L-10 Pensacola, FL 32505	V#038554	 Fax	Tonia Cantello (850) 477-1151 (850) 497-7013	06/28/05 YMMN
Dorothy Mobley Window Services 102 Pineda Avenue Pensacola, FL 32503	V#049616	 Email	Dorothy Mobley (850) 433-0715 dorothy.mobley@yahoo.com	07/17/08 YMHN
Professional Image Window Cleaning & Pressure Washing 2283 Packwood Drive Pensacola, FL 32534	V#047267	 Fax	Chris McElveen (850) 554-3337 (850) 937-6700	05/23/07 YSBN

SPORTING & ATHLETIC GOODS

TRAVEL

A Ticket To Ride Travel, Inc. 4400 Bayou Boulevard, 31B Pensacola, FL 32503	V#011450		Linda Mick (850) 477-2044	08/10/99 YMMN
Elite Travel Agency, Inc. 2105 Airport Blvd Pensacola, FL 32504	V#000817		Elizabeth F. Hilaire (850) 478-7740	08/03/99 YMMY
Majestic Travel 3056 Gulf Breeze Pkwy Gulf Breeze, FL 32561	V#029249	 Fax	Judith Shave (850) 934-3597 (850) 934-3035	05/28/02 YSBN
Sunshine Express Tours 9533 Baron Miller Road Pensacola, FL 32514	V#027720	 Fax	Sharon Miller (850) 476-9149 (850) 494-2272	08/20/97 YSBN

VENDORS IN CATEGORY: CONSTRUCTION

BUILDING CLEANING & SANDBLASTING

Andrews Builders 2304 North “E” Streeet Pensacola, FL 32501	V#016425	 Fax	Charles Andrews (850) 432-7873 (850) 434-8114	09/04/03 YMHN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	 Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN

Dorothy Mobley Window Services 102 Pineda Avenue Pensacola, FL 32503	V#049616	 Email	Dorothy Mobley (850) 433-0715 dorothy.mobley@yahoo.com	07/17/08 YMHN
Duggins Carpet Care, Inc. PO Box 10884 (32524) 3101 North "W" Street Pensacola, FL 32505	V#027697	 Fax E mail	Walter Urquhart (850) 474-9005 (850) 438-8253 dugginscarpet@birch.net	06/16/08 YSBN
Gary Kersh 4 Clean 4350 Fairfield Drive Pensacola, FL 32505	V#049694	 Fax	Gary Kersh (850) 456-5766 (850) 382-8340	06/25/08 YMHN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Sea Horse General Contractors, Inc. 4238 Gulf Breeze Parkway Gulf Breeze, FL 32561	V#016210		Steve Nord (850) 932-0927 (850) 932-7430	12/10/99 YSBN
Simply Clean Building Maintenance 6404 Hampton Road Pensacola, FL 32505	V#030175		Mariam English (850) 484-7378	11/30/99 YMHN
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	 Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN

CABINETS, WOODWORKS

All Florida Fence & Deck, Inc. 4840 South Ferdon Boulevard Crestview, FL 32536	V#021607	 Fax	Sarah Thayer (850) 689-6736 (850) 689-2468	07/02/02 YMMN
Dorothy Mobley Window Services 102 Pineda Avenue Pensacola, FL 32503	V#049616	 Email	Dorothy Mobley (850) 433-0715 dorothy.mobley@yahoo.com	07/17/08 YMHN
Humphreys Building Contracting Co. 470 Turnberry Road Cantonment, FL 32533	V#049218	 Fax Email	Fred Humphreys (850) 937-8559 (850) 937-8556 fredhumphreys@bellsouth.net	04/01/08 YSBN
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Larry Hall Construction, Inc. PO Box 2408 (32571) 4740 Woodbine Road	V#010677		Andrew Jutila (850) 994-7100	07/27/99 YSBN

Pace, FL 32571				
Solid Rock Building Construction, Inc. PO Box 65 Molino, FL 32577	V#047266	 Fax	Otto Wallace (850) 324-0934 (850) 587-3733	05/31/07 YMKN
Sunrise Building Corporation 1316 North Davis Street Pensacola, FL 32503	V#045206	 Fax	Steven Lawhon (850) 543-7239 (850) 470-0686	07/14/06 YSBN
Pioneer Woodworking 10 South 3rd Street Pensacola, FL 32507	V#034179		Chris Elmore (850) 453-9570	09/06/01 YSBN
Renovation Services 108 East Herman Street Pensacola, FL 32505	V#035493		Bernie Silcox (850) 934-3227	4/22/02 YMKN

CONCRETE

Andrews Builders 2304 North "E" Streeet Pensacola, FL 32501	V#016425	 Fax	Charles Andrews (850) 432-7873 (850) 434-8114	09/04/03 YMHN
Champion Contractors, Inc. PO Box 741 Mary Esther, FL 32569	V#027092	 Fax	Howard Holley (302) 234-0235 (302) 234-0480	08/21/98 YSBN
Christopher C. Bargaineer Concrete Construction, Inc. 6550 Bud Johnson Road Pensacola, FL 32505	V#049653	 Email	Christopher C. Bargaineer (850) 393-3056 lucy426@cox.net	08/26/08 YMHN
Darnell Wright Concrete, LLC 1221 Rio Grande Circle Pensacola, FL 32505	V#040094	 Fax	Darnell Wright (850) 433-2510 (850) 433-2510	02/16/05 YMHN
Donald Rice Affordable Concrete 4089 E. Johnson Avenue Pensacola, FL 32514	V#047054		Rhonda Goggans (850) 505-7741	1/25/01 YMHN
English Brothers Construction Management, Inc. 825 Hope Drive Pensacola, FL 32534	V#031911		Otis English (850) 479-7845	05/04/01 YMHN
Florida Concrete & Curb, Inc. 4432 Alanthus Street Milton, FL 32583	V#047684	 Fax	Dayton Mueller (850) 791-5656 (850) 626-3605	02/14/08 YSBN
Gulf Coast Environmental Contractors, Inc. 18 Simon Court	V#034436	 Fax	Tracy Hayes (850) 433-6770 (850) 433-6770	10/17/01 YMMN

Pensacola, FL 32505				
Henry Haire Building & Development, Inc. 1450 Elliott Lane Jay, FL 32565	V#044713	 Fax Email	Henry Haire (850) 439-3771 (850) 439-3769 hchaire2000@yahoo.com	04/09/08 YSBN
Horace J Shropshire, III 1440 W Nine Mile Road Pensacola, FL 32534	V#040907		Big Daddy Shropshire (850) 292-2085	04/02/08 YMHN
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Kevin D. Pugh, Site & Dozer Work And Transport Services 8781 Highway 97 (Walnut Hill) Century, FL 32535	V#027695	 Fax	Kevin Pugh (850) 327-6336 (850) 327-6593	11/30/01 YMKN
O'Neil Masonry 2533 Highway 178 Pensacola, FL 32565	V#034435	 Fax	Kirby O. Harris (850) 995-7297 (850) 476-1762	10/17/01 YSBN
P Brown Builders, LLC 4231 Cherry Laurel Drive Pensacola, FL 32534	V#041503	 Fax	Pat Brown (850) 346-3175 (850) 473-8980	02/17/05 YMHN
Phoenix Coatings, Inc. PO Box 18721 900 Industrial Court (32505) Pensacola, FL 32523-8721	V#004675		Mary Louise Atchison (850) 857-4740	08/20/98 YSBN
Precision Concrete Cutting LLC 10828 Creek Ridge Drive Pensacola, FL 32506	V#041814		Susan Higgins (850) 221-7949	02/15/05 YMMN
Purifoy Construction, LLC 1425 Muscogee Road Cantonment, FL 32533	V#045636	 Fax	Tyrone Purifoy (850) 206-2900 (850) 937-9715	09/08/06 YMHN
R. D. Ward Construction Co., Inc. 15 E Herman St Pensacola, FL 32505	V#018305	 Fax	Sylvia H. Ward (850) 438-9552 (850) 438-8820	08/10/99 YMMN
Reynolds Construction Company P O Box 18299 Pensacola, FL 32523	V#025997	 Fax	Robert Boothe, Jr. (850) 432-8334 (850) 432-3118	12/05/97 YSBN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax	Gary W. Radford (850) 471-9907 (850) 471-9908	YSBN 06/17/08

		Email	gwradford@aol.com / snix_rnc@bellsouth.net	
Sanborn Builders, Inc. 6759 Trailride South Milton, FL 32570	V#049090	 Fax	Bill Sanborn (850) 623-9409 (850) 623-9451	YSBN 06/10/08
Sunrise Building Corporation 1316 North Davis Street Pensacola, FL 32503	V#045206	 Fax	Steven Lawhon (850) 543-7239 (850) 470-0686	07/14/06 YSBN
Toler Concrete, Inc. 2386 Ursula Avenue Pensacola, FL 32526	V#032879		Melvin Toler, Sr. (850) 380-9199	11/29/06 YMHN
W. P. R., Inc. 4175 Briarglen Road Milton, FL 32583	V#030317		Donnah Bailes (850) 626-7777	11/30/99 YMJN
W. R. Johnson, Inc. PO Box 2250 (32513-2250) 11 Clarinda Lane Pensacola, FL 32505	V#004751		Dorothy V. Johnson (850) 432-2802	08/02/99 YMMY
Waddell Homes, Inc. Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507	V#047084	 Fax	Robert Waddell (850) 456-4526 (850) 429-0395	08/28/07PO YMMN
Willie Palmer Concrete 2334 Tall Oak Drive Cantonment, FL 32533	V#049291	 Email	Willie Palmer (850) 516-8555 palmer2454@bellsouth.net	04/24/08 YMHN

CONSTRUCTION

Adams Construction & Remodeling 3835 Cannon Street Milton, FL 32583	V#049644	 Fax E Mail	Danny Adams (850) 983-0224 (850) 983-0224 adamsconstr52313@bellsouth.net	06/12/08 YSBN
Bay Sand Company 1344 North Beal Ext. Fort Walton Beach, FL 32547	V#035495		Eva Abrahamson (850) 863-5966	4/22/02 YMMN
Brian Daniel Developers, Inc. 858 Valley Ridge Drive Pensacola, FL 32514	V#024712	 Fax	Joe Reeves (850) 324-1717 (850) 477-6625	11/06/02 YMHN
Cantonment Industrial Commercial Roofing PO Box 82 450 Neal Road Cantonment, FL 32533	V#023412	 Fax	Glenn Daniel (850) 968-5561 (850) 968-5196	01/26/00 YSBN

Chadbourne Construction, LLC 191 Hewitt Street Pensacola, Fl 32502	V#037948	 Fax	D. Frank Beovich III (850) 429-1797 (850) 429-1891	02/12/04 YSBN
Christopher C. Bargaineer Concrete Construction, Inc. 6550 Bud Johnson Road Pensacola, FL 32505	V#049653	 Email	Christopher C. Bargaineer (850) 393-3056 lucy426@cox.net	08/26/08 YMHN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	 Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
Davis Marine Construction, Inc. 8160 Ashland Avenue Pensacola, FL 32534	V#007055	 Fax	Alex Davis (850) 484-3275 (850) 479-4561	06/23/97 YSBN
Davis Properties & Builders, Inc. 8160 Ashland Avenue Pensacola, FL 32534	V#023547	 Fax	Tom Davis. Sr. (850) 484-3275 (850) 479-4561	12/10/99 YSBN
Deep & Wide Dredging 5460 Gulf Breeze Parkway Gulf Breeze, FL 32563	V#030632		Christopher Hering (850) 932-0389 (850) 932-1186	11/30/99 YSBN
Empire Builders Group, Inc. 3217 Tallship Lane Pensacola, FL 32526	V#048528	 Fax	Michael Macchia (850) 698-6943 (850) 455-0090	YSBN 12/06/07
English Brothers Construction Management, Inc. 825 Hope Drive Pensacola, FL 32534	V#031911		Otis English (850) 479-7845	05/04/01 YMHN
Finch Construction Systems, Inc. PO Box 2185 (P'cola 32513) 101 Pinetree Drive Gulf Breeze, FL 32561	V#034507		Donna Weeks (850) 934-9985	10/25/01 YSBN
Floyd Brothers Construction, Inc. 101 East 9 ½ Mile Road Pensacola, FL 32534	V#033421	 Fax	Julie Zanolli (850) 484-6007 (850) 484-2936	10/05/01 YSBN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Harris & Associates Painting Inc. 2 David Street, Ste E Fort Walton Beach, FL 32547-3926	V#027742		Brenda Harris (850) 863-1995	08/24/98 YMMN
Horace J Shropshire, III 1440 W Nine Mile Road	V#040907		Big Daddy Shropshire (850) 292-2085	04/02/08 YMHN

Pensacola, FL 32534				
Humphreys Building Contracting Co. 470 Turnberry Road Cantonment, FL 32533	V#049218	 Fax Email	Fred Humphreys (850) 937-8559 (850) 937-8556 fredhumphreys@bellsouth.net	04/01/08 YSBN
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
John Desposito Contractors PO Box 11534 Pensacola, FL 32524	V#029940		John Desposito (850) 995-5121	06/05/00 YMIN
Kirk Construction Company 619 Green Hills Road Cantonment, FL 32533	V#029184		Kirk Van Blaricom (850) 478-2577	04/21/03 YSBN
Merlin "Cal" Callahan Associates, Inc. PO Box 1202 (32540) 643 Sea View Drive Destin, FL 32541	V#027028	 Fax	Merlin "Cal" Callahan (850) 650-3277 (850) 650-6773	7/26/02 YSBN
O'Neil Masonry 2533 Highway 178 Pensacola, FL 32565	V#034435	 Fax	Kirby O. Harris (850) 995-7297 (850) 476-1762	10/17/01 YSBN
Pav'R Construction, Inc. PO Box 1377 Gulf Breeze, FL 32562	V#030951	 Fax	Debbie/Mike Breton (850) 916-1595 (850) 916-9982	03/03/00 YSBN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax Email	Gary W. Radford (850) 471-9907 (850) 471-9908 gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08
Reynolds Construction Company P O Box 18299 Pensacola, FL 32523	V#025997	 Fax	Robert Boothe, Jr. (850) 432-8334 (850) 432-3118	12/05/97 YSBN
Rich & Famous Builders, Inc. 200 Pensacola Beach Rd A-1 Gulf Breeze, FL 32561	V#039566		Pam Murphy (850) 485-0558	02/12/04 YMMN
Sea Horse General Contractors, Inc. 4238 Gulf Breeze Parkway Gulf Breeze, FL 32561	V#016210		Steve Nord (850) 932-0927 (850) 932-7430	12/10/99 YSBN
Sunrise Building Corporation 1316 North Davis Street Pensacola, FL 32503	V#045206	 Fax	Steven Lawhon (850) 543-7239 (850) 470-0686	07/14/06 YSBN

The Green-Simmons Company Inc. 3407 North “W” Street Pensacola, FL 32505-4054	V#028060		Jonathan D. Green (850) 429-0144	07/07/98 YSBN
Total Construction of NWFL, Inc. PO Box 6398 Pensacola, FL 32503-0398	V#028061	 Fax	Peter J. Fragale (850) 478-4761 (850) 478-8054	9/29/99 YSBN
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	 Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
Vision Construction Ent., Inc. PO Box 9604 706 W. Blount Street Pensacola, FL 32513-9604	V#027461		Garry Crook (850) 469-1970	07/07/98 YSBN
W. E. Pittman Construction Mgmt, Inc. 9641 Tower Ridge Road Pensacola, FL 32526	V#009324	 Fax	W. E. Pittman (850) 944-1883 (850) 944-7080	04/08/03 YSBN
W. P. R., Inc. 4175 Briarglen Road Milton, FL 32583	V#030317		Donnah Bailes (850) 626-7777	11/30/99 YMJN
Waddell Homes, Inc. PO Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507	V#047084	 Fax	Robert Waddell (850) 456-4526 (850) 429-0395	08/28/07 YMMN

DEMOLITION

Andrews Builders 2304 North “E” Streeet Pensacola, FL 32501	V#016425	 Fax	Charles Andrews (850) 432-7873 (850) 434-8114	09/04/03 YMHN
Bay Sand Company 1344 North Beal Ext. Fort Walton Beach, FL 32547	V#035495		Eva Abrahamson (850) 863-5966	4/22/02 YMMN
Bellview Site Contractors, Inc. 5570 N. Blue Angel Pkwy Pensacola, FL 32526	V#036997	 Fax	Stan Barnard (850) 455-6801 (850) 456-8247	8/26/04 YSBN
Cantonment Industrial Commercial Roofing PO Box 82 450 Neal Road	V#023412	 Fax	Glenn Daniel (850) 968-5561 (850) 968-5196	01/26/00 YSBN

Cantonment, FL 32533				
Champion Contractors, Inc. PO Box 741 Mary Esther, FL 32569	V#027092	Fax	Howard Holley (302) 234-0235 (302) 234-0480	08/21/98 YSBN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
Construction Services Associates, Inc. 612 South 1st Street #23 Pensacola, FL 32507	V#034181		Jackie Lee (850) 458-1900	09/06/01 YSBN
D K Pools, Inc. 1218 N. Old Corry Field Road Pensacola, FL 32506	V#035527	Fax	Don Phillips (850) 455-4200 (850) 453-4377	05/08/02 YSBN
Davis Properties & Builders, Inc. 8160 Ashland Avenue Pensacola, FL 32534	V#023547	Fax	Tom Davis. Sr. (850) 484-3275 (850) 479-4561	12/10/99 YSBN
Deep & Wide Dredging 5460 Gulf Breeze Parkway Gulf Breeze, FL 32563	V#030632		Christopher Hering (850) 932-0389 (850) 932-1186	11/30/99 YSBN
English Brothers Construction Management, Inc. 825 Hope Drive Pensacola, FL 32534	V#031911		Otis English (850) 479-7845	05/04/01 YMHN
Gator Boring & Trenching, Inc. 1807 West Nine Mile Road Pensacola, FL 32534	V#032792		Lisa J. Lyons (850) 479-3733	03/16/01 YMMN
Green's Landclearing 8804 Sonnyboy Lane Pensacola, FL 32514	V#036376		Anthony Green, Jr. (850) 471-9799	9/23/02 YMHN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Gulf Coast Environmental Contractors, Inc. 18 Simon Court Pensacola, FL 32505	V#034436	Fax	Tracy Hayes (850) 433-6770 (850) 433-6770	10/17/01 YMMN
Harris & Associates Painting Inc. 2 David Street, Ste E Fort Walton Beach, FL 32547-3926	V#027742		Brenda Harris (850) 863-1995	08/24/98 YMMN
Horace J Shropshire, III	V#040907		Big Daddy Shropshire	04/02/08

1440 W Nine Mile Road Pensacola, FL 32534			(850) 292-2085	YMHN
Kevin D. Pugh, Site & Dozer Work And Transport Services 8781 Highway 97 (Walnut Hill) Century, FL 32535	V#027695	 Fax	Kevin Pugh (850) 327-6336 (850) 327-6593	11/30/01 YMKN
LJFD, Inc. 4985 Joiner Circle Milton, FL 32583	V#026596	 Fax	Lonnie Joiner (850) 623-5062 (850) 623-2237	01/12/98 YSBN
Milligan Ford Unlimited, Inc. 5651 Milligan Ford Road Pace, FL 32571	V#031023	 Fax Email	Lisa Groton (850) 698-8900 (850) 995-8808 lisa-groton@yahoo.com	06/17/08 YMMN
P Brown Builders, LLC 4231 Cherry Laurel Drive Pensacola, FL 32534	V#041503	 Fax	Pat Brown (850) 346-3175 (850) 473-8980	02/17/05 YMHN
Patrick Milton Painting Contractors 8084 N Davis Hwy, Ste 268 Pensacola, FL 32514	V#027462		Patrick Milton Sr. (850) 434-3416	07/07/98 YMHN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax Email	Gary W. Radford (850) 471-9907 (850) 471-9908 gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08
Royalty, LLC 1765 E. Nine Mile Rd, Ste 1-104 Pensacola, FL 32514	V#046042	 Fax Email	Chauntey Harvey (850) 587-2128 (775) 640-1927 royaltyllc@aol.com	04/24/08 YMHN
Sea Horse General Contractors, Inc. 4238 Gulf Breeze Parkway Gulf Breeze, FL 32561	V#016210		Steve Nord (850) 932-0927 (850) 932-7430	12/10/99 YSBN
Sunrise Building Corporation 1316 North Davis Street Pensacola, FL 32503	V#045206	 Fax	Steven Lawhon (850) 543-7239 (850) 470-0686	07/14/06 YSBN
Superior Waste & Clearing, Inc. 8804 Sonnyboy Lane Pensacola, FL 32514	V#040166	 Fax	Sirena Martin (850) 477-2592 (850) 477-3332	6/15/04 YMHN
The Green-Simmons Company Inc. 3407 North "W" Street Pensacola, FL 32505-4054	V#028060		Jonathan D. Green (850) 429-0144	07/07/98 YSBN
Troy Sapp Construction 7713 Tippin Avenue	V#034858		Troy Sapp (850) 478-5858	12/26/01 YMKN

Pensacola, FL 32514		Fax	(850) 476-7460	
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
W. E. Pittman Construction Mgmt, Inc. 9641 Tower Ridge Road Pensacola, FL 32526	V#009324	 Fax	W. E. Pittman (850) 944-1883 (850) 944-7080	04/08/03 YSBN
W. P. R., Inc. 4175 Briarglen Road Milton, FL 32583	V#030317		Donnah Bailes (850) 626-7777	11/30/99 YMJN
Waddell Homes, Inc. PO Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507	V#047084	 Fax	Robert Waddell (850) 456-4526 (850) 429-0395	08/28/07 YMMN

DREDGING

Davis Properties & Builders, Inc. 8160 Ashland Avenue Pensacola, FL 32534	V#023547	 Fax	Tom Davis. Sr. (850) 484-3275 (850) 479-4561	12/10/99 YSBN
Deep & Wide Dredging 5460 Gulf Breeze Parkway Gulf Breeze, FL 32563	V#030632		Christopher Hering (850) 932-0389 (850) 932-1186	11/30/99 YSBN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
W. P. R., Inc. 4175 Briarglen Road Milton, FL 32583	V#030317		Donnah Bailes (850) 626-7777	11/30/99 YMJN

ELECTRICAL CONTRACTING

F & M Electric Inc. 901 Concordia Boulevard Pensacola, FL 32505	V#021026	 Fax	Fred O. Fell (850) 432-0860 (850) 432-3748	04/08/99 YSBN
Field Electric, Inc. 7717 Needlerush Drive Milton, FL 32383	V#046481	 Fax Email	William Field (850) 479-4381 (850) 626-5920 brutecus@bellsouth.net	05/15/08 YSBN
Gulf Electric Service Co., Inc. 1125 Harbor Lane Gulf Breeze, FL 32563	V#038609	 Fax	William E. Beyers (850) 932-0905 (850) 932-0908	09/30/03 YSBN
Kelson Electric Company, Inc.	V#001033		James E. Kelson	06/10/99

906 W. Main Street Pensacola, FL 32507			(850) 434-1134	YSBN
McGuire Electrical, LLC 1812 East Mallory Street Pensacola, FL 32503	V#049263	 Fax Email	Dave Lauer (850) 777-9223 (850) 433-6597 info@mcguireelectricalllc.com	04/15/08 YSBN
Paul Patrick Electric, Inc. 5755 Windover Street Milton, FL 32583	V#042853	 Fax	Nicole Schmitz (850) 623-8047 (850) 626-7227	07/20/07 YMKN
Q. A. Electric, Inc. 4051-G Barrancas Ave Ste 116 Pensacola, FL 32507	V#049446	 Fax E Mail	Sam King Jr. (850) 862-8621 (850) 862-8631 qaelectrical@yahoo.com	06/17/08 YMHN
Scapin Electric Company, Inc. PO Box 6597 (32503) 24 Horseshoe Lane Pensacola, FL 32503	V#002653		John D. Scapin, II (850) 434-7250	07/28/99 YSBN
Shields Electric, LLC 2803 West Lakeview Avenue Pensacola, FL 32505	V#045238	 Fax	Billy Shields (850) 437-0208 (850) 432-7120	10/05/07 YSBN
Total Electric, Inc. 10412 N. Palafox Hwy Pensacola, FL 32534-1257	V#002501		Marion W. Johnson (850) 478-3707	07/29/99 YSBN
Unity Contractor Enterprises 409 North DeVilliers Pensacola, FL 32501	V#033913		Michael Allen (850) 438-4001	4/22/02 YSBN
W. E. Pittman Construction Mgmt, Inc. 9641 Tower Ridge Road Pensacola, FL 32526	V#009324	 Fax	W. E. Pittman (850) 944-1883 (850) 944-7080	04/08/03 YSBN

EXCAVATING SERVICES

Bellview Site Contractors, Inc. 5570 N. Blue Angel Pkwy Pensacola, FL 32526	V#036997	 Fax	Stan Barnard (850) 455-6801 (850) 456-8247	8/26/04 YSBN
Brown Construction of NWFL, Inc. 10200 Cove Avenue Pensacola, FL 32534	V#022856	 Fax	Lee Brown (850) 473-9039 (850) 473-9063	06/23/04 YSBN
Deep & Wide Dredging 5460 Gulf Breeze Parkway Gulf Breeze, FL 32563	V#030632		Christopher Hering (850) 932-0389 (850) 932-1186	11/30/99 YSBN
English Brothers Construction	V#031911		Otis English	05/04/01

Management, Inc. 825 Hope Drive Pensacola, FL 32534			(850) 479-7845	YMHN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Gulf Coast Environmental Contractors, Inc. 18 Simon Court Pensacola, FL 32505	V#034436	 Fax	Tracy Hayes (850) 433-6770 (850) 433-6770	10/17/01 YMMN
Henry Haire Building & Development, Inc. 1450 Elliott Lane Jay, FL 32565	V#044713	 Fax Email	Henry Haire (850) 439-3771 (850) 439-3769 hchaire2000@yahoo.com	04/09/08 YSBN
Horace J Shropshire, III 1440 W Nine Mile Road Pensacola, FL 32534	V#040907		Big Daddy Shropshire (850) 292-2085	04/02/08 YMHN
Kevin D. Pugh, Site & Dozer Work And Transport Services 8781 Highway 97 (Walnut Hill) Century, FL 32535	V#027695	 Fax	Kevin Pugh (850) 327-6336 (850) 327-6593	11/30/01 YMKN
Milligan Ford Unlimited, Inc. 5651 Milligan Ford Road Pace, FL 32571	V#031023	 Fax Email	Lisa Groton (850) 698-8900 (850) 995-8808 lisa-groton@yahoo.com	06/17/08 YMMN
Purifoy Construction, LLC 1425 Muscogee Road Cantonment, FL 32533	V#045636	 Fax	Tyrone Purifoy (850) 206-2900 (850) 937-9715	09/08/06 YMHN
R. D. Ward Construction Co., Inc. 15 E Herman St Pensacola, FL 32505	V#018305	 Fax	Sylvia H. Ward (850) 438-9552 (850) 438-8820	08/10/99 YMMN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax Email	Gary W. Radford (850) 471-9907 (850) 471-9908 gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08
Sea Horse General Contractors, Inc. 4238 Gulf Breeze Parkway Gulf Breeze, FL 32561	V#016210		Steve Nord (850) 932-0927 (850) 932-7430	12/10/99 YSBN
Site & Pipe of Florida, Inc. 125 West Loretta Street Pensacola, FL 32505	V#042398	 Fax	Bobby Godfrey (850) 430-4007 (850) 432-4899	06/29/05 YMMN

VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
Waddell Homes, Inc. PO Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507	V#047084	 Fax	Robert Waddell (850) 456-4526 (850) 429-0395	08/28/07 YMMN
Warrington Utility & Excavating, Inc. 5677 Tilubo Lane Pace, FL 32571	V#030448	 Fax	Gary Warrington (850) 995-9208 (850) 479-8610	12/23/99 YSBN
W. P. R., Inc. 4175 Briarglen Road Milton, FL 32583	V#030317		Donnah Bailes (850) 626-7777	11/30/99 YMJN

FABRICATORS & ERECTORS/STRUCTURAL & MISC. STEEL

Humphreys Building Contracting Co. 470 Turnberry Road Cantonment, FL 32533	V#049218	 Fax Email	Fred Humphreys (850) 937-8559 (850) 937-8556 fredhumphreys@bellsouth.net	04/01/08 YSBN
Jerry Toler Construction Company 361 West Oakfield Road Pensacola, FL 32503	V#005967	 Fax	Faye Toler (850) 478-2421 (850) 474-9444	06/30/95 YSBN
Reynolds Construction Company P O Box 18299 Pensacola, FL 32523	V#025997	 Fax	Robert Boothe, Jr. (850) 432-8334 (850) 432-3118	12/05/97 YSBN
Rudd & Son Welding, Inc. PO Box 17366 Pensacola, FL 32522-7366	V#007463		Charlie Rudd (850) 476-2110	10/05/01 YSBN
Steel Systems of Pensacola, Inc. PO Box 9579 8788 Paul Starr Drive Pensacola, FL 32513	V#035288	 Fax	Curtis Smith (850) 479-2980 (850) 477-8783	03/07/02 YSBN

GENERAL CONTRACTING

3D Finishers, Inc. 6101 Saddle Club Road Pace, FL 32571	V#031512	 Fax	Frank L. Hatcher (850) 995-0611 (850) 995-0611	06/05/00 YSBN
Adams Construction & Remodeling 3835 Cannon Street Milton, FL 32583	V#049644	 Fax E Mail	Danny Adams (850) 983-0224 (850) 983-0224 adamsconstr52313@bellsouth.net	06/12/08 YSBN
Andrews Builders	V#016425		Charles Andrews	09/04/03

2304 North "E" Street Pensacola, FL 32501		 Fax	(850) 432-7873 (850) 434-8114	YMHN
Anthony Homes, Inc. 1300 W. Main Street Pensacola, FL 32501	V#027467	 Fax	Amy Adams (850) 995-5736 (850) 437-0758	08/21/00 YSBN
BFC Builders, Inc. Post Office Box 580 Molino, FL 32577	V#034576	 Fax	Irene A. Veazey (850) 587-5798 (850) 587-5799	11/19/01 YMMN
Biggs-Green Construction Services PO BOX 1552 Pensacola, FL 32591-1552	V#038068	 Fax	Jonathan Green (850) 430-4307 (850) 430-4308	08/27/03 YSBN
Carter Custom Homes & Remodeling, Inc. 4475 Woodbine Road, Suite 10 Pace, FL 32571	V#027514	 Fax	Patrick Carter (850) 994-4433 (850) 981-1128	08/21/98 YSBN
Charles Roberts Builders 7940 Moccasin Trail Pensacola, FL 32534	V#035492		Charles Roberts (850) 474-9707	4/22/02 YSBN
Construction Services Associates, Inc. 612 South 1st Street #23 Pensacola, FL 32507	V#034181		Jackie Lee (850) 458-1900	09/06/01 YSBN
Cornerstone Construction of Pensacola, Inc. 101 West Ensley Road Pensacola, FL 32534	V#044851	 Fax	Kevin M. Harmon (850) 484-9377 (850) 484-9375	05/20/06 YSBN
Creative Bricklayers 1803 El Paso Trail Gulf Breeze, FL 32561	V#035499		Cheryl Young (850) 934-4655	4/22/02 YMMN
Dalton Brothers, Inc. 126-A Perry Avenue SE Fort Walton Beach, FL 32548	V#049253	 Fax Email	Michael H. Dalton (850) 226-8333 (850) 226-8331 daltonbrothers@cox.net	04/11/08 YSBN
Davis Properties & Builders, Inc. 8160 Ashland Avenue Pensacola, FL 32534	V#023547	 Fax	Tom Davis. Sr. (850) 484-3275 (850) 479-4561	12/10/99 YSBN
ESA South, Inc. 9601 N Palafox St, 2 Pensacola, FL 32534	V#032844		Sean P. Harmon (850) 478-4247	03/19/02 YMMN
Finch Construction Systems, Inc. PO Box 2185 (P'cola 32513) 101 Pinetree Drive	V#034507		Donna Weeks (850) 934-9985	10/25/01 YSBN

Gulf Breeze, FL 32561				
Fitzgerald & Company, Inc. 2231 Langley Avenue Pensacola, FL 32513	V#002943	 Fax	Ron Fitzgerald (850) 476-8910 (850) 476-9502	04/21/00 YSBN
Fragata Construction Company, Inc. 2919 Westfield Road Gulf Breeze, FL 32563			Octavio Fragata (850) 934-4779 (850) 934-4782	03/20/08 YSBN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Gulf Specialty Contractors, Inc. P O Box 10038 (32524) 7465 Old Palafox Highway Pensacola, FL 32503	V#035041	 Fax	Donald W. Moore (850) 478-6150 (850) 478-1864	01/28/02 YSBN
Humphreys Building Contracting Co. 470 Turnberry Road Cantonment, FL 32533	V#049218	 Fax Email	Fred Humphreys (850) 937-8559 (850) 937-8556 fredhumphreys@bellsouth.net	04/01/08 YSBN
J & J Contracting, Inc. 1901 Peyton Drive Pensacola, FL 32503	V#042033		James E. Brewer (850) 433-5326	03/18/05 YSBN
James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Jerry Toler Construction Company 361 West Oakfield Road Pensacola, FL 32503	V#005967	 Fax	Faye Toler (850) 478-2421 (850) 474-9444	06/30/95 YSBN
John Desposito Contractors PO Box 11534 Pensacola, FL 32524	V#029940		John Desposito (850) 995-5121	06/05/00 YMIN
Larry Hall Construction, Inc.. PO Box 2408 (32571) 4740 Woodbine Road Pace, FL 32571	V#010677		Andrew Jutila (850) 994-7100	07/27/99 YSBN
Lee Construction of Pensacola, Inc. 3070 Godwin Lane Pensacola, FL 32526	V#022604		Fonda Goodson (850) 941-8415	06/30/99 YSBN
Leidner Construction Company, Inc. 4110 Creighton Road Pensacola, FL 32504	V#022014		Charles Leidner (850) 477-5469	07/23/01 YSBN

Motes Construction, Inc. (PO Box 692, Cantonment, 32533) 4165 Huckleberry Finn Milton, FL 32583	V#022368		Michael K. Motes, Sr. (850) 626-3471	12/26/01 YSBN
P Brown Builders, LLC 4231 Cherry Laurel Drive Pensacola, FL 32534	V#041503	 Fax	Pat Brown (850) 346-3175 (850) 473-8980	02/17/05 YMHN
Pensacola Recycling, Inc. 3185 Newton Drive Pensacola, FL 32503	V#033659	 Fax	Frank H. Watson, III (850) 432-7833 (850) 432-2442	11/13/02 YSBN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax Email	Gary W. Radford (850) 471-9907 (850) 471-9908 gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08
Ram 2000 Contractors, Inc. 5946 Commerce Road Milton, FL 32583	V#049068	 Fax E Mail	Keith Guthrie (850) 429-1505 (850) 429-1502 kpg2555@bellsouth.net	03/20/08 YSBN
Sanborn Builders, Inc. 6759 Trailride South Milton, FL 32570	V#049090	 Fax	Bill Sanborn (850) 623-9409 (850) 623-9451	YSBN 06/10/08
Sunrise Building Corporation 1316 North Davis Street Pensacola, FL 32503	V#045206	 Fax	Steven Lawhon (850) 543-7239 (850) 470-0686	07/14/06 YSBN
R. D. Ward Construction Co., Inc. 15 E Herman St Pensacola, FL 32505	V#018305	 Fax	Sylvia H. Ward (850) 438-9552 (850) 438-8820	08/10/99 YMMN
Reynolds Construction Company P O Box 18299 Pensacola, FL 32523	V#025997	 Fax	Robert Boothe, Jr. (850) 432-8334 (850) 432-3118	12/05/97 YSBN
Ronald V. Parker 2711 Stallion Road Cantonment, FL 32533	V#023964	 Fax	Ronald Parker (850) 477-2800 (850) 477-5003	10/16/02 YSBN
Southeastern Construction, Inc. 504 West Intendencia Street Pensacola, FL 32501	V#035108		Wayne O'Hara (850) 433-4568	02/27/02 YSBN
Specialty Contractors, Inc. PO Box 17146 Pensacola, FL 32522-7146	V#000265	 Fax	Kenneth J. Morgan (850) 432-3358 (850) 432-3354	10/03/01 YSBN
Stec Construction, Inc.	V#031067		Stenson Knight, Jr.	03/21/00

7000 Pine Forest Rd, Ste D Pensacola, FL 32526		 Fax	(850) 941-2763 (850) 478-2214	YMHN
The Green-Simmons Company Inc. 3407 North "W" Street Pensacola, FL 32505-4054	V#028060		Jonathan D. Green (850) 429-0144	07/07/98 YSBN
Thomco Enterprises, Inc. 630C Anchors Street, NW, Suite 201 Fort Walton Beach, FL 32548	V#027889	 Fax	Sandra Quitugua 850-244-0811 850-244-4924	09/22/05 YMHN
Toothman Construction Company, Inc. PO Box 87 Gulf Breeze, FL 32562	V#026504		Eric Toothman (850) 453-3800	05/17/01 YSBN
Total Construction of NWFL, Inc. PO Box 6398 Pensacola, FL 32503-0398	V#028061	 Fax	Peter J. Fragale (850) 478-4761 (850) 478-8054	9/29/99 YSBN
Vision Construction Ent., Inc. PO Box 9604 706 W. Blount Street Pensacola, FL 32513-9604	V#027461		Garry Crook (850) 469-1970	07/07/98 YSBN
W. E. Pittman Construction Mgmt, Inc. 9641 Tower Ridge Road Pensacola, FL 32526	V#009324	 Fax	W. E. Pittman (850) 944-1883 (850) 944-7080	04/08/03 YSBN
W. R. Johnson, Inc. PO Box 2250 (32513-2250) 11 Clarinda Lane Pensacola, FL 32505	V#004751		Dorothy V. Johnson (850) 432-2802	08/02/99 YMMY
Waddell Homes, Inc. PO Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507	V#047084	 Fax	Robert Waddell (850) 456-4526 (850) 429-0395	08/28/07 YMMN
Waters General Contractors, Inc. 10070 Scenic Highway Pensacola, FL 32514	V#041432	 Fax Email	Erwin Waters (850) 232-0439 (850) 476-4742 watersgenc@aol.com	04/24/08 YMHN
Wescon Corporation P. O. Box 2095 (32513-2095) 3465 N. Alcaniz St Pensacola, FL 32503	V#004880		C. W. Caldwell (850) 434-9398	03/07/95 YSBN
West Coast Metal Roofing & Construction 5689 Industrial Blvd Milton, FL 32583	V#042202	 Fax	John Myslak (850) 981-2085 (850) 983-3503	09/27/05 YSBN

GENERAL ROADWAY CONSTRUCTION

Brown Construction of NWFL, Inc. 10200 Cove Avenue Pensacola, FL 32534	V#022856	 Fax	Lee Brown (850) 473-9039 (850) 473-9063	06/23/04 YSBN
Davis Properties & Builders, Inc. 8160 Ashland Avenue Pensacola, FL 32534	V#023547	 Fax	Tom Davis. Sr. (850) 484-3275 (850) 479-4561	12/10/99 YSBN
Floyd Brothers Construction, Inc. 101 East 9 ½ Mile Road Pensacola, FL 32534	V#033421	 Fax	Julie Zanolli (850) 484-6007 (850) 484-2936	10/05/01 YSBN
Gulf Coast Traffic Engineers, Inc. PO Box 10625 Pensacola, FL 32524	V#017352		Blair S. Crooke (850) 478-7066	08/23/01 YSBN
Kevin D. Pugh, Site & Dozer Work And Transport Services 8781 Highway 97 (Walnut Hill) Century, FL 32535	V#027695	 Fax	Kevin Pugh (850) 327-6336 (850) 327-6593	11/30/01 YMKN
Purifoy Construction, LLC 1425 Muscogee Road Cantonment, FL 32533	V#045636	 Fax	Tyrone Purifoy (850) 206-2900 (850) 937-9715	09/08/06 YMHN
R. D. Ward Construction Co., Inc. 15 E Herman St Pensacola, FL 32505	V#018305	 Fax	Sylvia H. Ward (850) 438-9552 (850) 438-8820	08/10/99 YMMN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax Email	Gary W. Radford (850) 471-9907 (850) 471-9908 gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08
Sea Horse General Contractors, Inc. 4238 Gulf Breeze Parkway Gulf Breeze, FL 32561	V#016210		Steve Nord (850) 932-0927 (850) 932-7430	12/10/99 YSBN
Site & Pipe of Florida, Inc. 125 West Loretta Street Pensacola, FL 32505	V#042398	 Fax	Bobby Godfrey (850) 430-4007 (850) 432-4899	06/29/05 YMMN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
W. P. R., Inc. 4175 Briarglen Road Milton, FL 32583	V#030317		Donnah Bailes (850) 626-7777	11/30/99 YMJN
Waddell Homes, Inc.	V#047084		Robert Waddell	08/28/07

PO Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507		Fax	(850) 456-4526 (850) 429-0395	YMMN
Warrington Utility & Excavating, Inc. 5677 Tilubo Lane Pace, FL 32571	V#030448	Fax	Gary Warrington (850) 995-9208 (850) 479-8610	12/23/99 YSBN

IRRIGATION SYSTEMS

DesignScapes of FWB, FL, Inc. 1916 W Highway 98 Mary Esther, FL 32569	V#034032	Fax	Curtis Holder (850) 581-1808 (850) 581-8705	10/17/01 YSBN
Foxworth Irrigation, Inc. dba Foxworth & Moore Irrigation PO Box 2291 (32513) 1011 N. Davis Hwy Pensacola, FL 32501	V#026862		Bill Moore (850) 432-4711	01/28/00 YSBN
Gary Kersh 4 Clean 4350 Fairfield Drive Pensacola, FL 32505	V#049694	Fax	Gary Kersh (850) 456-5766 (850) 382-8340	06/25/08 YMHN
Jones Irrigation Service 94 Ready Avenue NW, Unit 3B Ft. Walton Beach, FL 32548	V#018366	Fax	Luther Jones (850) 243-7740 (850) 243-6323	07/27/99 YMHY
Professional Sprinkler Systems, Inc. 3460 N. Alcaniz Street, Suite A Pensacola, FL 32503	V#013774		Paul Leanza (850) 478-5500	07/27/99 YSBN

LANDSCAPING, LAWN CARE

Blue's Landscaping & Lawn Care 10127 Eds Drive Milton, FL 32570	V#035496		Christine Blue (850) 957-4345	4/22/02 YMMN
Champion Contractors, Inc. PO Box 741 Mary Esther, FL 32569	V#027092	Fax	Howard Holley (302) 234-0235 (302) 234-0480	08/21/98 YSBN
Choppem Lawncare 908 Artesian Avenue Pensacola, FL 32505	V#038507		Adrian Pettaway (850) 432-1209 (850) 221-5100	9/22/03 YMHN
DesignScapes of FWB, FL, Inc. 1916 W Highway 98 Mary Esther, FL 32569	V#034032	Fax	Curtis Holder (850) 581-1808 (850) 581-8705	10/17/01 YSBN
English Brothers Construction Management, Inc. 825 Hope Drive	V#031911		Otis English (850) 479-7845	05/04/01 YMHN

Pensacola, FL 32534				
First Choice Maintenance Service 1804 S. Highway 29 (2660 Southern Oaks Drive) Cantonment, FL 32533	V#046887	 Fax	Mark Franklin (850) 479-3574 (850) 494-9631	03/23/07 YSBN
Gandy's Nursery & Landscaping, Inc. 301 East Ten Mile Road Pensacola, FL 32534	V#003246		Margaret L. Gandy (850) 474-9096	08/03/99 YSBY
Green Thumb Lawn Care 8290 Briese Lane Pensacola, FL 32514	V#005538		James D. Kendrick (850) 477-4321	08/02/99 YMHY
Gulf Coast Environmental Contractors, Inc. 18 Simon Court Pensacola, FL 32505	V#034436	 Fax	Tracy Hayes (850) 433-6770 (850) 433-6770	10/17/01 YMMN
Gulf Star Contracting PO Box 734 (32588) 308 17th Street Niceville, FL 32588	V#037053		Michael Moore (850) 259-8436	9/22/03 YSBN
Herbert's Home & Business Maintenance, LLC 1713 Lepley Road Pensacola, FL 32534	V#048956	 Email	Alvin Herbert (850) 474-1610 herbertshome1713@cox.net	04/24/08 YMHN
Horace J Shropshire, III 1440 W Nine Mile Road Pensacola, FL 32534	V#040907		Big Daddy Shropshire (850) 292-2085	04/02/08 YMHN
Ken Griffin, Landscaping Contractor, Inc. 3004 Westfield Road Gulf Breeze, FL 32563	V#007077		Ray Callahan (850) 932-9304	01/05/96 YSBN
Kevin D. Pugh, Site & Dozer Work And Transport Services 8781 Highway 97 (Walnut Hill) Century, FL 32535	V#027695	 Fax	Kevin Pugh (850) 327-6336 (850) 327-6593	11/30/01 YMKN
LJFD, Inc. 4985 Joiner Circle Milton, FL 32583	V#026596	 Fax	Lonnie Joiner (850) 623-5062 (850) 623-2237	01/12/98 YSBN
Milligan Ford Unlimited, Inc. 5651 Milligan Ford Road Pace, FL 32571	V#031023	 Fax Email	Lisa Groton (850) 698-8900 (850) 995-8808 lisa-groton@yahoo.com	06/17/08 YMMN

One Source Lawn Services 826 Valley Ridge Circle Pensacola, FL 32514	V#035498		Anthony Sutton (850) 475-8585	4/22/02 YSBN
Panhandle Turf 2704 West Lloyd Pensacola, FL 32505	V#037603		Kathryn McKay (850) 433-0880 (850) 433-0880	4/18/03 YMMN
Pensacola Landscaping & Lawn Care, Inc. 7795 Grow Drive Pensacola, FL 32514	V#013695	 Fax	Todd King (850) 476-2125 (850) 476-2247	05/04/94 YSBN
Perfect Lawn Care, Inc. PO Box 877 Gonzalez, FL 32560	V#039425	 Fax	Robert Poe (850) 969-1219 (850) 969-1219	10/08/02 YSBN
Rent-A-Son, Inc. dba Niesen Maintenance 3455 Seabreeze Drive Pensacola, FL 32503	V#040294		Jewell Niesen (850) 439-9099	01/25/01 YMKN
Robert's Lawn Care 730 Boxwood Drive Pensacola, FL 32503	V#030308		Robert Myles (850) 434-2040	11/30/99 YMHN
Stallworth Lawn Care 703 East Baars Pensacola, FL 32503	V#029225		Pellis Stallworth (850) 429-0201	05/20/99 YMHN
The Grass Company 1600 Governors Drive, #1518 Pensacola, FL 32514	V#044591	 Fax Email	Shirley S. Bentley (850) 206-8558 (850) 332-7913 shirbentley@cox.net	06/17/08 YMMN
Total Landscape Services, Inc. 1748 Jacks Branch Road Cantonment, Fl 32533	V#040350	 Fax	Tom Conley (850) 968-1519 (850) 449-7500	11/08/05 YMMN
Yard Services, Inc. (PO Box 10835, 32524-0835) 4406 LaBorde Lane Pensacola, FL 32514-6618	V#034924	 Fax	Ron Parker (850) 380-3985 (850) 476-0850	1/22/02 YSBN

PAVING

Floyd Brothers Construction, Inc. 101 East 9 ½ Mile Road Pensacola, FL 32534	V#033421	 Fax	Julie Zanolli (850) 484-6007 (850) 484-2936	10/05/01 YSBN
Gulf Coast Traffic Engineers, Inc. PO Box 10625 Pensacola, FL 32524	V#017352		Blair S. Crooke (850) 478-7066	08/23/01 YSBN

Henry Haire Building & Development, Inc. 1450 Elliott Lane Jay, FL 32565	V#044713	 Fax Email	Henry Haire (850) 439-3771 (850) 439-3769 hchaire2000@yahoo.com	04/09/08 YSBN
Horace J Shropshire, III 1440 W Nine Mile Road Pensacola, FL 32534	V#040907		Big Daddy Shropshire (850) 292-2085	04/02/08 YMHN
Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260	 Fax Email	Gary W. Radford (850) 471-9907 (850) 471-9908 gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08

PLUMBING

ROOFING

James Rich Builders, Inc. 4857 Jamie Leigh Drive Milton, FL 32572	V#049182	 Fax Email	James Rich (850) 626-0269 (850) 623-0452 jamesrichbldr@aol.com	04/02/08 YMHN
Cantonment Industrial Commercial Roofing PO Box 82 450 Neal Road Cantonment, FL 32533	V#023412	 Fax	Glenn Daniel (850) 968-5561 (850) 968-5196	01/26/00 YSBN
Ceilings & Walls, Inc. 804 W. Government St. Pensacola, FL 32501	V#031508		Henry Phipps (850) 432-003	06/05/00 YSBN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	 Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN
Jerry Toler Construction Company 361 West Oakfield Road Pensacola, FL 32503	V#005967	 Fax	Faye Toler (850) 478-2421 (850) 474-9444	06/30/95 YSBN
Moulton Construction & Roofing, Inc. 4760 Baywind Drive Pensacola, FL 32514	V#035500		Gregory Moulton (850) 478-5574	4/22/02 YSBN
Pace Enterprise, Inc. dba Freeman Roofing 100 Airport Boulevard	V#036209	 Fax	Jimmy Freeman (850) 994-1078 (850) 471-1124	01/10/06 YSBN

Pensacola, FL 32503				
Specialty Contractors, Inc. PO Box 17146 Pensacola, FL 32522-7146	V#000265	 Fax	Kenneth J. Morgan (850) 432-3358 (850) 432-3354	10/03/01 YSBN
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	 Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
West Coast Metal Roofing & Construction 5689 Industrial Blvd Milton, FL 32583	V#042202	 Fax	John Myslak (850) 981-2085 (850) 983-3503	09/27/05 YSBN

SODDING SERVICE

English Brothers Construction Management, Inc. 825 Hope Drive Pensacola, FL 32534	V#031911		Otis English (850) 479-7845	05/04/01 YMHN
Gulf Coast Environmental Contractors, Inc. 18 Simon Court Pensacola, FL 32505	V#034436	 Fax	Tracy Hayes (850) 433-6770 (850) 433-6770	10/17/01 YMMN
Milligan Ford Unlimited, Inc. 5651 Milligan Ford Road Pace, FL 32571	V#031023	 Fax Email	Lisa Groton (850) 698-8900 (850) 995-8808 lisa-groton@yahoo.com	06/17/08 YMMN
Panhandle Turf 2704 West Lloyd Pensacola, FL 32505	V#037603		Kathryn McKay (850) 433-0880 (850) 433-0880	4/18/03 YMMN
Precision Techniques Custom Design Landscaping, Inc. 4244 Bubank Drive Milton, FL 32583	V#038991	 Fax	Murry Hamilton (850) 473-4146 (850) 968-8543	12/12/03 YSBN
Rent-A-Son, Inc. dba Niesen Maintenance 3455 Seabreeze Drive Pensacola, FL 32503	V#040294		Jewell Niesen (850) 439-9099	01/25/01 YMKN
Waddell Homes, Inc. PO Box 4988 (32507) 5876 N. Blue Angel Pkwy Pensacola, FL 32507	V#047084	 Fax	Robert Waddell (850) 456-4526 (850) 429-0395	08/28/07 YMMN
Yard Services, Inc. (PO Box 10835, 32524-0835)	V#034924		Ron Parker (850) 380-3985	1/22/02 YSBN

4406 LaBorde Lane Pensacola, FL 32514-6618		Fax	(850) 476-0850	

TELECOMMUNICATIONS CONTRACTOR/ STRUCTURED CABLING

Glaze Communications Services, Inc. 1864 Cowen Road Gulf Breeze, FL 32563	V#032636	 Fax	Brett Glaze (850) 916-7455 (850) 932-9646	10/16/01 YSBN

TREE TRIMMING SERVICE

English Brothers Construction Management, Inc. 825 Hope Drive Pensacola, FL 32534	V#031911		Otis English (850) 479-7845	05/04/01 YMHN
First Choice Maintenance Service 1804 S. Highway 29 (2660 Southern Oaks Drive) Cantonment, FL 32533	V#046887	 Fax	Mark Franklin (850) 479-3574 (850) 494-9631	03/23/07 YSBN
Gary Kersh 4 Clean 4350 Fairfield Drive Pensacola, FL 32505	V#049694	 Fax	Gary Kersh (850) 456-5766 (850) 382-8340	06/25/08 YMHN
Gulf Coast Environmental Contractors, Inc. 18 Simon Court Pensacola, FL 32505	V#034436	 Fax	Tracy Hayes (850) 433-6770 (850) 433-6770	10/17/01 YMMN
Herbert's Home & Business Maintenance, LLC 1713 Lepley Road Pensacola, FL 32534	V#048956	 Email	Alvin Herbert (850) 474-1610 herbertshome1713@cox.net	04/24/08 YMHN
Milligan Ford Unlimited, Inc. 5651 Milligan Ford Road Pace, FL 32571	V#031023	 Fax Email	Lisa Groton (850) 698-8900 (850) 995-8808 lisa-groton@yahoo.com	06/17/08 YMMN
The Grass Company 1600 Governors Drive, #1518 Pensacola, FL 32514	V#044591	 Fax Email	Shirley S. Bentley (850) 206-8558 (850) 332-7913 shirbentley@cox.net	06/17/08 YMMN

TRUCKING, HAULING & MOVING

Active Moving & Storage 900 New Warrington Road Pensacola, FL 32506-4294	V#004605		Steve Hernandez (850) 453-1202	06/30/99 YMIY
Busy Bee Building Services 702 West Brainerd Street	V#037112		Kenneth Royster, Sr. (850) 432-7800	01/28/03 YMHN

Pensacola, FL 32501				
Cantonment Industrial Commercial Roofing PO Box 82 450 Neal Road Cantonment, FL 32533	V#023412	 Fax	Glenn Daniel (850) 968-5561 (850) 968-5196	01/26/00 YSBN
Chase Forwarding, Inc. DBA Team Diversified 3357-6 Copter Road Pensacola, FL 32514	V#041360	 Fax	Deanna Quinley (850) 698-1465 (850) 475-3035	02/09/05 YMMN
Green's Landclearing 8804 Sonnyboy Lane Pensacola, FL 32514	V#036376		Anthony Green, Jr. (850) 471-9799	YMHN 9/23/02
Henry Haire Building & Development, Inc. 1450 Elliott Lane Jay, FL 32565	V#044713	 Fax Email	Henry Haire (850) 439-3771 (850) 439-3769 hchaire2000@yahoo.com	04/09/08 YSBN
Kevin D. Pugh, Site & Dozer Work And Transport Services 8781 Highway 97 (Walnut Hill) Century, FL 32535	V#027695	 Fax	Kevin Pugh (850) 327-6336 (850) 327-6593	11/30/01 YMKN
Lewis Trucking Company 1725 Dauphine Street Pensacola, FL 32534	V#033809		Matthew Lewis (850) 857-4828	07/23/01 YMHN
Milligan Ford Unlimited, Inc. 5651 Milligan Ford Road Pace, FL 32571	V#031023	 Fax Email	Lisa Groton (850) 698-8900 (850) 995-8808 lisa-groton@yahoo.com	06/17/08 YMMN
Warrington Utility & Excavating, Inc. 5677 Tilubo Lane Pace, FL 32571	V#030448	 Fax	Gary Warrington (850) 995-9208 (850) 479-8610	12/23/99 YSBN

STEEL FABRICATION/INSTALLATION

All Florida Fence & Deck, Inc. 4840 South Ferdon Boulevard Crestview, FL 32536	V#021607	 Fax	Sarah Thayer (850) 689-6736 (850) 689-2468	07/02/02 YMMN
Blue Coral Sport Fishing Towers, Inc. 3202 Barrancas Avenue Pensacola, FL 32507	V#007500		Henry Hale (850) 453-0330	11/30/99 YSBN
Construction Masters, Inc. 7713 Tippin Avenue Pensacola, FL 32514	V#002845	 Fax	Doug Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN

DJ's Metal Fabrications, Inc. 7806 Sears Boulevard Pensacola, FL 32514	V#030316		Sheila Howard (850) 484-4700	11/30/99 YMMN
Humphreys Building Contracting Co. 470 Turnberry Road Cantonment, FL 32533	V#049218	 Fax Email	Fred Humphreys (850) 937-8559 (850) 937-8556 fredhumphreys@bellsouth.net	04/01/08 YSBN
Renaissance Man, Inc. 2203 North Pace Boulevard Pensacola, FL 32505	V#048434	 Fax	Kevin Marchetti (850) 432-1177 (850) 432-1188	12/10/07 YSBN
Specialty Contractors, Inc. PO Box 17146 Pensacola, FL 32522-7146	V#000265	 Fax	Kenneth J. Morgan (850) 432-3358 (850) 432-3354	10/03/01 YSBN
Troy Sapp Construction 7713 Tippin Avenue Pensacola, FL 32514	V#034858	 Fax	Troy Sapp (850) 478-5858 (850) 476-7460	12/26/01 YMKN
West Hill Metalworks 118 North Reus Street Pensacola, FL 32502	V# 044299		David Clanton (850) 393-8732	03/13/06 YSBN

UNDERGROUND PIPELINES

Brian Daniel Developers, Inc. 858 Valley Ridge Drive Pensacola, FL 32514	V#024712	 Fax	Joe Reeves (850) 324-1717 (850) 477-6625	11/06/02 YMHN
Brown Construction of NWFL, Inc. 10200 Cove Avenue Pensacola, FL 32534	V#022856	 Fax	Lee Brown (850) 473-9039 (850) 473-9063	06/23/04 YSBN
G. H. Skipper PO Box 37406 304 Godwin Lane Pensacola, FL 32526	V#025024	 Fax	Guy H. Skipper, Jr. (850) 944-0206 (850) 941-1991	12/02/94 YSBN
Gator Boring & Trenching, Inc. 1807 West Nine Mile Road Pensacola, FL 32534	V#032792		Lisa J. Lyons (850) 479-3733	03/16/01 YMMN
Henry Haire Building & Development, Inc. 1450 Elliott Lane Jay, FL 32565	V#044713	 Fax Email	Henry Haire (850) 439-3771 (850) 439-3769 hchaire2000@yahoo.com	04/09/08 YSBN
P Brown Builders, LLC 4231 Cherry Laurel Drive Pensacola, FL 32534	V#041503	 Fax	Pat Brown (850) 346-3175 (850) 473-8980	02/17/05 YMHN

Radford & Nix Construction, LLC 6706 North 9th Avenue, Suite B-4 Pensacola, FL 32504	V#024260		Gary W. Radford (850) 471-9907 Fax (850) 471-9908 Email gwradford@aol.com / snix_rnc@bellsouth.net	YSBN 06/17/08
Site & Pipe of Florida, Inc. 125 West Loretta Street Pensacola, FL 32505	V#042398	Fax	Bobby Godfrey (850) 430-4007 (850) 432-4899	06/29/05 YMMN
Warrington Utility & Excavating, Inc. 5677 Tilubo Lane Pace, FL 32571	V#030448	Fax	Gary Warrington (850) 995-9208 (850) 479-8610	12/23/99 YSBN

WINDOW/PARTS, REPAIR OR TINTING

Gulf Coast Window Security & Tinting 904 Zarragossa Street Pensacola, FL 32501	V#047609		Michael Chisolm (850) 291-3217	08/20/07 YSBN
Lee's Screen & Window Factory, Inc. 1237 North Pace Boulevard Pensacola, FL 32505	V#034179	Fax	Penny Feeser (850) 432-0865 (850) 435-4750	10/17/01 YMMN
Merritt Glass Company, Inc. 4139 North Davis Highway Pensacola, FL 32503	V#020998	Fax	Kenneth L. Merritt, Jr. (850) 434-1668 (850) 434-0556	10/05/01 YSBN
Southern Standard Equipment, Inc. 913 Gulf Breeze Parkway Unit 17A Gulf Breeze, FL 32561	V#022680		Will Errington (850) 932-2147	07/28/99 YMMN

VENDORS IN CATEGORY: PROFESSIONAL/TECHNICAL SERVICES

ACCOUNTANTS, ACCOUNTING

AIR CONDITIONING

Blackwell Heating & A/C, Inc. 1110 North "W" Street Pensacola, FL 32505	V#003228	Fax	William Blackwell (850) 434-3617 (850) 434-1110	10/03/04 YSBN
Climate Control of Pensacola, Inc. 3701 North Pace Boulevard Pensacola, FL 32505	V#006212	Fax	Barbara Tronu (850) 433-2323 (850) 433-8866	01/25/01 YMMN
Minority Specialty Services, Inc. PO Box 30343 (32503) 2550 N. Palafox Street Pensacola, FL 32501	V#022622		Lawrence A. Reinhardt (850) 477-7605	07/27/99 YMJY
Southern Breeze Air Condition & Heating, Inc.	V#027857		R. Rogers/D. Davis (850) 939-2884	08/20/98 YSBN

525 W. Michigan Avenue Pensacola, FL 32505				
The Wright Company, Inc. 89 East Blount Street Pensacola, FL 32561	V#032230	 Fax Email	Michelle Sarra (850) 434-6728 (850) 434-0387 michellesarra@wrightcompany.org	06/17/08 YSBN

ARCHITECTURAL PLANNING

Benchmark Surveying & Engineering, Inc. 4344 US Highway 90, Suite A Pace, FL 32571	V#006426		Thomas Nichols (850) 994-4882	08/17/98 YSBN
David W. Fitzpatrick, PE, PA 10250 North Palafox Street Pensacola, FL 32534	V#040956	 Fax Email	Mary Ann Hunt (850) 476-8677 (850) 476-7708 fitzpatrick@fitzeng.com	06/17/08 YSBN
Heffernan Holland Morgan Architecture P. A. 312 S Alcaniz Street Pensacola, FL 32501	V#019764		Scott Holland (850) 433-2799	08/04/99 YSBY
Hernandez Calhoun Design International PA 1120 East Cervantes Street Pensacola, FL 32501	V#045631	 Fax	Ms. Hernandez-Trujillo (850) 434-5142 (850) 439-9148	02/08/07 YMMN
Kenneth Horne & Associates, Inc. PO Box 10669 (32524) 7201 North 9th Avenue, Suite 6 Pensacola, FL 32504	V#032824	 Fax	Kenneth C. Horne (850) 471-9005 (850) 471-0093	6/15/04 YSBN
Pinder-Martin Associates, Inc. 1001 North 12th Avenue Pensacola, FL 32501	V#042176	 Fax	David Pinder (850) 439-9110 (850) 439-9108	07/25/07 YSBN
Quina Grundhoefer Royal Architects 400 West Romana Street Pensacola, FL 32502	V#017263		Daniel Grundhoefer (850) 433-5575	07/05/94 YSBN
Sallis Associates, Inc. 213 South Baylen Street Pensacola, FL 32503	V#044981	 Fax	Scott Sallis (850) 470-6399 (850) 470-6397	11/27/06 YMNN
Spencer Maxwell Bullock Architects 17 East Main Street, Suite 100 Pensacola, FL 32502	V#019766	 Fax	Keith Bullock (850) 432-7772 (850) 432-7057	5/31/07 YSBN
STOA Architects 121 East Government Street	V#037798		William E. Graves (850) 432-1912	01/25/01 YSBN

Pensacola, FL 32501		Fax	(850) 432-0603	
Townes + Architects, P.A. 2616 N. 12th Avenue Pensacola, FL 32503	V#046225		Ben Townes (850) 433-0203	07/31/07 YSBN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
Wolf Riddle & Associates, LLC 4196 Lancaster Gate Drive Pace, FL 32571	V#044545		Michael Wolf (850) 698-0056	4/18/06 YSBN

BANKING SERVICES

1st National Business Services 528 West Garden Street, # 3 Pensacola, FL 32502	V#039070	 Fax	Claude Perry (850) 438-1899 (850) 438-1762	12/19/03 YMHN
Collector Solutions, Inc. 21 East Garden Street Pensacola, FL 32501	V#040269	 Fax	Gene M. Valentino (850) 444-9330 (850) 444-9331	06/30/04 YSBN

COMPUTER

Hixardt Technologies, Inc. 600 S. Barracks St., Suite 210-10 Pensacola, FL 32501-6043	V#035816		Michael Hicks (850) 439-3282	06/14/02 YMHN
KTM Strategies, Inc. 6847 North 9th Ave, Ste A-328 Pensacola, FL 32504-9312	V#049660	 Fax Email	Kathleen Kerr (850) 281-3836 (877) 8148542 kerrkt@ktmstrategies.com	06/23/08 YMMN
Netwise, Inc. 20 N. Tarragona St Pensacola, FL 32501	V#027673	 Fax	 (850) 438-7760 (850) 438-5447	05/24/02 YSBN
Total Systems Integration, Inc dba Computer Education & Design of Florida 913 Gulf Breeze Pkwy, Suite 4 Gulf Breeze, FL 32561	V#030074		Maria V. Weisnicht (850) 932-4713	11/30/99 YMMN

CONCESSION SERVICES

DATA PROCESSING EQUIPMENT & SYSTEMS

F & M Electric Inc. 901 Concordia Boulevard Pensacola, FL 32505	V#021026	 Fax	Fred O. Fell (850) 432-0860 (850) 432-3748	04/08/99 YSBN

J T Computer Sales & Service 506 West Belmont Street Pensacola, FL 32501	V#036223	 Fax	Jesse Turner (850) 436-7620 (850) 438-9777	11/06/02 YMHN
K-Lo, Inc. 9695 Bridlewood Road Pensacola, FL 32526	V#037288	 Fax	Steven Gibson (850) 944-9779 (850) 944-4510	02/25/03 YMMN
KTM Strategies, Inc. 6847 North 9th Ave, Ste A-328 Pensacola, FL 32504-9312	V#049660	 Fax Email	Kathleen Kerr (850) 281-3836 (877) 8148542 kerrkt@ktmstrategies.com	06/23/08 YMMN
R-com Enterprise 1700 East Burgess St Pensacola, FL 32504-7113	V#037611	 Fax	Ruthel McCormick (850) 969-9989 (850) 478-0670	04/21/03 YMHN
Starr Communications 4008 Embers Landing Pensacola, FL 32505	V#035590	 Fax	Louis B. Valentine (850) 456-2410 (850) 434-6637	4/16/02 YMHN

EMPLOYMENT SERVICES

Minorityhiringplace.com 113 N. Reus Street Pensacola, FL 32523	V#045231		John A. Rigby (866) 434-5469	7/25/06 YMHN

ENGINEERING SERVICES

Berube Leonard, LLC 8700 Scenic Highway Pensacola, FL 32514	V#045219	 Fax	Ramona E. Fischer (850) 473-9955 (850) 473-1770	4/12/06 YSBN
David W. Fitzpatrick, PE, PA 10250 North Palafox Street Pensacola, FL 32534	V#040956	 Fax Email	Mary Ann Hunt (850) 476-8677 (850) 476-7708 fitzpatrick@fitzeng.com	06/17/08 YSBN
Engineering & Plannig Resources, PC 9602 Bobhwhite Way Pensacola, FL 32514	V#045609	 Fax Email	Bonita Player (850) 471-9579 (850) 471-2086 b.player@epr-corp.com	08/26/08 YMHN
Hamlin Consulting, Inc. 4517 Waterwheel Turn Pensacola, FL 32514	V#039764		Michael Hamlin (850) 475-1799	04/13/04 YSBN
Hernandez & Swift Associates, Inc. 1630 Balihai Court Gulf Breeze, FL 32561-2787	V#027373		Martha Swift (850) 934-1530	05/24/02 YSBN
HSA Consulting Group, Inc. PO Box 651 (32562)	V#032932		Gay Smith (850) 934-0828	08/10/99 YMMN

1315 Country Club Road Gulf Breeze, FL 32561				
Kenneth Horne & Associates, Inc. PO Box 10669 (32524) 7201 North 9th Avenue, Suite 6 Pensacola, FL 32504	V#032824	Fax	Kenneth C. Horne (850) 471-9005 (850) 471-0093	6/15/04 YSBN
Spencer Maxwell Bullock Architects 17 East Main Street, Suite 100 Pensacola, FL 32502	V#019766	Fax	Keith Bullock (850) 432-7772 (850) 432-7057	5/31/07 YSBN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN
Wolf Riddle & Associates, LLC 4196 Lancaster Gate Drive Pace, FL 32571	V#044545		Michael Wolf (850) 698-0056	4/18/06 YSBN

ENVIRONMENTAL/CHEMICAL ANALYSIS

Environmental Safety Awareness, Inc. 513 North Eglin Parkway Fort Walton, FL 32547	V#027850	Fax	Walter H. Richardson (850) 864-2313 (850) 864-2226	08/19/98 YSBN
Hernandez & Swift Associates, Inc. 1630 Balihai Court Gulf Breeze, FL 32561-2787	V#027373		Martha Swift (850) 934-1530	05/24/02 YSBN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN

FACILITY MANAGEMENT

Gulf Coast Building Contractors, Inc. 1010 North 12th Avenue, Suite 201 Pensacola, FL 32501	V#018636		Stephen F. Ritz (850) 438-5416	01/28/03 YSBN

FIRE PROTECTION EQUIPMENT & MAINTENANCE

F & M Electric Inc. 901 Concordia Boulevard Pensacola, FL 32505	V#021026	Fax	Fred O. Fell (850) 432-0860 (850) 432-3748	04/08/99 YSBN
Living Water Fire Protection, LLC PO Box 877 Cantonment, FL 32533	V#048419		Greg C. McGahan (850) 937-1850	12/14/07 YMHN

GIS/CAD SERVICES

Hernandez & Swift Associates, Inc.	V#027373		Martha Swift	05/24/02

1630 Balihai Court Gulf Breeze, FL 32561-2787			(850) 934-1530	YSBN

INTERIOR DESIGN

Caldwell Associates Interiors, LLC 116 North Tarragona Street Pensacola, FL 32505	V#046310	 Fax	Debbie Caldwell (850) 432-9500 (850) 438-6537	12/8/06 YMMN

INTERPRETER

Dvorak International 1409 Tender Oaks Lane Pensacola, FL 32506	V#038733	 Fax Email	Claudia Dvorak (850) 492-4406 (850) 492-1583 cdvorak@dvorakinternational.com	04/09/08 YMMN

LEGAL

C. H. White Title Co., Inc. PO Box 10209 Pensacola, FL 32524-0209	V#007263		Collis H. White (850) 477-1369	06/30/99 YSBN

MANAGEMENT CONSULTANT

Hernandez & Swift Associates, Inc. 1630 Balihai Court Gulf Breeze, FL 32561-2787	V#027373		Martha Swift (850) 934-1530	05/24/02 YSBN
InfoServ 1007 W. Fisher St Pensacola, FL 32501	V#035692		Mary Armstrong (850) 434-6017	05/24/02 YSBN
KTM Strategies, Inc. 6847 North 9th Ave, Ste A-328 Pensacola, FL 32504-9312	V#049660	 Fax Email	Kathleen Kerr (850) 281-3836 (877) 8148542 kerrkt@ktmstrategies.com	06/23/08 YMMN
Medforms 60 Second St, Ste 102 Shalimar, FL 32579	V#035699		Sharon James (850) 651-0955	05/28/02 YSBN
N Command 2225 Inverness Drive Pensacola, FL 32503-5028	V#034672		Linda Larson (850) 469-8067	11/26/01 YMMN
VDB Vision Consultant 140 Redbreast Lane Pensacola, FL 32503	V#039962	 Fax	Vivian D. Bristow (850) 206-6037 (850) 478-9272	06/23/04 YMHN

MEDICAL SERVICES

Medical Park Cardiology 9400 University Pkwy, Ste 103	V#013193		Dr. Charles P. Riley (850) 477-4342	03/01/05 YSBN

Pensacola, FL 32514		Fax	(850) 477-7194	
MM&T Mental Health & Behavior Services, LLC 3296 Pitcher Plant Circle Pensacola, FL 32506	V#047265	Fax	Dr. Lynda Tyson (850) 723-6014 (850) 492-3342	05/03/07 YMMN
Drug Free Workplaces Inc. 27 West Romana Street Pensacola, FL 32502	V#022164		Dr. Carol J. Law (850) 434-3782	08/19/98 YSBN

PHOTOGRAPHIC SERVICES AND AUDIO VIDEO

James L. Thompson dba A Artistic Video Company 5700 Langley Circle Pensacola, FL 32504	V#035008	James L. Thompson (850) 476-2941 (850) 475-5345	01/22/02 YMHN
Watkins Productions 6112 Siguenza Drive Pensacola, FL 32507	V#027892	Liz Watkins (850) 492-5801 (850) 887-5318 beeper	08/25/98 YMMN

PLANNING/TRANSPORTATION

Dreamcatcher Shuttle Service, Inc. PO Box 951 (32562-0951) 2833 Venetian Ct. Gulf Breeze, FL 32563	V#027785	Michael Jurkowich (850) 982-7433	08/19/98 YSBN

PUBLIC RELATIONS, ADVERTISING

Audra Carter Minority Ad Agency/AC Advertising 705 Scenic Highway #91 Pensacola, FL 32503	V#048406	Fax	Audra Carter (850) 437-3301 (850) 437-0179	01/11/08 YMHN
Media Merchandising Corporation dba Team Media 310 East Government Street Pensacola, FL 32501	V#035123	Fax	Terrance Henderson (850) 432-3214 (850) 434-1287	07/02/02 YMHN
WBQP TV-12 3101 North “R” Street Pensacola, FL 32505	V#027845		Vernon Watson (850) 433-1210	08/20/98 YMHN

RADIO AND TELECOMMUNICATIONS EQUIPMENT

Bitco USA, Inc. 3420 Connell Road Pensacola, FL 32503	V#028347	Gary Montgomery (850) 433-1455	09/01/98 YMHN
Bob Hayes Telephone Technical Service	V#024311	Bob Hayes (850) 435-9285	08/19/98 YMHN

2618 N. Dr. Martin Luther King, Jr. Drive
Pensacola, FL 32503

SURVEYOR SERVICES

Benchmark Surveying & Engineering, Inc. 4344 US Highway 90, Suite A Pace, FL 32571	V#006426		Thomas E Nichols (850) 994-4882	08/17/98 YSBN
Berube Leonard, LLC 8700 Scenic Highway Pensacola, FL 32514	V#045219	 Fax	Ramona E. Fischer (850) 473-9955 (850) 473-1770	4/12/06 YSBN
Engineering & Plannig Resources, PC 9602 Bobhwhite Way Pensacola, FL 32514	V#045609	 Fax Email	Bonita Player (850) 471-9579 (850) 471-2086 b.player@epr-corp.com	08/26/08 YMHN
Hamlin Consulting, Inc. 4517 Waterwheel Turn Pensacola, FL 32514	V#039764		Michael Hamlin (850) 475-1799	04/13/04 YSBN
Southern Surveying 2200 Hwy 87 S Navarre, FL 32566	V#035501		Kathi Martin (850) 939-4299	4/22/02 YMMN

TELEPHONE SERVICES

F & M Electric Inc. 901 Concordia Boulevard Pensacola, FL 32505	V#021026	 Fax	Fred O. Fell (850) 432-0860 (850) 432-3748	04/08/99 YSBN
Genesis Electronics Co. PO Box 7165 (32534) 15 West Strong Street, Suite 21B Pensacola, FL 32501	V#029453		Jim Cooper (850) 433-5991	08/05/99 YSBN
Michelle Kelly Datacom 3204 North Pace Blvd Pensacola, FL 32505	V#039960	 Fax	Michelle Kelly (850) 712-9206 (270) 633-5129	5/24/04 YMMN
Starr Communications 4008 Embers Landing Pensacola, FL 32505	V#035590	 Fax	Louis B. Valentine (850) 456-2410 (850) 434-6637	4/16/02 YMHN
Telephone Technologies 1517 West Garden Street Pensacola, FL 32501	V#007299		Ray Moore (850) 435-9992	04/15/99 YSBN

TRANSPORTATION OF PEOPLE (AIR, LAND & SEA)

Dreamcatcher Shuttle Service, Inc.	V#027785		Michael Jurkowich	08/19/98

PO Box 951 (32562-0951) 2833 Venetian Ct. Gulf Breeze, FL 32563	(850) 982-7433	YSBN

REQUEST FOR PROPOSALS
PLANNING CONSULTANTS TO PREPARE
COMMUNITY REDEVELOPMENT PLAN UPDATE

The City of Sebring Community Redevelopment Agency (CRA) hereby requests proposals from qualified individuals or firms, to provide planning services to the CRA for preparation of a Redevelopment Plan update, pursuant to Chapter 163, part III, F.S..

Information concerning the proposed scope of services for the proposals may be obtained from Mr. Pete Pollard, Executive Director CRA, City of Sebring, 368 S. Commerce Avenue, Sebring, Florida 33870, telephone, (863) 471-5104.

Sealed Proposals must be received by 5:00 pm on September 13, 2002, to the attention of Mr. Pete Pollard.

THE CITY OF SEBRING CRA SUPPORTS EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND HANDICAP ACCESS JURISDICTION.

LEGAL
RUN ONE (1) TIME ON: August 18, 2002
Please provide proof of publication to;

Sebring CRA
368 South Commerce Avenue
Sebring, Florida 33870

PROJECT TITLE:

REDEVELOPMENT PLAN UP-DATE SCOPE OF SERVICES

BACKGROUND

The Sebring City Council created a Community Redevelopment Agency in 1981. A redevelopment plan was prepared to guide the direction of the revitalization effort and was adopted in 1983, with one amendment adopted in 1994. The community has experienced numerous changes since the creation of the original plan. As a result of these changes, it is the desire of the Community Redevelopment Agency Board to up-date the plan. This project will result in the creation of a revised and up-dated redevelopment plan.

SCOPE OF SERVICES

The Sebring Community Redevelopment Agency will accept proposals for the following scope of services:

A. Project Organization And Management

I. Finalize Scope of Work

a. Consultant shall meet with CRA Director to develop a detailed Scope of Services and products for the redevelopment planning process.

b. Consultant, CRA Director and appropriate City staff will meet and discuss overlapping work efforts, existing base data, past studies, level of public involvement/participation, timing of related projects, and key issues.

c. Consultant will meet with CRA Director and City Planning staff to discuss acceptable format of document so that document may be included as an element of the City's Comprehensive Plan.

d. Consultant shall synthesize the issues from the above meetings and prepare a final detailed Scope of Services.

II. Public Involvement Program

a. The Consultant will work with the CRA Director to define interest groups, who may wish to participate in the public involvement program. Interest groups will be segmented to define their specific areas of concern and to determine which portions of the planning process will require their interaction.

b. The Consultant will work with the CRA Director to determine the appropriate forms of interaction with each of the special groups identified. This effort will include the determination of the number and types of meetings necessary, and will define specific areas of response to be solicited from each group.

c. The Consultant will work with the CRA Director to determine the specific procedures for the review and approval of the plan. The review and approval process will include requesting the review and approval of the preliminary plans by special interest groups prior to presenting the plans for approval to the Planning Board, CRA Board, and City Council.

B. Inventory

I. Review Existing Documents and Studies

Description: This task will include the review of all pertinent studies and documents prepared by the City, State, Regional Agencies and other consultants. Each of the documents will be reviewed with regard to any base data, which may be useful in the preparation of maps, analysis and planning strategies. Most importantly, this phase will include a review of the existing plan and a search to determine changes to these original data bases. The documents to be reviewed may include, but will not be limited to the following:

- Existing Redevelopment Plan and amendment
- State/County/City/CRA Corridor Studies
- City and County Comprehensive Plans
- City Codes and Ordinances
- City Design Standards and Land Development Regulations
- Storm water studies

- City Zoning
- State/County Transportation Plans
- Economic studies and programs
- Demographic changes
- Capital Improvement Plans
- Budgets

II. Site Inventory

a. This task will include the inventory of the planning characteristics of the project site. A physical conditions base map will be prepared which delineates each type of existing improvement and its location on the site.

b. The existing conditions inventory will include the preparation of a detailed base map and a series of inventory maps. The mapping will be prepared using CAD mapping procedures. Mapping will be prepared at a scale which allows the base maps to be enlarged for the preparation of physical alternatives and the development of the preferred master plan. Reproducible originals will be made available to the Owner. The specific items of the inventory will include, but will not be limited to:

- Existing land use
- Future land use
- CRA future land use
- Vision Plan Concept
- Land ownership Land values Zoning
- Utilities Parking
- Circulation
- Public Facilities
- Urban Design Elements
- Housing

III. Public Involvement -Goals

a. The Consultant and the CRA director will hold a series of project start-up meetings to establish the goals for the redevelopment plan.

b. Workshops will be held with the following groups:

- Planning Board
- City Commission
- Business Group (Chamber, Merchants Association)
- Residents' Group

c. The Consultant's shall help generate a clear sense of the purpose for the project; the major issues confronting the project; and the social, economic, and political goals for the project.

C. Analysis

I. Site Analysis

a. The site analysis will utilize the existing conditions inventory to evaluate the physical characteristics of the CRA area. The analysis will evaluate the existing conditions issues and will discuss critical areas of concern as they relate to existing and proposed CRA areas.

b. The site analysis will address the following issues:

URBAN DESIGN

- Pedestrian circulation patterns
- Directional and identity signage
- Downtown design theme character
- Existing public open space
- Existing landscape
- Visual conditions
- Existing R.O. W. design

- Existing building setback design
- Traffic circulation
- Service access
- Parking location and quantity
- Lighting conditions
- Paving conditions
- Drainage conditions
- Utilities constraints
- Building facade conditions
- Vacant Land Opportunities

LAND USE/CIRCULATION

- Compatibility
- Viable Redevelopment Sites
- Opportunities and constraints
- Vacant Land
- Traffic hazard areas
- Demographics

D. Alternative Plans

I. Program Development

a. The consultant will hold staff workshops. These workshops will accomplish several objectives:
   1. Presentation of analysis findings
   2. Solicitation of comments on findings
   3. Develop list of redevelopment priorities
   4. Develop a list of redevelopment strategies for the plan

b. The consultant will combine the findings of the analysis phase with the staff strategies for redevelopment. This will become the development program for the plan.

c. The consultant will then translate the development program into a physical program.

II. Alternative Physical Plan

a. The consultant team will then prepare conceptual land use and urban design framework plans. The plan will delineate the following elements:
   - land use areas
   - auto circulation routes
   - pedestrian circulation routes
   - pedestrian plaza areas and urban open space
   - parking areas
   - key infrastructure improvements
   - key land use project areas (Housing, Commercial, Industrial)

III. Alternative Plan Analysis

a. The alternative concept plan will be reviewed by city staff, city council, planning board members, and the public.

b. As a result of these public workshops, a final redevelopment plan will be prepared.

E. Final Redevelopment Plan

I. Final Physical Land Use Plan

a. Future land use designations

c. Parking and circulation designations

d. Urban Open Space designations
e. Community services plan
f. Infrastructure plan

II. **Implementation Plan**

a. TIF projections / Capital Improvements Plan
b. Description of public and private projects
c. Description of agency participation
d. Intent of each phase
e. Cost estimates
f. Funding source options
g. Management and administrative recommendations
h. Long term public involvement strategies
i. CRA board implementation procedures

III. **Statutory Requirements**

a. Address all Statutory Requirements related to the social, economic and environmental impacts of the proposed plan.
b. Address all Statutory Requirements for Plan to be adopted as an element of the City's Comprehensive Plan.

IV. **Final Public Presentations**

a. CRA Board
b. City Council
c. County Commission

V. **Documentation**

a. Preparation of Final Redevelopment Plan Document acceptable to the CRA Board and in a format approvable by the City Council for inclusion as an element of the City's Comprehensive Plan.

ADDITIONAL SERVICES

If the Sebring CRA requests additional services, then a contract addendum will be prepared to described the additional work and necessary compensation.

PROJECT PRODUCTS

The selected Consultant will deliver (25) copies of the redevelopment plan.

SCHEDULE

The Sebring CRA would like the Plan to be completed by March of 2003.

COMPENSATION

Consultants will submit their fee proposals to the Sebring CRA utilizing the following format:

A.	**Project Organization Task**	_____
B.	**Inventory**	_____
C.	**Analysis**	_____
D.	**Alternatives Concept**	_____
	Final Plan	_____
	TOTAL	_____

The City of Wauchula
Community Redevelopment Agency

RFQ

INVITATION TO SUBMIT QUALIFICATIONS FOR MASTER REDEVELOPMENT PLAN

The City of Wauchula Community Redevelopment Agency is seeking Statements of Qualifications from firms interested in providing professional consulting services to amend or modify the Community Redevelopment Plan. The Community Redevelopment Plan was adopted on October 13, 1997.

The CRA district consists of the area within the territorial boundaries of the City of Wauchula, Florida as of June 23, 1997. This area includes the historic downtown consisting of governmental functions, retail and service activities. The district also includes a hospital, supporting medical services, a variety of housing levels, and a commercial corridor along state road Hwy 17.

Respondents must be recognized professional urban planners with a comprehensive understanding of the Community Redevelopment Act, urban design, downtown redevelopment, housing, transportation planning and design, streetscape design, land use planning, environmental planning, and historic architecture.

Selection of the firm will be made in accordance with the State of Florida's Consultants Competitive Negotiation Act. At the discretion of the Community Redevelopment Agency, public presentations by firms regarding qualifications, approach to the project, and ability to furnish the required services may be required.

To be considered, ten (10) copies of qualifications and supporting documentation must be received by 3:00 p.m., Wednesday, April 1, 2009. Respond to Jessica Newman, CRA Coordinator, City of Wauchula, P.O. Box 1162, 107 E. Main Street, Wauchula, FL 33873.

For submission directions and any additional information, please call the CRA office at (863) 767-0330 or email jnewman@cityofwauchula.com.

Direction for Submission

All respondents submitting qualifications shall provide the following information:

1. Resumes of staff assigned to project.
2. Estimated participation and responsibilities of the key persons.
3. Location/Availability of key staff persons assigned to project.
4. Relevant project examples particularly in Florida CRA districts.
5. References from previous clients of similar engagements.

Respondents will be rated on the basis of the factors enumerated above. Upon establishment of the rankings, the CRA will enter upon negotiations for an agreement with the company. Should those negotiations fail, the CRA will proceed to negotiate with the second highest rated firm.

The selected respondent shall work closely with the CRA and City staff in completing the project.

For additional information prior to submittal contact or submit the information required above with a written letter of interest addressed to:

Jessica Newman, CRA Coordinator
City of Wauchula
Community Redevelopment Agency
P.O. Box 1162
107 E. Main Street
Wauchula, FL 33873
(863) 767-0330