



NOTICE TO PROPOSERS

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

CONTINUING PROFESSIONAL SERVICES

General Civil Engineering

Traffic And Transportation Engineering

Environmental Engineering and Wetlands Management

Surveying And Mapping

REQUEST FOR QUALIFICATIONS ("RFQ") NO. 2025-11

Pursuant to Section 287.055, Florida Statutes, the CITY requests proposals from qualified experienced firms to provide Continuing Professional Services: General Civil Engineering, Traffic and Transportation Engineering, Environmental Engineering and Wetlands Management, Surveying and Mapping in accordance with Section 287.055 Florida Statutes, as amended from time to time, under a continuing services contract.

PROPOSERS shall provide professional services for the establishment of a continuing services contract for studies, planning, surveying, design, construction engineering and inspection of miscellaneous CITY projects. The following four categories below are covered by this Request for Qualifications for Continuing Services. Responses to this Request for Qualifications **shall indicate each category** for which the respondent wishes to be considered:

1. General Civil Engineering – Services in this category typically include studies, planning, designing, and overseeing CITY infrastructure. This includes but is not limited roadway, stormwater management, water, wastewater, parks re-development, athletic facilities, feasibility studies, permitting support, construction documents, and coordination with state and local regulatory agencies. Specialties include but are not limited to landscape architecture, irrigation, and electrical engineering for parks and streetlights.
2. Traffic and Transportation Engineering - Services in this category typically include improving mobility, safety, and efficiency in transportation systems. Typical tasks include traffic impact studies, operational analyses, roadway capacity evaluations, multimodal transportation planning, and the preparation of traffic control plans for the CITY's vehicular, pedestrian and bicycle traffic network and infrastructure.
3. Environmental Engineering and Wetlands Management – Services in this category typically include resource protection, regulatory compliance, and ecological assessments of the CITY's wetlands management, mitigation areas, lakes and aquatic vegetation. Other services under this category include environmental site assessments, water-quality studies, stormwater treatment system design, wetlands delineation, permitting (e.g., FDEP and USACE), mitigation planning, habitat evaluations, and development of environmental management plans.

4. Surveying and Mapping – Services in this category typically include a wide range professional surveying and mapping of task to include but not limited to: boundary surveys; topographic survey and mapping; GPS and Geodetic Control Surveys; Record (as-built) surveys; utility & infrastructure layout and legal descriptions/documents.

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.

All written or graphical work product shall be provided to the CITY in PDF format, WCAG 2.1, Level AA, ADA compliant.

QUALIFICATIONS

Proposers shall be professionally licensed to practice engineering, surveying and/or landscape architecture (as applicable) in the State of Florida and have a resident office in Miami-Dade, Broward, or Palm Beach County, Florida. Proposers shall have been in continuous practice for a minimum of the immediate past ten (10) years, shall have performed work for local governments in Southeast Florida and shall have completed engineering, surveying and/or landscape architecture services for a government agency with infrastructure similar in scope, size and complexity as the City of Weston.

PRE-PROPOSAL CONFERENCE: Mandatory Non-Mandatory

A mandatory (non-mandatory) pre-proposal conference shall be held virtually on **January 15, 2026 at 3:00 p.m.**, local time. If mandatory, all Proposers planning to submit a proposal **are required** to attend this virtual conference. Failure of a Proposer to be present at mandatory conference 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:

| | |
|------------------------------|---|
| Event: | Pre-Proposal: RFQ No. 2025-11, Continuing Professional Services |
| Event address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=m7cd56a0cd46597029042cb8b25f12471 |
| | 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: | Thursday, January 15, 2026 at 3:00 p.m. Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2301 599 5909 |
| Event Password: | Weston (937866 when dialing from a phone or video system) |
| Audio conference: | Join by phone 415-655-0001 US Toll 2301 599 5909 |

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Procurement Manager until **2:00 p.m. local time, on ~~January 27, 2026~~ ~~February 3, 2026~~ February 10, 2026** (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. 2025-11, Continuing Professional Services |
| Event address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=m5eef49f07465dc91a606102da026993d |
| | 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 27, 2026 Tuesday, February 3, 2026 Tuesday, February 10, 2026 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2304 481 7356 |
| Event Password: | Weston (937866 when dialing from a phone or video system) |
| Audio conference: | Join by phone 415-655-0001 US Toll 2304 481 7356 |

AVAILABILITY OF RFQ DOCUMENTS

Interested parties may download a copy of RFQ No. 2025-11 for Continuing Professional Services by visiting the CITY’s Procurement website at: <https://www.westonfl.org/government/procurement>. RFP documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

QUESTIONS

Any questions concerning this solicitation shall be submitted in writing to the **Director of Procurement, Martha Perez-Garviso** at mperezgarviso@westonfl.org, with “**RFQ No. 2025-11, Continuing Professional 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 RFQ:

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

Bryan Cahen, Director of Budget, Selection Committee Member;
Denise Barrett-Miller, Director of Communications, Selection Committee Member;
Peter Johnson, Assistant Director of Public Works, Selection Committee Member;
Cindy Tao, Director of Accounting, 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 24, 2025