



## NOTICE TO PROPOSERS

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

PROFESSIONAL ENGINEERING DESIGN SERVICES  
SADDLE CLUB ROAD BICYCLE LANES - LAKEVIEW DRIVE TO WESTON ROAD  
REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2024-14

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified experienced firms to provide professional engineering design services for bicycle lanes to the outside northbound (EB) and southbound (WB) through lanes of Saddle Club Road from Lakeview Drive to Weston Road located within the City of Weston, in accordance with Section 287.055 Florida Statutes, as amended from time to time, under a continuing services contract, on an as needed basis.

This project includes widening, milling, resurfacing, striping, and signing of Saddle Club Road from west of Lakeview Drive to Weston Road to provide a 5' wide bike lane and 4' wide bike lane (at some locations where the existing right of way or dedicated right-turn lanes do not permit a 5' wide bike lane) on both sides of Saddle Club Road. The proposed bike lane will end before merging into the shared lane marking areas on the approaching travel lanes to the roundabouts at Lakeview Drive and Bonaventure Boulevard and will begin after the shared lane marking areas on the departing travel lanes of the roundabouts at Lakeview Drive and Bonaventure Boulevard. The approximate length of the project is 8,841 linear feet.

This is a Local Agency Program (LAP) Project, managed by the City of Weston with oversight provided by FDOT. Partial Federal funding is provided and therefore all LAP requirements must be followed.

All PROPOSERS are advised that the CITY has NOT authorized the use of CITY's seal by individuals or entities responding to the CITY's RFQ, 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 be professionally licensed to practice engineering in the State of Florida. PROPOSERS shall have been in continuous practice for a minimum of the immediate past ten (10) years and shall have completed bicycle lane design services for government agencies in Southeast Florida for projects similar in scope, size and complexity or greater as those services required in this solicitation. The PROPOSER should have experience with FDOT LAP Projects and shall be FDOT pre-qualified as specified within.

## NON-MANDATORY PRE-PROPOSAL CONFERENCE

A non-mandatory pre-proposal conference shall be held virtually on **December 3, 2024 at 3:00 p.m.** local time. Connect to the Live Event link via Cisco Webex:

Event:	Pre-Proposal: RFQ No. 2024-14 for Professional Engineering Design Services: Saddle Club Road Bicycle Lanes
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m5a4f5f3db5ed387a40bf8f55dfea4a39">https://westonfl.webex.com/westonfl/j.php?MTID=m5a4f5f3db5ed387a40bf8f55dfea4a39</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"> <li>• Click "Join a Meeting"</li> <li>• Enter Event/Meeting Number</li> </ul>
Date and Time:	Tuesday, December 3, 2024 at 3:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2303 982 5339
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll 2303 982 5339 (from phones)

#### PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on ~~December 19, 2024~~ January 6, 2025 (the "Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The sealed proposals 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. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening: RFQ No. 2024-14 for Professional Engineering Design Services: Saddle Club Road Bicycle Lanes
Event address for attendees:	<a href="https://westonfl.webex.com/westonfl/j.php?MTID=m657a5ee3124717e76e664c364df9b9ae">https://westonfl.webex.com/westonfl/j.php?MTID=m657a5ee3124717e76e664c364df9b9ae</a> You may also connect to: <a href="http://www.webex.com">www.webex.com</a> <ul style="list-style-type: none"> <li>• Click "Join a Meeting"</li> <li>• Enter Event/Meeting Number</li> </ul>
Date and Time:	<del>Thursday, December 19, 2024</del> Monday, January 6, 2025 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2310 222 1562
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll 2310 222 1562 (from phones)

#### AVAILABILITY OF RFQ DOCUMENTS

Interested parties may download a copy of RFQ No. 2024-14 for Professional Engineering Design Services: Saddle Club Road Bicycle Lanes - Lakeview Drive To Weston Road by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

## LOCAL AGENCY PROGRAM (LAP) PROJECT

This is a Local Agency Program (LAP) Project, managed by the City of Weston with oversight provided by FDOT. Partial Federal funding is provided and therefore all LAP requirements must be followed. FDOT has established an aspiration goal of 10.65% DBE usage and an additional 3% non-DBE Small Business usage for the subject Project. Refer to Section 3.26 of the RFQ document for further details.

### PROCUREMENT SCHEDULE

The following table represent the planned schedule of procurement activities. Additional information can be found throughout the RFQ document.

Date of Advertisement	November 20, 2024
Non-Mandatory Pre-Proposal Conference	December 3, 2024 at 3:00 p.m.
Last Day for Questions	December 14, 2024 at 4:00 p.m.
Proposal Submittal Deadline	December 19, 2024 at 2:00 p.m.
Selection Committee Meeting	TBD
Negotiations Meeting	TBD
Selection Committee Meeting	TBD
Negotiations Meeting	TBD
Intent to Award	TBD
City Commission Approval	TBD
Targeted NTP to PROPOSER	TBD
End Date of Contract	TBD

### QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the Director of Procurement, Martha Perez-Garviso at [mperezgarviso@westonfl.org](mailto:mperezgarviso@westonfl.org), with "RFQ No. 2024-14 for Professional Engineering Design Services: Saddle Club Road Bicycle Lanes - Lakeview Drive to Weston Road" in the subject line by 4:00 p.m., local time by the date indicated in the Procurement schedule.

### CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers (See Section 4.9 of the RFQ). The cone of silence prohibits communications with the following individuals pertaining to this RFQ:

Margaret Brown, Mayor,  
Byron L. Jaffe, Commissioner,  
Mary Molina-Macfie, Commissioner,  
Fabio Andrade, Commissioner, and  
Henry Mead, Commissioner

Bryan Cahen, Director of Budget, Selection Committee Member;  
Denise Barrett-Miller, Director of Communications, Selection Committee Member;  
Mike Miller, Assistant Director of Development Services, Selection Committee Member;  
Ryan Fernandes, Director of Technology Services, Alternate Selection Committee Member; 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

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
  - A. Reject any or all proposals;
  - B. Waive any informality in a proposal;
  - C. Waive any deficiency or irregularity in the selection process;
  - D. Accept or reject any or all qualifications statements in part or in whole; and
  - E. Request additional information as appropriate.
  
2. The City Commission reserves the right to:
  - A. Award all or a portion of the services set forth in the RFQ as determined to be in the best interest of the CITY; and
  - B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
  - C. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso  
Director of Procurement  
City of Weston

Published: November 20, 2024