



NOTICE TO PROPOSERS

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

UNDERGROUND UTILITY LOCATE SERVICES REQUEST FOR PROPOSALS ("RFP") NO. 2024-16

The CITY is requesting proposals from qualified and experienced firms to provide underground utilities locate services under a continuing services contract ("CONTRACTOR").

PROPOSERS shall provide all labor, supervision, equipment, supplies, tools, materials, operator training, safety measures and all other necessary incidentals required to manage and respond to locate tickets in the Sunshine State One Call Ticket Management System and Software and properly marking the city owned utilities including but not limited to wastewater facilities, water facilities, irrigation main lines, electrical street light wiring, and fiber optic cable in the requested area. PROPOSERS should also be capable of accessing and reading GIS online utility maps along with digital and hard copy as-built drawings and make arrangements with ticket submitters to respond to the tickets.

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 RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

PROPOSER QUALIFICATION

PROPOSERS shall have a minimum of five (5) years' experience in providing locating and marking underground facilities of utilities of similar complexity and size as those owned and managed by the City and in managing and responding to locate tickets in the Sunshine State One Call Ticket Management System and Software. Proposers shall have been in continuous operation for a minimum of the past five (5) years from the date that the RFP is issued and shall have a resident branch office in Miami-Dade, Broward or Palm Beach County, Florida. Proposer shall be fully licensed with all applicable Local, State, and Federal licenses.

MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **January 7, 2025 at 11:00 a.m.** local time. All PROPOSERS planning to submit a proposal are required to attend this conference. 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. Connect to the Live Event link via Cisco Webex as follows:

Event:	Pre-Proposal: RFP No. 2024-16 Underground Utility Locate Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID = m743cc4f73c11798690c71677ca77ad06 You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Tuesday, January 7, 2025 at 11:00 a.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2318 017 5283
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll 2318 017 5283

SECOND MANDATORY PRE-PREOPPOSAL CONFERENCE

A second virtual mandatory pre-proposal conference shall be held on **January 13, 2025, at 11:00 a.m.** local time. PROPOSERS that attended the first pre-proposal conference are not required to attend this second pre-proposal conference. PROPOSERS planning to submit a proposal are required to attend this conference. 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. Connect to the Live Event link via Cisco Webex as follows:

Event:	Second Pre-Proposal: RFP No. 2024-16 Underground Utility Locate Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID = m47193353c2de521499df0c54129814b9 You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Monday, January 13, 2025 at 11:00 a.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2302 809 7045
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll 2302 809 7045

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on January 21, 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: RFP No. 2024-16 Underground Utility Locate Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m8cbc6ae92d2743d67dd877d97c662ad8
	You may also connect to: www.webex.com
	<ul style="list-style-type: none">• Click "Join a Meeting"• Enter Event/Meeting Number
Date and Time:	Tuesday, January 21, 2025 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2300 314 8544
Event Password:	Weston (937866 when dialing from a phone or video system)
Audio conference:	Join by phone 415-655-0001 US Toll 2300 314 8544

AVAILABILITY OF RFP DOCUMENTS

Interested parties may download a copy RFP No. 2024-16, Underground Utility Locate Services 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>.

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 \$5,000.00 will be required to be submitted with proposal.

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, with "RFP No. 2024-16, Underground Utility Locate Services" in the subject line, at least five business days prior to 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:

Margaret Brown, Mayor;
#82088

Henry Mead, Vice Mayor;
Mary Molina-Macfie, Commissioner;
Byron L. Jaffe, Commissioner; and
Fabio A. Andrade, Commissioner

Kara Petty, Director of Parks and Recreation, Selection Committee Member;
Cindy Tao, Director of Accounting, Selection Committee Member;
Jerrylee Camacho, IT Manager, Selection Committee Member;
Bryan Cahen, Director of Budget, 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 RFP/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: December 18, 2024