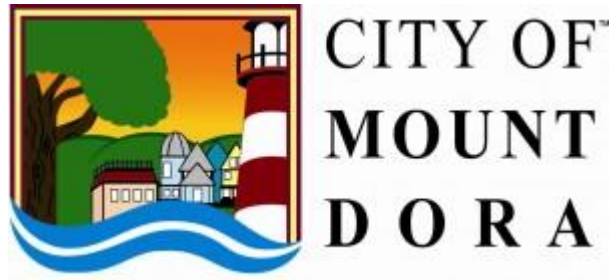


Request for Proposals

NUMBER
RFP #21-CM-007



City of Mount Dora

**REDEVELOPMENT
OF
CITY OWNED PROPERTY**

Marilyn Douglas, NIGP-CPP, CPPO
Purchasing Manager

LEGAL NOTICE

Notice is hereby given that the City of Mount Dora is accepting electronic responses only for a sealed Request for Proposal, RFP# 21-CM-007 to propose a plan for "Redevelopment of City Owned Property." Responses will be received until 2:00 p.m. on April 19, 2021.

RFP# 21-CM-007 "REDEVELOPMENT OF CITY OWNED PROPERTY"

All meetings, unless noted otherwise, will be held via electronic meeting format. Please be advised that dates and times, are subject to change and updates posted on the City of Mount Dora's website at www.cityofmoundora.com, on www.demandstar.com and in the City Hall lobby.

This Public Notice has been posted on the City of Mount Dora's website: www.cityofmoundora.com, www.demandstar.com and also posted in the Lobby of City Hall.

The City of Mount Dora does not discriminate based on age, race, color, sex, religion, national origin, disability or marital status.

Electronic responses will be the only method allowed for Bidders to respond to this solicitation. **Electronic responses are to be provided via DemandStar only.** All submittals must be compatible with Microsoft Office 2007. E-Bidding will be done through a secure locked box. Bidders can only view/submit their E-Bid and will not have access to any other Bidder's submittals. The Bidder's E-Bid may be changed at the Bidder's discretion until the due date and time have been reached at which time the Bidder will no longer change or have access to the electronic bid submittal. The City will then open the E-Bids. Bidders who are e-bidding for the first time are strongly encouraged to contact DemandStar by e-mailing questions to DemandStar at www.demandstar.com. All bids must be received by the date and time specified above, when they will be opened, via computer, and publicly read aloud. The bid time shall be scrupulously observed. The City shall not be responsible for delays or internet outages caused by any occurrence. The City website does not accommodate electronic responses to E-bids. Receipt of a bid in any other form does not satisfy this requirement. No exceptions will be made.

If you have obtained this document from a source other than directly from DemandStar by Onvia.com you are not on record as a plan holder. The Purchasing Department takes no responsibility to provide Addenda to parties not listed as plan holders. It is the Bidder's responsibility to check with our office prior to submitting your proposal to ensure you have a complete, up to date package. The Bidder is responsible for verifying they have received all Bid Addenda. For the purpose of this bid, the term Bidder, E-Bidder, Proposer and Contractor may be used interchangeably.

CAUTION: Bidders should take caution that the City is not responsible for any power outages or internet failures. It is suggested that you upload your response in adequate time to assure that it will post on the day prior to the closing date.

1) INTRODUCTION/OVERVIEW

A) Purpose/Objective

The City of Mount Dora has issued this Request for Proposal (hereinafter, "**RFP**"), as a joint solicitation on behalf of the City, the Community Redevelopment Area (CRA) and the Northeast Community Redevelopment Area (Northeast CRA), with the sole purpose and intent of obtaining proposals from interested and qualified firms offering to provide a **REDEVELOPMENT OF CITY OWNED PROPERTY**, in accordance with the specifications stated and/or attached herein/hereto. The successful proposer will hereinafter be referred to as the "Consultant".

If awarded, a contract to provide these services will be effective on the date contract is approved by the City of Mount Dora, City Council (herein after, the "Council"), signed by all required parties and filed with the City Clerk.

As is more fully explained in Section "6L" of this **RFP**, an award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this **RFP**. The City will not use any other factors or criteria in the evaluation of the proposals received.

B) Background

The City serves an area of 12 square miles with a population of approximately 15,200. The

City's fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds in each department.

More detailed information on the government and its finances can be found in the City of Mount Dora's Comprehensive Annual Financial Report for fiscal year 2018-2019 and in the City's Annual Budget for fiscal year 2020-2021. Copies of these documents may be viewed on www.cityofmounddora.com. The City of Mount Dora is exempt from any and all state, local and federal taxes.

C) Inquiries

Direct questions related to this **RFP** to Marilyn Douglas, Purchasing Manager, and submit such questions in writing to: finance-purchasing@cityofmounddora.com. Please include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the City will be the one stated in writing from finance-purchasing@cityofmounddora.com. All questions asked, along with the answers rendered will be electronically distributed to firms registered for this solicitation and additionally posted on the City website (www.cityofmounddora.com) and on DemandStar (www.demandstar.com).

D) Method of Source Selection

The City is using the Competitive Sealed Proposal methodology of source selection for this procurement, as authorized by Resolution 2020-126 establishing and adopting the City Purchasing Policy. Each Proposal will be reviewed to determine if the Proposal is responsive to the **RFP**. Proposals deemed to be non-responsive may be rejected without being evaluated by the Selection Committee appointed by the city manager, which shall be comprised of a minimum of three (3) City employees. The committee will make a recommendation to the City Council who will make the final selection(s). A responsive Proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. Poor formatting, poor documentation, incomplete or unclear information may be considered substandard submissions and may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this **RFP** do so at their own risk.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

E) Pre-bid Conference

A pre-bid conference is not applicable for this solicitation.

A non-mandatory mandatory pre-bid conference will be held on _____, commencing promptly at _____, and will be held in the Council Chambers, 510 North Baker Street, Mount Dora, Florida 32757.

If this pre-bid conference is denoted as “mandatory”, prospective proposers must be present in order to submit a bid response.

F) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the **RFP** process.

Event	Date
Issue RFP Notice	March 5, 2021
Last Date for Receipt of Written Questions	March 15, 2021 @ 4:00pm
Addendum Issued (If Applicable)	March 18, 2021
Proposals Opening Date	April 19, 2021 @ 2:00pm (ZOOM)
Evaluation Committee to shortlist	April 28, 2021 @ 2:00 pm (ZOOM)
Shortlisted Firm Presentations (if applicable)	May 6, 2021 9am – 12pm (In Person)
Evaluation Committee to Recommend	May 6, 2021 12:15pm (In Person)
Notice of Recommendation	May 6, 2021
City Council Hearing Date	May 18, 2021

2) GENERAL DESCRIPTION - SCOPE OF SERVICES

Introduction

The City of Mount Dora is seeking proposals for the redevelopment of one City owned parcel and one Community Redevelopment Agency owned parcel in the Downtown Mount Dora area. Both properties are currently used as surface parking lots. The City would like the properties redeveloped as mixed-use developments of the MU-2 zoning district.

This Request for Proposal (RFP) is issued by the City of Mount Dora and the Mount Dora Community Redevelopment Agency (CRA) as the means for prospective Proposers to submit their qualifications, and other terms for the City and the CRA’s consideration, to acquire a 0.54 acre City owned parcel and a 0.86 acre CRA owned property, (herein after referred to as the “Development Site”), located south of 3rd Avenue and on the east side of Baker Street, for the Proposer to potentially develop, design, construct, finance, operate and maintain and own either a mixed-use development parking garage with at least two different uses which may include, but are not limited to residential, office, mixed uses, commercial retail and related improvements.

The Proposal may include the design for the development of a mixed use project which must include a minimum of 495 parking spaces, residential, retail, office or other allowed uses in the MU-2 zoning district with a multi-deck parking structure garage.

Mixed Use Downtown (MU-2) Zoning District:

For new projects proposed in the Mixed Use Downtown category the City wishes to develop with a minimum of two land uses within a single building or within a single project in separate buildings. This category allows for the following types of land uses either singularly or in combination: public, civic, commercial, office, multi-family residential, limited single-family use as an adjunct to a business use. No minimum lot size is required. This category encourages a mix of medium/high density residential development with on-site commercial and office uses.

The density may have a minimum residential 6 du/ac with a maximum residential density of 35 units/acre. Maximum intensity of commercial, light industrial, and/or office (non-residential) should not exceed 3.00. No minimum site area is required.

Multiple story buildings are allowed, so long as redevelopment or new development provides proper setbacks from established residential neighborhood, and lake view shed is not obstructed to the maximum extent possible. Public spaces such as boardwalks, parks, and plazas may be an integral part of the project amenities to provide for interconnection between the downtown core areas, lakefront, and nearby recreation areas. Building height, design guidelines, and other mixed-use performance standards should be incorporated into the development.

- a. The gross area of a parcel shall be defined as the full area of a parcel minus any areas within natural bodies of water, wetlands, and floodplains.
- b. Floor Area Ratio (FAR) shall be defined as the total floor area of a building or buildings on a parcel divided by the gross area of the parcel.
- c. The Impervious Surface Ratio (ISR) for a parcel shall be calculated by dividing the Impervious Surface area of the parcel, as defined in City's Land Development Code, by the gross area of the parcel.
- d. The maximum development potential for a parcel shall be calculated using gross area. Within land uses that allow both residential and non-residential uses, maximum density should be calculated in addition to the maximum intensity.

New structures or demolitions of existing structures shall require review by the City's Historic Preservation for consideration of a Certificate of Acceptance pursuant to the City's Land Development Code.

Change of zoning may be required depending upon the development proposal.

The Proposing firm will be entering into contract with the City and CRA for the acquisition of the Development Site and the development of the project. The Proposing firm should name in their proposal all of the parties/firms that will be involved in the project.

This RFP is being issued in compliance with Section 163.380 Florida Statutes, relative to the disposal of a Development Site in a community redevelopment area. All requirements of Section 163.380, Florida Statutes, apply to this RFP and all Proposals must adhere to such requirements.

Required Proposal Documents:

- Illustrated design of the project and conceptual site plan.
- A project pro-forma and construction budget.
- The City and CRA owned property may be conveyed as part of the project. The developer should account for the cost of the Development Site as a part of the project pro-forma.
- Confirmed or verifiable sources of funding both equity and debt; proposer must show the financial capability of acquiring the Development Site and undertaking the proposed redevelopment, including company operating revenues and expenses, history of debt repayments and letter of credit.
- A schedule for project approvals and construction, including date specific milestones such as commencing and completing construction and opening for business. Phased projects should include this information for each phase.
- The number of new jobs and job descriptions that the development may create, including a timeline and projected salaries.
- A complete description of the Proposers entity (corporation, partnership, etc.) and identification of all parties including disclosures of all persons or entities having a beneficial interest in the proposal.
- Resume of the Proposer`s previous experience with mixed-use development projects that include structured parking and a description of the scope and quality of past projects.
- A list of any previous or current City projects that the Proposer or any member of the Proposer`s team was involved with whether directly or indirectly.
- A complete description of the development team including names, addresses, individual resumes of those individuals to be assigned to the project; the responsibilities of each team member or firm; and the experience of all those involved.
- A plan for the development of at least 495 structured parking spaces for public parking plus the required parking for the mixed-use development. Ninety-five (95) of those spaces will be to replace the existing public parking on the parcels.
- Provide the economic/financial benefit(s) to the City stemming from the proposed project.
- Indicate if single project or phased project.

3) **CITY’S RIGHT TO INSPECT**

The City or its authorized Agent shall have the right to inspect the successful Proposer’s files to determine the status of work on this project.

4) **TERMS AND CONDITIONS OF CONTRACT**

A contract resulting from this **RFP** shall be subject to the terms and conditions set forth in the City Contract and any terms and conditions included in this **RFP**. The City reserves the right to include in any contract document such terms and conditions, as it deems necessary for the proper protection of the rights of the City. The City will not be obligated to sign any contracts, maintenance and/or service agreements or other documents provided by the Proposer with their submittal until approved by Council or City Manager as required by city policy.

5) **GENERAL TERMS AND CONDITIONS**

A) **Principals/Collusion**

By submission of this Proposal, the undersigned, as Proposer, does declare that the only person or persons interested in this Proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Proposal or in the contract to be entered into; that this Proposal is made without connection with any person, company or parties making a Proposal, and that it is in all respects fair and in good faith without collusion or fraud.

B) **Relation of City**

It is the intent of the parties hereto that the Proposer shall be legally considered an independent contractor/developer, and that neither the Proposer nor their employees shall, under any circumstances, be considered employees or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said Proposer, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

C) **Assignment**

The Proposer(s) shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any or all of its rights, or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

D) **Lobbying**

All firms are hereby placed on **NOTICE** that the City does not wish to be lobbied, either individually or collectively about a matter for which a firm has submitted a Proposal.

Firms and their agents are not to contact members of the City Council for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from Proposal announcement to final Council approval**, no firm or their agent shall contact any other employee of the City in reference to this RFP, with the exception of the Purchasing Manager. Failure to abide by this provision may serve as grounds for disqualification for award of a contract to the proposer.

E) **Single Proposal**

Each Proposer must submit, with their submittal, all forms included in this **RFP**. Only **one** bid from a legal entity as a primary will be considered. A legal entity that submits a bid as a primary or as part of a partnership or joint venture submitting as primary may not then act as a sub-consultant to any other firm submitting under the same **RFP**.

If a legal entity is not submitting as a primary, or, that legal entity may not act as a sub-consultant/sub-contractor to any other firm or firms submitting under the same **RFP** nor act as part of a partnership or joint venture to the primary. All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

F) Protest Procedures

Any appeal or protest to the Request for Proposal shall be governed by the City of Mount Dora's Purchasing Policies and Procedures.

G) Public Entity Crime

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/proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid/proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids/proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a consultant, supplier, sub-consultant, or consultant under a contract with any public entity; and may not transact business with any public entity for a period of 36 months following the date of being placed on the convicted vendor list.

H) Conflict of Interest

Proposer shall complete the Conflict of Interest Affidavit included in this **RFP** document. Disclosure of any potential or actual conflict of interest is subject to City staff review and does not in and of itself disqualify a firm from consideration.

These disclosures are intended to identify and or preclude conflict of interest situations during proposal selection and contract execution.

I) Prohibition of Gifts to City Employees

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any City employee, as set forth in Chapter 112, Part III, Florida Statutes, the current City Ethics Ordinance, and City Administrative Policy. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with City staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the City for a specified period of time, including but not limited to: submitting bids, **RFP's**, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

6) INSTRUCTIONS FOR BID

A) Compliance with the RFP

Proposals must be in strict compliance with this **RFP**. Failure to comply with all provisions of the **RFP** may result in disqualification of the Proposal.

B) Acknowledgment of Bonding Requirements

By signing its bid, and if applicable, Proposer acknowledges that it has read and understands the bonding requirements for this bid. Requirements for this solicitation are checked.

Not Applicable

Bid Bond: Shall be submitted with bid response in the most recent form of an AIA document 310.

The Bid Bond shall be retained by the City as liquidated damages if the successful Proposer fails to execute and deliver to the City the unaltered contract, or fails to deliver any required Performance and Payment Bonds or Certificates of Insurance, all within twenty-one (21) calendar days after receipt of the Notice of Selection for Award. Bid Bonds shall be executed by a corporate surety licensed under the laws of the State of Florida to execute such bonds, with conditions that the surety will, upon demand, forthwith make payment to the City upon said bond. The Bid Bonds of the three (3) highest ranked Proposers shall be held until the contract has been executed by the successful Proposer and same has been delivered to the City together with the required bonds and insurance. No bids including alternates shall be withdrawn within one hundred and eighty (180) days after the bid closing date thereof. If a bid is not accepted within said time period it shall be deemed rejected. In the event that the City awards the contract prior to the expiration of the one hundred and eighty (180) day period without selecting any or all alternates, the City shall retain the right to subsequently award to the successful Proposer said alternates at a later time and approved by the Finance Director or designee, and the successful Proposer.

Performance and Payment Bonds: For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

Should the contract amount be less than \$500,000, the requirements of Section 287.0935, F.S. shall govern the rating and classification of the surety.

All performance security under the subsequent contract shall be in force throughout the final completion and acceptance of the project awarded.

If the surety for any bond furnished by successful Proposer is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Proposer shall, within five (5) calendar days thereafter, substitute another bond and surety, both of which shall be subject to the Owner's approval.

C) Delivery of Proposals

All RFP responses are to be delivered **before 2:00 p.m., local time**, on or before **April 19, 2021** via electronic submission at www.demandstar.com

The City shall not bear the responsibility for proposals submitted past the stated date and/or time indicated.

Proposers must submit RFP responses electronically via demandstar.com only.

D) Evaluation of Bids (Procedure)

The City's procedure for selecting is as follows:

1. The City Manager shall approve an Evaluation Committee to review all Proposals submitted in accordance with Statutes. At a minimum, there will be one member of the Finance Department as part of the evaluation committee. There shall be a minimum of three members of the committee, but always an odd number.
2. All evaluation committee members shall review the Request for Proposal (**RFP**) issued.
3. Subsequent to the closing of Proposals, the Purchasing Manager shall review the Proposals received and verify whether each Proposal appears to be minimally responsive to the requirements of the published **RFP**. In instances where both the Purchasing Manager and Project Manager are appointed to the committee as voting members, such meetings shall be open to the public and the Purchasing Manager shall endeavor to publicly post prior notice of such meeting in the lobby of the City Hall three (3) days in advance of all such meetings, but no less than (1) day in advance.
4. The committee members shall review each Proposal individually and score each Proposal based on the evaluation criteria state herein.
5. Prior to the first meeting of the evaluation committee, the City will post a notice announcing the date, time and place of the first committee meeting. Said notice shall be posted in the lobby of the City Hall not less than three (3) working days prior to the meeting. The City shall also post prior notice of all subsequent committee meetings and shall post such notices at least one (1) day in advance of all subsequent meetings.
6. The committee will compile individual rankings, based on the evaluation criteria as stated herein, for each Proposal to determine committee recommendations. The committee may schedule presentations or demonstrations from the top-ranked firm(s), and may at their discretion make site visits, and obtain guidance from third party subject matter experts. The final recommendation will be decided based on the review of scores and the consensus of the committee.

In general, the City wishes to avoid the expense to the City and to proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked proposal can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Purchasing Manager to schedule the top ranked firm(s) for oral presentations/interviews.

The City reserves the right to withdraw this **RFP** at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a Proposal by the City or a submission of a Proposal to the City offers no rights upon the Proposer nor obligates the City in any manner.

Acceptance of the Proposal does not guarantee issuance of any other governmental approvals.

E) Ambiguity, Conflict, or Other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the **RFP**, Proposer shall immediately notify the Purchasing Manager, noted herein, of such error in writing and request modification or clarification of the document. The Purchasing Manager will make modifications by issuing a written addendum/revision and will give written notice to all parties who have received this **RFP** from the Finance Department.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the **RFP** prior to submitting the Proposal or it shall be waived.

F) Proposals, Presentation, and Protest Costs

The City will not be liable in any way for any costs incurred by any proposer in the preparation of its Proposal in response to this **RFP**, nor for the presentation of its Proposal and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

G) Acceptance or Rejection of Proposals

The right is reserved by the City to waive any irregularities in any Proposal, to reject any or all Proposals, to re-solicit for Proposals, if desired, and upon recommendation and justification by the City to accept the Proposal which in the judgment of the City is deemed the most advantageous for the public and the City.

Any Proposal which is incomplete, conditional, obscured or which contains irregularities of any kind, may be cause for rejection. In the event of default of the successful proposer, or their refusal to enter into the City contract, the City reserves the right to accept the Proposal of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

H) Requests for Clarification of Proposals

Requests by the Purchasing Manager to a proposer(s) for clarification of the Proposal(s) shall be in writing. Proposer's failure to respond to request for clarification may deem proposer to be non-responsive, and may be just cause to reject its Proposal.

I) Validity of Proposals

No Proposal can be withdrawn after it is filed unless the Proposer makes their request in writing to the City prior to the time set for the closing of the Proposal.

All Proposals shall be valid for a period of one hundred eighty (180) days from the submission date to accommodate evaluation and selection process.

J) Response Format

The Proposal shall be deemed an offer to provide services to the City. In submitting a Proposal, the Proposer declares that he/she understands and agrees to abide by all specifications, provisions, terms and conditions of same, and all ordinances and policies of the City. The Proposer agrees that if the contract is awarded to him/her, he/she will perform the work in accordance with the provisions, terms and conditions of the contract. To facilitate the fair evaluation and comparison of Proposals, all Proposals must conform to the guidelines set forth in this RFP.

Any portions of the Proposal that do not comply with these guidelines must be so noted and explained in the Acceptance of Conditions section of the Proposal. However, any Proposal that contains such variances may be considered non-responsive.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Proposer’s approach and ability to meet the City’s needs, as stated in the RFP.

The items listed below shall be submitted with each Proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs/tab sheets. Failure by a proposer to include all listed items may result in the rejection of its Proposal.

The items listed below shall be submitted with each solicitation, and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of its proposal.

Tabular / Paginated Format:

Table of Contents – Provide clear identification of the material by section and by page number

Tab I – Management Summary/Approach to the Project

- Management Summary
Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services state herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning the proposal. Submission of a signed Proposal is Proposer’s certification that the Proposer shall accept any awards made to him as a result of said submission of the terms contained herein.
- Approach to the Project – State your intended approach to this project in detail and a proposed timeline for completion.

Tab II – Summary of Qualifications

- Firm Qualifications - Please state the size of the firm years of experience, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff available for this contract. Include a description of the firm’s recent experience in providing salary surveys and/or compensation plan reviews to municipalities, focusing on municipalities in Florida.

- Project Staff - Identify the individuals who will be assigned to this project, including resume and experience in similar work as well as the name of one individual who will act as coordinator or primary contact for Consultant to resolve any and all issues that may arise during the term of the contract.
- Experience - Include experience with Mixed-use developments and Parking Garage development.
- Past Performance - Please provide a current listing of municipalities for which the firm is providing or has provided these services, the scope of such service, and the time periods of such service. Please provide a contact person, address and phone number, as the Evaluation Committee may contact any or all of them for references.
- Provide information on prior failure (if any) to perform an awarded contract.

Tab III – References

Provide a listing of a minimum of four (4) of the company’s projects/customers similar in size and scope to the services described in this document, both present and past customers, within the past five (5) years. If applicable, please list examples of services rendered in the State of Florida, particularly within municipalities. This list must include complete and current addresses, contact person(s), e-mail addresses, telephone numbers and length of contract.

Tab IV – Acceptance of Conditions

Information provided for each client shall include the following:

1. Client name, address, and current telephone number
2. Description of services provided.
3. Time period of the project or contract.
4. Client’s contact reference name, email and current telephone number.

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your Proposal.

The City reserves the right to contact any and all references to obtain ratings for the performance indicators as indicated in the included Reference Form.

A uniform sample of references will be checked for each Proposer.

Tab VI – Documents

Professional Certifications/Licenses. Provide a copy of applicable Florida business license.

Tab VII – Required Forms

See Section 7 of this document.

Tab VIII – Additional Data

Any addition(s), exception(s), or clarification(s) the proposer may deem pertinent to this proposal.

K) Proposals Evaluation Committee and Evaluation Factors

All Proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible Proposals received in its evaluation and award process. For evaluation purposes, the term “Responsible” means: A business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

Proposals shall include all of the information solicited in this **RFP**, and any additional data that the offeror deems pertinent to the understanding and evaluating of the Proposal. Proposers should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each proposer will be ranked based on the criteria herein addressed.

Proposers submitting the required criteria will have their Proposal(s) evaluated by an evaluation committee and scored for the non-price factors to include technical response, Proposal and experience. Some exceptions may apply depending on the complexity of the project scope of work.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer’s submittal.

Submissions will be evaluated on a total score basis, with a maximum score of one hundred (100) points. The following criteria will be used in the evaluation process to determine the successful respondent(s):

Criteria	Assigned Weight	Maximum Points
Summary of Qualifications: <ul style="list-style-type: none"> • Qualifications • Experience with Mixed Use Developments and Parking Garage Development • Past Performance 	1	25

Intensity, Density, Quality of Development and Overall Impact to the City and the CRA	1	30
Approach to the Project	1	25
Economic Benefit to the City & the CRA	1	20
Total Points		100

Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to quality and service are received by the City for the procurement of commodities or contractual services, a Proposal received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process. NOTE: In the event, the submitter wishes to provide items specified above and beyond the stated requirements of this request at “no cost” to the City of Mount Dora, these services should be identified and included in the request response.

Tie Breaker:

If there are tie bids, meaning everything except the information relating to the bidder is the same, the following methods shall be used in the order below to break the tie:

- **If one has or had a contract with the City and performance is or was satisfactory. If performance of a tie bidder who has or had a contract with the City and performance is or was not satisfactory, the other tie-bidder is awarded.**
- **Timeliness of delivery.**

7) REQUIRED FORMS

1. Proposers Checklist
2. Conflict of Interest Affidavit
3. Declaration Statement
4. Non-Collusion Affidavit of Prime Proposer
5. Acknowledgements
6. Compliance with Public Records Law
7. Reference Form
8. Public Entity Crimes Statement
9. Firm Information
10. Signed Addendums (If Applicable)

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Proposal.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer’s Proposals Form is included.
- Any addenda have been signed and included.
- The Proposal will be electronically delivered in time to be received no later than the specified due date of April 19, 2021 and time of 2:00 p.m. Proposal will not be considered otherwise. Electronic responses are the only accepted method of bid response delivery to the City.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the Proposer, and its employees, officers and/or agents, certifies, and hereby discloses, that, to the best of its knowledge and belief, all relevant facts, concerning past, present or currently planned interest or activity (financial, contractual, organizational or otherwise) which relates to the proposal and bears on whether the Proposer and/or any of its employees, officers and/or agents, has a possible conflict, have been fully disclosed.

Additionally, the Proposer and its employees, officers and/or agents, agree to immediately notify in writing the City of Mount Dora Purchasing Department, if any actual or potential conflict of interest arises during the solicitation process.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2021.

(stamp)

NOTARY PUBLIC

DECLARATION STATEMENT

City of Mount Dora

510 North Baker Street
Mount Dora, FL 32757

RE: RFP NO. 21-CM-007 “Redevelopment of City Owned Property”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFP #21-CM-007 “REDEVELOPMENT OF CITY OWNED PROPERTY.”**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this ____ day of _____, 20__ in the City of _____, in the State of _____.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

I am the _____ of _____, (Proposer) which has submitted a Response to City of Mount Dora RFP #21-CM-007.

I am fully informed respecting the preparation and contents of the Response to RFP #21-CM-007, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer’s Response to RFP #21-CM-007, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF MOUNT DORA.

The price or prices quoted in the Proposer’s Response to RFP #21-CM-007 are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2021.

(stamp)

NOTARY PUBLIC

ACKNOWLEDGEMENTS
RFP #21-CM-007
“REDEVELOPMENT OF CITY OWNED PROPERTY”

To: City of Mount Dora
510 N. Baker Street
Mount Dora, FL 32757

_____ (Proposer) guarantees its Response to RFP #21-CM-007 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Mount Dora unless an extension is granted by the Proposer.

The Consultant, by signing these **RFP** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFP** Document.

Dated this _____ day of _____, _____
(Month) (Year)

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation: _____

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

Signature: _____ Date: _____

Remainder of page left blank



**CITY OF
MOUNT
DORA**

**COMPLIANCE WITH THE PUBLIC RECORDS LAW
RFP #21-CM-007**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC

Upon award, recommendation, or ten (10) days after opening, submittals become a "public record" and shall be subject to public disclosure consistent with Florida Statutes, Chapter 119. Proposers must clearly mark information within a Response which is exempt from disclosure under Florida law, and must state the reasons why such exclusion from public disclosure is permitted. To the extent any protected information is submitted to the City, it must be submitted in a separate envelope marked accordingly.

The Proposer agrees that it will fully defend the City in any cause of action or litigation associated with non-disclosure of that information identified by the Proposer as exempt under Florida's public records law. It is understood and agreed by the Proposer that in the event the Proposer fails to defend the City in any such litigation, the City may take such action as it deems necessary in order to avoid a third-party cause of action, including disclosure of the information. In such an event, the Proposer shall hold the City harmless and free of any liability.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2021.

(stamp)

NOTARY PUBLIC

REFERENCES FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFP for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

2. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

3. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

4. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

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

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Mount Dora by: _____ [NAME] as the _____ [TITLE] of _____ [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is _____.
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MOUNT DORA IS FOR THE CITY OF MOUNT DORA ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF MOUNT DORA PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2021.

(stamp)

NOTARY PUBLIC

FIRM INFORMATION

Firm is a:

- () Corporation
- () Partnership
- () Sole Proprietorship
- () Other _____(Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ Web Address: _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: _____

EXHIBIT “A”

Downtown Parking Facilities Map

(See Separate Document)

**EXHIBIT “B”
ZOOM MEETING
ACCESS INFORMATION**

RFP Opening:

Topic: Opening: RFP 21-CM-007 Redevelopment of City Owned Property
Time: Apr 19, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98963462760?pwd=M2JHRHZuUW9WaytlbjhrRjZFU2pkZz09>

Meeting ID: 989 6346 2760

Passcode: 300108

One tap mobile

+13017158592,,98963462760#,,, *300108# US (Washington DC)

+13126266799,,98963462760#,,, *300108# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 989 6346 2760

Passcode: 300108

Find your local number: <https://zoom.us/u/aezIfmSUKq>

RFP Evaluation Committee Meeting – Shortlist Proposals:

Topic: Evaluation Committee Mtg. -Shortlist: RFP 21-CM-007 Redevelopment of City Owned Property

Time: Mar 5, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99954985441?pwd=OEROL1IFalNWMDaBaNjJtSzNOYW5mdz09>

Meeting ID: 999 5498 5441

Passcode: 290832

One tap mobile

+16465588656,,99954985441#,,,,*290832# US (New York)

+13017158592,,99954985441#,,,,*290832# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 999 5498 5441

Passcode: 290832

Find your local number: <https://zoom.us/j/99954985441>