



CITY OF DADE CITY COMMUNITY REDEVELOPMENT AGENCY

"Proud Heritage, Promising Future"

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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

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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.

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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 possess 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.

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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:

<input type="checkbox"/> Experience in preparation of Redevelopment Plans and Plan Updates.....	30
<input type="checkbox"/> Experience in implementation of Redevelopment Plans.....	20
<input type="checkbox"/> Cost/Fee for Service.....	15
<input type="checkbox"/> Ability to perform services on time and within budget	15
<input type="checkbox"/> Knowledge of challenges and opportunities for Community Redevelopment Area.....	10
<input type="checkbox"/> 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)

☒ 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.

☒ 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.

☒ 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.

☒ 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.

☒ 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.

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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:

