The City of Riviera Beach Community Redevelopment Agency (CRA) invites qualified Business Planning and Financial Services Consultant firms or individuals to serve as the CRA's lead business, financial and accounting consultant in the Marina District. The Civic District Business Planner will be responsible for developing the overarching Civic Business Structure and Consolidated Business Plan which will include: individual business plans, investment models, operating budgets (and related pro forma models) for the public enterprises (profit centers) and public service centers (budget line items) that make up the Civic District service delivery system at the Marina District.

This solicitation provides guidelines for submission and outlines the essential services desired for the engagement. Submittals will be accepted at the City of Riviera Beach, Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, FL 33404, until 5:00 pm (EST) Monday, October 15, 2012.

Late submittals will not be accepted or considered.

This Public Solicitation document, including a scope of services may be obtained at the City of Riviera Beach, Purchasing Department, 2391 Avenue ‘L’, Riviera Beach, FL 33404.

Additionally, proposal may be obtained by visiting the City’s web-site at www.rivierabch.com or the CRA website at www.rbcra.com.

Responses shall be prepared, addressed and submitted in compliance with the instructions set forth in the solicitation documents. The City of Riviera Beach CRA reserves the right to reject any or all proposals and to waive technicalities, if such measures are deemed appropriate and in the best interest of the CRA.

PLEASE SUBMIT TWO (2) ORIGINAL COPIES AND EIGHT (8) CDs OF YOUR PROPOSAL.
# TABLE OF CONTENTS

**General Information:** Part 1

1-1 Scope

**Information** Part 2

2-1 Procurement Schedule

**Insurance Requirements** Part 3

3-0 Insurance Requirements

**Proposal Evaluations Process** Part 4

4-1 Proposal Evaluations Process

**Required Forms:**

1. REFERENCES
2. STATEMENT OF BUSINESS RESPONSIBILITY
3. DRUG FREE WORKPLACE
4. CERTIFICATE OF TRUTH IN NEGOTIATIONS
5. SCHEDULE 1 – PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS
6. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACOR
7. SCHEDULE 3 – PARTICIPATION FOR SMALL BUSINESS ENTERPRISES
8. SCHEDULE 4 – LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS
9. SCHEDULE 5- LOCAL BUSINESS PARTICIPATION
10. SCHEDULE 6- LETTER OF INTENT TO PEROFM AS A LOCAL BUSINESS
PROSPECTIVE PROPOSER INFORMATION SHEET
RFQ 376-12

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

Purchasing Department: Fax 561-842-5105
Office 561-845-4180

Contact Person
____________________________________________________________________

Business Name
____________________________________________________________________

Business Address
____________________________________________________________________

Business City, State, Zip
____________________________________________________________________

Email Address:
____________________________________________________________________

Business Phone # _____________  Business Fax # ________________
1-1 **SCOPE**

**CIVIC DISTRICT BUSINESS PLANNER**  
Business Planning and Financial Services

**Overview**

The Riviera Beach Community Redevelopment Agency (RBCRA), pursuant to Section 3-4 of the Procurement Code of the Riviera Beach Community Redevelopment Agency, announces that Civic District Business Planner (CDBP) services will be required for the Riviera Beach Community Redevelopment Agency. The RBCRA announces that these services will be required in order to advance the City’s Marina District Redevelopment Project. The City’s Marina District is the last waterfront redevelopment opportunity in South Florida which is being developed as a regional mixed-use destination that will include commercial and public uses. As currently envisioned, the project will include a marina facility and multiple public uses that will complement a private marketplace featuring a critical mass of restaurants and retail services, and potentially residential.

**The Marina District**

The services outlined herein will result in creating a cohesive and profitable, warm and welcoming, experience from the water to the uplands. The Marina District Redevelopment Project will be a mixed-use regional destination that will be anchored by a revitalized Marina, Civic District, and private marketplace. The Civic District is envisioned to include the following major program elements:

- Newcomb Hall
- The Public Market
- Visitor Center
- Marina Facilities: Marine Operations Center and Wet Slips
- Bicentennial Park
- Art, Culture and Education Programs

It is expected that the Civic District Business Planner will undertake appropriate due diligence for current and proposed activities that will enable the Consultant to make recommendations for programming, staffing, operations, and budgeting during the construction transition and at stabilized operations. The CDBP will provide recommendations for continued City of Riviera Beach operations as well as operations by the Riviera Beach CRA. The scenarios will also include models for internal property management and third party property management and a recommendation on the staffing model if oversight is assigned to the CRA.

The Civic District Business Planner will serve as the CRA’s lead business, financial and accounting consultant. The Civic District Business Planner will be responsible for developing the overarching Civic District Business Structure and Consolidated Business Plan which will include: individual business plans, investment models, operating budgets (and related pro forma models) for the public enterprises (profit
centers) and public service centers (budget line items) that make up the Civic District service delivery system at the Marina District.

The individual/firm will be a business and management consulting firm with a depth of accounting and financial modeling capabilities including demonstrated results working for nonprofit and government institutions located in Florida. The firm will be familiar with the nuances of Florida law, government and business practices, public accounting standards, and compliance/accountability regulation that will apply to this specialized use.

**Scope of Services**

The CD Business Planner will collaborate with the Cultural Programmer/Business Planner (responsible for developing the Art, Culture, and Education Program and Business Plan), Master Developer Team, and other operators, program developers, and business specialists (i.e., marina operations, public market, meeting and banquet, visitor center, special events) to establish a structure and business plan as well as supporting management, accounting and reporting systems.

**Major Tasks**

To deliver the above outcome, the major tasks to be accomplished by the Civic District Business Planner will include but not be limited to:

**Work Program:**
1. Establish a work program and schedule to coordinate all the stakeholders required to complete the consolidated business plan and segment business plans.

**Program Assumptions:**
2. Establish a process confirming the business intent as well as program, operational, and facility requirements including preliminary cost parameters and benchmarks.

**Market and Feasibility Assumptions:**
3. Establish and execute a market research and data collection program (working with market research specialists as required) for each Major Program Element in order to validate market assumptions and develop a rationale to support feasibility and sustainability assumptions.

**Conceptual Business Plans:**
4. Based on program and preliminary estimate input, develop Conceptual Business and Financial Plans and operating budgets for each of the major Program Elements including investment, start-up and operational costs, expenses and project revenue assumptions (where applicable). The scope of the Conceptual Business and Financial Plan will address the following:
   - Market and feasibility assessment
   - Market, visitation and target end-use assumptions
   - Organization Assumptions
   - Program descriptions
   - Facility requirements and special features
   - Conceptual facility design
• Conceptual cost estimate
• Conceptual operations budget
• Conceptual pro forma models (fifteen years)
• Sources and uses funding plan
• Market feasibility and sustainability opinion

Civic District Over-Arching Management and Operational Structure:
5. Based on the Conceptual Business Plan and related work, recommend an over-arching business and operational structure for the Civic District Service Delivery System.

Milestone Reviews and Approvals:
6. Establish and execute a Business and Financial Plan Milestone Review and Approval Process that engages key CRA, City, Master Developer and other key stakeholders

Final Business Plan:
7. Based on the Conceptual Business Plan and the Milestone Review input, develop the final Civic District Consolidated Business Plan including individual business plans for the public and/or non-profit enterprises and service centers that make up the Civic District Service Delivery System.

Business, Accounting and Reporting Systems:
8. Recommend an integrated management, accounting, procurement, human resources and government compliance system, policies and procedures that must be in place to assure that the CRA, its affiliates, and independent nonprofit entities (within the Civic District service delivery system) can satisfy their individual and collective fiduciary responsibility

Deliverables
1. Civic District Business Plan and Program Assumptions (confirmation report)
2. Business Planning Work Program and Schedule
3. Major Program Element Market and Feasibility Assumptions
4. Major Program Element Conceptual Business Plans
5. Civic District Overarching Business and Management Structure Recommendation
6. Final Business Plan: Management Structure, Operations and Financial Model (Consolidated business plan for Civic District service delivery system, and individual public enterprise and/or non-profit business plans)
7. Integrated Management, Accounting and Reporting Recommendations

Schedule
Final deliverables and interim work products will be completed in accordance with an approved work program. The target at this time is to complete the final deliverable within three months after receiving the baseline assumptions.

Qualifications
• Demonstrated leadership, management, financial, communications and consensus-building skills advising governments and businesses
Depth of business planning, financial modeling, accounting capabilities and experience
Working knowledge of laws regulating government and nonprofit enterprises within Florida
Demonstrated results applying business planning capabilities working on a variety of business and project types
Experience completing market feasibility studies or working with and managing specialists to respond to customized requirements

The CRA is undertaking a process to implement its redevelopment plan in the Marine District South. The CRA has provided Notice to the Master Developer that it intends to proceed with the development of certain Public Elements at the Site. The initial budget for these Public Elements and the infrastructure to support both public and private investments at the Site is expected to be $22 million.

This public solicitation document provides guidelines for the submission of responses for the desired professional services. Firms should prepare their qualification submittals simply and economically, providing a straightforward and concise description of their relevant expertise, capacity, approach and availability to meet the requirements of this public solicitation.

This invitation for Request for Qualifications is extended to all qualified firms. The City expects that at least 60% of all the work will be performed by the Primary Contractor.
**PROPOSAL SUBMISSION AND OPENING**

All proposals must be received by the City of Riviera Beach no later than **5:00 pm, Monday October 15, 2012** in order to be considered. The following is required to be included in the proposal:

Two (2) original hard copies and eight (8) sets on CD of a comprehensive proposal to include:

- Title page to include project name and number; name of firm or individual submitting the proposal, address, telephone number, e-mail address, contact person, and date of proposal.
- Table of Contents.
- Transmittal letter (on company letterhead).
- Letter of Interest (limit to one page).
- Experience and qualifications of firm or individuals including experience of key personnel who will be assigned to project and similar project experience.
- Narrative expressing understanding and approach to the project to include the following:
  - Company overview:
    - Name, address, and telephone number
    - Principal company contact
    - Number of years in business
    - An executive summary, outlining a brief history of the firm (including form of ownership and name of owners/officers) and describing your understanding of the Project (including the benefits your firm would bring to the Project).
  - A list of at least Five (5) projects, similar to the scope of projects contemplated herein, completed over the past ten (10) years. Please give the name, location and description of the project; name, address and phone number of the owner's representative; start and completion dates. (Projects currently underway that are similar to that contemplated herein may be submitted in addition to this list.)
  - Provide a detailed summary of each project summarizing the work completed, and highlighting the similarities to this scope of work and/or unique complexity and challenges met by the specific work history.
  - An organization chart indicating the roles and responsibilities for the key personnel proposed for the Project, including those of any sub consultants. For each individual, please provide a resume containing years of service with the firm, education, a brief description of completed projects similar to that contemplated herein, and five (5) client references relative to this scope of work.
  - A list of any adjudicated and open litigation against your firm for the past three (3) years.
- Principal office location and local participation.
- Required Forms
- Addenda
- Response to the Evaluation criteria outlined in Part (4) Evaluation Process. The response provided for each category should be tabbed separately.

Interested parties should send their completed responses to the following address:

**City of Riviera Beach**
**Office of the City Clerk**
**600 West Blue Heron Boulevard, Suite 140**
**Riviera Beach, FL 33404**

The City shall not accept or consider responses submitted via facsimile transmission or email.
1-3 INQUIRIES

For additional information, the City encourages qualified firms to contact Pamela Daley, Senior Procurement Department, 8:30 a.m. to 5:00 p.m., Monday through Friday, at (561) 845-4180 email pdaley@rivierabch.com.

1-4 PROPOSAL DISCLOSURE

Upon opening, proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Firms submitting proposals must invoke in writing the exemptions to disclosure (provided by law) in the response to this Request for Statements of Qualifications by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

1-5 ACCEPTANCE OR REJECTION OF PROPOSALS

The City reserves the right to reject any and all submittals when (1) such rejection is in the best interest of the City; or (2) if the submittal contains any irregularities; provided, however, that the City reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The City reserves the right to cancel this Request for Statements of Qualifications at any time and/or to solicit and re-advertise for other proposals. The CITY is not obligated to enter a contract on the basis of any proposal submitted in response to this document.

1-6 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this public solicitation.

1-7 PUBLIC ENTITY CRIME

Pursuant to Florida Statutes Section 287.133, as amended: 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1-8 CODE OF ETHICS

If any firm violates or is a party to a violation of the code of ethics of the State of Florida with respect to this proposal, such firm may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the City.

1-9 EQUAL OPPORTUNITY REQUIREMENTS

It is the policy of the City to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs. It is further the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national
origin, creed, sex, age, handicap or veteran’s status. Each firm should state their commitment to meet these same requirements.

1-10 CONTRACTUAL AGREEMENT

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of submittal.

1-11 INDEMNIFICATION

The Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the CITY OF RIVIERA BEACH, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Proposer shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. Further, the proposer shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e., Professional Liability Insurance currently in effect.

1-12 CONE OF SILENCE

As of August 10, 2010, no entity filing a response to this RFQ shall through their principal, attorneys, or agents, contact the City Council nor CRA Staff for the purposes of discussing any aspect of this RFQ for any possible decision on the RFQ; neither shall any such party approach third parties for the purposes of having those third parties have those types of discussions with the City Council or CRA Staff. Any action in violation of this provision shall be cause for disqualification of RFQ.

1-13 NON-COLLUSION STATEMENT

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. 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) (c), 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.

Contractor, if doing business under an assumed name, i.e. an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State, Division of Corporations.

1-14 LOBBYING

Contact with the any CRA/CITY employee, appointed official or elected official other than the individual identified above for inquiries regarding this RFQ, shall be grounds for
elimination from the selection process. This restriction includes lobbying any CRA/CITY employee, appointed official or elected official.

Lobbying consists of introduction, communication, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process for the project. This includes holding meetings thereof, engaging in the aforementioned prohibited lobbying and/or prohibited contact; which actions may immediately disqualify the Respondent from further CITY/CRA consideration for this project. Lobbying does not include any oral presentations before evaluation/selection teams, contract negotiations, or public presentations made to the CITY/CRA during any duly noticed public meeting.

By submitting a proposal, qualifications or other response for this RFQ, the firm or individual entity certifies that it or he/she and all of its affiliates and agents have not lobbied or attempted to lobby CITY/CRA employees, appointed officials or elected officials has defined herein

1-15 GOVERNMENTAL ENTITIES PURCHASE AGREEMENT

If awarded a contract, please indicate below if you will permit other governmental entities to purchase from your agreement with the City of Riviera Beach.
[ ] Yes, Others can purchase;
[ ] No, Only the City of Riviera Beach can purchase

1-16 CONTRACTUAL AGREEMENT

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of RFQ submittal.

1-17 ADDENDA TO RFQ

The CRA/City reserves the right to amend this RFQ prior to the RFQ opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the Purchasing Department (Pamela Daley) a minimum of (96) hours prior to the RFQ submittal deadline to allow for review and subsequent clarification on the part of the City.

No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on the CITY OF RIVIERA BEACH. No employee of the CITY OF RIVIERA BEACH is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that obtained in this written RFQ document.

1-18 REQUEST FOR ADDITIONAL INFORMATION

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer’s qualifications

1-19 GRATUITY PROHIBITION

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CRA/CITY OF RIVIERA BEACH for the purpose of influencing consideration of this proposal.

1-20 RIGHT OF WITHDRAWAL

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
1-21 **EXCEPTIONS TO THE RFQ**

It is anticipated that proposers may find instances where they may take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CRA/CITY OF RIVIERA BEACH, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

1-22 **RIGHT OF NEGOTIATION**

The CRA/CITY OF RIVIERA BEACH reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

**Right of Rejection of Lowest Fee Estimate:**

The CITY OF RIVIERA BEACH is under no obligation to award this project to the proposer having the lowest fee estimate. Evaluation criteria included in this document shall be used in evaluating proposals.

1-23 **DENIAL OF REIMBURSEMENT**

The CRA/CITY OF RIVIERA BEACH will not reimburse proposers for any costs associated with the preparation and submission of any proposal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a response to this RFQ.

1-24 **SMALL BUSINESS ENTERPRISE (SBE)**

The CRA/City has a requirement for Small Business Enterprises (SBE) participation of fifteen percent (15%) for City procurement of construction, professional services and other commodities.

The City defines Small Business Enterprises as such, a business which has been certified by the State of Florida, Palm Beach County Office of Small Business Assistance or other County or State governmental agencies and is independently owned and operated for profit business concern organized to engage in commercial transactions.

When evaluating competitive bids of up to five hundred thousand dollars ($500,000) in which the apparent low bidder is determined to be nonresponsive to SBE requirements, the contract shall be awarded to the low bidder responsive to SBE requirements, or in the event there are no bidders responsive to the SBE requirements, to the bidder with the greatest SBE participation in excess of eight percent (8%) participation, as long as the bid does not exceed the low bid amount by five percent (5%).

In cases where the low bid exceeds five hundred thousand dollars ($500,000) the contract shall be awarded to the low bidder responsive to the SBE requirements or in the event there are no bidders responsive to the SBE requirements, to the bidder with the greatest SBE participation in excess of eight percent (8%) participation, provided that such bid does not exceed the low bid otherwise responsive to the bid requirements by more than fifty thousand dollars ($50,000).

1-25 **LOCAL VENDOR PREFERENCES AND INCENTIVES**

In the event the lowest responsive, responsible bidder for this contract for construction is a non-local business, then all bids from responsive, responsible local business to the this bid shall be adjusted by five percent (5%). The bid price of local bidders will be adjusted downward by five percent (5%) only for purposes of evaluating and ranking of bidders, not to exceed $50,000. In no
event, shall the application of this adjustment to a responsive bid change the actual bid amount.

Further, in no event will it cause the City to pay more than $50,000 above the amount bid by the non-local vendor which will be recommended for award if the local vendor preference is not applied.

1-26 **INCENTIVE FOR CONTRACTORS WHO SUB-CONTRACT AT LEAST 25% OF CONTRACT WITH LOCAL BUSINESSES**

REMOVED – Not applicable to this solicitation.

1-27 **TRUTH IN NEGOTIATION CERTIFICATE**

For all lump sum or cost-plus-a-fixed-fee professional service contracts over $50,000 the person/firm receiving the award shall execute a truth-in-negotiation certificates stating wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Contract adjustments shall be made within one year following the end of contract.

1-28 **MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION**

All proposes have an opportunity to increase their opportunity to be awarded a City contract/project by maximizing their use of qualified MBEs in accordance with the City’s MBE Program.

The CRA/City shall have the right to consider price, quality, past performance including meeting qualified MBE commitments, time required for performance and qualifications of the Proposer in making awards.

The proposer shall seek to maximize its use of qualified MBEs. The proposer shall complete the Tabulation of Subcontractors and Material Suppliers form (See Schedule One and Two) that will be provided with the RFQ package by the City. The total qualified minority business participation shall be the percentage of the total contract/project dollar amount that will be completed by qualified minority businesses. The total qualified minority business participation shall be completed by qualified minority businesses. The total qualified minority business participation percentage is non-cumulative; however, or more qualified minority businesses can comprise the total qualified minority business participation percentage. The percentage of total bonus points awarded of maximum allowable points in non-cumulative and is the percentage of points to be awarded to a proposer based on the total qualified business participation.

All proposed qualified business shall provide a letter of participation on its own letterhead and signed by the chief operating office stating the actual dollar amount or percentage of work to be completed by its own forces. This information shall be submitted in the sealed proposal packet.

1-29 **BID PROTEST COST AND FILING FEES**

1. Written Protest. The written protest submitted to the Purchasing Director must be accompanied by a filing fee in the form of a money order or cashier’s check in the amount equal to $500.00 or 2% of the value of the Bid/Proposal, whichever is greater up to a maximum of $2,500.
2. Appeal to the CRA Executive Director/City Manager. The written appeal to the City Manager must be accompanied by a filing fee in the form of a money order or cashier’s check in the amount equal to $500.00 or 2%, whichever is greater, up to a maximum of $2,500.

3. Appeal to the CRA/City Council. The written request for an appeal to the City Council must be accompanied by a filing fee in the form of a money order or cashier’s check in the amount equal to $500.00, or 2%, whichever is greater, up to a maximum of $2,500.

Refund of Filing Fees. All costs resulting from a protest shall be borne by the Protestor. If a protest is upheld by either the Purchasing Director or City Manager, as applicable, the filing fee shall be refunded to the Protestor less costs incurred by the City. If the protest is denied the filing fee shall be forfeited to the City in lieu of payment of costs incurred by the City.
INFORMATION
SECTION 2

2-1 **PROCUREMENT SCHEDULE**

The CRA/City of Riviera Beach will use the following time lines which will result in selection of qualified firms. Dates are subject to change if necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 29, 2012</td>
<td>RFQ available to Proposers</td>
</tr>
<tr>
<td>October 09, 2012</td>
<td>Final day to submit request for information</td>
</tr>
<tr>
<td>October 15, 2012</td>
<td>Proposals due no later than 5:00 p.m.</td>
</tr>
<tr>
<td>TBD</td>
<td>Evaluation Committee Meeting &amp; Selection</td>
</tr>
</tbody>
</table>

2-2 **AWARD OF CONTRACTS**

A recommendation may be made to the CRA Commission or City Council for contract award of up to three (3) top ranking Proposers established by the Evaluation Process.

The term of the contract will commence the day following award by the CRA Commission or City Council and shall be for Three (3) years, with the option to renew for two (2) additional twelve month periods on favorable annual performance.

The CRA/City of Riviera Beach reserves the right to reject any or all offers or to accept any offers which is in its best interest. The City also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The CRA/City of Riviera Beach reserves the right, before awarding any contract, to require a firm to submit such evidence of qualifications and any current or updated information that was requested in the RFQ as it may deem necessary, and may consider any information available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance with other governmental agencies. Proposers are advised that requests for additional information or site visitation are not to be construed as an indication that a proposer will receive or is in the best position to receive a contract award.

The CRA/City reserves the right to cancel the contract, or portions thereof, without penalty at any time.

2-3 **INSTRUCTIONS TO PROPOSERS**

Proposals not conforming to the instructions provided herein may be subject to disqualification at the option of the CRA/City.

All questions concerning this Request For Qualification document shall be submitted in written form. Only questions submitted in writing shall be responded to by addendum. No questions may submitted after the cut off for questions specified in Section 2-1, Procurement Schedule. All questions shall be submitted to:

Pamela Daley, Senior Procurement Specialist
Purchasing Department
2391 Avenue L
Riviera Beach, FL 33404
Pdaley@rivierabch.com phone: 561-845-4180
If a proposal is transmitted by U.S. Mail or other delivery medium, the Proposer shall be responsible for its timely delivery to the designated City Clerk’s office.

Proposals received after the stated time and date will not be considered and will be returned unopened to the Proposer.

Two (2) printed hard copies with original signatures bound, eight (8) CDs with tabbed dividers separating each section. Original hard copies shall not exceed a total of Seventy (70) pages, inclusive of any schedules, charts or other illustrations. Each page shall be numbered consecutively, and shall not exceed 8-1/2” x 11” in size. Each text page shall be printed in font 11 and have a minimum 1” margin and include the required responses specified by items Part Five (5). An additional one set on CD (PDF format, and bookmarked to the same specifications as the hard copy) of the proposal of each design project shall be submitted by the proposing firm. All sets will be clearly labeled with the Proposer’s Name, Project Name on the outside of each binder/on each CD label. If multiple proposals are being submitted, each must be packaged separately and presented as directed herein.

Following submittal of the Proposal, firms shall not add or substitute team members, including sub-consultants, unless approved by the Director of Purchasing. Any change in the proposed team shall be requested in writing to the Director of Purchasing. The request shall include an explanation of the reason for the substitution and a resume with the background and experience of the substitute team member.

Proposals (original CD’s) shall be sealed within a container (box, envelope, package, etc.) and labeled in a prominent place on the exterior of the package as follows:

    Firm Name-
    Request for Proposals #“Title Name”

The Proposer shall have a place of business for contact by the City during normal hours on normal working days. An emergency phone number and the name of a responsible managing employee of the successful proposer shall be provided to the City.
INSURANCE REQUIREMENTS

SECTION 3

The successful firm or individual entering a resulting contract with the City shall provide, pay for, and maintain in full force and effect at all times during the services to be performed insurance as set forth below:

<table>
<thead>
<tr>
<th>Type of Coverage</th>
<th>Amount of Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td>Commercial general liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td>(Products/completed operations</td>
<td></td>
</tr>
<tr>
<td>Contractual, insurance broad form property</td>
<td></td>
</tr>
<tr>
<td>Independent contractor, personal injury</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 annual aggregate</td>
<td></td>
</tr>
<tr>
<td>Automobile (owned, non-owned, &amp; hired)</td>
<td>$1,000,000 single limits</td>
</tr>
<tr>
<td>Worker’s Compensation, as applicable</td>
<td>$1,000,000 per accident</td>
</tr>
<tr>
<td>Including employer’s liability insurance</td>
<td>$1,000,000 disease each employee</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 disease policy limit</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 per occurrence</td>
</tr>
</tbody>
</table>

Professional liability insurance requirements for outside counsel will maintain in full force and effect, during the life of this engagement, Standard Professional Liability Insurance with limits not less than One Million Dollars ($1,000,000.00) each occurrence with a maximum deductible of Fifty Thousand Dollars ($50,000.00). Certificates of liability insurance, satisfactory to the City, shall be furnished to the City immediately upon commencement of any legal services, with complete copies of policies to be furnished upon the City’s request. Such certificates of insurance will provide the City with thirty (30) days prior written notice of any cancellation or non-renewal.

The commercial general liability and excess liability policies will name the City as an additional insured, and proof of such coverage shall be furnished to the City by way of an endorsement to same or a certificate of insurance no later than ten (10) days prior to the provision of services under the awarded contract and upon renewal of each policy each year the awarded contract remains in effect and for a period of one (1) year after the termination of the contract. All such insurance must be with an insurance carrier approved and authorized to do business in the state of Florida, and who must have a rating of no less than “excellent” by A.M. BEST, or as mutually agreed upon by the City and the successful Respondent. All such insurance policies may not be modified or terminated without the express written authorization of the City. The insurance requirements set forth herein may be modified by the City in its sole discretion in competitive negotiations.

Misrepresentation of any material fact, whether intentional or not, regarding the Respondent’s insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each proposing firm’s or individual’s proposal.**
EVALUATION PROCESS

SECTION 4

GENERAL OVERVIEW

The purpose of the Evaluation Process is to equitably judge each proposal submitted in response to the requirements specified by the Request for Proposal. Each responsive proposal will be evaluated by the Evaluation Committee using the process outlined herein. Final award is subject to approval by the City of Riviera Beach City Council.

All issues and questions regarding this project shall be addressed through the Purchasing Department. There shall be no communication between Evaluation Committee Members, their Staff, City/CRA staff and/or its Owners Representative or Consultant and the Proposers or their sub-consultants regarding this solicitation. Evaluation Committee Members are not allowed to meet separately and discuss the project or contents of the proposals.

EVALUATION PROCESS

An Evaluation Committee, consisting of City/CRA staff will convene, review and discuss all proposals submitted. Purchasing personnel will participate in an advisory capacity.

The evaluation of proposals shall be to establish the ranking order of the Proposers. The Evaluation Committee shall evaluate all responsive proposals to establish the final ranking order of all proposers.

Each Committee Member shall award points for each category based upon their assessment of Proposers response to the requirements of the criteria described in each category. The points indicated as Points Possible are the maximum that may be awarded for category. As specified in the criteria, the point award for certain categories shall be established and/or verified by the Purchasing Department. The points awarded for all categories shall be tabulated on a Tabulation Form to achieve the Total Points awarded to each Proposer. The Tabulation Form shall be the basis for determining the ranking order of the Proposers. The total points awarded to each Proposer will be ranked 1,2,3,4, etc. with the highest point total ranked 1, the next highest point total ranked 2, etc.

Award for this service is subject to negotiation of a contract acceptable to the CRA/City. The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.

The CRA Commission will award a contract or reject any or all proposal(s).
The Evaluation Committee shall rank all proposers received, which meet the submittal requirements. The evaluation committee will consider the following factors when ranking the proposals received:

**EVALUATION CATEGORIES**

**SECTION 5**

<table>
<thead>
<tr>
<th>EVALUATION CATEGORIES</th>
<th>POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demonstrated Capacity</strong></td>
<td>(10 Points)</td>
</tr>
<tr>
<td>Demonstrated capacity to complete projects on time and within budget constraints. Please provide 5 or more projects not to exceed 10 projects, indicate the outcome, the original budget and the final budget.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Quality and Extent of Experience With Similar Business Planning Work/Services</strong></td>
<td>(45 points)</td>
</tr>
<tr>
<td>The experience of the proposed firm or individual based on the following information:</td>
<td>45</td>
</tr>
<tr>
<td>1. Resumes for firm, individual and proposed project personnel.</td>
<td>10 Points</td>
</tr>
<tr>
<td>2. Past experience in Palm Beach County or South Florida with similar projects.</td>
<td>15 Points</td>
</tr>
<tr>
<td>3. The firm's past experience and performance on providing cultural programming and planning consulting services for comparable or higher complexity projects including Mixed Use Projects 20 acres or larger, for complex projects with multiple elements such as commercial, retail, meeting and event space, housing, marine operations and recreation.</td>
<td>20 Points</td>
</tr>
<tr>
<td><strong>Practical Work Experience</strong></td>
<td>(15 points)</td>
</tr>
<tr>
<td>Amount of practical work experience in relation to required work assignments.</td>
<td>15</td>
</tr>
<tr>
<td><strong>Approach Criteria</strong></td>
<td>(15 points)</td>
</tr>
<tr>
<td>The proposed firm's or individual's overall understanding of the scope of services, and how it intends to approach the project and address issues which typically arise in such projects.</td>
<td>15</td>
</tr>
<tr>
<td>Indicate community involvement and collaboration, business protocol, methodology of business rigor, how your firm would identify, assess and incorporate market information.</td>
<td></td>
</tr>
<tr>
<td><strong>Availability and Experience of Team</strong></td>
<td>(10 points)</td>
</tr>
<tr>
<td>The availability, education and experience of staff to be assigned to perform required work.</td>
<td>10</td>
</tr>
<tr>
<td><strong>M/WBE Owned</strong></td>
<td>(10 points)</td>
</tr>
<tr>
<td>Meet or Exceeds 15% participation &lt; 15% participation</td>
<td>7</td>
</tr>
<tr>
<td>Location:</td>
<td>(10 Points)</td>
</tr>
<tr>
<td>Corporate\Main Business Location in Riviera Beach or sub-contracting firms are located in Riviera Beach and provide at least 15% of the service (s)?</td>
<td>10</td>
</tr>
<tr>
<td>Palm Beach County</td>
<td>7</td>
</tr>
<tr>
<td>Within Florida</td>
<td>4</td>
</tr>
</tbody>
</table>
**Dollar Volume of Previous Work Category:**

Dollar volume of work previously awarded to a firm (Prime\Subcontractor) by the City of Riviera Beach or the City of Riviera Beach Community Redevelopment Agency in the past five (5) years.

Amount will be calculated for the past 5 years to include work as a Prime respondent, joint ventures and subcontractor/sub-consultants.

<table>
<thead>
<tr>
<th>TOTAL DOLLAR AMOUNT PAID UNDER PREVIOUS CONTRACTS (Including Purchase Orders and Work Orders) During the past 5 Years.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $150,000</td>
<td>10</td>
</tr>
<tr>
<td>$150,001 - $300,000</td>
<td>8</td>
</tr>
<tr>
<td>$300,001 - $500,000</td>
<td>6</td>
</tr>
<tr>
<td>$500,001 - $750,000</td>
<td>4</td>
</tr>
<tr>
<td>$750,001 - $1,000,000</td>
<td>2</td>
</tr>
<tr>
<td>Over $1,000,000</td>
<td>0</td>
</tr>
</tbody>
</table>
REQUIRED FORMS

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. REFERENCES
2. DRUG FREE WORKPLACE
3. NOTIFICATION OF PUBLIC ENTITY CRIMES LAW
4. CERTIFICATE OF TRUTH IN NEGOTIATIONS
5. SCHEDULE 1 – PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS
6. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR
7. SCHEDULE 3 – PARTICIPATION FOR SMALL BUSINESS ENTERPRISES
8. SCHEDULE 4 – LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS
9. SCHEDULE 5 – LOCAL BUSINESS PARTICIPATION
10. SCHEDULE 6 – LETTER OF INTENT TO PERFORM AS A LOCAL BUSINESS

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR BID IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR BID NOT BEING CONSIDERED FOR AWARD.

IT IS THE BIDDER’S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A BID TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS BID.
REFERENCES

Bidders shall submit as a part of the bid package four (4) business references with the name of the business, address, contact person, and telephone number.

Name: _________________________________  Name: _________________________________
Address: ______________________________  Address: ______________________________
Tel. No.: _______________________________  Tel. No.: _______________________________
Contact: _______________________________  Contact: _______________________________
Email: _________________________________  Email: _______________________________

==========================================================================
Name: _________________________________  Name: _________________________________
Address: ______________________________  Address: ______________________________
Tel. No.: _______________________________  Tel. No.: _______________________________
Contact: _______________________________  Contact: _______________________________
Email: _________________________________  Email: _______________________________

==========================================================================
Name: _________________________________  Name: _________________________________
Address: ______________________________  Address: ______________________________
Tel. No.: _______________________________  Tel. No.: _______________________________
Contact: _______________________________  Contact: _______________________________
Email: _________________________________  Email: _______________________________
Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids 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 bid 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 bids will 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 will 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 bid 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 bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of chapter 893 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 COMPANY/VENDOR)                        (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/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
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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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:

________________________
Firm Name

________________________
Signature

________________________
Name & Title (Print or Type)
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________________________________________________________

__________________________________________________________

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

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 proposer and the City that are part of the proposal.

FIRM:___________________________________________________________

SIGNATURE:_____________________________________________________

NAME:__________________________________________________________

TITLE:__________________________________________________________

DATE:____________________________________________________________***

** Insert the day, month, and year when price negotiations were concluded and price agreement was reached, or, 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.
## SCHEDULE 1

**PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS**

**RFQ TITLE:**

**NAME OF PRIME BIDDER:**

**CONTACT PERSON:**

**RFQ OPENING DATE:**

**DEPARTMENT:**

<table>
<thead>
<tr>
<th>CONTRACT AMOUNT - MBE / WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME, ADDRESS &amp; TELEPHONE</strong></td>
</tr>
<tr>
<td><strong>NUMBER OF MINORITY CONTRACTOR</strong></td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>1. ____________________________</td>
</tr>
<tr>
<td>2. ____________________________</td>
</tr>
<tr>
<td>3. ____________________________</td>
</tr>
<tr>
<td>4. ____________________________</td>
</tr>
<tr>
<td>5. ____________________________</td>
</tr>
</tbody>
</table>

Totals:

**TOTAL:** %______ %______ %______

---

TO BE COMPLETED BY PRIME PROPOSER:

**TOTAL % PARTICIPATION:**

---
LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR

TO: ____________________________________________ (NAME OF PRIME PROPOSER)

The undersigned intends to perform work in connection with the above RFQ as (Check one):

  ___ an individual    ___ a corporation    ___ a partnership    ___ a joint venture

___ The undersigned is certified as an M/WBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

________________________________________________________________________

________________________________________________________________________

at the following price:  $____________________________.
(amount must match subcontractor’s quote)

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Projected Commencement Date</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___ % of the projected project work the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

____________________________________  DATE:_____________________
(NAME OF MINORITY CONTRACTOR)  BY:____________________________________________________

(SIGNATURE OF MINORITY/WOMAN CONTRACTOR)  SCH-2
**SCHEDULE 3**

**PARTICIPATION FOR SBE CONTRACTORS/PROPOSERS**

<table>
<thead>
<tr>
<th>NAME, ADDRESS &amp; TELEPHONE</th>
<th>TYPE &amp; DESCRIPTION OF</th>
<th>CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF SBE CONTRACTOR</td>
<td>WORK TO BE PERFORMED</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td>PALM BEACH COUNTY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State County</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>State County</td>
</tr>
</tbody>
</table>

**TO BE COMPLETED BY PRIME BIDDER:**

RFQ PRICE: $ ______ N/A ______

TOTAL % PARTICIPATION: ______________

**SCHEDULE 4**

RFQ NUMBER: ______________

LIAISON: __________________________
LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE

TO: __________________________________________________________

(NAME OF PRIME PROPOSER)

The undersigned intends to perform work in connection with the above BID as (Check one):

_____ an individual    _______ a corporation     _______ a partnership        ________ a joint venture

_____ The undersigned is certified as a SBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

________________________________________________________________________

________________________________________________________________________

as the following percentage of the project work: % ____________________________.

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Projected Commencement Date</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____% of the project work of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

________________________________________________________________________

(NAME OF SMALL BUSINESS ENTERPRISE CONTRACTOR)

DATE: __________________   BY: __________________

(SIGNATURE OF SMALL BUSINESS ENTERPRISE CONTRACTOR)
# SCHEDULE 5

**PARTICIPATION FOR LOCAL BUSINESSES AS SUB-CONTRACTOR AT LEAST 25%**

<table>
<thead>
<tr>
<th>CONTRACT AMOUNT – LOCAL BUSINESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME, ADDRESS &amp; TELEPHONE NUMBER OF LOCAL CONTRACTOR</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
<tr>
<td>TOTAL:</td>
</tr>
</tbody>
</table>

**TO BE COMPLETED BY PRIME PROPOSER:**

- RFQ PRICE: $ N/A
- TOTAL % PARTICIPATION: 

**SCHEDULE 6**

<table>
<thead>
<tr>
<th>RFQ NUMBER:</th>
<th>LIAISON:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ #376-12</td>
<td></td>
</tr>
</tbody>
</table>
TO: ________________________________

(NAME OF PRIME PROPOSER)

The undersigned intends to perform work in connection with the above RFQ as (Check one):

____ an individual    _____ a corporation     _____ a partnership        ______ a joint venture

___ The undersigned is a qualified Local Business.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

____________________________________________________________________________________

____________________________________________________________________________________

as the following percentage of work: %___________

(Amount must match subcontractor’s quote)

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Projected Commencement Date</th>
<th>Projected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______% of the project work the subcontract will be sublet and/or awarded to local contractors and/or local suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

____________________________________________________________________________________

(NAME OF LOCAL CONTRACTOR)

DATE: ____________________________

BY: _______________________________

(SIGNATURE OF LOCAL CONTRACTOR)