

Clearwater Community Redevelopment Agency

REQUEST FOR PROPOSALS (RFP) #09-11

Development of an East Gateway District Vision Plan

The Clearwater Community Redevelopment Agency (CRA) is seeking proposals from qualified firms to develop a comprehensive and collaborative neighborhood vision plan that is expected to address three main areas: 1) a Neighborhood Market/Economic Analysis that defines the economic base for market-supportable revitalization efforts; 2) Community Outreach and Stakeholder Involvement culminating in a Community Design Charrette that provides a strong, clear vision of the area and responds to current and future market opportunities; and 3) a Concept Plan and Policy Framework that identify specific implementation actions and tools needed to achieve the vision over a 20-year horizon.

All submittals shall be addressed as specified below and received no later than the submittal due date, at which time all submittals will be opened and read as a matter of public record. The front of the envelope shall be marked "Request for Proposals for the Development of an East Gateway District Vision Plan". All submittals received after the closing date and time will be returned unopened. The Clearwater CRA reserves the right to reject any and all submittals.

Submittal Due Date: **Tuesday, March 1, 2011 at 4:00 pm.** Submittals shall be delivered to:

Physical Address: Mr. George McKibben, Purchasing Manager
City of Clearwater Municipal Services Building
100 S. Myrtle Avenue, 3rd Floor
Clearwater, Florida 33756-5520
-or-
P.O. Box 4748
Clearwater, FL 33758-4748

The RFP documents will be made available on **Wednesday, January 26, 2011**. City offices are open Monday through Friday, 8 a.m. to 5 p.m., excluding holidays. This RFP will be posted on the City's website at <http://myclearwater.com/apps20/cityprojects/invitationtobid.aspx> as well as at <http://www.myclearwater.com/eastgateway>

Any questions regarding the RFP shall be directed in writing to:

Mr. George McKibben, Purchasing Manager
City of Clearwater Finance Department
P.O. Box 4748
Clearwater, FL 33758-4748
Telephone: (727) 562-4634
Fax: (727) 562-4635
Email: George.McKibben@myclearwater.com

1.0 Introduction

1.1 Background

The City of Clearwater, the third largest city in the Tampa Bay region, is a coastal community of 110,000. The city is comprised of diverse neighborhoods and businesses that span the Pinellas County peninsula between the Gulf of Mexico and Tampa Bay. As the county seat, Clearwater supports a variety of government offices and businesses in its downtown central business district. In addition, Clearwater Beach is an international tourist destination bringing millions of visitors to the city each year.

Over the last decade, the City of Clearwater's economic development priorities have focused largely on the redevelopment of the beach and the downtown core. These areas were targeted for improved performance as the City's primary economic generators. The City and the Community Redevelopment Agency (CRA) have seen success in both of these areas over the last several years, with some important projects completed. Activities in this area will continue into the future to build upon the gains made to date and ensure the City receives the "return on investment" sought by its efforts. One of the CRA's focus areas for improvement is the East Gateway District.

The 176-acre East Gateway District (District) is a neighborhood located on the eastern end of downtown. The District's southern boundary coincides with SR 60, which is the primary transportation corridor to the downtown and the beach. Please refer to Attachment 1 for a detailed map of the District.

The East Gateway District is characterized by a mixed land use pattern. Residential areas are interspersed with pockets of poorly maintained properties, the majority of which are rentals, and underutilized and obsolete strip commercial developments. East Gateway's commercial sector is burdened with a declining business base, deteriorating infrastructure, a mismatch of uses and vacant storefronts. Platting and development practices from an earlier era are nonconforming to current regulations, creating widespread impediments to redevelopment in the neighborhood. Additional struggles stem from a negative image associated with crime, problematic uses that attract loitering and illicit activities, and a chronically homeless population.

The population of the East Gateway is 3,179 persons (preliminary results from the 2010 Census). The racial composition of the neighborhood is predominantly White (77%) and Black or African-American (14%). The Hispanic or Latino population comprises roughly 23% of the total population (up from 4.4% in 1990). 73% of the Hispanic or Latino population is Mexican by origin. Approximately 15% of the population is under age 18 and 32% is age 65 or older. The age range of 22 to 49 represents 47% of the total population. Of the neighborhood's 1,488 occupied housing units, 66% are renter-occupied. 72% of the estimated households earn household income of less than \$50,000, while 25% make less than \$15,000. 30% of the households do not own a vehicle.

Recognizing both the needs and the potential of the East Gateway District, the CRA initiated a Findings and Declaration of Necessity Analysis ("slum and blight" study) for the District in 2002, which was officially designated as a redevelopment area in 2004. The Clearwater Downtown Redevelopment Plan

was amended to establish a vision for the District, strategies to resolve neighborhood needs, and policies to guide future redevelopment.

Given that the area experienced public and private disinvestment, the City/CRA focused resources to gain community feedback to stabilize the District. As a result, the East Gateway District Five-Year Action Program for Fiscal Years 2007/08-2011/12 was developed and approved in 2008, setting forth a series of actions to help restore vitality and livability to the area and better integrate local Hispanic residents and businesses into the community.

The four overarching goals of the Five-Year Action Program are to:

- Engage residents, businesses and other neighborhood interests in the creation and implementation of the action program
- Achieve neighborhood stability by addressing the social, economic and physical issues that plague the area
- Establish a unique and positive identity that instills neighborhood pride and sense of ownership
- Revitalize the neighborhood to attract reinvestment in private property

Two community groups have since been established in the East Gateway—the East Gateway Stakeholders Advisory Group (SAG) and the East Gateway Business & Neighbors Association (BNA). The SAG, a diverse assembly of residents, business interests, nonprofit organizations and community groups, meets once a month to provide feedback to the CRA on matters pertaining to the Action Program. The BNA is an independent grassroots organization that meets monthly in the interest of resolving neighborhood issues that are most important to its membership. City/CRA staff attends these meetings to collaborate on East Gateway issues, initiatives and strategies.

Additional background information, reports and accomplishments can be found on the East Gateway District website at www.myclearwater.com/eastgateway.

1.2 Purpose

In 2008, faced with continuing neighborhood issues and prospects for positive change through a newly approved Five-Year Action Program, residents, business owners and impacted individuals from adjacent neighborhoods organized under two community groups to advocate for Action Program implementation. These involved stakeholders have expressed general support for redevelopment and other infrastructure investments (such as streetscaping) in the District but are concerned that the East Gateway District *Vision* and *Land Use Plan/Redevelopment Plan* in the Downtown Redevelopment Plan does not reflect community preferences and might not provide for optimal build-out of this downtown district. In June 2009, the East Gateway Stakeholder Advisory Group (the steering committee for the Action Program) passed a motion requesting the City to engage the community in redefining a vision for future development and community character of the East Gateway, with the anticipation of land use and zoning changes indicated by the outcome of the vision process.

As a result, the CRA is seeking a qualified consultant firm to develop a Vision Plan for the East Gateway District. The premise is that a strong, clear vision of the future of the area needs to be articulated. Implementation tools specific to the achievement of that vision—and the specific problems currently facing the East Gateway—need solutions tailored to the circumstances and needs. The visioning process is intended to clarify the direction and identify the necessary implementation actions and tools.

1.3 Community Redevelopment Agency (CRA)

The CRA is a dependent taxing district established by City government for the purpose of carrying out redevelopment activities. In Clearwater, the five City Council members serve as the CRA Board Members. The Assistant City Manager for Economic Development/CRA Executive Director heads the CRA administrative staff.

The East Gateway District represents 39 percent of the Clearwater Community Redevelopment Area. Approximately 24 acres of the district are part of the original CRA established in 1981. The balance of the District was brought into the CRA through an expansion in 2004.

2.0 Scope of Work

The CRA is seeking proposals from qualified firms to develop a comprehensive and collaborative neighborhood vision plan that is expected to address three main areas: 1) a Neighborhood Market/Economic Analysis that defines the economic base for market-supportable revitalization efforts; 2) Community Outreach and Stakeholder Involvement culminating in a Community Design Charrette that provides a strong, clear vision of the area and responds to current and future market opportunities; and 3) a Concept Plan and Policy Framework that identify specific implementation actions and tools that help achieve the vision over a 20-year horizon.

2.1 Neighborhood Market/Economic Analysis

The Consultant will conduct a market/economic analysis of the East Gateway District (District) to encompass a 5-, 10-, and 20-year horizon. The purpose of this highly important analysis will be to better understand the District's comparative advantages and disadvantages as a small neighborhood within the City of Clearwater in order to identify unique opportunities for economic growth and diversification. The Consultant will prepare a concise overview of current market conditions and trends, both within and those outside affecting the District, which will be critical to identifying a market-supportable revitalization strategy for the District. The analysis should include:

- A summary demographic and economic profile focusing specifically on economic drivers that fuel demand for specific land uses (e.g., population/household growth trends and forecasts; employment trends and forecasts; household incomes; age cohorts; labor force composition; resident and employee retail spending, etc.)

- A summary of real estate market conditions evaluating characteristics and trends among specific uses (e.g., inventory, leasing/absorption activity, rents, sales, new construction, proposed development, etc.)
- Analysis of current trends and activities that may affect development, i.e. transit
- Potential market/economic development opportunities

During this phase of the study, the Consultant will review relevant previous reports and other related information provided by the City of Clearwater/CRA. To the degree possible, City/CRA staff will make available local data requested by the Consultant, understanding that the Consultant may have better and more convenient sources of data than the City/CRA. Ultimately, this phase of the study should answer the question “What is the development potential currently and over time of the East Gateway District?”

The East Gateway District market/economic analysis is intended to inform and serve as a guidepost for the community outreach and charrette exercises that will follow.

2.2 Community Outreach and Design Charrette

Residents, business owners, and City officials play an active role in the development of their community. A well thought-out stakeholder involvement process is an essential part of this project and it should include opportunities to identify issues, concerns, and especially opportunities, as well as discussions and consensus-building around the vision for the East Gateway. Current developers, business owners and landowners in the community are also expected to take an active role in this process and need to be included in a productive manner along with residents. Flexibility should be built into the process along with the ability to adapt to various unforeseen issues and circumstances that may arise during the course of the project.

Central to the visioning process will be the design charrette. Taking place over the course of several days, the charrette will be comprised of a series of forums where a diverse mix of people and perspectives from the community will help create alternative design scenarios/preferences that will eventually lead to the synthesis of a vision for the East Gateway. Architectural concept drawings will be important in order for the community to envision the future and for CRA staff to market available opportunities. The components of this task should culminate in a set of guiding principles and an illustrative vision plan and goals that become the basis for implementation action items.

2.2a Community/Stakeholder Involvement

The Consultant will create an outreach and engagement strategy designed to solicit stakeholder input and participation in the process. This should include facilitating stakeholder outreach and engagement at three levels: 1) individual or small group meetings (such as meetings with business owners or other key stakeholders); 2) large public assemblies (such as a workshop or open house and the charrette process); and 3) meeting(s) with the Vision Plan Steering Committee. Stakeholder interviews and a community walking tour are recommended.

The strategy should describe a methodology for generating proportional demographic community representation, paying particular attention to the inclusion of the Hispanic Community. City/CRA staff will assist with identifying the primary, secondary, and general stakeholders. A careful review of the projects/reports/materials prepared through prior efforts is essential in order to avoid duplication of efforts.

The Consultant will hold several Community Forums in order to inform the general public on the project, process, roles and opportunities for public involvement, as well as receive critical community input that will form the basis of the vision statement and goals for recommendations of a concept plan and policy framework. The main deliverable of this task is to develop a set of guiding principles that will help form the vision and create the basis for the design charrette activities.

2.2b Community Design Charrette

The charrette is expected to gather information necessary to narrow alternative concepts into a preferred plan that addresses a mix of uses by balancing office, residential, retail, cultural, and civic uses, as well as incorporates sustainable and green building principles into all urban and architectural designs. As part of the process, the charrette is expected to answer the question “What form should redevelopment take and where should it occur?”

The design charrette will provide a collaborative forum to bring many parties together to define the vision for the East Gateway. The goals of the charrette are to: 1) summarize community impressions and aspirations for the East Gateway District; 2) engage the community in a discussion of the realities involved with planning for the future of the East Gateway District given the market analysis; and 3) reach consensus on a few concept alternatives that will define the vision.

The Consultant, with the input from City/CRA staff, is expected to create a Charrette Products List, consisting of drawings, studies and documents that will become the basis for the Concept Plan. This includes, but is not limited to, preliminary analysis briefing materials, copies of all public presentations, final project report and feasible land use master plan. Additionally, the Consultant is expected to create a Charrette Roadmap which will list the project phases, events, and production targets on a timeline.

2.3 Concept Plan, Policy Framework and Strategy/Recommendations

As part of the third phase of this scope of work, the Consultant will develop a final concept plan, policy framework and recommendations incorporating the results from the first two phases and prepare an East Gateway District Vision Plan. The vision plan will provide the guiding vision and policy basis for determining the appropriateness of redevelopment over the next 20 years.

A central component of the concept plan is the Vision Statement for the District. It should address existing assets, future enhancements, and timeframe. The concept plan should identify optimal land

uses for the District. In addition, it should address elements such as land use pattern, retail frontage, building heights, street network and typology, transit ways, base residential density, build-to-lines, etc. In conjunction with the concept plan, a policy framework (goals and objectives) will be developed that provides context for the type of redevelopment in the District.

Recommended steps to achieve the vision are central to this task. Specific and actionable strategies that create synergy and short-term momentum will need to be balanced with mid- and long-term strategies. The recommendations should address the following:

- Identify changes in land use and/or zoning that could facilitate achievement of the desired vision objectives
- Illustrate realistic development scenarios for targeted sites
 - Economy Inn property (1274 Cleveland Street, approximately 2.2 acres)
 - CarPro property (1359 Cleveland Street, vacant land, 0.28 acres)
- Provide recommendations on how to accommodate potential parking needs

Additionally, the East Gateway District Vision Plan is expected to:

- Deliver a workable strategy with supporting rationale
- Ensure that new development can be economically viable
- Build on previous and current plans, initiatives, and projects
- Maximize ultimate return on public investment
- Address community interests and concerns
- Provide recommendations aimed to enhance the quality of life and standard of living

The Vision Plan must dovetail with the recommendations of the City of Clearwater Economic Development and Housing Department's Strategic Plan (expected to be completed in the spring of 2011). The Consultant will be expected to present the vision plan to the CRA.

3.0 Proposal Requirements

A consultant team specializing in community visioning using design charrettes and architectural concept drawings, and has experience with neighborhood market analyses and strong community facilitation and outreach methods will be required for this effort. The consultant interested in responding to this RFP must provide the information on the firm's qualifications and experience, qualifications of the project team, project manager's experience, previous similar projects and references and approach to services. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

The CRA requests one (1) signed original, five (5) copies of the proposal, as well as one (1) electronic copy. Please include the following information as part of the submittal.

3.1 Letter of Interest and Executive Summary

Attach a letter of interest that explains your firm's interest in working on this project. Include an "Executive Summary" which explains your firm's qualifications and experience as they pertain to the Scope of Work. Also, include the names and titles of the persons who will be authorized to make representations for the firm.

3.2 Firm Overview

Provide the following information regarding your firm. If the use of sub-consultants is proposed, similar information should be provided for each sub-consultant.

- Brief history of the firm, including the year it was established
- Names and curriculum vitae of the firm's principal(s). Indicate the amount of involvement the principal(s) will have under this assignment
- Curriculum vitae of individuals who would conduct the work described
- List of ongoing contracts/projects with their current status and projected termination dates
- Most recent annual report, if available
- List of legal actions brought against the firm within the last ten (10) years, if applicable

3.3 Relevant Experience and Past Performance

Provide the following information regarding the firm's relevant experience:

- Past Performance: Describe the firm's past performance and experience and the primary projects
- Similar Assignments: Provide a detailed description of comparable projects (similar in scope of services to those requested herein) which the firm has either ongoing or has completed within the past five years. Please specify whether each project is completed or ongoing. The description should identify for each project: (i) the client; (ii) description of work; (iii) duration of project; and (iv) contact person and phone number for reference
- Provide relevant work samples

For each project, please describe relevant experience in: 1) market/economic analysis; 2) community facilitation and outreach; and 3) design and planning results/deliverables.

3.4 References

Provide the name, address, telephone and email address for at least three references that would be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. References should be from the last five years.

3.5 Approach to the Scope of Work

Provide a narrative statement demonstrating an understanding of the overall intent of this RFP, as well as the proposed methods for accomplishing each of the tasks in the scope of work, achieving desired outcomes, and managing expectations. Identify any issues or concerns of significance that may be appropriate. Please include a timeframe for work to be completed, preferably no more than six months.

3.6 Fee for Services

Provide a fee for services per task and a copy of the firm's current billing rate schedule. The CRA has allocated a maximum of \$60,000 for this effort.

The work will be performed on a fixed, not to exceed price basis. The final scope of work, details of deliverables, project timetable and specific payment schedule will be determined during final contract negotiations and will be based upon the consultant proposal and the completion of identified tasks, including staff review and consultant revisions.

As part of the fee for services, please provide an estimated number of community forums, as well as drawings and alternatives that will be produced as part of the charrette process and the District vision and concept plan.

4.0 Submission Information

4.1 Number of Copies and Proposal Delivery Information

One (1) signed original, five (5) copies of the proposal submittal, and one (1) electronic copy shall be delivered on or by 4:00 p.m. EST on **Tuesday, March 1, 2011** to:

Physical Address: Mr. George McKibben, Purchasing Manager
City of Clearwater Municipal Services Building
100 S. Myrtle Avenue, 3rd Floor
Clearwater, Florida 33756-5520
-or-
P.O. Box 4748
Clearwater, FL 33758-4748

All submittals shall be addressed as specified above. The front of the envelope shall be marked "Development of an East Gateway District Vision Plan." All submittals received after the closing date and time will be returned unopened.

4.2 Question and Answer Period

All questions regarding this RFP must be submitted in writing and directed to the Purchasing Manager no later than **February 11, 2011**. All questions and answers will be posted on the City's website at

<http://myclearwater.com/apps20/cityprojects/invitationtobid.aspx> as well as at http://www.myclearwater.com/east_gateway according to the RFP schedule. Questions may be asked as follows:

- 1) Email: George.McKibben@myclearwater.com
- 2) Fax: (727) 562-4635
- 3) Mail or hand-deliver to the above address

5.0 Selection Process and Schedule

5.1 Evaluation/Selection

The CRA will conduct a fair and impartial process for the selection of a firm for this project. An Evaluation/Selection Committee will be appointed and will first evaluate and rank responsive proposals on the criteria listed below. The maximum score per proposal is 100 points. Each Evaluation Committee member shall award up to 100 points per proposal. The final score will be an average (mean) of the scores awarded by all Evaluation Committee members. A Proposer may receive the maximum points or a portion of this score depending on the merit of its proposal as judged by the Evaluation/Selection Committee.

The factors outlined below shall be applied to all eligible proposals. Additional evidence of unique skills or relevant experience also will be considered. All references will be subject to appropriate evaluation.

Evaluation Criteria	Points
Team Qualifications and Experience	
Including market analysis, facilitation/outreach, charrettes, etc.	35
Project Understanding and Approach	35
Quality of previous performance/references	20
Cost Proposal	10
TOTAL	100

Upon completion of the evaluation, rating and ranking, the Committee may choose to conduct oral presentation(s) with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on the best-rated proposal providing the highest quality of service to the CRA. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the Proposers remaining in consideration based upon the written documents submitted and any clarifications offered in the oral presentation.

5.2 RFP Estimated Timetable

A tentative schedule of key dates for the project has been established as follows:

RFP Release Date	January 26, 2011
Close of Question & Answer Period	February 11, 2011
Responses Posted to Website	February 16, 2011
Submittal Due Date	March 1, 2011
Evaluation of Proposals (estimated)	Week of March 14, 2011
Oral Presentations (if necessary)	Week of March 28, 2011
Selection Team Recommendation (estimated)	Week of April 4, 2011
CRA Contract Approval (estimated)	May 2, 2011

5.3 Selection/Evaluation Team

The evaluation team will be identified after the RFP has been released.

5.4 Additional Information

- The CRA will not be liable for any cost incurred in the preparation of the RFP submittal.
- The submission of qualifications shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- All Proposers shall furnish the CRA with such additional information as the CRA may reasonably require.
- The CRA reserves the right to conduct personal interviews of any or all Proposers prior to selection. The CRA will not be liable for any costs incurred by the Proposer in connection with such interviews.
- The CRA reserves the right to conduct pre-contract negotiations.
- The CRA reserves the right to reject all qualifications and to see new qualifications when such a procedure is reasonably in the best interests of the CRA.
- The CRA reserves the right to waive any of the conditions or criteria set forth in this RFP.

6.0 Insurance

6.1 Liability Insurance

The applicant shall furnish, pay for, and maintain during the life of the contract with the City/CRA the following liability coverage:

- Commercial General Liability Insurance on an “occurrence” basis in an amount not less than \$1,000,000 combined single-limit Bodily Injury Liability and Property Damage Liability;
- Business Automobile Liability insurance in the amount of at least \$1,000,000, providing Bodily Injury Liability and Property Damage Liability;
- Workers’ Compensation Insurance applicable to its employees for statutory coverage limits, and Employers’ Liability with a \$500,000 limit, which meets all applicable state and federal laws; and
- Professional Liability/Malpractice/Errors or Omissions insurance, as appropriate for the type of business engaged in by the Vendor, shall be purchased and maintained by the Vendor with minimum limits of \$1,000,000 per occurrence.

6.2 Additional Insured

The CRA is to be specifically included as an additional insured on the Commercial General Liability and Business Automobile Liability policies referenced above.

6.3 Notice of Cancellation or Restriction

All policies of insurance must be endorsed to provide the City/CRA with thirty (30) days’ notice of cancellation or restriction.

6.4 Certificates of Insurance/Certified Copies of Policies

The applicant shall provide the City/CRA with a certificate or certificates of insurance showing the existence of the coverage required by this RFP. The applicant will maintain this coverage with a current certificate or certificates of insurance throughout the term stated in the proposal. When specifically requested by the City/CRA in writing, the applicant will provide the City/CRA with certified copies of all policies of insurance as required above. New certificates and new certified copies of policies (if certified copies of policies are requested) shall be provided to the City/CRA whenever any policy is renewed, revised, or obtained from other insurers.

The certificates and/or certified policies shall be sent or delivered to the City’s Project Manager and addressed to:

City of Clearwater
P.O. Box 4748
Clearwater, FL 33758-4748

6.5 Hold Harmless Provisions

The applicant shall defend, indemnify, save and hold the City /CRA harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the performance by the applicant, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Applicant acknowledges that it is solely responsible for complying with the terms of this RFP. In addition, the applicant shall, at its expense, secure and provide

to the City/CRA, prior to beginning performance under this RFP, insurance coverage as required in this RFP. Any party providing services or products to the City/CRA will be expected to enter to a written agreement, contract, or purchase order with the City/CRA that incorporates, either in writing or by reference, all of the pertinent provisions relating to insurance and insurance Any party providing services or products to the City/CRA will be expected requirements as contained herein. A failure to do so may, at the sole option of the City/CRA, disqualify any bidder or proposer of services and/or products to the City/CRA.

7.0 General Terms and Conditions

The City/CRA, in its sole and absolute discretion, with or without cause, and without liability of any kind to any Consultant, reserves the right to:

- Accept or reject any and/or all proposals, either in whole or in part, waive any informality, variance or irregularity, whether technical or substantial in nature, of any proposals.
- Cancel this RFP at any time and/or take any action in the best interest of the City/CRA. The City/CRA decision in all matters shall be final.
- Retain all proposals for official record purposes, including a copy of the selected Respondent proposal and supporting documentation, and/or use them in whatever manner is deemed appropriate.
- Elect not to accept any request by any Consultant to correct errors or omissions in any information, calculations or competitive price(s) submitted once a proposal is received.
- Investigate the financial capability, integrity, experience and quality of performance of each Consultant including all Principals.
- Request an oral presentation from any Consultant.
- The City/CRA reserves the right to request any additional information from any Consultant.
- All Consultants responding to this RFP do so at their sole expense and risk. The City/CRA assumes no financial or other obligations to Consultants. The City/CRA will not be liable to any broker, consultant or other entity acting on behalf of any Consultant for any fee or payment relating directly or indirectly to the Consultant or their proposal.
- All proposals, correspondence and records made thereof, are public record and handled in compliance with applicable state and local laws.
- By offering a submission to the RFP, the Consultant certifies the responder has not divulged, discussed or compared his/her competitive proposal with other respondents and has not colluded with any respondent or parties to this competitive proposal whatsoever.
- All information furnished in this RFP solicitation was gathered from sources deemed reliable. No representation or warranty is made as to the accuracy or completeness of the information contained in this document. Prospective Consultants should independently verify all information.

- Responses must be signed by an individual or the respondent's organization legally authorized to commit the respondent's organization to the performance of services contemplated by this RFP.
- The successful respondent shall be required to submit proof of licenses, certification, and proofs of insurance as required by the City/CRA.
- The successful respondent shall not be allowed to substitute project team members named in this response without written permission from the City/CRA.

8.0 Standard Requirements for "Request For Proposals"

Right to Protest

Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaints by contacting the Purchasing Manager.

No Corrections

Once a competitive proposal is submitted, the City/CRA shall not accept any request by any proposer to correct errors or omissions in any calculations or competitive price submitted.

Openness of Procurement Process

Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The City/CRA gives no assurance as to the confidentiality of any portion of any proposal once submitted.

No Collusion

By offering a submission to the RFP, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers and has not colluded with any other proposers or parties to this competitive proposal whatsoever.

Informality Waiver/Rejection of Bids

The City/CRA reserves the right to reject any or all responses and to waive any irregularity, variance, or informality whether technical or substantial in nature, in keeping with the best interests of the City/CRA.

Appropriations Clause

The City/CRA, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year in which this contract is executed and entered into and for which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City/CRA shall thereafter be released of all terms and other conditions.

ATTACHMENT 1

