

Request for Proposals
General Planning Services



VILLAGE OF NORTH PALM BEACH
420 US HIGHWAY ONE
NORTH PALM BEACH, FL 33408

COMMUNITY DEVELOPMENT DEPARTMENT
561-841-3365

TABLE OF CONTENTS

<u>Subject</u>	<u>Page Number</u>
Cover	1
Table of Contents	2
Advertisement	3
Part I – Proposal Guidelines.....	4
Part II – Nature of Services Required.....	11
Part III – Proposal Requirements	14
Part IV – Evaluation of Proposals.....	17
Evaluation Criteria.....	19
Proposer Checklist	20
Information Statement	22
Non-Collusive Affidavit Form.....	24
Drug-Free Workplace Certification	25
Scrutinized Vendor Certification	26
Public Entity Crimes Form.....	27
Proposer References	29
Schedule of Fees	31
Proposer’s Supplemental Information	32

VILLAGE OF NORTH PALM BEACH, FL

Request for Proposals

GENERAL PLANNING SERVICES

LEGAL NOTICE

TO ALL INTERESTED PARTIES:

The Village of North Palm Beach, Florida ("Village") is actively seeking proposals from qualified consulting firms/individuals to provide general planning services. The Village anticipates awarding a continuing services contract to one (1) or more firms/individuals. Firms/individuals selected by the Village will provide general planning services to the Village on an as-need basis, based upon task orders to be issued by the Village under the continuing contract. There is no guarantee of a minimum amount of work under any continuing contract.

Request for Proposal (RFP) packages shall be received by the Village Clerk at 501 U.S. Highway, North Palm Beach, FL 33408 on or before 2:00 p.m. local time on July 31, 2023. The envelope containing the Proposal must be sealed and plainly marked "General Planning Services." A public opening will take place on the same date and time in the Village Hall Conference Room located at Village Hall at 501 US Highway One, North Palm Beach, FL 33408. 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 Proposer.

THE PROPOSER'S ACKNOWLEDGMENT FORM (REFER TO ATTACHMENT A - PROPOSAL RESPONSE FORMS) MUST BE EXECUTED AND SUBMITTED WITH THE PROPOSAL, AND ALL OTHER REQUIRED PROPOSAL DOCUMENTS AND FORMS SHALL BE PLACED IN A SEALED ENVELOPE. THE FACE OF THE ENVELOPE MUST CONTAIN THE ADDRESS STATED HEREIN, THE DATE AND TIME OF THE PROPOSAL OPENING, AND THE WORDS "REQUEST FOR PROPOSAL – GENERAL PLANNING SERVICES."

An Evaluation Committee shall evaluate the proposals submitted by the firms/individuals using criteria as outlined in the RFP and recommend the best qualified firm(s)/individual(s) to the Village Council. The Village Council will select the proposer it considers, in its sole discretion, to be the best qualified to serve the Village's interest for these services. The Village reserves the right, in its sole discretion, to withdraw this RFP, to reject any or all proposals and/or to waive irregularities on all proposals. All questions and requests for additional information in connection with this RFP and selection shall be directed in writing or email only to Caryn Gardner-Young, Community Development Director, 420 U.S. Highway, Suite 21, North Palm Beach, FL 33480; email cgardner-young@village-npb.org

Publication Date(s): June 30, 2023

VILLAGE OF NORTH PALM BEACH
RFP - GENERAL PLANNING SERVICES

PART I

PROPOSAL GUIDELINES

1-1 Introduction: The Village of North Palm Beach, Florida is soliciting for Proposals from qualified consulting firms/individuals to provide general planning services

1-2 Proposal Submission and Withdrawal: The Village must receive all proposals no later than by **2:00 p.m. local time on July 31, 2023.** The proposals shall be submitted at the following address:

VILLAGE OF NORTH PALM BEACH
Village Clerk
501 US Highway One
North Palm Beach, Florida 33408

To facilitate processing, please clearly mark the outside of the proposal package as follows: **REQUEST FOR PROPOSAL – GENERAL PLANNING SERVICES.** This package shall also include the Proposer's return address.

Proposers may withdraw their proposals by notifying the Village in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer to provide the requested services for a period of six (6) months. Once opened, proposals become a record of the Village and will not be returned to the Proposer.

The Village cautions Proposers to assure actual delivery of mailed or hand-delivered proposals directly to the Village Hall at 501 US Highway One, North Palm Beach, Florida prior to the deadline set for receiving proposals. Each Proposer is responsible for making certain that its Proposal is received at the location specified by the due date and time. The Village of North Palm Beach is not responsible for delays caused by any mail, package delivery or courier service, including the U.S. mail, or caused by any other occurrence or condition. The Village's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m., excluding holidays observed by the Village. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

The Proposers shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the Proposer from liability and obligations under the Contract.

1-3 Number of Copies: Proposers shall submit **one (1) original, five (5) paper copies and one (1) electronic copy on a flash drive** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, U.S. Mail, or any other delivery medium.

1-4 Development Costs: Neither the Village nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal or incurred by a Proposer in responding to the RFP, including costs incurred in connection with

evaluation and award proceedings. 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.

1-5 Inquiries: Interested Proposers may contact the Village's Community Development Director, Caryn Gardner-Young, regarding questions about the proposal by telephone at (561) 841-3369 or by e-mail at cgardner-young@village-npb.org.

The Community Development Director will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight calendar (8) days prior to the submittal date. No other employee of the Village is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6 Addenda: The Village may record its response to inquiries and any supplemental instructions in the form of written addenda. The Village may provide written addenda up to seven (7) calendar days prior to the date fixed for receiving the proposals. The Village of North Palm Beach uses its website, the Palm Beach Post and DemandStar to administer the competitive solicitation process, including but not limited to soliciting responses, issuing addenda, posting results, and issuing notification of an intended decision. There is no charge to register and download the RFP from the Village's website. Proposers shall contact the Village to ascertain whether any addenda have been issued or review the online RFP on the DemandStar system. Failure to do so could result in an unresponsive proposal.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the Community Development Director through written communication prior to the opening of the proposals.

Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the Village and uploaded to the Village's website as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any Village official, officer, staff, or agent be binding upon the Village and should be disregarded. All addenda are a part of the competitive solicitation documents and each Proposer will be bound by such addenda. It is the responsibility of each Proposer to read and comprehend all addenda issued.

1-7 Contract Awards: A Contract will be awarded by the Village Council. The Village anticipates entering into as many Contracts with as many Proposers who submit a proposal judged by the Village which serves the interests of the Village. In addition, the Village reserves the right to further negotiate any proposal, including price, with any Proposer. If an agreement cannot be reached with any Proposer within thirty (30) days from start of the negotiations, the Village reserves the right to reject the Proposal. The Village reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities or to accept any proposals which, in its sole judgment, best serves the interest of the Village. The Village also reserves the right to abandon the solicitation and/or to solicit and re-advertise for other proposals.

The Proposer understands that this RFP does not constitute an offer or a Contract with the Proposer. An offer or contract shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, approved by the appropriate level of authority within the Village and executed by all parties.

1-8 Acceptance of Responses/Minor Irregularities

The Village reserves the right to accept or reject any or all responses, part of responses, and to waive minor irregularities or variances to specifications contained in responses which do not make the response conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a Proposer an advantage or benefit not enjoyed by other Proposers, does not adversely impact the interests of other Proposers or, does not affect the fundamental fairness of the solicitation process. The Village also reserves the right to reissue a Request for Proposal.

The Village reserves the right to disqualify a Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

1-9 Contractual Agreement: This RFP shall be included and incorporated in the final award. The order of contractual precedence will be the Contract, the terms of the RFP, and the submitted proposal. All legal action necessary to enforce the Contract will be held in Palm Beach County and the contractual obligations will be interpreted according to the laws of the State of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1-10 Unauthorized Work: The successful Proposer(s) shall not begin work until a Contract has been awarded by the Village Council and a notice to proceed has been issued. Proposer(s) agree and understand that the issuance of a purchase order and/or task order shall be issued and provided to the Proposer(s) following Village Council award; however, receipt of a purchase order and/or task order shall not prevent the Proposer(s) from commencing the work once the Village Council has awarded the contract and notice to proceed is issued.

1-11 Public Records: Upon award recommendation or thirty (30) days after opening, whichever occurs first, 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. Document files may be examined, during normal working hours.

1-12 News Releases: The Proposer shall obtain the prior written approval of the Village Manager’s Office of all news releases or other publicity pertaining to this RFP, the service, or project to which it relates.

1-13 Insurance: The Proposer shall, at its sole expense, agree to maintain in full force and effect at all times during the life of the resulting Contract, insurance coverages, limits, including endorsements, as described herein. The requirements contained herein, as well as Village’s review or acceptance of insurance maintained by the awarded service provider, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Proposer under the contract.

- (a) Commercial general liability in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate covering bodily injury and property damage resulting from the activities connected with this service. The Village of North Palm Beach shall be endorsed as an Additional Insured to the Commercial General Liability. The Additional Insured endorsement shall read Village of North Palm Beach, including, all Officers, Employees, and Elected and Appointed Officials. The

Proposer shall agree the Additional Insured endorsements provide coverage on a primary basis.

- (b) Professional Liability or the equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$25,000 the Village reserves the right, but not the obligation, to review and request a copy of the Proposer's most recent annual report or audited financial statement. For policies written on a Claims-Made basis, the Proposer warrants the Retroactive Date equals or precedes the effective date of this contract (Certificate of Insurance shall specify: Retro date-Full prior acts coverage applies). In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Contract, the Proposer shall agree to purchase a SERP with a minimum reporting period not less than three (3) years. The Proposer shall agree this coverage shall be provided on a primary basis. The Certificate of Insurance must indicate whether coverage is written on an occurrence or claims-made basis and must indicate the amount of any SIR or deductible.
- (c) Workers' Compensation and Employers Liability Insurance covering all employees engaged in the work under the Agreement, in accordance with the laws of the State of Florida. The amount of Employers Liability Insurance shall not be less than \$100,000 each accident, \$100,000 each employee for disease, and \$500,000 disease aggregate.
- (d) Automobile Liability at a limit of liability not less than \$500,000 Each Occurrence for all owned, non-owned and hired automobiles. In the event the Proposer does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the Proposer to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. The Proposer shall agree this coverage shall be provided on a primary basis.

The Proposer shall agree, by submitting a Proposal, to a Waiver of Subrogation for each required policy. When required by the insurer, or should a policy condition not permit an Insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then the Proposer shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, in which a condition to the policy specifically prohibits such an endorsement, or voids coverage should enter into such an agreement on a pre-loss basis.

The Village reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the life of the resulting Contract. The Village reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

During the life of the Contract, the successful Proposer shall provide at its own cost and expense and maintain all insurance listed above. Proof of insurance is required before the Contract is signed. It shall be the responsibility of the successful Proposer to ensure that all subcontractors comply with each of the insurance requirements.

A 30-day written notice of cancellation, non-renewal or modification of any stipulated insurance shall be mailed to the Clerk's Office, return receipt requested mail. Note: 10-day Notice of Non-Payment is acceptable if Certificate of Insurance indicates 30-day notice for cancellation, non-renewal, or modifications.

The successful Proposer's liability insurance coverage shall extend to and include the following contractual indemnity and hold harmless agreement:

The Proposer shall indemnify, hold harmless and defend at its sole cost the Village of North Palm Beach and any other person or entity that becomes a Named Insured, as outlined herein, their respective officers, agents, and employees, against and assume all liability for any and all claims, suits, actions, damages, liabilities, expenditures, or causes of action of any kind arising from the services authorized in the Contract and resulting or occurring from any alleged negligence, act, omission or error of the Proposer, its agents, or employees and/or arising from the failure of the Proposer, its agents, or employees to comply with each and every requirement of the Contract or with any Village, county, state, or federal law or regulation applicable to the service provided resulting in or relating to bodily injury, loss of life or limb, or damage to property sustained by any person, firm, corporation, or other business entity.

The foregoing indemnity agreement shall apply to all claims and suits other than claims and suits arising out of the sole and exclusive negligence of the Named Insured, their officers, agents, and employees as determined by a court of competent jurisdiction. The successful Proposer shall obtain and maintain contractual liability insurance in adequate limits for the sole purpose of protecting the Village and the Named Insured under the hold harmless agreement from all claims arising out of the operations authorized by this Agreement.

Insurance coverage required by this Request for Proposals shall be in force throughout the Contract term. Should the successful Proposer fail to provide acceptable evidence of current insurance within seven (7) days of receipt of written notice at any time during the term of the Contract, the Village shall have the right to consider the Contract breached and shall have the right to immediately terminate the Contract.

1-14 Prohibition on Scrutinized Companies: As provided in F.S. 287.135(2)(a), by submitting Professional Qualifications, or entering into any contract with the Village, or performing any work in furtherance hereof, the Proposer certifies that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. The Proposer shall complete the attached Scrutinized Companies Certification Form which is attached as an exhibit.

1-15 Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting its Proposal, Proposer attests that it has not been placed on the "Convicted Vendor List."

1-16 Drug-Free Workplace: All proposers must sign and comply with the drug free work place form attached.

1-17 Rights and Privileges: Rights and privileges granted by the Village shall not be assigned or transferred in any manner whatsoever without written approval of the Village Council. At all times during the term of the Contract, the Proposer shall act as an independent

contractor and at no time shall the Proposer be considered an agent of the Village. The Proposer shall obtain and pay for all permits, licenses, Federal, State and Local taxes chargeable to its operation.

1-18 Cone of Silence: The Proposer is advised that the “Palm Beach County Lobbyist Registration Ordinance” prohibits a Proposer or anyone representing the Proposer from communicating with any member of the Village Council, the Village Manager and Village employees. This “Cone of Silence” is in effect from the date/time of the deadline for submission of the RFP, and terminates at the time that the Village Council approves a contract or rejects all proposals. Violations of the “Cone of Silence” shall disqualify any Proposer.

1-19 Code of Ethics: The award is subject to all applicable State of Florida, Palm Beach County and Village ethical provisions and requirements. All Proposers shall disclose with their Proposal the name of any officer, director, or agent who is also a Village employee. Further, all Proposers shall disclose the name of any Village employee who owns, directly or indirectly, an interest of 5% or more in the Proposer's firm or any of its branches.

1-20 Lobbying Prohibited: Proposers are not to contact or lobby any Village personnel related or involved with this RFP. All written inquiries are to be directed to the Community Development Director as instructed herein. Any violation of this condition may result in rejection and/or disqualification of the Proposer.

1-21 Equal Opportunity Requirements: It is the policy of the Village to prohibit discrimination on the basis of race, color, creed, religion, sex, national origin, age, physical disability, mental disability, history of physical or mental disability, marital status, familial status, veteran status, sexual orientation, the presence of a non-job related medical condition, or any form of unlawful discrimination.

1-22 Disclosure and Disclaimer: Any action taken by the Village in response to proposals submitted in response to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the Village or its advisors.

Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information, and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, partners, and employees, as requested by the Village.

The information contained herein is provided solely for the convenience of proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the Village, nor its advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with Village representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations, and analyses in connection with this matter. The RFP is being provided by the Village without any warranty or representation, expressed or implied, as to its content, accuracy, or completeness, and no proposer or other party shall have recourse to the Village if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the Village that any proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

The Village, and its representatives shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient

of this RFP who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted in response to this RFP is at the sole risk and responsibility of the party submitting such proposal.

1-23 Proposal Contents: All material submitted becomes the property of the Village of North Palm Beach. The Village has the right to use any or all ideas presented in any response to this RFP. Selection or rejection of the proposal does not affect this right.

VILLAGE OF NORTH PALM BEACH
RFP – GENERAL PLANNING SERVICES

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE AND SCOPE OF WORK

The Village of North Palm Beach (the “Village”) is soliciting Proposals from qualified consulting Proposers or individuals (hereinafter, collectively referred to as “Proposer” or “Proposers”) to provide general planning services. The Village anticipates awarding a continuing services contract to one (1) or more Proposer(s). Proposers selected by the Village will provide general planning services to the Village on an as-need basis. There is no guarantee of a minimum amount of work under any continuing contract. The continuing services contract will provide for a task order or similar document to be issued for each project/assignment.

2-2 BACKGROUND

The Village of North Palm Beach is located on the east coast of Florida, 9 miles north of West Palm Beach in Palm Beach County. The Village is a residential community with a population of about 13,000 year-round residents. When winter residents arrive, the Village population is estimated to be about 15,000. The Village was incorporated in 1956. The Village operates under the Council/Manager form of government and provides the following services: general government, public safety, public services, country club, and parks and recreation.

2-3 WORK TO BE PERFORMED

The Village is requesting qualifications from Proposers with experience in the following potential services:

a. General Planning Services including but not limited to:

1. Comprehensive Plan: Evaluation of the Village’s Comprehensive Plan, assessment of changes in local conditions, evaluation of any major local issues, assessment of key objective and policies, assessment of concurrency issues, review and evaluation of the Plan’s elements, evaluation of climate change impacts, drafting of any necessary Comprehensive Plan amendments to reflect any changes in local conditions and changes in State requirements, adoption and transmittal of said amendments to the State, attendance at required staff, Planning Commission and Village Council meetings and hearings, and any other tasks necessary to accomplish these assignments.
2. Code Amendments: Consultation regarding land development regulations and the zoning code and drafting and/or review of related ordinances/ resolutions and/or development orders.
3. Planning Petitions: Consultation, review, processing, and presentation of regarding various land development issues (e.g., site plans, special exceptions, variances).

4. Interpretations: Interpretation of the Village's Zoning Code and issuance of official interpretations.

5. Planning Studies: Perform planning studies.

6. Meetings: Attend staff meetings, Planning Commission meetings, Village Council meetings, and other Village board meetings, upon request.

7. Community Communications: Meet with residents, developers, architects, property owners and the general public, as needed.

8. Architectural Services: Provide architectural peer review and application of design standards.

b. Traffic Engineering and Planning: Provide expertise to support the Village in the technical tasks of all areas of urban and transportation planning to guide public policy planning, decision making, and investments related to transportation, transit-oriented development (TOD), and other mobility needs.

c. LEED and Sustainability Consulting (Professional and Design Service in Addition to Architecture): Provide general LEED (or other certification agency as approved by the Village) consulting to include assisting in selection of appropriate LEED goals for specific projects; assist in development of LEED project components and providing acceptable product specifications for those components; review all LEED related component submissions; develop and maintain LEED tracking score cards.

d. Graphic Design: Provide all graphic design services which could be required for way-finding programs, educational graphics, building elevations or other related work.

e. Economic Development Planning and Research: Provide expertise to support the Village Council's economic development program including researching and developing long-term objectives, strategies, and approaches to urban redevelopment and revitalization; analysis of business incentives and economic impact; economic impact analysis reports using Regional Economic Models, Inc. software and other economic research tools; and assessing tax revenue and economic impacts of redevelopment/revitalization projects. Provide professional support if needed to research, compile, analyze and interpret data on economic, labor, and demographic conditions and trends.

f. Landscape Design Plan Review and Inspections Services: Provide professional landscape architecture plan review and inspection services by a registered Landscape Architect and/or Arborist on an as-needed basis. Services may include but are not limited to:

- 1) Plan check review of concept and construction landscape plans and park plans, technical studies, and technical specifications and perform in accordance with the design policies and standard plans;
- 2) Attendance at development/planning case meetings, as requested
- 3) Site Inspections;
- 4) Scheduling and Tracking Inspections;
- 5) Review Cost Estimates; and
- 6) Advise staff on new landscaping regulations and/or standards. If Proposer's personnel are assigned to Village, the assigned personnel shall be at a minimum a registered Landscape Architect or Arborist.

g. Perform other planning duties as assigned or directed by the Community Development Director or Village Manager.

These tasks are not to be construed as a complete statement of all duties to be performed. Proposers may be required to perform other job-related duties as required. Village shall have the right, in its sole and absolute discretion, to require additional services that are consistent with the scope of services and those activities typically performed by general planning Proposers and for which the Proposer(s) are experienced, qualified, and able to perform. All services shall be performed and completed in compliance with Florida law, the Florida Building Code, the Village's Charter and Code of Ordinances, and all other applicable codes, laws, rules, and regulations governing these services.

2-4 MINIMUM QUALIFICATIONS

1. Proposers must meet the following minimum qualifications in order to be considered responsive to this RFP:

- a. As of the submission deadline, the Proposer shall have a minimum of three (3) years of experience satisfactorily providing the same or similar services requested under this RFP. Prior experience working with municipalities or other public entities preferred.
- b. As of the submission deadline, the Proposer (if a corporation or limited liability company) shall be registered with the Florida Secretary of State and be in good standing.

2. Any Proposer that does not meet these minimum requirements shall not be eligible to be considered for placement on the list of qualified on-call Proposer

2-5 SUB-PROPOSERS

A Sub-Proposer is an individual or Proposer contracted by the Proposer to assist in the performance of services required under this RFP. A Sub-Proposer shall be paid through Proposer and not paid directly by the Village. Sub-Proposers are permitted by the Village in the performance of the services pursuant to the Contract. Proposer must clearly reflect in its RFP the Sub-Proposer(s) to be utilized in the performance of required services. The Village retains the right to accept or reject any Sub-Proposer. Any and all liabilities regarding the use of a Sub-Proposer shall be borne solely by the successful Proposer and insurance for each Sub-Proposer must be maintained in good standing and approved by the Village throughout the duration of the Contract. Neither the Successful Proposer nor any of its Sub-Proposers are considered employees or agents of the Village. Failure to list all Sub-Proposers and provide the required information may disqualify any proposed Sub-Proposer from performing work pursuant to this RFP.

Proposers shall include in their Proposals the requested Sub-Proposer information and include all relevant information required of the Proposer. In addition, within five (5) working days after the identification of the award to the successful Proposer(s), the Proposer shall provide a list of Proposers that the successful Proposer intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Sub-Proposer, the services the Sub-Proposer will provide relative to any Contract that may result from this RFP, Sub-Proposer's hourly rates or fees, any applicable licenses, insurance, references, ownership, and other information required of the Proposer.

2-6 CONTRACTS, BILLING AND PAYMENT

1. The selected Proposer(s) will be expected to enter into a formal agreement at the time of contract award. The selected Proposer(s) will also be expected to submit a scope of services for the purpose of executing a formal contract. A Scope of services and pricing shall be included in the award contract.
2. The Village of North Palm Beach expects to sign a firm fixed price contract with the successful proposer for a five (5) year period with the expectation that an additional contract will be awarded for 2 additional one-year periods subject to the mutual consent of the Village Manager and the proposer and approval of the Village Council.
3. The total amount of compensation will be negotiated with the selected Proposer. No minimum amount of work or compensation will be assured to the retained Proposer(s).

Village of North Palm Beach

GENERAL PLANNING SERVICES

PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

Proposer shall submit one (1) original, five (5) paper copies and one (1) electronic copy on a flash drive in a clear, concise format, on 8 ½ " x 11" paper, in English. The proposal shall contain tabbed sets of the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference materials included in the additional documents.

Proposals must be properly signed in ink by the owner/principal having the authority to bind the firm to this agreement.

The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

The Village deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating responses. Responses should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Please use a 12-point font; and at least 1.15-line spacing to facilitate reading of the proposal. This does not apply to resumes. The Village prefers that responses be no more than thirty (30) pages double-sided, be bound in a soft cover binder, and utilize recyclable and recycled-content materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled thumb drive in a paper sleeve. The proposals shall be organized and divided into the sections indicated herein and in the order that this information is requested in this RFP. These are not inclusive of all the information that may be necessary to properly evaluate the response and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the Proposer in response to specific requirements stated herein or through the RFP.

3-2 SUBMISSION OF PROPOSALS

An **original copy** (so marked) and **five (5) copies and the flash drive copy** to include the following shall be submitted for a proposing firm to be considered:

1. Title Page. Title page shall provide the RFP subject; the firm's name; the name, address and telephone number of contact person; and the name, address, principal place of business and telephone number of the legal entity with whom the contract is to be entered.
2. Table of Contents. The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number. The table

of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

3. Transmittal Letter. This letter will summarize in a brief and concise manner the Proposer understanding of the work to be performed, a statement why the firm/individual believes itself to be best qualified to provide the general planning services, and a statement that the proposal remains in effect for sixty (60) days. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.
4. Detailed Technical Proposal. The detailed proposal should follow the order set forth as stated below

3-3 TECHNICAL PROPOSAL

General Requirements - The purpose of the technical proposal is to demonstrate the qualifications, competence, capacity, and methodology of the firms/individuals seeking to provide the services in conformity with the requirements of this Request for Proposal. Therefore, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the combined qualifications of the firm/individual and of the particular staff members to be assigned to this engagement.

The technical proposal should address each of the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects must be included.

Section 1: INTRODUCTION LETTER (not to exceed three pages)

An introductory letter, introducing the Proposer including the corporate name (if applicable), address and telephone number of principal office, number of years in business and staff size. Include a reproduction of Corporate Charter Registration, if applicable. Indicate the primary person responsible for this project. Introduction shall be signed by an individual authorized to bind the firm.

Section 2: APPROACH TO THE SCOPE OF SERVICES (unlimited pages)

The proposal shall include a description of the proposed general services engagement, with any exhibits or documentation deemed essential, addressing the following:

- 1) Overall approach and methods to accomplish the general planning services;
- 2) Working knowledge of the Village of North Palm Beach;
- 3) Describe the current work load of each person who will be involved in the Proposal;
- 4) Summarize other Proposer resources available to meet the Village's needs;
- 5) Provide information regarding any proposed innovative concepts that may enhance value and quality of the proposed work; and
- 6) Any favorable cost containment approaches or additional or alternative ideas that may be successful if implemented by the Village.

Section 3: WORK EXPERIENCE

The proposal shall include past performance, including the total number of similar entities to which the Proposer has provided general planning services. The Proposer shall list a minimum of three (3) projects it has worked on in the past five (5) years, of similar scope and complexity. Emphasis should be on planning services provided for municipal clients within the State of Florida. The descriptions shall include: the client's reference and contact information; key

project staff; summary of the work performed; the contract amount; the schedule; and the project's achievements, milestones and hardships. The Proposer may submit both as a prime and/or serve as a sub-Proposer under another Proposal.

Provide a minimum of five (5) references for which the Proposer provided a similar general planning service within the past five years of the scope and nature required by this RFP similar in size to the Village of North Palm Beach. These references must include, as a minimum: name of company; contact person; address; e-mail address; and telephone number. References shall include the general description of the project, the dates, and whether time lines were met.

Letters of Commendations or Recommendation may be included in this section.

Section 4: KEY STAFF EXPERIENCE AND QUALIFICATIONS

Proposers shall submit the following information (for Proposer and any sub-Proposers) as described in the sections below:

- 1) Staffing levels at office locations;
- 2) Total staff available for this Proposal and the anticipated percent of general planning work to be performed by various levels of staff including organizational chart.
- 3) Experience and qualifications of all key Proposer and Sub-Proposer players (Provide resumes and licenses of all persons who will be involved in the engagement of the general planning services.); and
- 4) List of tasks to be subcontracted out;

Section 5: LITIGATION AND TERMINATIONS

Proposer(s) shall provide a summary of any litigation filed against their firm or key personnel in the past five (5) years. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. If none, state as such. Include whether the Proposer or any of its principals has ever been declared bankrupt or reorganized under Chapter 11 or put into receivership. List any criminal violations and/or convictions of the Proposer and/or any of its principals. Proposers shall also state if the Proposer and/or firm has had contracts for the services sought under this RFP which were terminated for default, non-performance or delay in the past five (5) years. Proposer shall describe all such terminations, including the name and address of the other contracting party for each such occurrence. If none, state as such.

Section 6: COST DETAIL

Propose a fee schedule for use of the service and schedule of fees for completion of all the General Planning Services required.

VILLAGE OF NORTH PALM BEACH

GENERAL PLANNING SERVICES

PART IV

EVALUATION OF PROPOSALS

4-1 EVALUATION AND AWARD

The Village will select proposals deemed most qualified and in the best interest of the Village based on the submittal criteria. The General Planning Selection Committee will rank those Proposers whose proposals are deemed most qualified.

The Village reserves the right to select any proposal which in the opinion and sole discretion of the Village will be in the best interest of and/or most advantageous to the Village. The Village reserves the right to waive any irregularities and technicalities and may at its discretion request re-submittal of proposals.

4-2 SELECTION COMMITTEE - A General Planning Selection Committee will convene, review, and discuss all proposals submitted.

4-3 REVIEW OF PROPOSALS - The General Planning Selection Committee will use a point/percentage formula during the review process to score proposals.

4-4 EVALUATION CRITERIA - The criteria and weights as shown below shall be utilized in the evaluation of the proposals. The General Planning Selection Committee will evaluate all responsive written proposals to determine which proposals best meet the needs of the Village, based on the evaluation criteria. It is expected that a contract will be executed between both parties for the services as may be necessary. The evaluation criteria will be based on Qualifications and Experience of the Firm and Staff, Technical Approach to the Project/Scope of Work, and Fees.

4-5 SELECTION - Proposer selection and the award of the contract shall be done in accordance with all State of Florida requirements and procedures and all Village policies and procedures.

4-6 ORAL PRESENTATIONS - Upon completion of the evaluation of all written proposals, the General Planning Selection Committee shall invite selected firms/individuals to give an oral presentation. The Evaluation Criteria may be changed for the oral presentation evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the General Planning Selection Committee. Additionally, during the oral presentations, the proposers shall include (but not be limited to) their approach to the project. The proposed Project Manager should be in attendance. Finalists will be informed as to the revised criteria prior to their oral presentation.

4-7 FINAL SELECTION - The General Planning Selection Committee will submit as many proposals to the Village Council for final approval as appropriate. The Village shall be the sole

judge of its own best interests, the proposals, and the resulting negotiated agreement. The Village's decisions will be final. Upon Village Council authorization, contract negotiations will be initiated with the as many appropriate firms/individuals selected by the Village Council.

VILLAGE OF NORTH PALM BEACH

RFP – GENERAL PLANNING SERVICES

EVALUATION CRITERIA

Criteria	Points
Qualifications and Experience / Ability of Professional Personnel / Financial • Availability of qualified personnel • The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's support personnel and continuity of staff. • Ability to perform additional services and provide technical support throughout the period of engagement • Ability to meet set standards • Previous contracting experience with the Village and other governmental agencies • Evidence of a capable and well-organized engagement team and management plan • Evidence of insurance and/or bonding capacity • Demonstrated experience performing municipal general planning services	25
Quality of Services • Conveyance of a willingness to work with Village staff to maximize resources • The ability to satisfactorily convey, via the completeness and responsiveness of their Proposal, a depth of understanding of the Scope of Work and the firm's capacity to accomplish it successfully • High quality level of services to be provided to Village	20
Technical Approach to the Project/Scope of Work • Approach to the Project and Methodology • Understanding of Village needs • Technical Soundness of the proposal • Applicability of the services offered • Meeting the Village's operational requirements	20
Fee • Pricing Structure • Fee Schedule work sheet • Any other Costs	25
Other • Overall completeness, clarity, and quality of proposal • Location of firm • Volume of Work in process	10

EXHIBIT A PROPOSER CHECKLIST

Note:

- 1) This Exhibit must be included in RFP immediately after the Letter of Transmittal.
- 2) RFP Package must be put together in the order set forth in this checklist.
- 3) Any supplemental materials must appear after those listed below and be tabbed "Additional RFP Information"

_____	Title Page
_____	Table of Contents
_____	Letter of Transmittal
_____	Copy of this Checklist (Exhibit A)
_____	Introduction Letter
_____	Approach to Scope of Services
_____	Work Experience
_____	Key Staff Experience and Qualifications
_____	Litigation and/or Terminations
_____	Cost Details

FORMS

_____	Proof of Licenses
_____	Information Statement (Exhibit B)
_____	Noncollusive Affidavit (Exhibit C)
_____	Drug Free Workplace form (Exhibit D)
_____	Scrutinized Companies Certification (Exhibit E)
_____	Public Entity Crimes Form (Exhibit F)
_____	Reference Form (Exhibit G)
_____	Fee Schedule (Exhibit H)

VILLAGE OF NORTH PALM BEACH
RFP – GENERAL PLANNING SERVICES
REQUIRED FORMS

THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

Exhibit B INFORMATION STATEMENT

Please Note: All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration)

Address:

City: _____ State: _____ Zip: _____

Telephone No. _____ FAX No. _____

Email: _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____
_____	_____	_____	_____

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. If this section does not apply to your bid, simply mark N/A

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the Village and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that the Village shall have no liability for respondent's indirect, incidental, consequential, special or

exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings.

Submitted by:

Name (printed)

Signature

Title

Date

EXHIBIT C

NONCOLLUSIVE AFFIDAVIT FORM

STATE OF _____

COUNTY OF _____

_____, being first duly sworn deposes and says that:

1. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting the Proposal.
2. The Proposal is genuine and is not a collusive or sham Proposal.
3. Neither the Proposer 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 Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price in any other Proposer; or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage in the proposed Contract.
4. 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 Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Date: ____/____/____

By _____

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, an authorized representative of _____, well known to me and known to me to be the person(s) described in and who executed the foregoing instrument and have acknowledged before me that they executed the same. WITNESS my hand and official seal in the County and State last aforesaid this ____ day of _____, 2023.

Notary Public - State of Florida at Large
(Printed, typed or stamped commissioned name of notary public)

EXHIBIT D
DRUG-FREE WORK PLACE CERTIFICATION

The undersigned Contractor, in accordance with Section 287.087, Florida Statutes, 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, 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 under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 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 Florida Statute 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 Paragraphs 1 through 5.

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

Proposer's Signature

Date

EXHIBIT E
SCRUTINIZED VENDOR CERTIFICATION
PURSUANT TO SECTION 287.135, FLORIDA STATUTES

This sworn statement is submitted to the Village of North Palm Beach, Florida

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 hereby certify that the above-named entity:

A. Does not participate in the boycott of Israel; and

B. Is not on the Scrutinized Companies that Boycott Israel List.

Section 287.135, Florida Statutes, prohibits the Village from contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

As the person authorized to sign on behalf of the above-named entity, I hereby certify that the statements set forth above are true and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees and/or costs. I further understand that any contract with the Village for goods or services may be terminated at the option of the Village if the company has been found to have submitted a false certification.

(Signature)

The foregoing document was sworn and subscribed before me this _____ day of _____, 2023 by _____, who is personally known to me or produced _____ as identification.

Notary Public

My Commission Expires:

EXHIBIT F

PUBLIC ENTITY CRIMES FORM

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 Village of North Palm Beach
(Print name of the public entity)

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)

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 Proposal 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, no jury 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:
 - 4-1. A predecessor or successor of a person convicted of a public entity crime:
or
 - 4-2. Any 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 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 the State of 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 Proposal applies to Proposals 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 the 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 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 officer's 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 of more of its officer's 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. 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)

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2023 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)

EXHIBIT G REFERENCES

PROPOSER REFERENCES	
Please submit a minimum of five references in detail; give client references who have been clients (of the Proposer) for at least one year (preferably municipal governments or other governmental agencies of similar size in Florida where your company has provided same and similar services General Planning Services). The Village may contact some of the Proposer's current and former clients, both supplied by the Proposer and independently derived, to request that they validate the qualifications of the Proposer and the accuracy of the claims made by the Proposer in its Proposal, and that they assess the Proposal's ability to perform the types, level and quality of services that the Village desires. All references contacted will be asked to rate those aspects of the Proposal's performance on a scale from 0 – 5: zero (0) being poor and (5) being excellent. Excellent: Frequently exceeds client reference's specifications/requirements Good: Meets client reference's specification/requirements. Poor: Frequently does not meet client reference's specifications / requirements	
1. CUSTOMER NAME:	
CUSTOMER LOCATION:	
POPULATION, if Government:	
CUSTOMER CONTACT PERSON :	
CUSTOMER PHONE NUMBER:	
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	
PROJECT DESCRIPTION:	
2. CUSTOMER NAME:	
CUSTOMER LOCATION:	
POPULATION, if Government:	
CUSTOMER CONTACT PERSON :	
CUSTOMER PHONE NUMBER:	
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	
PROJECT DESCRIPTION:	
3. CUSTOMER NAME:	
CUSTOMER LOCATION:	
POPULATION, if Government:	

CUSTOMER CONTACT PERSON :	
CUSTOMER PHONE NUMBER:	
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	
PROJECT DESCRIPTION:	
4. CUSTOMER NAME:	
CUSTOMER LOCATION:	
POPULATION, if Government:	
CUSTOMER CONTACT PERSON :	
CUSTOMER PHONE NUMBER:	
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	
PROJECT DESCRIPTION:	
5. CUSTOMER NAME:	
CUSTOMER LOCATION:	
POPULATION, if Government:	
CUSTOMER CONTACT PERSON :	
CUSTOMER PHONE NUMBER:	
CUSTOMER CONTACT FAX:	
CUSTOMER CONTACT E-MAIL:	
PROJECT DESCRIPTION:	

EXHIBIT H
SCHEDULE OF FEES

POSITION	HOURLY RATE

PROPOSER SUPPLEMENTAL INFORMATION

Please add any additional supplemental information in this section.