

CITY OF



PARKLAND

REQUEST FOR PROPOSALS (RFP) BID #2011-02

**REDISTRICTING FOR THE CITY OF
PARKLAND**

**THE CITY OF PARKLAND
PLANNING AND ZONING DEPARTMENT
6600 UNIVERSITY DRIVE
PARKLAND, FLORIDA 33067
(954) 757 – 4159**



**CITY OF PARKLAND
REQUEST FOR PROPOSALS BID
RFP #2011-02**

REDISTRICTING FOR THE CITY OF PARKLAND

The City of Parkland is requesting sealed proposals from consultants with experience in drawing boundaries on either the municipal, county, state or federal levels pursuant to the specifications as attached hereto.

All proposals shall be provided in compliance with the specifications in sealed envelopes submitted to the City Clerk on or before 9:00 a.m. April 27, 2011 at Parkland City Hall located at 6600 University Drive, Parkland, Florida 33067. No late proposals will be accepted.

The City reserves the right to reject all proposals, to waive minor irregularities, or take such other actions with regard to acceptance or rejection of proposals as it deems, in its sole discretion, will serve the public interest.

The specifications attached hereto detail the scope of services and contractual requirements which will be imposed. The City reserves the right to make additional contract requirements in accordance with the direction of its City Attorney and the successful firm shall be obligated to execute a contract that provides for those additional requirements.

The City Commission shall make a determination as to either accepting a proposal or rejecting all proposals within thirty (30) days of the deadline for receipt of proposals as set forth above. The City may extend this period for an additional thirty (30) days. If the City awards a firm, the successful firm shall be required to enter into a contract with the City within thirty (30) days of decision by the City Commission.

The proposer, joint venture or other form of association, ("proposer") shall submit six (6) hardcopies, with one (1) of these hardcopy responses marked "Original" containing all original documents of the required response to the Request for Proposal (RFP) and six (6) CD-Rs each containing a complete copy in electronic (.pdf) format.

The Contract shall be awarded to the lowest and most qualified bidder based upon the evaluation criteria whose price and qualifications cause its bid to be considered the best and most responsive bid and whose bid is determined by the City to be in the best interest of the City.

Advertisement: Sun Sentinel – Wednesday April 20, 2011

DemandStar – Sunday April 17, 2011

REQUEST FOR PROPOSALS BID
RFP #2011-02
REDISTRICTING FOR THE CITY OF PARKLAND
General Information
Part I

1-0 Introduction

The City of Parkland, Florida ("CITY") is seeking the services of an experienced consultant with experience in drawing boundaries on either the municipal, county, state or federal levels.

1-1 Background

The City of Parkland covers approximately 12 square miles of suburban and rural land and is home to an estimated 24,000 residents. The City is the most northwest community in Broward County and it borders Palm Beach County to the north, the Coconut Creek to the East, the Broward County Water Conservation Area to the West and the Sawgrass Expressway to the south. The City of Parkland completed its current redistricting process in 2008. The City's Charter requires at least three hundred sixty (360) and not more than four hundred eighty (480) days prior to the municipal general election held every four (4) years thereafter, the City Commission shall by ordinance divide the City into four (4) commission districts.

1-2 Definitions

For the purposes of this Bid, "bidders" shall mean contractors, consultants, proposers, organizations, firms, or other persons submitting a response to this Invitation to Bid.

1-3 Purpose

The City of Parkland, Florida ("CITY") is seeking the services of an experienced consultant with experience in drawing boundaries on either the municipal, county, state or federal levels as required in the City of Parkland Charter.

1-4 Bid Submission And Withdrawal

The City of Parkland ("CITY") shall not be held responsible for the content bid packages obtained from any third party source nor will the City be responsible for providing addenda to potential proposers who receive a bid package from other sources other than the City of Parkland.

The CITY will receive bids at the following address:

City of Parkland
City Clerk's Office/City Hall
6600 University Drive
Parkland, Florida 33067

To facilitate processing please mark the outside of the envelope as follows:

Parkland/RFP 2011-02
Redistricting for the City of Parkland
April 15, 2011

RFP # 2011-02

RFP Name: Redistricting for the City of Parkland

RFP Closing Date: April 27, 2011

RFP Closing Time: 9:00 a.m.

The RFQ Name, RFQ Number, and time and date of the RFQ closing shall be clearly marked on the outside of the sealed envelope/box. Facsimile responses shall not be accepted. The envelope shall also include the proposer's return address.

Bidders shall submit ONE (1) ORIGINAL, FIVE (5) ADDITIONAL HARD COPIES AND SIX (6) CD-R'S EACH CONTAINING A COMPLETE COPY IN ELECTRONIC (.PDF) FORMAT of the bid in a sealed, opaque envelope marked as noted above. A bidder may submit the bid by personal delivery or by mail.

THE CITY MUST RECEIVE ALL BIDS **BY 9:00 A.M. ON April 27, 2011.**

The CITY cautions bidders to assure actual delivery of mailed or hand-delivered bids **directly to the City Clerk's Office at City Hall, 6600 University Drive, Parkland, Florida 33067** prior to the deadline set for receiving bids. Telephone confirmation of timely receipt of the bid may be made by calling (954) 753-5040, before bid closing time. A bid received by the City of Parkland City Clerk's Office after the established deadline will be returned unopened to the bidder.

Bidders may withdraw their bids by notifying the CITY in writing at any time prior to the deadline for bid submittal. After the deadline, bids once opened become public record of the CITY and will not be returned to the bidders. All bids submitted shall be valid for a period of ninety (90) calendar days from the day of bid opening.

Upon opening, bids are subject to public disclosure consistent with Chapter 119, Florida Statutes. Bids must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, state the reasons why such exclusions from public disclosure is necessary and the legal basis for such exemption, including a specific statutory citation for such exemption.

1-5 Invitation of Bidders

The CITY solicits offers for the services of an experienced consultant with experience in drawing boundaries on either the municipal, county, state or federal levels for the purpose of drawing commission districts.

1-6 Development Costs

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this BID. Bidders should prepare their bids simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the BID.

1-7 Inquiries

Any questions, requests for clarifications or interpretations regarding this BID during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) shall be received no less than seven (7) days prior to the deadline and no questions or clarifications will be considered after this date. Bidders must submit written requests. Address questions or requests for clarification in writing:

Roberta Moore, Planning and Zoning Director
Fax: 954-341-5161
Email: rmoore@cityofparkland.org

Submitted questions, request for clarification or interpretations not specifically answered in the BID will be addressed by addendum. The City will make no oral answers, clarifications or interpretations. Any answers, clarifications or interpretations made in any other manner than an addendum will not be binding and bidders shall not rely upon them. Submittal of questions in electronic (e-mail) form or via facsimile will be accepted.

1-8 Addenda

If revisions become necessary, the City will provide written addenda to all bidders who have received the BID. Addenda will be issued by facsimile or by e-mail. The City shall not be responsible for providing said addenda to potential bidders who receive a proposal package from other sources.

1-9 Award Process

In its sole discretion the City may require any bidder to make a presentation of the bid in person, or by telephone conference, or provide demonstrations or allow for site visits of their firms' operations, or submission of further written literature. The specific procedures are outlined in Section 2-4.

1-10 Licenses

If applicable, bidders, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of BID receipt. Any bid submitted by a bidder that is not fully licensed and certified may be rejected.

1-11 Public Entity Crimes

In accordance with the applicable portions of Section 287.133, Florida Statutes, which reads as follows "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit bids on leases of real property to a public entity may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

1-12 Compliance With Laws

The selected firm, its officers, agents, employees, and contractors, shall abide by and comply with all federal, state, and local laws. It is agreed and understood that if City calls the attention of Contractor to any such violations on the part of the Contractor, its officers, agents, employees, contractors, then Contractor shall immediately desist from and correct such violation. If Contractor is in violation of any law, Contractor shall be solely responsible for coming into compliance with such law and shall be solely responsible for the payment of any fine charged for such violation.

1-13 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 bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-14 EEO and M/WBE Participation

Bidders are advised that the City promotes equal employment opportunity (EEO) and encourages the participation of Minority and Women Business Enterprises (M/WBE) as well as small business enterprises in all aspects of contracting. Joint venturing at the prime and sub-consultant levels is encouraged where the joint venture results in a more qualified and/or more diverse proposer. Bidders shall make every effort to maintain no less than fifteen percent (15%) M/WBE participation.

1-15 Insurance

The bidder, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified herein. In the event the bidder is a governmental entity or self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the bidder's insurance coverage, policies, or capabilities may be grounds for rejection of the proposal and rescission of any awarded contract.

Insurance Requirements (Proof of insurance to be submitted with bid package)

The bidder shall provide the City with proof of adequate (in the opinion of the City) workers' compensation insurance. The bidder shall procure and keep in force general liability insurance in the amount of \$1,000,000 with the City of Parkland and Broward County as an additional insured. The insurance policy shall require thirty (30) days notice to City of Parkland in the event of cancellation, alteration or termination. The City shall receive current copies of the certificate of insurance. All vehicles used by bidder shall have liability insurance in the minimum amount of \$500,000 per incident.

The Bidder shall indemnify and hold harmless the City of Parkland and Broward County, its elected and appointed officials and employees from any and all claims, suits, actions, damages, liability, and expenses (including attorneys' fees) in connection with loss of life, bodily or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with the operations of the Bidder or his Subcontractors, agents, officers, employees or independent contractors, excepting only such loss of life, bodily or personal injury, or property damage solely attributable to the gross negligence or willful misconduct of the City of Parkland or its elected or appointed officials and employees.

Any costs and expenses, including attorney's fees, appellate, bankruptcy or defense counsel fees incurred by the City of Parkland to enforce this indemnification Clause shall be borne by the Contractor. This indemnification Clause shall continue indefinitely and survive the cancellation, termination, expiration, lapse or suspension of this agreement.

REQUEST FOR PROPOSALS BID
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REDISTRICTING FOR THE CITY OF PARKLAND
Statement of Work
Part II

2-1 Purpose

It is the intent of the bidder to provide the City of Parkland a bid to establish a firm fixed price contract for the drawing of commission districts.

2-2 Scope Of Work

The City of Parkland, Florida ("CITY") is seeking the services of a consultant with experience in drawing boundaries on either the municipal, county, state or federal levels. The consultant may not be employees of the City of Parkland. The consultant shall be responsible for drawing the districts as nearly as is practicable, on an equal population basis by contiguous boundaries. The districts shall be designated by numbers 1 through 4. The consultant, in consultation with the City Manager or his designee, shall develop at least two redistricting plans for submission and consideration by the City Commission. At least fifteen days prior to the first reading of any ordinance on redistricting Commission districts, the City Commission shall hold a workshop at which the consultant shall be present and at which the public shall have an opportunity to be heard on the proposals submitted to the City Commission for consideration. The City Commission shall make the final decision as to any redistricting mandated pursuant to this section and may either accept, reject, or modify the plans submitted to it for review. The redistricting shall be adopted by ordinance.

2-3 Contents of Bid Response and Consideration of Award

- a. **The firms should provide bid amounts for this project to provide all services necessary to provide the services as identified in the Scope of Work (Section 2-2).**
- b. **Provide a list and description of redistricting projects satisfactorily performed at either the municipal, county, state or federal level. For each engagement listed, include the name and telephone number of the representative for whom the engagement was undertaken who can verify satisfactory performance.**
- c. **In addition to bid amounts and experience with other municipalities, the firms shall provide background information on all staff members, including the principal of the firm, that would be a part of the project team.**
- d. **Proposals must contain a manual signature of the authorized representative of the Proposer. Proposals shall contain an acknowledgment of receipt of all Addenda. The postal address, email, fax and telephone number for communications regarding the Proposal must be shown.**

Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to

sign. The corporate address and state of incorporation must be shown below the signature.

- e. **Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.**
- f. **Proposals will be publicly opened in the City of Parkland Commission Chambers, 6600 University Drive, Parkland, Florida 33067, in the presence of Proposers, the public, and City staff. Proposers and the public are invited and encouraged to attend RFP openings. Proposals will be tabulated and made available for review by Proposers and the public in accordance with applicable regulations.**
- g. **Proposals shall be submitted at or before the time and at the place indicated in the Request for Proposals and shall be submitted in a sealed envelope (faxed proposals will not be accepted under any circumstances). The envelope shall be clearly marked on the exterior "CITY OF PARKLAND, RFP #2011-02 REDISTRICTING FOR THE CITY OF PARKLAND, opens April 27, 2011, 9:00 A.M." and shall state the name and address of the Proposer and shall be accompanied by any other required documents. No responsibility will be attached to the Purchasing Office for the premature opening of a Proposal not properly addressed and identified.**
- h. **All Proposals received from Proposers in response to the Request for Proposal will become the property of the City of Parkland and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.**

2-4 Consideration for Award / Award Procedures:

- 1. **Initial evaluation of the proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City Manager or his/her designee. The committee will evaluate all responsive proposals received from Proposer's who meet or exceed the requirements contained in the RFP based upon the information and references contained in the proposals as submitted. The committee shall then short list the firms they deem most qualified. The committee may, but shall not be required to rank the qualified proposes.**
- 2. **The committee and the City Commission reserve the right, in their sole discretion, to conduct interviews with some or all of the Proposers.**
- 3. **The evaluation committee's short list and any comments (or rankings) will be reviewed by the City Commission which shall then make its determination based upon the criteria set forth below and choose the number one ranked firm for award of the contract.**

4. The City reserves the right to award the contract to that Proposer (or to those Proposers) who will best serve the interest of the City. The City reserves the right, in its sole discretion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the proposal process or reject all bids. The successful Proposer shall then execute a contract containing the terms in this RFP together with such other legal provisions deemed appropriate by the City Attorney.
5. Should any Proposer deem any action of the City or any representative to be in violation of any law or this RFP, said Proposer shall file a written protest in accordance with Section 2-145 of the City of Parkland Code of Ordinances.
6. The following Evaluation Criteria will be used.
 - A. Price.
 - B. Qualifications.
 - C. Experience, References and Past Performance

2-5 Price Proposal

The contractors shall provide bid amounts for this project, one for each site as listed above. The City shall pay to the awarded proposer for the performance of the Work at the completion of the project.

2-6 Contract Period

The contractor shall begin the specified work within five (5) business days from the date of the Notice to Proceed. The contractor shall provide the City a timeframe for the completion of each task within five (5) business days from the date of City Commission approval of the contract for this Bid.

2-7 Non Exclusive Contract

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

2-8 Protection of Property

Contractor shall at all times, guard against damage or loss to the property of the City or that of other vendors, and shall be held responsible for replacing or repairing any such loss or damage. The City may withhold payment or make such deductions, as deemed necessary, to ensure reimbursement or replacement for loss or damage to property through negligence of the Contractor or his/her agents.

2-9 Assignment/Subcontracting

Neither party to the Contract shall assign the Contract or subcontract it as a whole or in part thereof without the written consent of the other, nor shall the Contractor assign any monies due to or become due to him hereunder, without the previous written consent of the Contracting City Department and the Purchasing Manager and/or the Purchasing Manager's Designee.

**ACKNOWLEDGMENT OF BUSINESS TYPE
REQUEST FOR PROPOSALS BID
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REDISTRICTING FOR THE CITY OF PARKLAND**

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths and submitted with the bid package on the specified bid opening date. The undersigned proposer certifies that this proposal package is submitted in accordance with the specifications in its entirety and with full understanding of the conditions governing this proposal.

BUSINESS ADDRESS of PROPOSER:

Company Name

Address

City State Zip

Telephone No. _____ Fax No. _____

Federal ID. No. _____

SIGNATURE OF BIDDER

If an Individual: _____, doing business
Signature

as _____

If a Partnership: _____

by: _____
General Partner Signature

If a Corporation: _____

Corporate Name
(a _____ Corporation)

by: _____
Signature

Title: _____

Attest: _____ (SEAL)
Corporate Secretary

NOTARY PUBLIC:

STATE OF: _____ **COUNTY OF:** _____

*The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
_____ who is (who are) personally known to me or who has produced
_____ as identification and who did (did not) take an oath.*

NOTARY PUBLIC SIGNATURE: _____

NOTARY NAME, PRINTED, TYPED OR STAMPED: _____

Commission Number: _____ **My Commission Expires:** _____

Parkland/RFP 2011-02
Redistricting for the City of Parkland
April 15, 2011

Statement of No Response
REQUEST FOR PROPOSALS BID
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REDISTRICTING FOR THE CITY OF PARKLAND

If you are not proposing on this service/commodity, please complete and return this form to: City of Parkland, 6600 University Drive, Parkland, FL 33067. ***Failure to respond may result in deletion of your firm's name from the vendor database for the City of Parkland.***

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

We, the undersigned have declined to submit a proposal on the above because of the following reasons:

_____ Specifications/Scope of work too "tight", i.e., geared toward brand or manufacturer only
(explain below)

_____ Insufficient time to respond

_____ We do not offer this product, service or an equivalent

_____ Our schedule would not permit us to perform

_____ Unable to meet bond requirements

_____ Specifications unclear (explain below)

_____ Other (specify below)

REMARKS: _____

Drug-Free Workplace Form

REQUEST FOR PROPOSALS BID RFP #2011-02 REDISTRICTING FOR THE CITY OF PARKLAND

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

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

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

Bidder's Signature

Date