

# Miami Shores Village



## Request for Qualifications No. 2019-05-01

### “PROFESSIONAL ENGINEERING SERVICES FOR A SEWER FACILITY PLAN FOR THE SHORES ESTATES SUBDIVISION”

**RFQ Sealed Qualification Acceptance:**

**Thursday, June 20<sup>th</sup>, 2019, 5:00 P.M.**

**Miami Shores Village Hall**

**10050 N.E. 2<sup>nd</sup> Avenue**

**Miami Shores, FL 33138**

April 25, 2019

MIAMI SHORES VILLAGE, FLORIDA

Miami Shores Village, Florida (the "Village") invites qualified firms to submit qualifications to provide:

"Professional Engineering Services for a Sewer Facility Plan for the Shores Estates Subdivision"

Miami Shores Village is accepting Requests for Qualifications from a firm(s) to provide services necessary for the project (the "Project") described herein.

Miami Shores Village, Florida (the "Village") will receive sealed qualifications until 5:00 PM (local), June 20<sup>th</sup>, 2019, at Village Hall, 10050 N.E. 2<sup>nd</sup> Avenue, Miami Shores, FL 33138. Faxed or e-mailed qualifications shall be rejected and will not be accepted.

**The Village's contact information for this RFQ is:**

**Office of the Village Manager**  
**Tom Benton**  
10050 N.E. 2<sup>nd</sup> Avenue  
Miami Shores, Florida 33138  
Telephone: 305-762-4851

RFQ documents may be obtained via the Internet at the Miami Shores Village website at [www.msvfl.gov](http://www.msvfl.gov). If you do not have internet access, you may obtain the documents by contacting the Village Clerk's Office at 305-762-4870 or via email at [rodriguez@msvfl.gov](mailto:rodriguez@msvfl.gov).

The Village reserves the right to reject submissions with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other qualifications. Incomplete or non-responsive submissions may be rejected by the Village as non-responsive or irregular. The Village reserves the right to reject any submission for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Village or has failed to perform faithfully any previous contract with the Village or with other governmental jurisdictions. All information required by this RFQ must be supplied to constitute a submission.

## RFQ GENERAL INFORMATION

### A. DEFINITIONS

For the purposes of this Request for Qualifications (RFQ): **Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFQ. **Village** shall mean the Miami Shores Village, Village Council or Village Manager, as applicable, and any officials, employees, agents and elected officials.

**Contact information** for the purpose of this RFQ shall mean:

**Tom Benton, Village Manager**  
10050 N.E. 2<sup>nd</sup> Avenue  
Miami Shores, Florida 33138  
Telephone: 305-762-4851  
Email: VMOffice@msvfl.gov

### B. INVITATION TO PROPOSE; PURPOSE

The Village solicits qualifications from responsible Proposers to submit qualifications to perform work for or provide goods and/or services to the Village as specifically described in the Scope of Services.

### C. CONTRACT AWARDS

The Village Council anticipates entering into a contract with the Proposer who submits the submission judged by the Village to be most advantageous. The Village anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Village selects a submission, the Village will provide a written notice of the award.

The Proposer understands that neither this RFQ nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Village Attorney and has been executed by both the Village (with Council approval, if applicable) and the successful Proposer.

### D. PROPOSAL COSTS

Neither the Village nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Costs of preparation of a response to this request for qualifications are solely those of the proposers. Proposers should prepare their submissions simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ. The Village bears no responsibility for any costs associated with any administrative or judicial proceedings resulting for the solicitation process.

E. INQUIRIES

The Village will not respond to oral inquiries. Proposers may, via electronic mail, submit written inquiries for interpretation of this RFQ to the attention of Tom Benton.

Please mark the correspondence "RFQ No. 2019-05-01".

The Village will respond to written inquiries received at least 5 working days prior to the date scheduled for receiving the submissions. The Village will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Village will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Manager. Although the Village will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFQ.

F. DELAYS

The Village may postpone scheduled due dates in its sole discretion. The Village will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-QUALIFICATION MEETING No pre-qualification meeting is scheduled.

H. QUALIFICATION SUBMISSION

Proposers shall submit one (1) original unbound and ten (10) copies of the submission in a sealed package. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the submission on electronic media in printable Adobe or Microsoft Word format (or other format approved by the Village). Failure to adhere to the submittal quantity criteria may result in the submission being considered non-responsive.

The package shall be clearly marked in the lower left-hand corner on the outside as follows:

To: Miami Shores Village – Village Clerk

RFQ No. 2019-05-01

**Subject: "Professional Engineering Services for a Sewer Facility Plan for the Shores Estates Subdivision"**

Submitted by: \_\_\_\_\_

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

Submissions shall be submitted in person or by mail. Email submittals are not accepted. Any submission may be withdrawn until the date and time set above for the submissions. Late submittals, additions, or changes will not be accepted and will be returned.

Pursuant to County Code, public notice is hereby given that a "***Cone of Silence***" is imposed concerning the Miami Shores Village competitive purchasing process, which generally prohibits communications concerning the RFQ from the time of advertisement of the RFQ ***until*** such time as the Village Manager makes a written recommendation to the Village Council concerning the competitive purchase transaction. For more information on the "Cone of Silence," please contact the Communications Manager, Elizabeth Keeley at [keeleye@msvfl.gov](mailto:keeleye@msvfl.gov).

## **PURPOSE and GENERAL INFORMATION**

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The purpose of the Request for Qualifications (RFQ) is to select a qualified professional engineering firm for study and planning services for a Wastewater Sewer Facility Plan to look comprehensively at the local wastewater management needs in the Miami Shores Village Shores Estates Subdivision. The Shores Estates subdivision sits in the northeast corner of the Village boundaries just west of US 1 and south of Northeast 107 Street bounded by the golf course to the west and C-8 Canal (Biscayne Canal) to the south.

The Sewer Facility Plan should meet the minimum policy and regulatory requirements from the Department of Environmental Resources Management (DERM), the State of Florida and the Florida Department of Environmental Protection (DEP) for that subdivision neighborhood. The Sewer Facility Plan is part of the implementation of the recent Environmental Vulnerability Study adopted by the Village Council.

The required services and conditions are described in the Scope of Services. Satisfaction of RFQ requirements will be the basis of identifying the successful consultant. The qualified firm should have experience in wastewater sewer facility planning, program organization, wastewater sewer policies and regulations, program administration and funding practices. The Village may choose to award the contract to multiple firms based on their individual expertise.

## **BACKGROUND**

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Miami Shores Village is situated in the northeastern end of Miami-Dade County and is located in close proximity to I-95 and downtown Miami. The Village has a resident population of approximately 10,450 and was incorporated in 1932.

Miami Shores Village conducted an Environmental Vulnerability Study in June 2018 which identified the Sewer Facility Plan as part of an Adaptation Plan with short-term urgency. The Shores Estates subdivision is a low-lying area with a high water table vulnerable to flooding during King tides (or high tides), storm surge and sea level rise. The Adaptation Plan would formally identify this area as vulnerable to flooding and designate it as such in order to enhance funding potential for infrastructure projects within the designated area.

The King Tides and sea level rise have been of particular concern of late as both water events caused overflow to the banks of the Biscayne Canal subsequently flooding the streets and garages of some homes within the subdivision on the north side of the canal west of Biscayne Blvd. The combination of low-lying area and high water table in the subdivision present difficult conditions for efficient on-site wastewater treatment which are expected to worsen with time. Many of the homes in the southern portion of Shores Estates have drain fields lower than the water elevations within the adjacent canal and are past their useful life. This study is aimed to connect Shores Estates to a centralized sewer to help alleviate the existing deficiency.

## SUBMITTAL REQUIREMENTS

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Proposers shall submit one (1) original unbound and ten (10) copies of the proposal in a sealed package. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the proposal on electronic media in printable Adobe or Microsoft Word format (or other format approved by the Village). Failure to adhere to the submittal quantity criteria may result in the proposal being considered non-responsive.

The package shall be clearly marked on the outside as follows:

To: Miami Shores Village – Village Clerk

RFQ No. 2019-05-01

Subject: **“Professional Engineering Services for a Sewer Facility Plan for the Shores Estates Subdivision”**

Submitted by: \_\_\_\_\_

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

Submissions must be submitted no later than 5:00 PM on Thursday, June 20<sup>th</sup>, 2019, to Village Clerk, Ysabely Rodriguez, Miami Shores Village, 10050 N.E. Second Avenue, Miami Shores, FL 33138. Submissions received after the date indicated will not be considered.

Submissions shall be delivered in person or by mail. Email submittals are not accepted. Any proposal may be withdrawn until the date and time set above for the submissions. Late submittals, additions, or changes will not be accepted and will be returned.

The successful firm(s) shall respond to the RFQ with the information requested below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested.

Miami Shores Village will not be responsible for considering information provided under the wrong tab. The proposing consultant is solely responsible for its interpretation of this RFQ. For the purpose of this RFQ, the term “firm” shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified from consideration. All submitted materials become the property of Miami Shores Village.

Submittals shall be 8-1/2 x 11 inch and organized in sections following the order specified under contents.

RFQ submittals shall contain the following information:

- A letter of transmittal signed by an individual authorized to bind the proposing entity.
- A table of contents listing the material by section and by page number.
- A list of current South Florida or Florida clients of approximately the same size and scope as Miami Shores Village.
- General information about the firm (i.e., company, location of office(s), years in business, organization chart, number and position titles of staff, and any certification(s) or degree(s)).
- Provide the name, title, experience and qualifications of the personnel who will be assigned to provide service to the Village including a project manager and the main project team. Please include an organizational chart of the proposed team with key personnel highlighted.
- Wastewater Sewer background of the firm including the firm's experience in assisting other government entities in developing a Sewer Facility Plan. Please provide a description of at least three similar projects performed with another local municipality of the similar size and scope.
- Engineering and financial experience of the firm including the firm's experience with various methods of estimating costs, funding projects and programs, engineering of complex projects or programs and regulatory knowledge related to the wastewater sewer facility plan.
- Provide the project approach describing in detail the firm's approach to the study and planning a wastewater sewer facility plan. A schedule must be provided indicating project tasks proposed, the duration, the relationship to each other and the completion of the project.
- Provide a conceptual plan for services to the Village that you believe are appropriate for the Village. Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated to the Village.
- Provide proof of compliance with insurance requirements and attach a copy of a valid insurance certificate for the firm's general liability, professional liability, and automobile insurance, and proof of adequate worker's compensation coverage for employees.
- Degree of work, if any, that is to be subcontracted.

## SCOPE OF SERVICE

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The scope of services, as may be modified through negotiation and/or by written addendum issued by the Village, will be made a part of the Agreement.

The selected consultant will assist the Village with the establishment of a Wastewater Sewer Facility Plan. The services to be provided should include, but are not limited to,

- Assess the wastewater management needs for the Shores Estates subdivision and establish an infrastructure design and cost for a wastewater sewer system.
- Develop engineering and basis of design for the proposed sewer system.
- Identify possible funding opportunities for design and installation of the sewer system including ongoing funding including any grant opportunities.

The preparation of a facilities planning document meeting the minimum Miami-Dade County DERM and State of Florida Department of Environmental Protection requirements.

The facilities planning document must meet the State Revolving Fund Environmental Report requirements.

At a minimum, the plan should consist of the following:

- What utility is responsible for taking wastewater from the Shores Estates subdivision? Miami-Dade County or the City of North Miami?
- Does the responsible agency have the required capacity to accept the sewage from this neighborhood?
- Can sewer lines be installed in the alleyways of this subdivision?
- What size and type of sewer pipe would be recommended for this project?
- Provide a drawing showing the proposed numbers of manholes and their approximate location. Include in the drawing the approximate recommended size of the sewer pipe and type of material that would be recommended for the sewer system. Also indicate on the drawing, the location and approximate depth the sewer pipes would need to be buried given the high water table within the subdivision.
- Where would the lift station be located servicing this subdivision?
- What would be the required size of the lift station given Miami-Dade County's requirements?
- How large would the force main be connecting the lift station to the existing North Miami or Miami-Dade County sewer system?
- The approximate cost for the average home within Shores Estates to connect to the proposed sewer system.
- There will be a minimum of three public meetings required for this project. Describe your methodology used to interact with our residents and our elected officials.

Include in your response any other pertinent information your firm feels is necessary to meet the State Revolving Fund Environmental Report requirement.

The plan, process, procedure and the workings of the completed Wastewater Sewer Facility Plan must be conducted in compliance with all applicable laws and regulations of the State of Florida, Miami-Dade County and Ordinances of Miami Shores Village.



## INSURANCE REQUIREMENTS

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Under the terms and conditions of all contracts, leases and agreements, the Village requires appropriate coverage listing Miami Shores Village as an additional insured. The insurance described herein reflects the insurance requirements deemed necessary for this contract by the Village. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by Miami Shores Village.

The following is a list of types of insurance coverage and limits that shall be required. \*Note: This list may not be all inclusive, and the Village reserves the right to require additional types of insurance, or to raise or lower the stated limits based upon identified risk.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees), but no less than \$1,000,000 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of Miami Shores Village and its agents, employees and officials. The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
  - i. Naming Miami Shores Village as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  - ii. Professional Liability (Errors and Omissions) coverage shall include coverage for all claims arising out of the services performed with limits not less than \$1,000,000 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
  - iii. Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

The selected firm shall provide a Certificate of Insurance listing Miami Shores Village as "Certificate Holder" and "Miami Shores Village is Additional Insurance as respect to coverage noted." Insurance companies providing insurance coverages must have a current rating A.M. Best Co. of "B+" or higher. (Note: An insurance contract or binder may be accepted as proof of insurance if Certificate is providing upon selection of the service provider.)

The certification or proof of insurance must contain a provision for notification to the Village thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the Village the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

**Waiver of Subrogation**

Required insurance coverages shall not prohibit the service provider from waiving the right of subrogation prior to a loss. Service provider shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

**Deductible**

Any deductible or self-insured retention must be approved in writing by the Village and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

**Failure to Maintain Coverage**

The service provider agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Village. The Village shall have the right to withhold any payment due the service provider until compliance with the insurance provisions of this agreement are satisfied.

Type of Insurance	LIMITS OF LIABILITY	
	each occurrence	aggregate

**GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/ \$2,000,000 AGGREGATE**

\* Policy to be written on a claims incurred basis

XX	comprehensive form	
XX	premises - operations	bodily injury
XX	explosion & collapse hazard	property damage
XX	underground hazard	_____
XX	products/completed operations hazard	bodily injury and property damage
XX	contractual insurance	Combined
XX	broad form property damage	_____
XX	independent contractors	
XX	personal injury	personal injury

**AUTOMOBILE LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE**

		bodily injury (each person)	
		bodily injury (each accident)	_____
XX	comprehensive form	_____	_____
XX	owned	property damage	_____
XX	hired	bodily injury and property damage	
XX	non-owned	Combined	

**REAL & PERSONAL PROPERTY**

\_\_\_ comprehensive form                      Consultant must show proof they have this coverage.

**EXCESS LIABILITY**

XX	umbrella form	bodily injury and property damage		
XX	other than umbrella	combined	\$2,000,000	\$2,000,000

XX **PROFESSIONAL LIABILITY**    \$1,000,000                      \$1,000,000

\* Policy to be written on a claims made basis

## SELECTION PROCESS

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All properly submitted RFQ packages shall be evaluated by Miami Shores Village through a Selection/Evaluation Committee that will be appointed to select the most qualified firm(s). The firm(s) selected will be one whose proposal is determined to be the most advantageous to the Village. The Selection/Evaluation Committee will present their findings to the Village Council.

The Village desires to avoid the expense to all parties of unnecessary presentations; however, the Village may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the Village elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

### Method of Evaluation

All properly submitted RFQ Packages shall be evaluated by Miami Shores Village based on the following selection criteria and point system:

General Compliance with the Requirements of the RFQ	Pass/Fail
South Florida clients	5
General Background of Firm	10
Qualifications of Project Manager/Team and Organization	10
Wastewater Sewer Background & Experience of Firm	20
Engineering Experience of Firm in developing methodology for Sewer Facility Plan	10
Project Approach	25
Conceptual Plan	15
Insurance Requirements	5
<b>Total Points</b>	<b>100</b>

## OTHER

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### Non-Discrimination

There shall be no discrimination as to race, color, religion, sex, marital status, pregnancy, gender, gender expression or identity, disability, national origin, veteran status, sexual orientation, age or genetic information in the operations conducted under any contract with the Village.



**VENDOR APPLICATION**

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

Order from Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pay to Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(if different)

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Website URL: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Date Business Established: \_\_\_\_\_

Business is: Corporation Proprietorship Partnership Other: \_\_\_\_\_

Primary business classification (check all that apply):

Retailer Wholesaler Manufacturer Services Prime Contractor Sub Contractor

All applicants are required to provide a copy of their Business Tax Certificate if they have an office in Miami Shores Village, as well as their Workman's Compensation Insurance Certificate (if applicable).

Please see the enclosed commodity list to properly identify the commodities and/or services, which your firm provides. Please mail completed Vendor Application to the mailing address above. The undersigned does hereby certify that the foregoing and subsequent statements are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date:



**Exhibit "A"**  
**MIAMI SHORES VILLAGE**  
**SUMMARY SHEET**

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

Firm Parent or Ownership: \_\_\_\_\_

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

Firm Telephone Number: \_\_\_\_\_

Firm Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Management Contact (person responsible for direct contact with Miami Shores Village and services required for this Request for Qualifications):

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Project Manager (Person responsible for day-to-day servicing of the account):

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Types of services provided by the firm: \_\_\_\_\_

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

## Exhibit "B"

### MIAMI SHORES VILLAGE RESPONDENT'S CERTIFICATION of QUALIFICATIONS

I have carefully examined the Request for Qualifications.

I hereby propose to furnish the services specified in the Request for Qualifications and to be bound by the terms and conditions of the RFQ. I agree that my submittal will remain firm for a period of at least 365 days in order to allow the Village adequate time to evaluate the submittals and determine a ranking of the most qualified Responders.

The firm has carefully reviewed its submission and understands and agrees that the Village is not responsible for an errors and omissions on the part of the proposer and the that proposer is responsible for them.

It is understood and agreed that the Village reserves the right to accept or reject any or all submissions and to waive any informality or irregularity in any submission received by the Village.

I certify that all information contained in this submittal is truthful. The submission includes all of the commentary, figures and data required by the Request for Qualifications dated May 10, 2019. I further certify that I am duly authorized to provide this submittal on behalf of the Responder as its agent and that the Responder is ready, willing and able to perform if an Agreement is executed.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service; that no officer, employee or agent of the Village or any other respondent has an interest in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
Responder

BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title, Typed or Printed

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Telephone Number

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public Signature  
STATE OF \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped name of notary  
My Commission Expires \_\_\_\_\_



**Exhibit "C"**  
**MIAMI SHORES VILLAGE**  
**CONTRACTOR'S ACKNOWLEDGEMENT OF COMPLIANCE**  
**WITH INSURANCE REQUIREMENTS FOR**  
**"Sewer Facility Plan for the Shores Estates Subdivision"**  
**REQUEST FOR QUALIFICATIONS**

Contractor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Qualifications for the "Sewer Facility Plan for the Shores Estates Subdivision" and accepts all conditions and requirements as contained therein.

Consultant: \_\_\_\_\_.

Name (Please Print or Type): \_\_\_\_\_.

By: \_\_\_\_\_  
Contractor's Signature

Date: \_\_\_\_\_.

**This executed form must be submitted with Scope of Work submission.**







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

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

1. This sworn statement is submitted to Miami Shores Village, 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.)

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 Response 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 misrepresentations.

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, non-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:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal

power to enter into a binding Agreement and which bids or applies to bid on Agreements for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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

Personally known \_\_\_\_\_

OR

Produced identification \_\_\_\_\_

\_\_\_\_\_

Notary Public – State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
*Type of identification*

\_\_\_\_\_  
Printed, typed or stamped name of notary public



**Exhibit "D"**

**AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC.

This sworn statement is submitted to Miami Shores Village, 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794; The Federal Transit Act, as amended 49 USC Section 1612; The Fair Housing Act as amended 42 USC Section 3601-3631.

\_\_\_\_\_  
*Signature*

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

Personally known \_\_\_\_\_

OR

Produced identification \_\_\_\_\_

Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
Type of identification \_\_\_\_\_

My commission expires: \_\_\_\_\_

Printed, typed or stamped name of notary public



## Exhibit "E"

# MIAMI SHORES VILLAGE CONFLICT OF INTEREST DISCLOSURE FORM

### Information and Instructions

Miami Shores Village, Florida requires this disclosure statement to be completed and filed with all submissions, bid responses, contracts and/or grant or loan requests to the Village in excess of \$10,000. The disclosures statement is not required for contracts for gas, water and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required from persons submitting responses to requests for proposals, requests for qualifications, invitation to bid, grant applications or other proposals.

A copy of the disclosure statement shall be maintained by the awarding Village Department. Miami Shores Village shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required on the disclosure form.

Any person who provides misleading or incorrect information on the disclosure statement shall be disqualified from participation. Also, the contract or grant shall be voidable by the Village if the misleading or incorrect information on the disclosure statement is discovered by the Village subsequent to execution of a contract.

#### Definitions

**"Business Entity"** means any corporation, partnership, limited partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not, doing business in the state of Florida.

**"Family, or Family Members, or Familial Relationship"** means included but limited to individuals who are related to a public official as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, half-brother, half-sister, a person who is engaged to be married to a public official or who otherwise holds himself or herself out as or is generally known as the person whom a public official intends to marry or with whom a public official intends to form or has formed a household.

**"Person"** means an individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**"Public Official"** means a person either elected to a governmental position, or appointed to a governmental position who is authorized by statute, resolution or charter to exercise part of the sovereign power of the governmental entity and whose duties of involve the exercise of discretion on behalf of the governmental entity. This would include those who are considered Department Heads by the Village.

#### Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

# MIAMI SHORES VILLAGE CONFLICT OF INTEREST DISCLOSURE FORM

ENTITY COMPLETING FORM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

VILLAGE DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

This form is provided with the following document:

Invitation to Bid     Request for Proposal / Qualifications     Proposal     Grant or Loan Request     Other

Has your business entity or any of your business entities' partners, divisions, or any related business entity previously performed work or provided goods or services to any Village Department within the current or last two calendar years?

Yes     No

If yes, identify below the Village Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services. (Use additional pages if necessary)

VILLAGE DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Has your business entity or any of your business entities' partners, divisions, or any related business entity previously applied for and received any grants or loans from any Village Department within the current or last two calendar years?

Yes     No

If yes, identify the Village Department that awarded the grant or loan, the date such grant or loan was awarded, and the amount of the grant or loan.

VILLAGE DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT OR LOAN

1. List below the name(s) and address(es) of all public officials with whom your business entity, or members of your immediate family have a familial relationship. Identify the office the public official holds or the Village Department for which the public official works. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	VILLAGE DEPARTMENT

2. List below the name(s) and address(es) of all family members of public officials with whom your business entity, or members of your immediate family have a familial relationship. Identify the office the public official holds or the Village Department for which the public official works. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/ MEMBER	ADDRESS	PUBLIC EMPLOYEE	VILLAGE DEPARTMENT WHERE EMPLOYED
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If you identified individuals in items one and / or two above, describe in detail below the direct benefit to be gained by the public officials, and/or their family members as the result of the contract, proposal, request for qualifications, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized in preparation of request for proposal or qualifications, invitation to bid, or grant or loan proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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List below the names of any individuals, partners, or officers of the business entity who worked for Miami Shores Village within the current or past two calendar years.

NAME OF INDIVIDUAL	ADDRESS
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***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that omissions shall be cause for disqualification from participation in the proposed transaction.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

