

CITY OF RIVIERA BEACH
REQUEST FOR QUALIFICATIONS - ARCHITECTURAL SERVICES

RFQ 1006-20-4



RFQ NUMBER: 1006-20-4

RFQ TITLE: ARCHITECTURAL SERVICES

Event	Date
Date RFQ Issued	August 17, 2020
Due date for bidder questions	August 28, 2020
Questions response date	August 31, 2020
RFQ Due Date	September 14, 2020 @11:00 AM
Interview/Presentations held (IF NEEDED)	TBD
Proposed Council Date	TBD
Proposed Negotiation	TBD
Start Date	TBD

SOLICITATION CONTACT:

RICKEY LITTLE
SENIOR PROCUREMENT SPECIALIST
RLITTLE@RIVIERABEACH.ORG

CONTRACT TERM:

3 YEARS
(2) One Year Options to Renew

The OWNER for the Project is the City of Riviera Beach, Florida.

REQUEST FOR QUALIFICATION

ARCHITECTURAL SERVICES

The City of Riviera Beach, Florida (City) pursuant to Florida State Statute 287.055, Consultants Competitive Negotiation Act is seeking qualified consultants to provide professional architectural services on an ongoing basis. Currently the City is requesting proposals for architectural firms expecting the selected firm to not only provide functional space consistent with the City Council resolution for the City to go green, but also to make the best use of all space in an effort to increase overall capacity and efficiency under the laws of the State of Florida. Assignments could include work associated with the City's Capital Improvement Program, or various operating and maintenance issues as projects arise related to City facilities.

Services may include, but not limited to, feasibility studies, building assessments, programming studies and reports, design and preparation of construction documents, specifications, and construction phase services for both new and renovation type construction. Other related services such as planning, space programming, rendering generation, landscape architecture, survey, civil, structural, plumbing, mechanical, and electrical, interior design, and waterproofing/roofing could be included in various assignments.

Work will be performed under a three year (3) continuing contact on an as-needed basis. Potential projects predominately involve office buildings, fire, police, library, recreational facilities, community facilities or public works type facilities.

Interested firms must be experienced in providing planning, design, and architectural services in a scope and nature comparable to those described. Use of qualified sub-contractors for specialty work is acceptable. To be considered, the firm shall be licensed professional with the Florida Board of Professional Regulations in accordance with Florida State Law and be familiar with the applicable State of Florida, Palm Beach County and the City of Riviera Beach codes, regulations and laws.

Qualification submittals will be reviewed and ranked by the City's Selection Committee. Oral presentations/interviews may be requested from a shortlist of finalists selected by the Committee as a result of their evaluation of the initial Request for Qualifications. Selection will be made in accordance with the Florida Consultants Competitive Negotiations Act (287.055, F.S.).

The responsibility for obtaining, completing, and submitting Qualification Statements to the City of Riviera Beach shall be solely and strictly the responsibility of the Proposer. City employees shall in no way be responsible for delays caused by the United States mail delivery or caused by any other occurrence. Qualification Statements received after the time and date stipulated shall be considered non-responsive and returned to the Proposer unopened.

REQUEST FOR QUALIFICATION
GENERAL ARCHITECTURAL SERVICES
CITY OF RIVIERA BEACH, FLORIDA

All firms and their agents are hereby placed on notice that they are not to contact members of the City Council or staff, with the exception of the designated liaison. Public meetings and public deliberations of the Selection Committee are the only acceptable forum for the discussion of merits of products/services requested by this Request for Qualifications and written correspondence in regards to this Request for Qualifications are to be submitted to the **Procurement Director, 2051 Dr. MLK Blvd, Suite 310, Riviera Beach, 33404** or rlittle@rivierabeach.org.

I. General Terms and Conditions

1. All responses shall become the property of the City of Riviera Beach, and may be returned only at the City's option. Information contained in the Qualifications submittals will not be disclosed during the evaluation process.
2. All Respondents must read and comply with the Statement on Public Entity Crimes prior to entering into a Contract with the City.
3. The City will not reimburse Respondent for any costs associated with the preparation and submittal of any responses to this Request for Qualifications (RFQ).
4. The awards made pursuant to this Request for Qualifications are subject to the provisions of Chapter 112, Part III, Florida Statutes, "Code of Ethics for Public Officers and Employees." All Respondents must disclose with their responses the name of any officer, director, or agent who is also an employee of the City. Further, all Respondents must disclose the name of any City employee who owns, directly, or indirectly, any interest of five percent (5%) or more in the Respondent's firm or any of the Respondent's branches/subsidiaries.
5. Respondents, their agents and associates shall refrain from discussing or soliciting any City official regarding this RFQ during the selection process. Failure to comply with this provision will result in disqualification of the Respondent. **Only the designated liaison listed in the response may be contacted.**
6. Due care and diligence has been exercised in the preparation of this RFQ. The responsibility for determining the full extent of the services required rests solely with those making responses. Neither the City nor its representatives shall be responsible for exercising the professional judgement required in determining the final scope of services which may be required.
7. The City, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, request clarification of information from Respondents, to reject any and all responses in whole or in part, with or without cause, and to accept any response, if any, which in the City's judgment, will be in the City's best interest.
8. Any interpretation, clarification, correction, or change to the RFQ will be made by written addendum issued by the Contact information. Any oral or other type of communication concerning the RFQ shall not be binding. All questions must be in writing and directed to Rickey Little at rlittle@rivierabeach.org.

9. Responses must be signed by an individual of the Respondent's organization legally authorized to commit the Respondent's organization to the performance of the services by the Request for Qualifications.
10. Any Proposals submitted before the deadline may be withdrawn by written request received by the City before the time fixed for receipt of Proposals. Withdrawal of any Proposal will not prejudice the right of the Respondent to submit a new or amended Proposal as long as the City receives the Proposal by the deadline as provided herein.
11. **MINIMUM QUALIFICATION CRITERIA:** to receive consideration, the proposer shall thoroughly document the proposer's ability to meet the following qualification criteria as fully described below.

The respondent shall provide a statement in the affirmative, in Tab # of the respondent's proposal, of confirmation of ability to provide, at a minimum, the services described below:

- (a) The proposer must be an architectural firm conducting business in the State of Florida for a minimum of 10 years.
- (b) The principal design manager must have a minimum of 15 years of architectural design experience in municipal design and construction.
- (c) The proposer must have an office within Palm Beach County.

ACCOUNT REQUIREMENTS: to receive consideration, the proposer shall thoroughly document the proposers ability to meet the following qualification criteria as fully described below.

12. Additional Requirements and / or Conditions

- All designs are to comply with any and all applicable codes (SBCCI,FBC, NEC, etc.) and design criteria as established by affected governing agencies
- Department growth studies and preliminary building layouts shall be completed as an initial phase of the program study prior to budget development.
- Design process to take into account the impact to employees in existing building (as little work flow disruption and displacement of employees as possible)
- Renderings, site layouts, site plans, and conceptual drawings may be requested as a component of the community engagement process for new project development.
- Failure to include any required forms/information as described within this proposal may result in a rejected proposal. The final decision for acceptance/rejection of any proposal related to this RFP is at the sole discretion of the City.

II. SPECIAL TERMS AND CONDITIONS

1. The successful Respondent shall be required to submit proof of licenses or certifications as required by the City and the State of Florida.
2. The successful Respondent shall be required to enter into a contract that substantially reflects the Professional Architectural Services, its Request for Qualifications, and normal contract

terminology. The City reserves the right to waive/adjust any minor inconsistencies between the Request for Qualifications and the finalized contract.

3. The successful Respondent shall hold harmless, indemnify and defend the City, its Council members, employees, representatives and agents against any claim, action, loss, damage, injury, liability, cost and expense of whatsoever kind of nature arising out of or incidental to this work.
4. The successful Respondent, prior to signing of a contract, will be required to submit certificates of insurance.

III. GENERAL BACKGROUND AND SCOPE OF SERVICES

The City of Riviera Beach, Florida (the City) is actively seeking qualified and experienced firms to provide professional architectural services on an ongoing (continuing services) basis. No guarantee is expressed or implied as to the amount of work or total number of projects provided during the life of this contract.

The City anticipates the following general scope of services, but reserves the right to modify, add, or delete any services.

- Feasibility studies
- Space/program analysis
- Planning exercises
- Community engagement
- Building assessments
- Programming studies and reports
- Design and preparation of construction documents and specifications Construction phase services for new and renovation type construction

IV. EVALUATION CRITERIA

The following criteria shall be used to evaluate the responses.

1. Capability/adequacy of firm's proposed staff and/or sub-consultants to be assigned to the project. (45 points)
2. Firm's recent relevant experience on comparable projects. (30 points)
3. Evaluation of the firm's past performance with the City or other agencies based on the references from the firm's clients. (15points)
4. Location and ability to handle project workload. (10 points)

Summarized below are the Evaluation Criteria of:

A maximum total number of points are set out in the table following this discussion. Each category of evaluation criteria will be broken down further with points assigned to each. When appropriate, points will be awarded based upon a quantitative review of the responses. In the award of other points, members of the Evaluation Committee will utilize a multiplier value to indicate the degree to which, in their opinion, the proposer satisfies the evaluation criteria.

The following qualitative guidelines will be used for assigning a multiplier value:

Outstanding Response: Highly comprehensive, excellent reply that meets all of the requirements of the areas within that category. In addition, the response covers areas not originally addressed within the RFQ category and includes additional information and recommendations that would prove both valuable and beneficial to the agency. This response is considered to be an excellent standard, demonstrating the Contractor’s authoritative knowledge and understanding of the project.

Excellent Response: Provides useful information, while showing experience and knowledge within the category. The proposal is well thought out and addresses all requirements set forth in the RFQ. The Contractor provides insight into its experience, knowledge and understanding of the subject matter.

Good Response: Meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. This response demonstrates an above average performance with no apparent deficiencies noted.

Fair Response: Meets the requirements in an adequate manner. This response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Contractor.

Inadequate Response: Minimally meets the requirements for the Evaluation Criteria as set forth in the RFQ.

Failed Response/ No Response (no points awarded): Does not meet the requirements for the Evaluation Criteria set forth in the RFQ.

Criteria	Points
Experience/Qualifications of Firm	45
Qualification of Project Team	30
Past Project Examples	15
Location	10
Total Available Points for Written Submittal	100

Evaluation Criteria

Evaluation Categories	Possible Points	
Capability/adequacy of firm proposed staff and/or sub-consultants to be assigned to the project.	45	
Firm’s recent relevant experience on comparable projects.	30	
Evaluation of the firm’s past performance with the City or other agencies based on the references from the firm’s clients	15	
Location and ability to handle project workload	10	
TOTAL POINTS		

V. SELECTION PROCESS

- A. A Selection Committee comprised of staff as appointed by the Procurement Director shall be established. It is the City's intent to select up to four(4) qualified Consultants for contract award. The selection of Consultants shall be based on the four (4) highest scores for written proposals unless the Evaluation Committee decides that oral interviews are required.
- B. The Selection Committee shall reduce the number of firms to a short-list of a minimum of five (provided at least five firms applied). In short-listing firms, the committee shall use the criteria set forth in the RFQ and attempt to select the best qualified firms. City and City personnel will review and discuss all proposals submitted. Points will be assigned for each written proposal in accordance with the evaluation criteria listed in "Evaluation Criteria". The City of Riviera Beach reserves the right to interview any or all proposers and to require a formal presentation with key people who will administer and be assigned to work on the contract before recommendation of award. If required, this interview is to be based upon written proposal received. Procurement personnel will participate in an advisory capacity only.
- C. The committee may hold discussions with all short-listed firms. This may be undertaken at the same meeting or a separate meeting scheduled by the committee.
- D. After discussions are held with the short-listed firms, the voting members of the Selection Committee may discuss the presentations and qualifications of each firms further and shall rank the firms based upon which firms will best serve the City based upon the factors set forth in the RFQ. The firms shall be ranked in order of preference.
- E. Upon establishment of the ranking, negotiations shall be undertaken with the top three firms. If the Procurement Director is unable to negotiate a satisfactory contract with the top ranked firms, negotiations with the firm shall be formally terminated in a writing to the firm. Upon termination of said negotiations, new negotiations shall be undertaken with the next highest ranked firm, with this process repeated until an agreement is reached which is then approved by the negotiator. The rankings shall be reported to the City Council for approval of the rankings and contract execution for the top three proposers.

VI. TERMS OF AN AGREEMENT

Terms of the agreement will be for three (3) years from the date of execution of the agreement. The City reserves the right to extend the terms of the agreement provided for two additional one (1) year terms, however, that the City shall give written notice of its intentions to extend the contract no later than thirty (30) days prior to the expiration of the agreement.

VII. SUBMITTAL REQUIREMENTS

Qualification Statements will be evaluated on the basis of the written document; therefore, the documents must be complete, concise and clear as to the intent of the Respondent.

PROPOSAL ENVELOPE

All Proposals must be returned in a sealed box or envelope addressed to the City of Riviera Beach and shall contain on its face the following:

<p>CITY OF RIVIERA BEACH 600 WEST BLUE HERON BOULEVARD, SUITE 140 RIVIERA BEACH, FL 33404</p> <hr/> <p>(Name of Proposer)</p> <hr/> <p>(Address of Proposer)</p> <p>RFQ #1006-20-4 ARCHITECTURAL SERVICES DUE DATE/TIME: 9/14/2020 @ 11:00 AM</p>

In order to maintain competitiveness and for the ease of evaluation, responses to the RFQ must be responsive to the following and presented in this format and order:

NOTE: All responses must be presented on 8 ½" X 11" bound documents, except for 11"x17" plans submitted. The information must be tabbed according to each requested section. Number each side of each page consecutively including letter of interest, brochures, licenses, resumes, supplemental information, etc. Responses must be limited to fifty (50) pages, except for plans submitted. Covers, table of contents and dividers tabs will not count as pages, provided no additional information is included on those pages. Any proposal exceeding fifty (50) page limit may be disqualified. **The Proposer shall provide two (2) copies of the proposal within one (1) marked as original and one (1) marked as copies. Additionally, Proposer shall provide six (6) USB drive copies. The proposal shall be submitted in the format described in this document; formats will be rejected.**

1. **Title Page**
2. **Table of Contents**
3. **Introduction/Cover Letter** – provide a letter of interest briefly stating your understanding of the services to be performed and why you should be awarded a contract (two page limit)
4. **Statement of Qualification Form** – this form shall include data on proposed personnel and projects of a similar nature completed by the applicant and any proposed sub-consultants.
5. **References** – provide five (5) references for which you have provided services two (2) must be government (City, County, State or Federal) listed in the Request or Qualifications over the past five (5) years. Use the attached vendor reference form.
6. **Current Project Workload** – provide a list of firm's current project workload for the office(s) performing the work, i.e., manpower and resources available to project work. This should be presented in a clear, concise and understandable format.

7. **List of Outside Key Consultants** – if Respondent is not a joint venture, list outside key consultants/associates that shall be used for the above services listed in this Request for Qualifications. Identify and include qualifications of key individuals, specifically those who will be assigned to the services covered under the Request for Qualifications, including identification of the lead person (include credentials and certificates for each individual).
8. **Location** – specify address of Firm’s designated office where the majority of work on this project will be performed. Indicate percentage total over-all of the services to be performed by the Firm’s office specified above. Specify address of Firm’s other office(s) where any part of the work for these services will be performed if applicable.
9. **Other Forms and Documents** – submit the required documents (Certificate(s) of Insurance, Licenses, Certificate(s)), and any other forms or documents that the Respondent feels are necessary to present their qualifications for the services covered under the Request for Qualifications. The Respondent is to submit a copy of their existing Certificate(s) of insurance that shows all policies and/or limits required under the Request for Qualifications, they must submit a letter from their insurance agent confirming and stating that the Respondent qualifies for the insurance requirements stipulated in the Request for Qualifications. Upon notice of award an Agreement, the successful Respondent shall have five (5) business days to provide proof they have procured the required policies and limits of insurance.
10. **Affidavit of Public Entity Crimes** – provide a completed Affidavit on Public Entity Crimes (attachment A). Lack of this forms may result in the disqualification of responding firms.
11. **Confirmation of Acceptance:** by submission of a response to this Request for Qualifications, the Respondent makes the following acknowledgments/certifications.

Include a signed and notarized Vendor Proposal Form indicating confirmation of acceptance.

- a. Your firm/organization/joint venture consents that proposal will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the City has an outstanding claim, or a financial dispute relating to prior contract performance with the City. At any time the City discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- b. Through a statement of disclosure, your firm/organization/joint venture will provide sufficient detail of any relationship, especially between members of your firm and any City employees or their family members. This will allow the City to evaluate possible conflicts of interest. The City will determine whether the extent of any conflict of interest will disqualify the Respondent.
- c. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if shortlisted):
 1. All information of a factual nature is certified to be true and accurate.
 2. All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the Respondent if awarded the contract.
- d. It is acknowledged that:

1. If any information provided by the applicant is found to be, in the opinion of the Selection Committee or the Procurement Director, substantially unreliable, this Proposal may be rejected.
2. The Selection Committee or Procurement Director may reject all applicants and may stop the selection process at any time.
3. The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their response to the interview questions and results of reference checks.
4. **This proposal must be received by the Office of the City Clerk, 600 W. Blue Heron Blvd., Riviera Beach, Florida 33404, no later than 11:00 AM on September 14, 2020.**
5. The Respondent has not be convicted of a public entity crime within the past thirty-six 36 months, as set forth in Section 287.133. Florida Statutes.

VIII. PURSUANT TO FLORIDA STATE STATUE 287.055, CCNA NAMED PROJECTS

- PUBLIC WORKS FACILITY
- PUBLIC SAFETY FACILITIES
- FIRE DEPARTMENT FACILITIES
- PARKS INFRASTRUCTURE(ALL SITES)
- COMMUNITY FACILITIES
- UTILITY DISTRICT OFFICES
- INFORMATION TECHNOLOGIES OFFICE
- COMMUNITY DEVELOPMENT OFFICES

I. REQUIRED FORMS

Proposers shall complete and submit the following forms with their Proposal. The forms shall be submitted in Tab #6 of the Proposal as described in Section XI. Failure to include any required forms/information as described within this proposal may result in a rejected proposal. The final decision for acceptance/rejection of any proposal related to this RFP is at the sole discretion of the City.

- A. Prospective Proposer Information Sheet, found in Section XI., Attachment A
- B. References for Government Clients, found in Section XI., Attachment B
- C. Representatives and Disclosures, signed and notarized, found in Section XI., Attachment C
- D. Non-Collusion Affidavit Certificate, signed and notarized, found in Section XI., Attachment E
- E. Indemnification Clause, found in Section XI., Attachment F
- F. Drug-Free Workplace Certification, found in Section XI., Attachment G
- G. Notification of Public Entity Crime Law, found in Section XI., Attachment H
- H. Truth in Negotiation Certification, found in Section XI., Attachment I
- I. Sworn Statement Pursuant to 287.133(3)(A), Florida Statutes, found in Section XI., Attachment J
- J. W-9 Form, found in Section XI

Proposer(s) submitting Proposals as a joint venture shall submit to the City, as part of Proposals, a copy of any joint venture agreement.

All Proposers shall provide an e-mail address and contact so that any clarification may be shared.

Remainder of page left blank intentionally.

II. ATTACHMENTS

ATTACHMENTS:

- A. PROSPECTIVE PROPOSER INFORMATION SHEET
- B. REFERENCES FOR GOVERNMENT CLIENTS
- C. REPRESENTATION AND DISCLOSURES
- D. ARCHITECTURAL SERVICESMANAGER CERTIFICATION
- E. NON-COLLUSION AFFIDAVIT CERTIFICATION
- F. INDEMNIFICATION CLAUSE
- G. DRUG FREE WORKPLACE
- H. NOTIFICATION OF PUBLIC ENTITY CRIMES LAW
- I. CERTIFICATE OF TRUTH IN NEGOTIATIONS
- J. SWORN STATEMENT PURSUANT TO 287.133(3) A, FLORIDA STATUTES
W-9 FORM

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING REJECTED.

IT IS THE PROPOSER'S RESPONSIBILITY TO CONTACT THE PROCUREMENT DEPARTMENT PRIOR TO SUBMITTING A PROPOSAL TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS PROPOSAL.

ATTACHMENT A



CITY OF RIVIERA BEACH
600 WEST BLUE HERON BLVD., SUITE 140
RIVIERA BEACH, FL 33404

PLAN HOLDER INFORMATION SHEET

EMAIL TO RLITTLE@RIVIERABEACH.ORG

PROSPECTIVE PROPOSER INFORMATION SHEET

RFP # 1006-20-4

Please complete and email this document to the Procurement Department. Your information will be added to the current plan holder list and help to insure receipt of changes or additional information.

Contact Person _____

Business Name _____

Business Address _____

Business City, State, Zip _____

Email Address: _____

Business Phone # _____ Business Fax # _____

ATTACHMENT B

REFERENCES FOR GOVERNMENT CLIENTS

PROPOSER: _____

List references for similar services provided within the last three (3) years:

(1) Name of Firm: _____

Address: _____

Contact Name and Title: _____

Contact Phone: _____ Contact Fax: _____

Contact Email: _____

Date Contract Began: _____ Length of Contract Term: _____

(2) Name of Firm: _____

Address: _____

Contact Name and Title: _____

Contact Phone: _____ Contact Fax: _____

Contact Email: _____

Date Contract Began: _____ Length of Contract Term: _____

(3) Name of Firm: _____

Address: _____

Contact Name and Title: _____

Contact Phone: _____ Contact Fax: _____

Contact Email: _____

Date Contract Began: _____ Length of Contract Term: _____

ATTACHMENT C
REPRESENTATIONS AND DISCLOSURES

STATE OF _____ }

} SS:

COUNTY OF _____ }

I am an officer of the Architectural Services Firm, named below, submitting its qualifications under an RFP and I am authorized to make the following Representations and Disclosures on behalf of the Architectural Services Firm. I certify or affirm that to the best of my knowledge and belief, the following statements are true:

1. Architectural Services Firm agrees that its proposal may become part of any contract entered into between the City and the Architectural Services Firm.
2. There are no actual, apparent or potential conflicts of interest with Architectural Services Firm or any sub-Contractors or subcontractors that are present or could develop with respect to the scope of services for the project/study and any parties to this solicitation or any third parties.
3. Proposal of Architectural Services Firm Proposal is made without connection with any persons, Firm or party making another proposal, and that it is in all respects fair and in good faith without collusion or fraud.
4. Neither Architectural Services Firm nor any of Architectural Services principals have been convicted of or indicted for a felony or fraud.
5. Architectural Services Firm and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects and are not listed on the Florida convicted vendor list.
6. Architectural Services Firm warrants that it has not employed or retained any Firm or person, other than a bona fide employee working solely for Architectural Services , to solicit or secure an award under this RFP and that it has not paid or agreed to pay any person, Firm, corporation, individual, or Architectural Services , other than a bona fide employee working solely for Architectural Services , any fee, Council, percentage, gift, or any other consideration contingent upon or resulting from an award.
7. Architectural Services Firm certifies the compensation and hourly rates and other expenses or costs to be compensated as proposed are accurate, complete and current and the time of contracting and no higher than those charged to the Architectural Services other customers for the same or substantially similar service in the Southeast Region of the United States during the preceding twelve (12) month period.
8. Architectural Services Firm certifies to the best of its knowledge and belief that no funds or other resources received in connection with an award of a contract from this RFP shall be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

I certify and affirm that to the best of my knowledge and belief, the above 8 statements are true.

Architectural Services: _____

Officer's Name: _____ Title _____

Signature: _____

BANKED AND SIGNED before me this _____ day of _____, 2020

by _____ (name) as _____ (title) of

_____ (Architectural Services), and who is personally known to me or produced

_____ as identification.

Notary Stamp:

Notary Public

In the event Architectural Services cannot execute this form as drafted, Architectural Services may substitute a similar Representations and Disclosure certifying to the facts applicable to the Architectural Services.

ATTACHMENT D

ARCHITECTURAL SERVICES CERTIFICATION

I have carefully examined the Request for Proposal, Instructions to Architectural Services, General and/or Special Conditions, Specifications, Proposal and any other documents or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal shall remain Architectural Services Manager for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the proposals. Furthermore, I agree to abide by all conditions of the proposal.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Architectural Services Manager/business as its act and deed and that the Architectural Services Manager/business is ready, willing and able to perform if awarded the contract.

I further certify that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any person, Architectural Services Manager or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City or of any other Architectural Services Firm interested in said proposal; and that the undersigned executed this Architectural Services Manager's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

E-MAIL ADDRESS

BY:

SIGNATURE

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

PRINTED NAME AND TITLE

MAILING ADDRESS

City, STATE, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE OF NOTARY

MY COMMISSION EXPIRES: _____

PERSONALLY KNOWN _____

OR PRODUCED

IDENTIFICATION _____

TYPE: _____

ATTACHMENT E
NON-COLLUSION AFFIDAVIT

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this AFFIDAVIT on behalf of my Architectural Services Firm, and its owners, directors, and officers. I am the person responsible in my Architectural Services Manager for the price(s) and the amount of this proposal.

I state that:

(1) The budgets shown in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, responder, or potential responder to this Request for Proposal (RFP).

(2) Neither the price(s) nor the amount of the proposal, and neither the approximate budgets nor approximate amounts in this proposal, have been disclosed to any other Architectural Services Firm or person who is a responder or potential responder to this RFP, and they shall not be disclosed before the proposal opening.

(3) No attempt has been made or shall be made to induce any Architectural Services Firm or person to refrain from responding to this RFP, or to induce them to submit a budget that is higher than the budget in this proposal, or to submit any intentionally high or noncompetitive proposal or other form of non-responsive proposal.

(4) The proposal and budget prepared by my Architectural Services Firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any Architectural Services Firm or person to submit a complementary or other noncompetitive proposal.

(5) Vendor shall disclose below, to their best knowledge, any Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) ©, Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

(6) _____, it's affiliated, subsidiaries, officers,
(Name of Architectural Services Firm)

directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as follows:

I state that _____ understands and
(Name of Architectural Services Firm)

acknowledges that the above representations are material and important, and shall be relied on by the City in awarding the contract(s) for which this proposal is submitted. I understand and my Architectural Services Manager understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of Riviera Beach of the true facts relating to the submission of proposals for this contract.

Signature

(Print Name and Title)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY
OF _____, 20_____

(Notary Public)

My Commission Expires _____

INDEMNIFICATION CLAUSE

In any and all claims against the City, or any of their agents or employees by any employee of the Proposer, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Proposer or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the City pursuant to Chapter 768, Florida Statutes.

The foregoing instrument was acknowledged before me this _____ day of _____ 2020, by _____, who is (who are) personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Notary Public Signature

Notary Name, Printed, Typed or Stamped

Commission Number: _____

ATTACHMENT G

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two (2) or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals shall be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that shall be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of chapter 893 of the Florida Statutes or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by _____ the
(INDIVIDUAL'S NAME)

_____ Of _____

(TITLE/POSITION WITH VENDOR)

(NAME OF FIRM/VENDOR)

who does hereby certify that said Firm/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

SIGNATURE

DATE

ATTACHMENT H
CITY OF RIVIERA BEACH

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a Architectural ServicesFirm , supplier, sub Architectural ServicesFirm , or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

Architectural Services Firm Name

Signature

Name & Title (Print or Type)

ATTACHMENT I

TRUTH IN NEGOTIATIONS CERTIFICATE

This is to certify that, to best of my knowledge and belief, the cost or pricing data submitted, either actually or by specific identification in writing, to the Contracting Officer or the Contracting Officer's representative in support of _____

_____ *

are accurate, complete, and current as of _____ **

This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between Architectural Services Firm and the City that are part of the proposal.

Architectural Services Firm: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____ ***

*Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.).

** Insert the day, month, and year when price negotiations were concluded and price agreement was reached, of, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.

*** Insert the day, month, and year of signing, which should be as close to practicable to the date when the price negotiations were concluded and the contract price was agreed to.

ATTACHMENT J
SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES

THIS FORM SHALL 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 City of Riviera Beach

by _____
(Print Individual's Name and Title)

for _____ (Print
Name of Entity Submitting Sworn Statement)

whose business is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

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 bid 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 misrepresentation.

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, nonjury 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 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 contract and which bids or applies to bid on contracts for the provisions 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 relation 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, and agents who are active in management of an entity, nor any affiliates 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, and agents who are active in management of an 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, and agents who are active in management of an 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 (ONE) 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 A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn and subscribed before me this _____ day of _____ 2020.

Personally known _____

OR produced identification _____ Notary Public State of _____

_____ My commission expires: _____