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## REQUEST FOR QUALIFICATIONS

### Consulting Services – City Hall Site Feasibility

### RFQ #10-20

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October 23, 2019

NOTICE IS HEREBY GIVEN that sealed Statements of Qualifications will be received by the City of Clearwater (City) until **10:00 AM, Local Time, November 14, 2019** to provide **Consulting Services – City Hall Site Feasibility**.

**Brief Description:** The City of Clearwater is seeking a qualified consultant to prepare concept studies and sketches for sites (to be) identified for a new City Hall building.

Responses must be in accordance with the provisions, specifications and instructions set forth herein and will be received by Purchasing until the above noted time, when they will be publicly acknowledged and accepted.

This Request for Qualifications, any attachments and addenda are available for download at [www.myclearwater.com/bid](http://www.myclearwater.com/bid).

Please read the entire solicitation package and submit the response in accordance with the instructions. This document (less this invitation and the instructions) and any required documents, attachments, and submissions will constitute the response.

**General, Process, or Technical Questions concerning this solicitation should be directed, IN WRITING, to the Procurement contact below:**

**This Request for Qualifications is issued by:**

**Lori Vogel, CPPB**  
**Interim Procurement Manager**  
[Lori.Vogel@myclearwater.com](mailto:Lori.Vogel@myclearwater.com)

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Purchasing Office  
100 S Myrtle Ave  
Clearwater FL 33756-5520  
PO Box 4748, 33578-4748  
727-562-4630 Tel

## INSTRUCTIONS

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- i.1 **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the Contact listed on Page One (1). Questions should be submitted in writing via letter, fax or email. Questions received less than seven (7) calendar days prior to the due date and time may be answered at the discretion of the City.
- i.2 **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the City website and mailed to those who register on the City website when downloading solicitations no less than seven (7) days prior to the Due Date. **Vendors are cautioned to check the Purchasing Website for addenda and clarifications prior to submitting their response.** The City cannot be held responsible if a vendor fails to receive any addenda issued. The City shall not be responsible for any oral changes to these specifications made by any employees or officer of the City. Failure to acknowledge receipt of an addendum may result in disqualification of a response.
- i.3 **DUE DATE & TIME FOR SUBMISSION AND OPENING:**  
**Date: November 14, 2019**  
**Time: 10:00 AM (Local Time)**  
  
The City will open all responses properly and timely submitted, and will record the names and other information specified by law and rule. All responses become the property of the City and will not be returned except in the case of a late submission. Respondent names, as read at the opening, will be posted on the City website. Once a notice of intent to award is posted or 30 days from day of opening elapses, whichever occurs earlier, responses are available for inspection by contacting Purchasing.
- i.4 **SUBMIT RESPONSES TO:** Use label at the end of this solicitation package  
  
City of Clearwater  
Attn: Purchasing  
100 S Myrtle Ave, 3<sup>rd</sup> Fl, Clearwater FL 33756-5520  
or  
PO Box 4748, Clearwater FL 33758-4748  
  
Responses will be received publicly at this address. Respondents may mail or hand-deliver responses. E-mail or fax submissions will not be accepted.  
  
No responsibility will attach to the City of Clearwater, its employees or agents for premature opening of a response that is not properly addressed and identified.
- i.5 **LATE RESPONSES.** The respondent assumes responsibility for having the response delivered on time at the place specified. All responses received after the date and time specified shall not be considered and will be returned unopened to the respondent. The respondent assumes the risk of any delay in the mail or in handling of the mail by employees of the City of Clearwater, or any private courier, regardless whether sent by mail or by means of personal delivery. It shall not be sufficient to show that you mailed or commenced delivery before the due date and time. All times are Clearwater, Florida local times. The respondent agrees to accept the time stamp in the City Purchasing Office as the official time.
- i.6 **LOBBYING.** Any communication regarding this solicitation for the purpose of influencing the process or the award, between any person or affiliates seeking an award from this solicitation and the City is prohibited. This section shall not prohibit public comment at any City Council meeting, study session or Council committee meeting. This prohibition shall not apply to communication with the contact(s) identified in the solicitation or City-initiated communications for the purposes of conducting the procurement including but not limited to clarification of responses, presentations if provided in the solicitation, contract negotiations, protest/appeal resolution, or surveying non-responsive vendors.

## INSTRUCTIONS

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- i.7 **RESPONSIBILITY TO READ AND UNDERSTAND.** Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page One (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the response. Respondents are cautioned to verify their responses before submission, as amendments to or withdrawal of responses submitted after time specified for opening of responses may not be considered. The City will not be responsible for any respondent errors or omissions.
- i.8 **FORM AND CONTENT OF RESPONSES.** Unless otherwise instructed or allowed, responses shall be submitted on the forms provided. An original and the designated number of copies of each response are required. Responses, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the response is not properly signed or if any changes are not initialed, it may be considered non-responsive. The City may require that an electronic copy of the response be submitted. The response must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the response.
- i.9 **DEBARMENT DISCLOSURE.** If the respondent has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a (sub)contractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the respondent shall include a letter with its response identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided. A response from a respondent who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- i.10 **RESERVATIONS.** The City reserves the right to reject any or all responses or any part thereof; to reissue the solicitation; to reject non-responsive or non-responsible responses; to reject unbalanced responses; to reject responses where the terms and/or awards are conditioned upon another event; to reject individual responses for failure to meet any requirement; to award by part or portion, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any response. The City may seek clarification of the response from respondent at any time, and failure to respond is cause for rejection. Submission of a response confers on respondent no right to an award or to a subsequent contract. The City is responsible to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the respondent and the City until the City executes a written contract or purchase order.
- i.11 **OFFICIAL SOLICITATION DOCUMENT.** Changes to the solicitation document made by a respondent may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.
- i.12 **ETHICS.** It is the intention of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the procurement process, including respondents and contractors.

To achieve the purpose of this Article, it is essential that respondents and contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

## INSTRUCTIONS

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- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
  - b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
  - c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.
- i.13 **GIFTS.** The City will accept no gifts, gratuities or advertising products from respondents or prospective respondents and affiliates.
- i.14 **PROTESTS AND APPEALS.** If a respondent believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its response, and/or believes the selected response is not in the City's best interests, the respondent may submit a written protest. All protests and appeals are governed by the City of Clearwater Purchasing Policies and Procedures. If any discrepancy exists between this Section and the Procurement Rules, the language of the Procurement Rules controls.

Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the opening must be filed with the Procurement Office no later than five (5) business days before Opening. Protests that only become apparent after the Bid Opening must be filed within ten (10) business days of the alleged violation of the applicable purchasing ordinance. The complete protest procedure can be obtained by contacting Purchasing.

**ADDRESS PROTESTS TO:**

**City of Clearwater - Procurement Office**  
**100 So Myrtle Ave, 3<sup>rd</sup> Fl**  
**Clearwater FL 33756-5520**  
**or**  
**PO Box 4748**  
**Clearwater FL 33758-4748**

## INSTRUCTIONS – EVALUATION

- i.15 **EVALUATION PROCESS.** Responses will be reviewed by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with respondents for clarification purposes. Clarification is not an opportunity to change the response. Respondents shall not initiate discussions with any City employee or official.
- i.16 **CRITERIA FOR EVALUATION AND AWARD.** The City evaluates three (3) categories of information: responsiveness, responsibility, and the technical response. All responses must meet the following responsiveness and responsibility criteria.
- a) **Responsiveness.** The City will determine whether the response complies with the instructions for submitting responses including completeness of response which encompasses the inclusion of all required attachments and submissions. The City must reject any responses that are submitted late. Failure to meet other requirements may result in rejection.
  - b) **Responsibility.** The City will determine whether the respondent is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: past performance, references (including those found outside the response), compliance with applicable laws, respondent's record of performance and integrity- e.g. has the respondent been delinquent or unfaithful to any contract with the City, whether the respondent is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A respondent must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review respondent's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.
  - c) **Technical Response.** The City will determine how well responses meet its requirements in terms of the response to the solicitation and how well the offer addresses the needs of the project. The City will rank offers using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation.

The criteria that will be evaluated and their relative weights are:

Evaluation Criteria	Points
Qualifications ( <i>Tab 2</i> )	30
Relevant Experience and References ( <i>Tab 3</i> )	30
Technical Approach ( <i>Tab 4</i> )	15
Work Plan and Schedule ( <i>Tab 5</i> )	25

- i.17 **SHORT-LISTING.** The City at its sole discretion may create a short-list of the highest scored proposals based on a preliminary evaluation against the evaluation criteria. Only those short-listed proposers would be invited to give presentations and/or interviews. The City will finalize ranking of the firms upon conclusion of presentations/interviews.
- i.18 **PRESENTATIONS/INTERVIEWS.** The respondent must provide a formal presentation/interview on-site at a City location upon request.
- i.19 **CONTRACT NEGOTIATIONS AND ACCEPTANCE.** Respondent must be prepared for the City to accept the response as submitted. If respondent fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject response or revoke the award, and may begin negotiations with another Respondent. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the respondent and the City until the City executes a written contract or purchase order.

## INSTRUCTIONS – EVALUATION

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- i.20 **NOTICE OF INTENT TO AWARD.** Notices of the City's intent to award a Contract are posted to Purchasing's website. **It is the respondent's responsibility to check the City of Clearwater's Purchasing website at <http://www.myclearwater.com/bid> to view Purchasing's Intent to Award postings.**
- i.21 **RFQ TIMELINE.** All dates are tentative and subject to change.  
Release RFQ: October 23, 2019  
Advertise Tampa Bay Times: October 24, 2019  
Responses due: November 14, 2019  
Review responses/presentations: November 15 – November 27, 2019  
Award recommendation and authorization: December 2, 2019  
Contract begins: December 2019

## DETAILED SPECIFICATIONS

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1. **PROJECT MISSION.** The City of Clearwater is dedicated to providing superior services to its customers in order to improve the quality of life for Clearwater residents, businesses and visitors. The City is looking for vendors who share that dedication and will help the City meet that goal.
2. **PROJECT OVERVIEW.** The City of Clearwater (City) is seeking professional services to prepare a series of concept studies and sketches for sites to be identified for a new City Hall building. The City is currently evaluating several city-owned and privately held parcels in Downtown to determine which, if any, would be appropriate to accommodate the construction of a new City Hall. Along with the conceptual study for the new standalone City Hall building the City would also like to evaluate the practicality of combining the Municipal Services Building (100 S. Myrtle Ave.) with the proposed new City Hall facility creating one facility which would function as a combined City of Clearwater Government Center.
3. **SCOPE OF SERVICES.**

**The City will provide the following information to the selected Consultant:**

- City Hall requirements – building size and parking requirements
- Municipal Services Building requirements – building size and parking requirements
- Map showing three (3) predetermined sites for review
- Information regarding planned or proposed redevelopment within and adjacent to the study area, including information regarding land uses and the preferred form and pattern of development
- Design guidelines, standards, or improvements plans for streets, streetscapes, public spaces, and rights-of-way in the study area
- Applicable design guidelines and requirements contained within the Downtown Redevelopment Plan and regulations contained within the Comprehensive Plan
- GIS base mapping, including shapefiles indicating property lines, rights-of-way, land cover (curb lines and pavement limits)

**The Consultant will facilitate a minimum of three (3) in-person meetings with City staff to ensure general agreement at different states of concept plan development:**

- One (1), two (2) hour workshop with staff to discuss predetermined options for Concept studies prior to formulation of scenarios and to discuss conceptual direction for surrounding redevelopment
- One (1), two (2) hour Concept Alternatives workshop with City staff to review preliminary designs for further refinement
- One (1), two (2) hour workshop to present final concepts to City staff
- On-going coordination calls with City project manager and other staff as needed throughout the project duration

**The Consultant will prepare the studies using the following:**

- Implementation of Downtown Plan; Visibility & Civic Prominence, Compatibility with surrounding uses/Scale and Fit with Character District Vision and Economic Development Catalyst Potential (anchor to attract future development)
- Location/Urban Design; Transportation Access (vehicular, pedestrian, transit, trail connection), Proximity to other City Services/Facilities
- Site Characteristics; Parcel Size and Configuration, Traffic Access and Parking (on-site or off-site or combination), Site Conditions - topography, views, environmental contamination, existing trees, etc. Infrastructure –adequate utilities availability, stormwater, traffic impacts on surrounding roadways and Sustainability (opportunities for sustainable infrastructure, etc.)
- Real Estate; Ownership, Available for Acquisition if Not City Owned, Potential for Partnership/Joint Tenancy and/or Public/Private Partnership and Eligible for CRA Incentives/Opportunity Zone and Construction Ready/Requires Demolition
- Cost; Land Acquisition, Construction Cost (renovation/new construction), Site Preparation, Operational Efficiency and Operating Cost/Ongoing Costs

## DETAILED SPECIFICATIONS

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**The Consultant will be responsible for the following, including deliverables noted:**

The Consultant will prepare plan and aerial perspective concept drawings using Sketchup to illustrate up to three (3) scenarios for each site representing the development of a new standalone City Hall and new City of Clearwater Government Center. The plan and aerial perspective concept drawings for each scenario will show general site configurations and building massing for a new City Hall and new City of Clearwater Government Center and related private development within the project study area. The building massing for City Hall will be based on information to be provided by the City. All drawings and sketches prepared for the study are intended for use in city decision-making regarding the appropriate location for the standalone City Hall or City of Clearwater Government Center. The drawings are intended to illustrate general planning and urban design concepts and not intended to serve as development, architectural, or engineering proposals. More detailed analysis of site, market, financial, environmental and regulatory conditions will be required to prepare preliminary engineering and architectural plans for development and redevelopment. This study is intended to conceptualize development at density and/or intensity consistent with that allowed for and encouraged in the downtown core but will not include a detailed market analysis at this time.

4. **EXPERIENCE.** Interested consultants must be able to demonstrate extensive knowledge of architecture, urban design, and redevelopment planning, and successful experience with planning and designing public facilities, particularly administrative offices.
5. **INSURANCE REQUIREMENTS.** The Contractor (respondent) shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. Coverage shall be obtained with a carrier having an AM Best Rating of A-VII or better. In addition, the City has the right to review the Contractor's deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically the Contractor must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an occurrence basis, then coverage can be obtained on a claims-made basis with a minimum three (3) year tail following the termination or expiration of this Agreement. Specific work may require additional coverage on a case by case basis:

- a. **Commercial General Liability Insurance** coverage, including but not limited to, premises operations, products/completed operations, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. **Commercial Automobile Liability Insurance** coverage for any owned, non-owned, hired or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. Unless waived by the State of Florida, statutory **Workers' Compensation Insurance** coverage in accordance with the laws of the State of Florida, and **Employer's Liability Insurance** in the minimum amount of \$100,000 (one hundred thousand dollars) each employee each accident, \$100,000 (one hundred thousand dollars) each employee by disease and \$500,000 (five hundred thousand dollars) aggregate by disease with benefits afforded under the laws of the State of Florida. Coverage should include Voluntary Compensation, Jones Act, and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable. Coverage must be applicable to employees, contractors, subcontractors, and volunteers, if any.
- d. If the Contractor is using its own property, or the property of the City or other provider, in connection with the performance of its obligations under this Agreement, then **Contractor's**



## DETAILED SPECIFICATIONS

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**Equipment Insurance or Property Insurance** on an "All Risks" basis with replacement cost coverage for property and equipment in the care, custody and control of others is required.

- e. **Professional Liability Insurance** coverage appropriate for the type of business engaged in by the Contractor with minimum limits of \$1,000,000 (one million dollars) per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great a duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

### 6. OTHER INSURANCE PROVISIONS.

- a. Prior to the execution of this Agreement, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this Agreement remains in effect, the Contractor will furnish the City with a Certificate of Insurance(s) (using appropriate ACORD certificate, SIGNED by the Issuer, and with applicable endorsements) evidencing all of the coverage set forth above and naming the City as an "Additional Insured." In addition when requested in writing from the City, Contractor will provide the City with certified copies of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows: **City of Clearwater**  
**Attn: Purchasing, RFQ #10-20**  
**P.O. Box 4748**  
**Clearwater, FL 33758-4748**
- b. Contractor shall provide thirty (30) days written notice of any cancellation, non-renewal, termination, material change or reduction in coverage.
- c. Contractor's insurance as outlined above shall be primary and non-contributory coverage for Contractor's negligence.
- d. Contractor reserves the right to appoint legal counsel to provide for the Contractor's defense, for any and all claims that may arise related to Agreement, work performed under this Agreement, or to Contractor's design, equipment, or service. Contractor agrees that the City shall not be liable to reimburse Contractor for any legal fees or costs as a result of Contractor providing its defense as contemplated herein.

**The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to the City, and failure to request evidence of this insurance shall not be construed as a waiver of Contractor's obligation to provide the insurance coverage specified.**

## MILESTONES

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1. **ANTICIPATED CONTRACT TERM.** December 2019 through February 2020. The project schedule will be finalized during the contract negotiation process and will take into consideration the completion of scenario plans and final work product to be completed no later than January 21, 2020.  
  
If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.
2. **EXTENSION.** The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.

## RESPONSE FORMAT

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1. **RESPONSE SUBMISSION** - Submit one (1) signed original (identified as ORIGINAL) with five (5) copies of the Qualifications Response and ONE (1) electronic format copy on a disc or thumb drive in a sealed envelope/container.
2. **RESPONSE FORMAT** - Qualifications shall be submitted in bound volumes on standard 8½" x 11" paper. All information must be assembled and indexed in the order indicated below. The page count shall include typed text, graphics, charts and photographs, but does not include supporting documents for Tabs 6- 8, and the tabbed separator pages, cover page, and back page.

**TAB 1 – Letter of Interest (two [2] pages).** A letter of interest detailing qualifications, related experience, ability to perform the work and to meet the above referenced selection criteria. Name, address, contact person and phone number, shall be provided.

**TAB 2 – Qualifications (six [6] pages).** Describe the firm's background, experience, and qualifications of key personnel proposed to work on the project. Include resumes for key team members (including subcontractors) demonstrating specific project experience relevant to the project. Include an organizational chart and an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida. Include the expected amount of involvement for each consultant team member and confirm their availability. Any change in key personnel after the contract award must be approved by the City.

**TAB 3 – Relevant Experience and References (four [4] pages).** Provide detailed information for three (3) projects, preferably within the last 10 years, for which the firm has provided services closely related to this scope of services. Include contact information for the projects including name, position/title, email address, and phone number.

**TAB 4 – Technical Approach (two [2] pages).** Describe the firm's understanding of the project and methodology for meeting the needs of the City. Include a summary of knowledge of local conditions, City permitting processes, local codes and ordinances, and challenges.

**TAB 5 – Work Plan and Schedule (four [4] pages).** Provide a work plan and tentative schedule to complete the feasibility study including estimated number of hours per task, by personnel/position, and durations for design and construction phases.

**TAB 6 – Litigation. NOTE: this is not considered Confidential or Proprietary information – any response indicating such will be deemed non-responsive to the RFQ.**

1. Provide a complete listing of any convictions or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past three (3) years. Identify firm's executives who have current claims or who have participated in litigation against the City of Clearwater while with another firm. Executives of firms currently under litigation with the City may not be considered for this project.
2. Provide a complete listing of all litigation involving a construction project or contract (excluding personal injury and workers' compensation) whether currently pending or concluded within the past three (3) years in which the respondent firm was a named party.
3. Provide a complete listing of all administrative proceedings involving a construction project or contract, whether currently pending or concluded within the past three (3) years, in which the respondent firm was a named party. (NOTE: Administrative Proceedings shall include: (i) any action taken or proceeding brought by a governmental agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement, or (iii) any other matter before an administrative body.)
4. Provide a complete listing of all arbitrations involving a construction project or contract, whether currently pending or concluded in the past three (3) years, in which the respondent firm was a named party.

## RESPONSE FORMAT

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**TAB 7 - Other Forms.** The following forms should be completed and signed:

1. Exceptions, Additional Materials, Addenda form
2. Company Information form
3. Response Certification form
4. If the firm is a corporation, a copy of the current Florida Corporation Registration
5. A fully completed, most current W-9 form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

## EXCEPTIONS/ADDITIONAL MATERIALS/ADDENDA

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Respondents shall indicate any and all exceptions taken to the provisions or requirements in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

**Exceptions (mark one):**

**\*\*Special Note – Any material exceptions taken to the City's Terms and Conditions may render a Response non-responsive.**

\_\_\_\_\_ No exceptions

\_\_\_\_\_ Exceptions taken (describe--attach additional pages if needed)

**Additional Materials submitted (mark one):**

\_\_\_\_\_ No additional materials have been included with this response

\_\_\_\_\_ Additional Materials attached (describe--attach additional pages if needed)

**Addenda**

Respondents are responsible for verifying receipt of any addenda issued by checking the City's website at [www.myclearwater.com/apps20/cityprojects/invitationtobid.aspx/](http://www.myclearwater.com/apps20/cityprojects/invitationtobid.aspx/) prior to the bid opening. Failure to acknowledge any addenda issued may render a Bid Non-responsive.

**Acknowledgement of Receipt of Addenda (initial for each addenda received, if applicable):**

Addenda Number	Initial to acknowledge receipt

**Vendor Name** \_\_\_\_\_ **Date** \_\_\_\_\_

## COMPANY INFORMATION

Company Legal/Corporate Name: \_\_\_\_\_

Doing Business As (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

DUNS # \_\_\_\_\_

Remit to Address (if different than above):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Order from Address (if different from above):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact for Questions about this response:**

Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Day-to-Day Project Contact (if awarded):

Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ Certified Small Business

Certifying Agency: \_\_\_\_\_

\_\_\_\_\_ Certified Minority, Woman or Disadvantaged Business Enterprise

Certifying Agency: \_\_\_\_\_

## RESPONSE CERTIFICATION

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**By signing and submitting this Response, the Company certifies that:**

- a) It is under no legal prohibition to contract with the City of Clearwater.
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c) It has no known, undisclosed conflicts of interest.
- d) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and or goods/materials covered by this contract.
- e) It understands the City of Clearwater may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. 119) or other applicable law, subpoena, or other judicial process.
- f) Respondent hereby warrants to the City that the respondent and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees.
- g) Respondent certifies that they are not in violation of section 6(j) of the Federal Export Administration Act and not debarred by any Federal or public agency.
- h) It will provide the materials or services specified in compliance with all Federal, State, and Local Statutes and Rules if awarded by the City.
- i) It is current in all obligations due to the City.
- j) It will accept such terms and conditions in a resulting contract if awarded by the City.
- k) The signatory is an officer or duly authorized agent of the respondent with full power and authority to submit binding offers for the services as specified herein.

**ACCEPTED AND AGREED TO:**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## MAILING LABEL

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR BID CONTAINER

----- For US Mail -----

### SEALED RESPONSE

**Submitted by:**

Company Name:

Address:

City, State, Zip:

**RFQ #10-20, Consulting Services - City Hall Site**

**Feasibility**

**Due Date: November 14, 2019, at 10:00 A.M.**

City of Clearwater  
Attn: **Purchasing**  
PO Box 4748  
Clearwater FL 33758-4748

----- For US Mail -----

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----

### SEALED RESPONSE

**Submitted by:**

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**Feasibility**

**Due Date: November 14, 2019, at 10:00 A.M.**

City of Clearwater  
Attn: **Purchasing**  
100 S Myrtle Ave 3<sup>rd</sup> Fl  
Clearwater FL 33756

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----