



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, Indian Trace Development District and Bonaventure Development District (collectively the "CITY") shall be accepting sealed proposals for:

### COMPREHENSIVE BUILDING CODE SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2019-12

The CITY is requesting proposals from qualified firms to provide Comprehensive Building Code Services in the City of Weston.

The Scope of Work generally consists of: comprehensive personal services to administer and enforce the Florida Building Code to include but not be limited to the receipt of permit applications, the review of plans, the issuance of permits, the performance of inspections, the issuance of Certificates of Occupancy, and enforcement of the Florida Building Code and all applicable laws and codes, and in compliance with all authorities having jurisdiction over building activities.

Proposers are advised that the CITY has **NOT** authorized the use of CITY's seal by individuals or entities responding to the CITY's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

### QUALIFICATIONS

Proposers shall have a minimum of five years' experience, from the date that the RFP is issued, in providing Comprehensive Building Code Services including but not limited to permit issuance through closeout for a municipality in High Velocity Hurricane Zones (HVHZ); specifically defined as Broward and Miami-Dade counties. Proposers shall have been in continuous service in Florida, with a Florida primary or branch office, for a minimum of the past five years from the date that the RFP is issued.

### PROPOSAL SUBMITTAL DEADLINE

Submittals shall be received by the Procurement Manager until **11:00 a.m., local time, December 19, 2019** (the "Proposal Submittal Deadline") at City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Submittals received after this time shall be returned unopened. The sealed submittals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting.

### AVAILABILITY OF RFP DOCUMENTS

Interested parties may purchase a copy of RFP No. 2019-12 for Comprehensive Building Code Services at the Weston City Hall, 17200 Royal Palm Boulevard, Weston, Florida 33326, 8:00 a.m. – 5:30 p.m., Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday, upon payment of a \$25.00 non-refundable fee for each RFP document. Payment shall be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Proposal documents are available for electronic download from Onvia Demand Star at <http://www.demandstar.com> and from BidSync at <http://www.bidsync.com>. This RFP may also be examined at Weston City Hall, at the referenced address. (8:00 a.m.-5:30 p.m. Monday through Thursday and 8:00 a.m. – 3:00 p.m. on Friday.)

## MANDATORY PRE-PROPOSAL CONFERENCE

A pre-proposal conference shall be held at **10:30 a.m., local time, on December 4, 2019** at the City of Weston City Hall, Commission Chambers located at 17200 Royal Palm Boulevard, Weston, FL 33326. Proposers planning to submit a proposal are required to attend this conference. Proposers shall allow sufficient time to ensure arrival prior to the indicated time. Failure of a Proposer to be present for the entire mandatory pre-proposal conference, beginning at the time stated above and concluding at the dismissal of the mandatory pre-proposal conference by the CITY, shall render a Proposer to be deemed non-responsive and the proposal shall not be considered for award. Decisions of the CITY shall be final. The official clock at the location of the pre-proposal conference shall govern.

## PROPOSAL SECURITY

Proposal security in the form of a proposal bond acceptable to the CITY or a cashier's check made payable to the "City of Weston" in the amount of \$50,000.00 will be required to be submitted with the proposal.

## QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Procurement Manager, Martha Perez-Garviso** at [mperezgarviso@westonfl.org](mailto:mperezgarviso@westonfl.org), with **"Comprehensive Building Code Services RFP No. 2019-12"** in the subject line or via fax at: 954-385-2010 by 4:00 p.m., local time at least five business days prior to the submittal deadline.

## CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals pertaining to this RFP:

Daniel J. Stermer, Mayor;  
Margaret Brown, Commissioner;  
Mary Molina-Macfie, Commissioner;  
Thomas M. Kallman, Commissioner; and  
Bryon L. Jaffe, Commissioner

Ryan Fernandes, Director of Technology Services, Selection Committee Member;  
Reddy Chitepu, Director of Public Works, Selection Committee Member;  
Patricia Bates, City Clerk, Selection Committee Member;  
Thaddeus Bielecki, Alternate Selection Committee Member;  
Cindy Tao, Accounting Manager, Financial Reviewer; and

Any member of the Protest Committee, if and when established.

The details of the CITY's cone of silence are set forth in Section 32.10 of the CITY Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

RIGHTS RESERVED

The City Commission reserves the right to reject any and all proposals, to waive any informality in a proposal and to make awards in the best interests of the CITY.

Martha Perez-Garviso  
Procurement Manager  
City of Weston

**Published: November 20, 2019**