



LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

**535 Park Ave.
Lake Park, Florida 33403**

REQUEST FOR QUALIFICATIONS (RFQ) 108-2025

PROJECT:

**Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom
Park**

Date of Issuance: March 6, 2025 at 2:00PM EST

Response Due Date: April 10, 2025 at 10:00AM EST

REQUEST FOR QUALIFICATIONS (RFQ) 108-2025

Professional Design Services and Public Engagement and Master Planning Services for the development of a Master Plan for Bert Bostrom Park, to include a Community Center and other park amenities along with a potential Aquatic Center.

NOTICE IS HEREBY GIVEN that the Lake Park Community Redevelopment Agency, (hereinafter “the CRA”) is accepting proposals from qualified firms to provide the following services:

- 1) Public engagement and design master planning services (Phase 1)**
- 2) Architectural & Engineering Design for a Permit & Construction Ready set of plans and specifications (Phase 2)**
- 3) Construction management services (Phase 3&4) associated with the construction of a Community Center, park amenities and potentially an Aquatic Center within Bert Bostrom Park.**

INTENT

The CRA is interested in selecting an experienced design team (“TEAM”) of consultants, with interdisciplinary expertise, which may include landscape architects, planners, recreation specialists, architects, engineers, environmental planning and/or engineering consultants with particular expertise in public engagement, park master planning and design to prepare a Master Plan and Community Center design for Bert Bostrom Park, including a financial analysis of the estimated costs to implement the Master Plan. The selected consultant will be expected to provide a range of design, planning and architectural services, public engagement initiatives and presentations.

PROJECT OBJECTIVES

The public should be heavily involved in the process to determine the amenities to be provided within Bert Bostrom Park. The anticipated project would include a community center, the size of which is to be designed so as to have no less than 20,000 square feet of space. The Community Center would include facilities such as, but not limited to, an indoor gymnasium for at least two full-size basketball courts, multi-purpose rooms, offices and conference room space. The design of the Community Center must include a parking lot and space for other ancillary improvements. Depending on the outcome of the public engagement and the availability of sufficient funding, a 6-8 lane pool, concession area, locker rooms and splash pad may be included in the final planning of the park. Ancillary improvements to the park could include multi-purpose or soccer specific fields, basketball courts and a playground.

This project is intended to be completed in phases.

Phase 1: Master Planning and Community Engagement

Phase 2: Design of Community Center and other park elements

Phase 3/4: Construction

FUNDING

Initial funding for Phase 1: Master Planning and Public Engagement as well as a portion of Phase 2 will be funded by the CRA. Final design and construction funding will be contingent on the selected amenities and could include various sources of funding, including: CRA Bond issuance, CRA TIF funding, Town Funding, and/or Federal, State or Local Grants.

PRE-BID MEETING

No Pre-Bid Meeting

SITE VISIT

A site visit for this project is optional, but the address of the proposed project is 311 7th Street in the Town of Lake Park. It is noted that the park is currently under construction due to the addition of drainage improvements underneath the current soccer fields. It is anticipated the complete rebuild and above ground amenities will be determined through this design process; however, this project will determine the future location of certain above ground amenities.

SELECTION PROCESS

Selection of the FIRM will be in accordance with Florida Statute 287.055(g), through the following process:

1. An internal evaluation committee will be assembled and will review and rank proposals based on the evaluation criteria.
2. The CRA has the absolute ability to select the Offerors strictly based on the response to this RFQ. However, review of responses by the CRA may result in a short-list of those Offerors to be interviewed. In person interviews may be required.
3. After interviews (if required), Offerors will be ranked, with the highest ranked Offeror to enter Contract Negotiations.
4. An emphasis will be placed on Offerors that have extensive experience in the design and master planning of public parks, which have a variety of programs, amenities and facilities for the public's use.

PROCUREMENT SCHEDULE

The anticipated schedule for this solicitation is as follows:

Item	Date/Time
Solicitation Issued	March 6, 2025 at 2:00PM EST
Pre-Bid Meeting	Not Applicable
Deadline for Receipt of Questions	March 31, 2025 at 5:00PM EST
Submission Deadline	April 6, 2025 at 10:00AM EST
Sealed Proposal Opening	April 6, 2025 at 10:00AM EST
Interviews	TBD
Contract Award	TBD

The contract is intended to be awarded with a notice to proceed issued by May 2025

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Proposal Documents

The RFQ will be available beginning on March 6, 2025. Offerors desiring copies of the RFQ may obtain it from the Town of Lake Park's website (www.lakeparkflorida.gov) or on www.demandstar.com. Any questions regarding the substance of this RFQ must be submitted by email at townclerk@lakeparkflorida.gov no later than 5:00 p.m. Eastern Time on March 31, 2025.

IN COMPLIANCE WITH APPLICABLE FLORIDA STATUTES AND TO ENSURE TRANSPARENCY, THE IG OFFICE IS BEING NOTIFIED OF THIS PUBLIC POSTING.

RESPONSE SUBMITTAL

Responses shall be submitted in the format set forth herein and shall be signed by an officer and/or owner of the business having the authority to legally bind the business. Responses must include all information requested. Should any information requested not be provided or if the response is received unsigned on the forms ('PROPOSAL FORM'), such response shall be considered non-responsive and subject to rejection.

***Offeror should submit proposals electronically through DemandStar.**

PLEASE REVIEW LANGUAGE AS WE WILL DO ELECTRONIC ONLY SUBMITTALS THROUGH DEMANDSTAR

All prices contained in the response shall be guaranteed firm for a minimum of 90 calendar days after the submission. Responses may be withdrawn within 90 calendar days after the submittal opening date.

ALL OFFERORS ARE ADVISED THAT THE TOWN HAS NOT AUTHORIZED THE USE OF THE TOWN LOGO BY INDIVIDUALS OR ENTITIES RESPONDING TO TOWN REQUESTS FOR QUALIFICATIONS, AND THAT ANY SUCH USE BY UNAUTHORIZED PERSONS OR ENTITIES CONSTITUTES A SECOND DEGREE MISDEMEANOR PURSUANT TO SECTION 165.043, FLORIDA STATUTES.

Offerors shall demonstrate a satisfactory record of performance for services provided which are similar in the magnitude and scope for the services sought herein and as documented by their Letters of Reference.

An evaluation committee will rank the proposers and the award of the Proposal will be made by the CRA Board of Commissioners at a public meeting.

The CRA reserves the right to accept or reject any or all Proposals (in whole or in part) with or without cause, to waive any technicalities, irregularities or formalities, or to accept the responses which in its judgment best serves the CRA.

Vivian Mendez
Vivian Mendez, MMC, Town/Agency Clerk
Town of Lake Park, Florida

Published on: March 6, 2025, Palm Beach Post

SECTION 1

GENERAL TERMS AND CONDITIONS

1.1 Definitions:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Certificate of insurance: A document, which shows proof of insurance, coverage, types and amounts.

Debarment: The exclusion, for cause, of an Offeror from bidding and/or receiving a contract to do business with the town.

Designee: A duly authorized representative of a person, business organization, or governmental agency.

Minority business enterprise (certified): A business as defined by § 288.703 (1), F.S.

Minority person: A person as defined by § 288.703, F.S.

Offeror: A business or individual responding to this Request for Qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and who has had a valid Palm Beach County Local Business Tax Receipt and has been operating its business for at least one (1) year prior to the issuance of the invitation for bids or request for proposals.

Person: Any business, individual, union, committee, club, or organization, or group of individuals.

Proposal: An executed formal document submitted by an offeror to the town stating the goods and/or service offered to satisfy the need as described in this request for qualifications.

Public entity crime: A violation as defined in § 287.133(1)(g), F.S.

Purchasing agent: The town manager, or his designee.

Request for information: A written or electronically posted request made by an agency to Offerors for information concerning commodities or contractual services. Also referred to as a Request for Qualifications (RFQ).

Responsible Offeror. An Offeror who is determined to have the qualifications, integrity, reliability and capability in all respects to fully perform in accordance with the requirements of an invitation to bid, request for proposals, qualifications, or statements.

Responsive bid, proposal, or reply. A bid, or proposal, or reply submitted by an offeror, which conforms in all material respects to the solicitation.

Suspension: The temporary debarment of an Offeror for up to three years.

Veteran business enterprise: Any business which meets the definition of § 295.187 (3), F.S. and which has been certified by the Florida Department of Management Services.

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SECTION 2.

COMPETITIVE SEALED PROPOSAL PROCESS

2.1 Proposal Submission:

The Offeror's response to this RFQ (hereinafter "Response") shall be submitted electronically through DemandStar no later than the time and date specified in this solicitation. Any response received after the deadline established in the RFQ, or which is submitted at a location other than at the location specified in the RFQ shall be deemed unresponsive and shall be returned unopened to the Offeror. It shall be the Offeror's sole responsibility to ensure that its response reaches the place specified in the town's RFQ for receipt of responses to solicitations and by the time specified. The Town shall bear no responsibility for any failure to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the RFQ.

***Offeror should submit proposals electronically through DemandStar.**

2.2 Proposal Acceptance and Evaluation:

Responses shall be accepted from all qualified Offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the RFQ.

The CRA may, at any time and in its sole discretion, reject all responses to the RFQ and may or may not choose to seek the same or a similar RFQ in the future.

2.3 Proposal Opening:

Responses shall be opened publicly at the time and place specified in the RFQ. The Town Clerk or her designee shall officiate at the opening of the RFQ, and shall announce and record the name of each Offeror, recite the amount of each Offeror's response and such other information to the RFQ as is appropriate.

2.4 Public Record:

All responses to the RFQ shall become a public record and shall be subject to public disclosure once opened.

2.5 Cancelling or Postponing Request for Proposals:

The Purchasing Agent, prior to the due date of the RFQ, elect to extend, cancel or postpone the date and/or time for its submission. In such situations, the Town Clerk shall issue an addendum, or a notice of cancellation, as appropriate.

2.6 Withdrawal of Proposals:

An Offeror may withdraw a response to a solicitation prior to date and time designated in the RFQ for their opening. If an Offeror withdraws its response after the deadline established in the RFQ, the Purchasing Agent may suspend an Offeror from participating in any future Town solicitations for up to three years.

2.7 Proposal Evaluation and Award:

Responses may be evaluated by an evaluation committee, which shall have not less than three voting members.

One award shall be made to the most responsive, qualified Offerors whose response is determined to be the most advantageous to the Town in accordance with the evaluation criteria contained in

the RFQ. The evaluation of responses shall be in accordance with the procedure established in the RFQ.

Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the Town Clerk on the Town's website at least five business days prior to the CRA Board's consideration of an award. The Town Clerk shall also provide all Offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the town's website.

2.8 Evaluation Criteria:

The evaluation criteria, totaling 100 points are as follows: (Any Statement of Qualifications submitted shall follow the following outline in the order shown.)

25 Points - Experience & Qualifications

- Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project.
- Depth or relevant technical experience in undertaking public engagement and master planning for public parks with community centers, aquatic facilities and other types of recreational uses.

30 Points - Performance on Past Projects

- Identify specific similar projects
- References from other similar projects

25 Points - Public Process & Involvement

- Demonstrated ability to work with citizens and public agencies
- Consultant initiatives and past experience with respect to public engagement and public participation.

15 Points - Project Understanding & Knowledge of Area

Demonstrate an understanding of the particular needs of the Town of Lake Park, the realistic parameters of this project- its limitations and potential. Ability to produce realistic, cost feasible project.

5 Points - Location considerations of the Offeror's core team and any sub-consultants and plans for maintaining effective communication between the Town and Consultant.

- Physical location of the Offeror and any sub-consultants, i.e. office in Palm Beach County or adjacent counties, availability of key personnel
- Approach to maintaining good communication.

The Offeror shall supply the above information or documentation to the CRA as part of the response it submits to the Town pursuant to this RFQ. **If an Offeror fails to supply such information, the CRA shall consider the proposal to be not responsive to the RFQ.**

2.9 Cone of Silence:

An Offeror shall not communicate with any elected or appointed Town official or employee other

than the person listed in this RFQ prior to the time an award has been made by the CRA Board. Any communication between an Offeror and the Town shall be submitted to the Town Clerk. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of a proposal.

2.10 Protested Solicitations and Awards:

The right of an Offeror to protest a pending award of a contract shall do so pursuant to the Town of Lake Park's policy on Protested Solicitations and Awards which is set forth in the Town Code of the Town of Lake Park at Section 2-251 of the Town's purchasing Ordinance.

2.11 Required Submittals:

The proposal should be in Tab format, in the order listed below:

1. Cover letter identifying the Offeror and contact information including address, contact person, phone number and e-mail address.
2. Qualifications Details
 - a) Proposed Project Team Members: A description of the team composition, areas of expertise, and role of each member of the team, including any sub-consultants. Clearly designate a project manager and any sub-consultants who will be assigned to the project for the length of the project and their respective expertise in such work.
 - b) The resumes and licenses, to the extent applicable.
 - c) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Links to similar or relevant projects are encouraged.
 - d) List of References: Provide a minimum of three client references demonstrating the Offeror's experience with similar park master planning and design services within the last **five years**. Include the name, telephone number and email address of the contact person and a description of the role and services provided to that contact.
3. Project Proposal
 - a) Detailed response to scope of services, expanding on and detailing what steps the Offeror would take to address the points listed in the scope of work
 - b) Detailed schedule/timeline for completion of all tasks.
4. All forms contained in the RFQ. Failure to do so may cause rejection. The forms must be submitted in good order and all blanks must be completed.

Responses to solicitations shall be opened publicly in the presence of one or more witnesses, following the deadline for submittal. The Town/Agency Clerk or the clerk's designee shall officiate at the opening of the solicitations and shall announce and record the name of each offeror. The CRA may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitations in the future.

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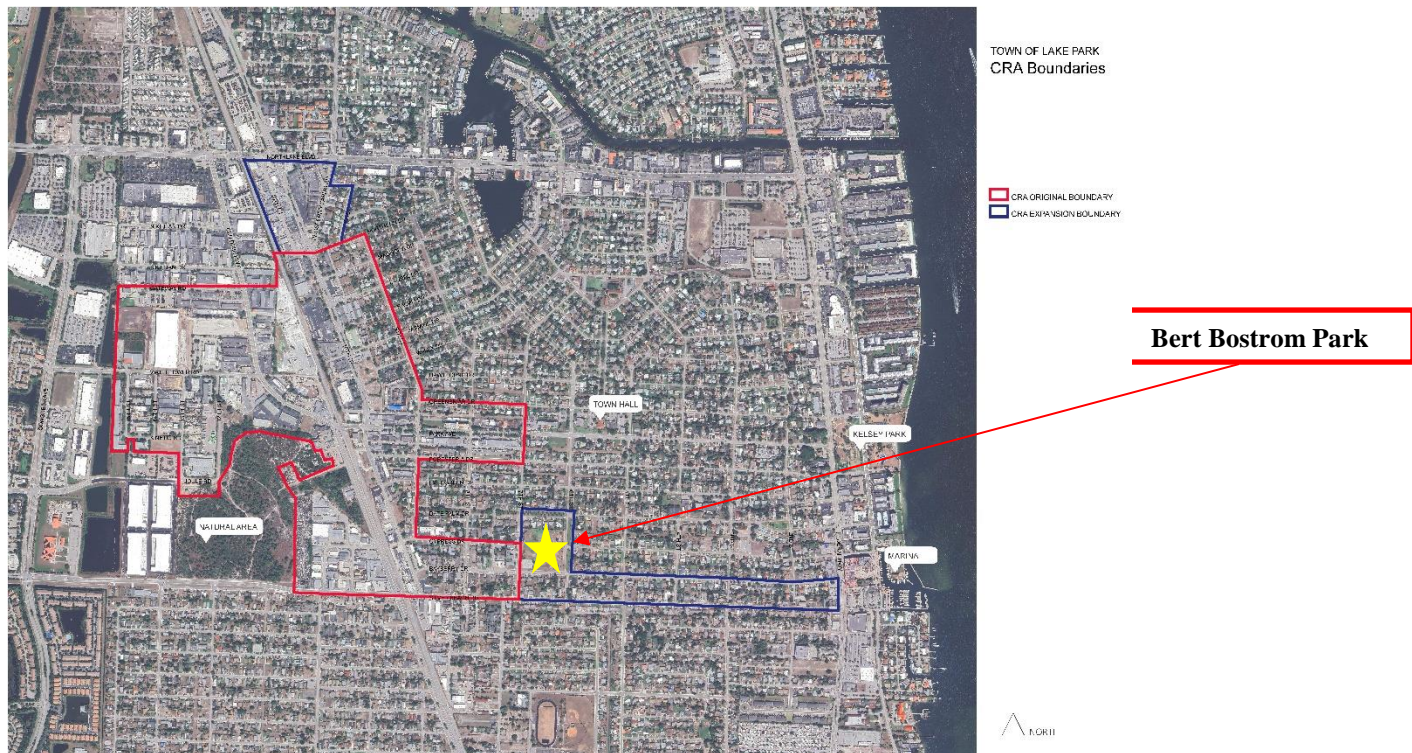
SECTION 3

SCOPE OF SERVICES

3.1 BACKGROUND

The Town of Lake Park was one of Florida's first master planned communities. The Town has a population of just over 9,000 and has experienced many ups and downs over the years, but has a great deal of history and culture. The Lake Park CRA was adopted in 1996 as a proactive approach to boost economic development in the town. The Lake Park CRA works in collaboration with residents, property owners, businesses, developers and other community organizations to foster redevelopment within the CRA district. In 2022, the CRA adopted an update to the CRA Master Plan, which expanded the original CRA to include Bert Bostrom Park. This RFQ serves as implementation of that adopted plan to further the CRA's redevelopment goals, which includes the development of a Community Center within Bert Bostrom Park. The Town of Lake Park currently has no community center for Town residents to enjoy. However, there is desire to have a Community Center to improve quality of life throughout the Town.

The following is a map showing the boundaries of the Lake Park CRA.



3.2 SCOPE OF SERVICES

Offerors shall provide all supervision, labor, services, training, equipment, tools, materials and supplies necessary to provide services as described in this RFQ. Offerors shall comply with all federal, state and local laws and regulations.

- Bert Bostrom Park is located at 311 7th Street. The park is approximately 5.89 Acres and is currently under construction for improve BG – Corebridge to close retirement plan.
- BG – Corebridge to close retirement plan.

nts to drainage for a future multi purpose or soccer field. These improvements must be taken into consideration for the Master Plan design. The Offeror's proposal shall address the CRA's desire to include a Community Center, Aquatic Center and other amenities as part of the park's Master Plan.

PHASE 1:

Bert Bostrom Park Master Plan

- Engage Town residents creatively to understand their desires for activities located within Bert Bostrom Park as well as a Community Center. This should include at least one public meeting as well as attendance at other Town events to engage the community.
- Develop at least two (2) options for the overall design of Bert Bostrom Park. Details of the size and amenities within each feature should be included as part of each design. Site plans should show conceptual elevations as well as flow throughout the project.
- Complete high-level cost estimates for each plan presented. The costs should include both capital costs as well as an estimate of operational costs for the facilities.
- After the CRA selects and approves a design for the park, the selected Offeror shall complete 30% design drawings for the selected amenities within the Park. One of the two design options will be selected.

Deliverables:

- A minimum of two (2) options of Master Plans for Bert Bostrom Park to present to the CRA.
- Estimated capital costs and operational costs for each design presented.
- Presentation of design options and estimated costs to the CRA.
- 30% Design of the selected amenities to be located within Bert Bostrom Park.

PHASE 2:

Design Services

Upon successful completion of Phase 1 and the adoption of a Master Plan of Bert Bostrom Park by the CRA, the CRA will negotiate Phase 2 of the project, which will include the planning, design and permitting of at least one portion of the park. 60% design of the project will be

required. Due to the timing of funding, it is anticipated that final design will be completed within this Phase; however, construction will be completed in subsequent phases.

Deliverables: TBD/Optional

- Assistance in selection of contractor for construction
- Value engineering with contractor in development of construction documents
- 100% Design Drawings

PHASE 3/4:

Design and Construction Services

Once funding has been secured for the construction of the project, the CRA will negotiate the terms for these phases upon completion of Phase 2.

Deliverables: TBD/Optional

- Construction document permitting
- Construction Management services

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PROPOSAL FORM

INDIVIDUAL, BUSINESS ENTITY OR PARTNERSHIP

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

Address: _____

Telephone: (____) _____ Fax: (____) _____
(both with area codes)

E-mail Address of Signatory: _____

Company Website: _____

DUNS Number: _____

Social Security Number (OR) Federal Identification Number (FEIN): _____

CORPORATION

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

Address: _____

Telephone: _____ FAX: _____ (both
with area codes)

E-mail Address of Signatory: _____

Company Website: _____

DUNS Number: _____

Federal Identification Number (FEIN): _____

State Under Which Corporation Was Chartered: _____
(If a foreign corporation, the date the corporation was authorize to do business in the State of
Florida) _____.

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

The following individuals are the designated contacts assigned to the Town:

VENDOR SERVICE REPRESENTATIVE (REGULAR WORK HOURS):

Name: _____

Address: _____

Telephone : (____) _____

Email Address: _____

VENDOR SERVICE REPRESENTATIVE (AFTER WORK HOURS, WEEKEND & HOLIDAYS):

Name: _____

Address: _____

Telephone : (____) _____

Email Address: _____

REFERENCES

As specified in the Standard Terms and Conditions of this RFQ, OFFERORS shall present the details of a minimum of three references of work performed that is similar to the services outlined in this RFQ. (Additional references may be submitted on a separate sheet)

COMPANY NAME AND CONTACT NAME	ADDRESS CITY, STATE, ZIP PHONE & FAX NUMBER
1.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:
2.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:
3.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:
4.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:

DRUG FREE WORKPLACE

OFFERORS must present documentation that they have a Drug Free Workplace Program in place, and shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this RFQ 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 this RFQ, the employee shall 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.

OFFEROR's Signature

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared _____
_____, who, after being by me first duly sworn, deposes and says:

(1) I am _____ of _____, the OFFEROR that
has submitted a Proposal to perform work for the following project:

RFQ #: _____ RFQ Name: _____

(2) I, the undersigned, hereby depose and state that no portion of the sum Proposal in
connection with the work to be performed at the property identified above will be paid to any
employee of the Town of Lake Park or, Public Officer as a commission, kickback, reward or gift,
directly or indirectly by me or any member of my firm or by an officer of the corporation.

Signature

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2025 by
_____, who is personally known to me or who has produced _____
_____ as identification.

SEAL:

Notary Signature: _____

Notary Name: _____
Notary Public-State of Florida

My Commission #: _____

Expires on: _____

NON-COLLUSION AFFIDAVIT

State of Florida
County of Palm Beach

BEFORE ME, the undersigned authority, personally appeared _____, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that: _____

- (1) He/she is _____ of _____, the OFFEROR that has submitted a Proposal to perform work for the following:

RFQ #: _____ RFQ Name: _____

- (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

- (3) Such Proposal is genuine and is not a collusive or sham Proposal;

- (4) Neither the said OFFEROR nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other OFFEROR, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other OFFEROR, firm or person to fix the price or prices in the attached Proposal or of any other OFFEROR, or to fix any overhead, profit or cost element of the price or the Proposal price of any other OFFEROR, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town or any person interested in the proposed contract, and;

- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the OFFEROR or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature
Subscribed and sworn to (or affirmed) before me this _____ day of _____ 2025 by _____, who is personally known to me or who has produced _____ as identification.

SEAL:

Notary Signature: _____

Notary Name: _____

Notary Public-State of Florida

My Commission #: _____

Expires on: _____

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the Town of Lake Park, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in RFQ #_____.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:

CERTIFICATION OF NON-SEGREGATED FACILITIES

The OFFEROR certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control where segregated facilities are maintained. The OFFEROR certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The OFFEROR agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of his Proposal. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The OFFEROR agrees that (except where he/she has obtained identical certification from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Company Name and Address:

Signature

Name and Title

Date

SEAL:

Notary Signature: _____

Notary Name: _____
Notary Public-State of Florida

My Commission #: _____

Expires on: _____

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 TOWN OF LAKE PARK
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
2. Whose address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, 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, municipal corporation, or political subdivision of any other state or the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency, municipal corporation, or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction as defined in paragraph 287.133(1)(b), **Florida Statutes**, 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, non-jury trial or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a) **Florida Statutes**, means:
 - i. A predecessor or successor of a person convicted of a public entity crime; or
 - ii. 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 entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, 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 equipment or income among persons when not for fair market value under an arm's length agreement shall be prima facie case that one person controls another person. A person knowing 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.
6. I understand that a "person" as defined in Paragraph 287.133(1)(e) **Florida Statutes**, means any natural person entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal 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, members, and agents who are active in the management of an entity.

7. Based on information and belief, 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, or one of its officers, directors, executives, partners, shareholders, members, and agents who are active in the management of the entity, nor any 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, members, and agents who are active in the management of the entity, nor any 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, members, and agents who are active in the management of the entity, nor any 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 CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN THE PARAGRAPH ABOVE IS FOR THAT PUBLIC ENTITY 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 PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

**STATE OF FLORIDA
PALM BEACH COUNTY**

The foregoing instrument was acknowledged before me this _____ day of _____ 2025, by _____ as _____ of _____, who is personally known to me or has produced _____ as identification.

SEAL:

Notary Signature: _____

Notary Name _____

Notary Public – State of Florida

My Commission #: _____

Expires on: _____

The balance of this page intentionally left blank.

EXPERIENCE

(Copy and complete one form for each contract for similar work)

Contract Name: _____

Address: _____

City

State

Zip Code

Please list three (3) current references directly responsible for overseeing the above contract.

Contact Employee	Job Title	Telephone Number	Fax Number
1.		()	()
2.		()	()
3.		()	()

DATE OF CONTRACT

Contract start date ____/____/____

Contract expiration date ____/____/____

(NOT INCLUDING FUTURE EXTENSIONS)

Does the contract have a renewal or extension option? ☐ YES ☐ NO

If yes, how long? _____

If yes, has the contract been extended or renewed? ☐ YES ☐ NO

If yes, how many times? _____

For how long has the contract time been extended _____

Has your company ever requested a rate increase or additional compensation during the term of this contract? ☐ YES ☐ NO

If yes, please state the reason for the request and if the increase was granted?

Starting Contract Amount _____

Final Contract Amount _____

Civil Litigation and Criminal Convictions

The OFFEROR shall provide a summary of all civil litigation the company has been directly or indirectly involved in for the previous 10 years to the present. This summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome of the case, and the monetary amounts involved. Civil litigation reported under this section shall be limited to that which involves the services covered in this RFQ. Litigation related to internal personnel issues, i.e. individual Workers' Compensation claims and/or employment related issues are excluded.

The OFFEROR shall provide a summary of all criminal convictions and any current indictments of the company and/or its officers for the previous 10 years through the present.

The OFFERORS shall submit completed Forms C1 and C2 and provide any supporting documentation the OFFEROR believes is appropriate to clarify and support the information provided on Forms C1 and C2.

The balance of this page intentionally left blank.

Civil Litigation

Please provide a summary of any and all civil litigation your firm has been involved for the previous 10 years to the present. Include any and all litigation with government entities. Copy this page and attach additional sheets if necessary.

Please attach any additional information you feel is necessary to clarify and support the information in this form.

Litigants:
Brief Description of Case:
Outcome/projected outcome:
Amount of Claim/Monetary Award/Settlement

Litigants:
Brief Description of Case:
Outcome/projected outcome:
Amount of Claim/Monetary Award/Settlement

Litigants:
Brief Description of Case:
Outcome/projected outcome:
Amount of Claim/Monetary Award/Settlement

Criminal Litigation

Please provide a summary of any and all criminal litigation your firm has been involved with for the previous 10 years through the present. Include any and all criminal convictions and any outstanding indictments. Copy this form and attach additional sheets if necessary.

Please attach any additional information you feel is necessary to clarify and support the information in this form.

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

ACKNOWLEDGMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this RFQ:

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFQ

Offeror Name

Signature

Name and Title (Print or Type)

Date