



**REQUEST FOR QUALIFICATIONS FOR
SPECIALIZED LANDSCAPE
MAINTENANCE SERVICES
for the
LAKE PARK COMMUNITY
REDEVELOPMENT AGENCY (CRA) AND
THE TOWN OF LAKE PARK**



REQUEST FOR QUALIFICATIONS (RFQ) 116-2025

NOTICE IS HEREBY GIVEN that the Lake Park Community Redevelopment Agency and the Town of Lake Park (herein referred to as the CRA/TOWN) are accepting Sealed Qualifications from experienced proposers to provide Specialized Landscape Maintenance Services for the Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA-owned parking lot, and Bert Bostrom Park.

RFQ No.: 116-2025

Issue Date: June 16, 2025

Submittal Deadline: July 22, 2025 at 10:00 a.m.

INTENT

The Town of Lake Park and the Lake Park Community Redevelopment Area (CRA) own multiple properties that require specialized landscaping services for maintenance and installation. The areas will be outlined in detail in the Request for Qualifications (RFQ). Still, they generally include Downtown Lake Park (Park Avenue, Alleyways, and 10th Street), CRA-owned properties (Parking Lot, Centennial Memorial Park, and 800 Park Avenue), and specialized turf maintenance of Bert Bostrom Park.

Contracts are intended to be negotiated by the Town and the CRA with the most qualified proposer. A base contract amount will be negotiated for a three (3) year term with the option for two (2) one (1) year extensions, with options for additional services.

Proposal Documents

The CRA/Town's Request for Qualifications document will be available beginning on June 16, 2025. Offerors desiring copies of the RFQ document to prepare a response may obtain a set on the Town's website (www.lakeparkflorida.gov) or www.demandstar.com. Any questions regarding the substance of this RFQ must be submitted by email at townclerk@lakeparkflorida.gov no later than 10:00 a.m. Eastern Time on Thursday July 3, 2025.

Responses shall be submitted in the format provided and signed by an officer and/or owner of the business possessing the required authority. Responses must include all requested information. 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 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 UNDER SECTION 165.043, FLORIDA STATUTES.

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

The CRA Board of Commissioners and the Town Commission will award the proposal at public meetings.

The CRA/Town 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 serve the CRA/Town.

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

Published on: June 15, 2025, Palm Beach Post

OFFEROR'S CERTIFICATION

I certify that this Proposal acknowledgment is made without prior understanding, agreement, or connection with any other corporation, firm, or person who has submitted a Proposal, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this document as the OFFEROR. By signature on this form, OFFEROR acknowledges and accepts without limitation, pages 1 through 28 inclusive of this Request for Qualifications (hereinafter referred to as "RFQ") and any special instructions if applicable.

CORRECT LEGAL NAME OF OFFEROR:

SIGNATURE OF OFFEROR'S AUTHORIZED AGENT:

TITLE:

TYPED/PRINTED NAME OF AUTHORIZED AGENT:

ADDRESS:

PHONE NO: (_____) _____

SECTION 1 - GENERAL TERMS AND CONDITIONS

1.1 Definitions

The following terms, when used in this solicitation and any resulting agreement, shall have the meanings ascribed below, unless the context indicates otherwise:

Addendum: A written or graphic document issued before the receipt of responses that modifies or clarifies the solicitation in any way.

Amendment: A formally executed and mutually agreed upon written modification, deletion, or addition to an existing contract, signed by authorized representatives of both parties.

Certificate of Insurance: An official document issued by an insurer or broker verifying coverage types, limits, and policy dates applicable to the Contractor.

Contractor: The individual, firm, or entity awarded a contract under this RFQ is legally obligated to provide the specified goods and/or services under the contract terms.

Debarment: The formal exclusion of a vendor or Offeror from participation in the Town's procurement processes due to substantiated performance or legal deficiencies.

Designee: A person duly authorized to act on behalf of another person, firm, organization, or public agency.

Force Majeure: An unforeseeable event beyond the parties' control, such as natural disasters, war, labor disputes, or governmental actions, which prevents one or both parties from fulfilling contractual obligations.

Key Personnel are individuals designated by the Contractor to manage or perform critical elements of the contract. The substitution or reassignment of such personnel requires prior written approval from the Town or CRA.

Liquidated Damages: A specific sum of money stipulated in the contract to be paid by the Contractor to the Town/CRA as compensation for failure to meet specified performance standards or deadlines.

Minority Business Enterprise (MBE): A business certified by §288.703(1), Florida Statutes, owned and operated by one or more individuals who qualify as minorities.

Minority Person: An individual who meets the criteria established in §288.703, Florida Statutes, typically related to race, ethnicity, or gender.

Notice to Proceed (NTP): A written authorization from the Town/CRA to the Contractor indicating the official start date for performance of contractual obligations.

Offeror: Any individual, firm, corporation, or other legal entity submitting a response to this solicitation.

Palm Beach County Merchant: A vendor whose principal place of business is within Palm Beach County, Florida, and who has held a valid Local Business Tax Receipt for at least one year before the solicitation's release date.

Performance Standards: Measurable criteria the Town/CRA uses to evaluate the Contractor's compliance with quality, safety, and timeliness requirements.

Person: Any individual, firm, partnership, corporation, association, organization, or legal entity.

Prevailing Wage (if applicable): The minimum hourly wage and benefits established by law or regulation for workers engaged in public works projects.

Proposal: A written offer submitted by an Offeror in response to a solicitation, outlining the proposed approach, pricing, and qualifications for providing the requested goods or services.

Public Entity Crime: A violation defined in §287.133(1)(g), Florida Statutes, including fraud, bribery, collusion, and other prohibited actions involving public contracts.

Purchasing Agent: The Town Manager or designated representative authorized to manage and oversee procurement actions.

Request for Information (RFI): A written or electronic request issued by the Town/CRA to gather general information regarding services, qualifications, or capabilities of potential Offerors; may also refer to a Request for Qualifications (RFQ) when contextually applicable.

Responsive Proposal: A proposal that complies with all material requirements and criteria outlined in the solicitation.

Responsible Offeror: An Offeror possessing the financial stability, integrity, technical capability, and experience necessary to perform the contract requirements successfully.

Scope of Work (SOW): A detailed description of the services, deliverables, timelines, and standards of performance required by the contract.

Subcontractor: Any person or entity, other than the Contractor's direct employees, whom the Contractor engages to perform any portion of the contract work.

Suspension: A temporary disqualification of an Offeror from participating in procurement solicitations for a specified period, not to exceed three years.

Veteran Business Enterprise: As a veteran-owned enterprise, a business certified by the Florida Department of Management Services under §295.187(3), Florida Statutes.

Work Order: A written directive issued by the Town/CRA under the contract authorizing specific tasks, services, or repairs to be performed as needed.

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SECTION 2 - COMPETITIVE SEALED PROPOSAL PROCESS

2.1 Proposal Submission

All responses to this Request for Qualifications (RFQ) must be submitted electronically via www.demandstar.com no later than the deadline specified in the solicitation. Submissions received after the designated date and time, or submitted through any other means, shall be deemed non-responsive and will not be considered. The Offeror's sole responsibility is to ensure timely and successful electronic submission. The Town assumes no responsibility for delays caused by technical issues or vendor error.

All submissions shall be made electronically through DemandStar.

2.2 Proposal Acceptance and Evaluation

Responses will be accepted from qualified Offerors meeting all minimum eligibility requirements. All responsive submittals will be evaluated based on the criteria outlined herein.

At its sole discretion, the CRA/Town reserves the right to reject any or all responses, waive minor informalities, or cancel the solicitation in its entirety without obligation to any Offeror.

2.3 Proposal Opening

Responses will be publicly opened on the date and time specified in the Request for Qualifications (RFQ). The Town Clerk or designee shall preside over the opening and read aloud the names of Offerors and other relevant information as deemed appropriate.

2.4 Public Record Compliance

All submitted proposals shall become public records upon opening, subject to the provisions of Florida's Public Records Law, Chapter 119, Florida Statutes.

2.5 Modification, Cancellation, or Postponement

Before the submission deadline, the Town may issue an addendum to modify, postpone, or cancel the Request for Qualifications (RFQ). Any such action will be publicly posted and distributed accordingly. The Offeror is responsible for monitoring updates and amendments to the solicitation.

2.6 Withdrawal of Proposals

An Offeror may withdraw its proposal before the official submission deadline. Withdrawal requests must be made in writing.

Withdrawals made after the deadline may result in the Offeror being suspended from participating in future Town solicitations for up to three (3) years.

2.7 Evaluation and Award

An evaluation committee of at least three (3) voting members—including the originating Department Director, the Town Manager or designee, and one additional staff or subject matter expert—will review and score all responsive proposals.

Contracts shall be awarded to the highest-ranked, responsible, and responsive Offeror(s) whose submittal is determined to be most advantageous to the CRA/Town, based on the criteria outlined in this RFQ.

Notice of Intent to Award and evaluation tabulations will be posted to the Town's website at least five (5) business days before Board or Commission approval. Written notification shall also be provided via email to all participating Offerors.

2.8 Evaluation Criteria

Only those Offerors who meet the minimum qualifications and provide all required documentation will be scored. The scoring rubric is as follows:

Evaluation Criteria	Maximum Points
Relevant Urban Landscape Experience	25 points
Turf & Hedge Maintenance Expertise	20 points
Personnel Certifications & Capacity	15 points
Irrigation System Maintenance Proficiency	10 points
Responsiveness to RFQ	10 points
References and Client Satisfaction	10 points
Fee Schedule	10 points
Total	100 points

Minimum Qualifications:

Offerors must have at least five (5) years of experience performing services comparable in scope and complexity to those identified in this RFQ. Sufficient financial capacity, equipment, staffing, and insurance coverage must be demonstrated.

2.9 Cone of Silence

From the date of issuance of this RFQ until award by the CRA Board and/or Town Commission, Offerors are prohibited from engaging in any communication concerning this solicitation with elected officials, appointed CRA representatives, or Town employees, except the designated point of contact listed herein.

Violation of this "Cone of Silence" policy shall result in immediate disqualification from further consideration.

2.10 Protests of Solicitation or Award

Any protest regarding this solicitation or the intended award shall be made in strict accordance with Section 2-251 of the Town's Procurement Ordinance. Failure to adhere to this procedure shall waive all rights to protest.

2.11 Required Submittals

Proposals shall be organized in the following order and must include:

(1) Letter of Transmittal

- Signature by the authorized representative
- State of Florida business license and Articles of Incorporation
- If applicable, documentation verifying registration as a foreign corporation

(2) Qualifications, Experience, and Background

- Principal and satellite office locations
- Résumés of principals and supervisory staff
- Applicable licenses: GI-BMP, Certified Arborist, Landscape Architect
- Number of years in business; specific experience with urban landscapes
- List of municipal or CRA clients with at least three (3) references

(3) Technical Approach

- Work plan based on the scope of services
- Maintenance frequency and methodology
- Value-added or specialized services, if any

(4) Fee Proposal

- Itemized pricing by task/service area
- Hourly rates for key personnel

Note: The CRA/Town reserves the right to negotiate final pricing with the most qualified Offeror.

(5) Mandatory Forms and Documentation

- Offeror's Certification
- Proof of Insurance (GL & WC)
- Proposal Form
- Client References
- Drug-Free Workplace Certification
- Anti-kickback affidavit

- Non-collusion affidavit
- Non-bankruptcy affidavit
- Certification of Non-Segregated Facilities
- Sworn Statement on Public Entity Crimes
- Civil Litigation Summary
- Criminal Litigation Summary
- Acknowledgement of Addenda

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SECTION 3 – SCOPE OF SERVICES

3.1 BACKGROUND

The Town of Lake Park, one of Florida's earliest master-planned communities, has a population of just over 9,000 and boasts a rich cultural and historical fabric. The Lake Park Community Redevelopment Agency (CRA) was established in 1996 under Chapter 163, Part III, Florida Statutes, to promote economic development and urban revitalization.

The CRA collaborates with residents, property owners, businesses, developers, and community partners to facilitate redevelopment. The CRA's jurisdiction primarily includes older industrial and commercial areas, with Park Avenue historically serving as the Town's "Main Street." The area features a mix of retail, restaurants, and limited residential components that the CRA seeks to enhance.

The CRA's strategic priorities include public safety, beautification, streetscape and infrastructure improvements, economic growth, affordable housing, and business retention and attraction. This RFQ supports the implementation of the CRA Master Plan, last updated in 2022, by securing qualified contractors to provide specialized landscape maintenance aligned with these redevelopment goals.



3.2 INTRODUCTION

In partnership with the CRA, the Town of Lake Park solicits qualifications from experienced landscape maintenance contractors capable of delivering high-quality corridor beautification services and specialized turf care, including maintaining Bimini Bermuda Grass at Bert Bostrom Park.

This solicitation will utilize a qualifications-based selection process. The goal is to establish a long-term agreement with a Contractor that demonstrates technical expertise, operational capacity, and a commitment to high aesthetic and environmental stewardship standards.

3.3 PROJECT OVERVIEW

Service Areas Include:

- **Park Avenue:** 700, 800, and 900 blocks, including medians, bulb-outs, landscaped alleyways, and sidewalk edges.
- **10th Street Corridor:** From Park Avenue to Northlake Boulevard, including eight (8) medians and a triangular green at Prosperity Farms Road.
- **Alleyway:** Located east of 10th Street, between Greenbrier Court and Northern Drive.
- **CRA-OWNED Properties:** Centennial Memorial Park (610 7th Street), CRA parking lot (8th Street & Foresteria), and 800 Park Avenue.
- **Bert Bostrom Park:** Maintenance of Bimini Bermuda turf and ornamental landscaping.
- **Alternate Site:** Town Greene (a privately owned parcel leased to the Town).

Scope Summary:

- Turf, hedge, tree, and ornamental bed maintenance.
- Whitefly treatment and management of Ficus hedges.
- Irrigation inspections, maintenance, and reporting (potable and healthy systems).
- Fertilization, mulching, and seasonal installations.
- Tree and palm pruning services (for trees under and over 25 feet).
- Routine litter collection and National Pollutant Discharge Elimination System (NPDES) documentation.
- Compliance with applicable Maintenance of Traffic (MOT) and safety standards.
- Landscape enhancement recommendations and installations, as requested.

3.4 SCOPE OF SERVICES

TASK 1: Routine Landscape Maintenance

The contractor shall provide regularly scheduled services at each designated area, including:

- Weekly or as-needed litter/debris removal and NPDES compliance documentation.
- Turf mowing, edging, and string-trimming: 42 times per year.
- Post-mow irrigation system inspection: 42 times per year.
- Ornamental hedge pruning and bed maintenance: 42 times per year.
- Ficus hedge pruning (to maximum height of 6'): 8 times per year.
- Whitefly treatment: granular (2 times/year) and foliar spray (1 time/year).
- Fertilization of turf, ornamentals, and palms: 2 times yearly.
- Mulching and annual planting rotations: 2 times per year; standard mulch: once yearly.
- Tree and palm pruning (under and over 25 feet): once yearly.

TASK 2: Irrigation System Management

- Weekly and monthly inspection of irrigation systems following mowing activities.
- Maintenance of battery-operated and wired irrigation controllers.
- Coordinate with the Town to repair or replace clocks, valves, and infrastructure.
- Oversight of healthy pump function and portable power systems at Town Greene.

TASK 3: Emergency Support Services

The contractor shall be available to provide immediate support before, during, and after a declared emergency, including hurricanes, flooding, and other natural disasters. Upon request:

- The contractor shall deploy up to two (2) three-person crews, including all necessary equipment, for vegetative and debris removal.
- Response readiness shall be within twelve (12) hours of notice. The Town reserves the right to decline activation.
- The contractor must provide a 24-hour emergency contact number.
- Services may be funded through federal disaster recovery programs, including FEMA grants, and must comply with applicable federal procurement and documentation standards.

TASK 4: As-Needed Services

The contractor may be requested to provide:

- Enhancement services include design assistance, planting recommendations, and layout updates.
- Replacement of damaged or failing plant material.
- Additional services beyond routine maintenance shall be billed separately and approved in writing before execution.

3.5 REPORTING AND COMMUNICATION

The following documentation and performance metrics will be required:

- Monthly invoicing tied to documented task completion and NPDES compliance logs.
- Quantification of litter removed (in gallons).
- Photographic documentation of whitefly treatments and Ficus hedge maintenance.
- Annual performance evaluations with Town staff.

3.6 REQUIRED CERTIFICATIONS

The Contractor shall provide proof of the following:

- Licensed irrigation technician (Palm Beach County).
- GI-BMP certification for staff involved in fertilization activities.
- A certified arborist and/or licensed landscape architect on staff or under subcontract.

3.7 LEGAL AND ADMINISTRATIVE REQUIREMENTS

- Contract Term: Three (3) years with two (2) one-year renewal options at the Town/CRA's discretion.
- All personnel shall wear branded uniforms and carry photo identification while on duty.
- Required Insurance:
 - Commercial General Liability: \$1,000,000 per occurrence.
 - Workers' Compensation: Statutory limits.
 - Automobile Liability: \$500,000 minimum.
 - Professional Liability (Errors & Omissions): \$1,000,000 minimum.
- Indemnification: The Contractor shall indemnify and hold the Town and CRA harmless under the contract terms.
- The Town/CRA reserves the right to reject any or all proposals, waive technicalities, and request additional information as needed.

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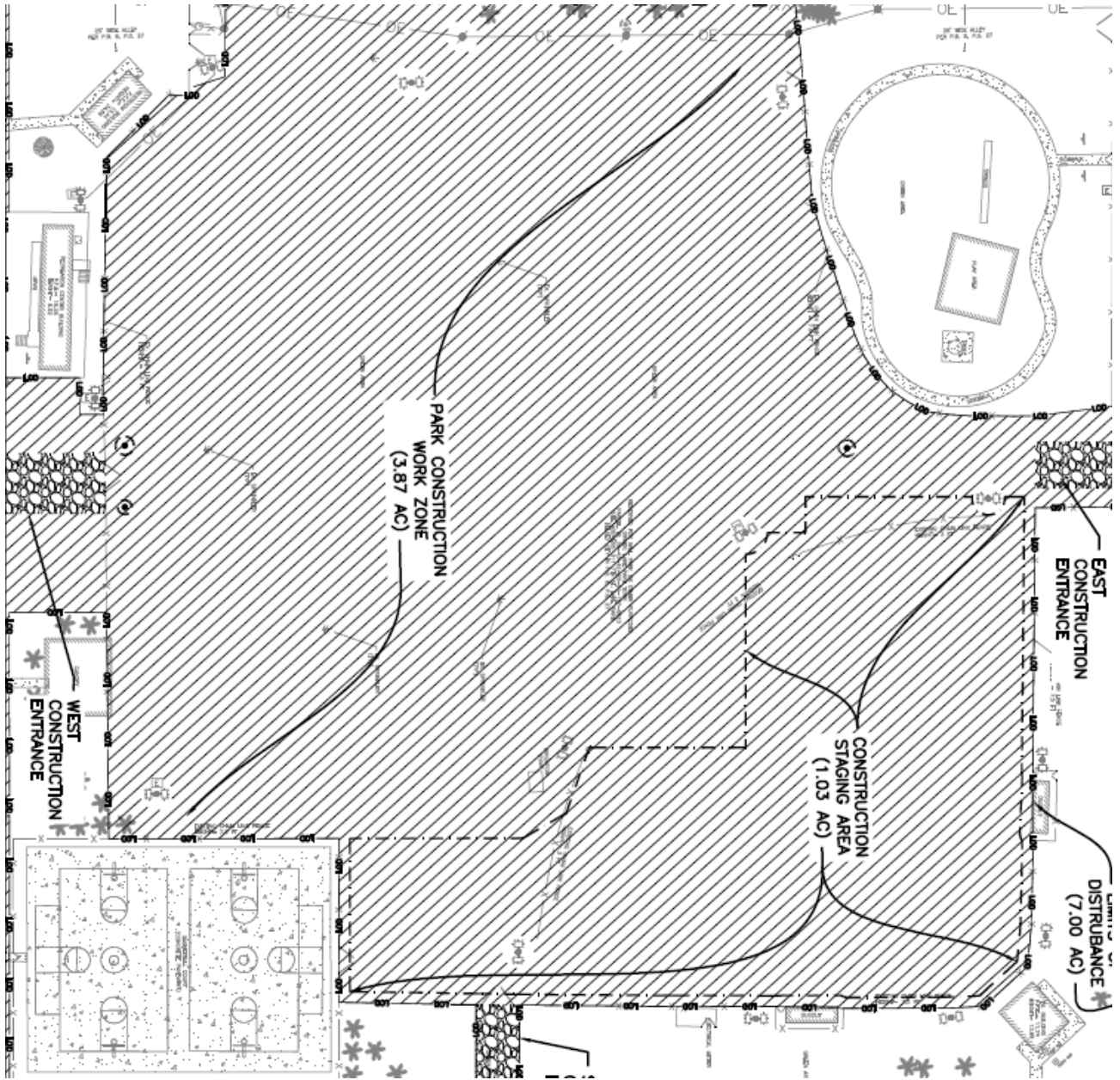
SECTION 4 – ANTICIPATED SCHEDULE

Milestone	Revised Date
RFQ Issuance	June 16, 2025
Site Visit (Optional)	June 25, 2025
Deadline for Written Questions	July 3, 2025 (5:00 PM)
Statement of Qualifications Due	July 22, 2025 (10:00 AM)
Evaluation & Ranking Completed	August 5, 2025
Interview & Negotiation (if held)	Week of August 11, 2025
CRA Board Approval & Contract Award	August 22, 2025

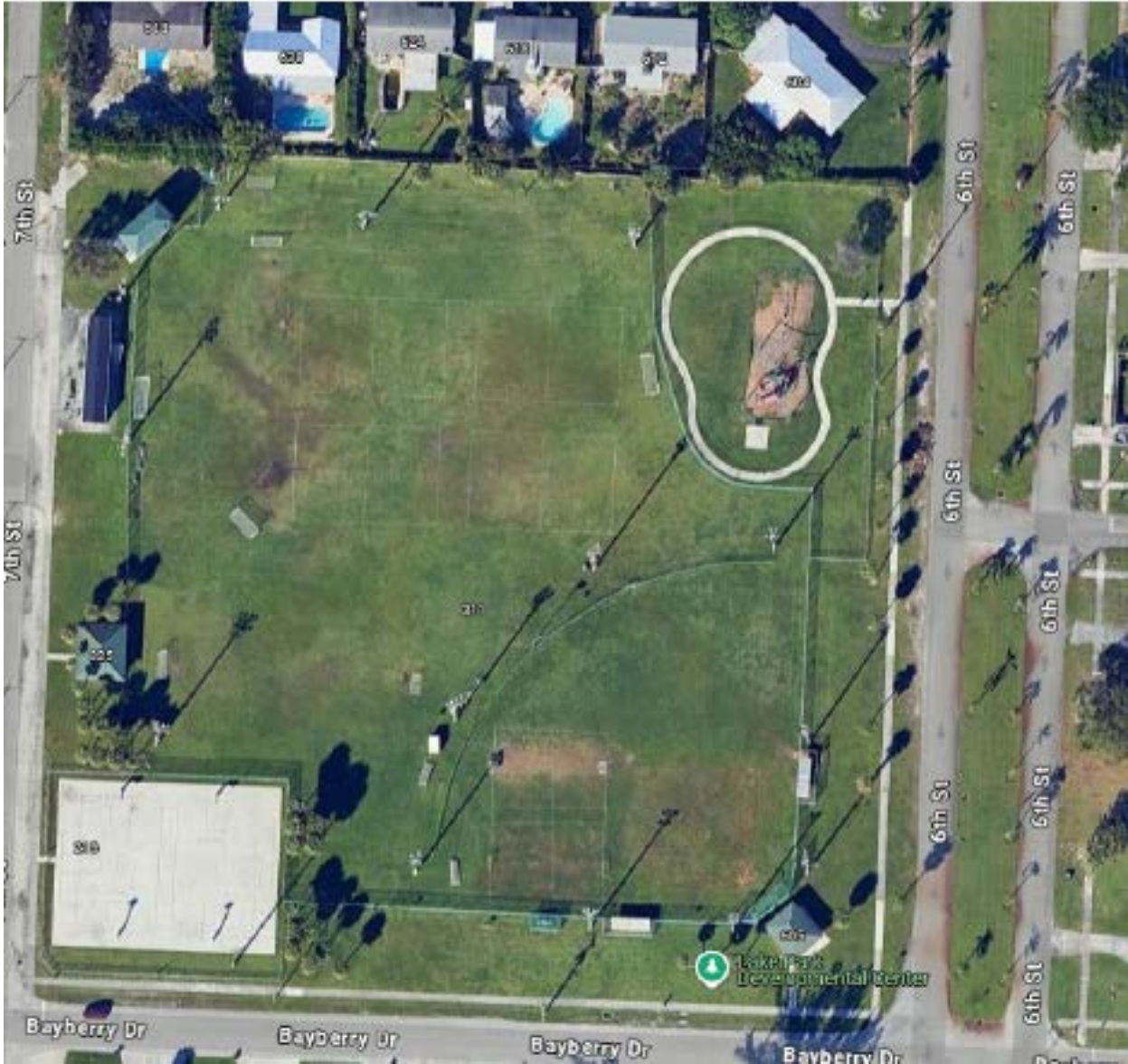
ATTACHMENTS

- Exhibit A: Map & Area Details (by block and quadrant)
- Exhibit B: Maintenance Frequencies Table & MOT Guidelines
- Exhibit C: Required Forms
- Exhibit D: Evaluation Criteria

Exhibit A



Sketch of Bert Bostrom Park area



Depicted view of the Bert Bostrom Park area

Depicted view of the Centennial Memorial Park area.



Exhibit B

Landscape Maintenance Frequency Schedule

Activity	Frequency	Notes
Litter Pick-Up and Disposal	Weekly (52x/year)	Monthly reporting to Public Works is required
Turf Mowing, Edging, String Trimming (All Areas)	Weekly during the growing season (42x/year)	Adjust frequency based on growth rate and seasonal conditions
Ornamental Hedge Pruning and Bed Maintenance	Weekly during the growing season (42x/year)	Maintain shape and a clear line of sight
Ficus Hedge Pruning (to 6' max height)	Monthly (12x/year)	Per linear foot as specified
Whitefly Treatment (Granular, Systemic)	Biannually (2x/year)	Apply during active pest cycle periods
Whitefly Treatment (Liquid Spray)	Annually (1x/year)	Typically, spring or summer is used as preventive control
Turf Fertilization (All Areas)	Biannually (2x/year)	Use the Town-supplied fertilizer
Hedge & Groundcover Fertilization	Biannually (2x/year)	Nutrient management based on plant type
Palm Tree Fertilization (Spikes)	Biannually (2x/year)	Minimum of five micronutrient spikes per tree
Mulch & Annuals Installation	Biannually (2x/year)	Annuals and mulch are replenished in a spring/fall rotation
Mulch Only Application	Annually (1x/year)	Typically, winter or the pre-growing season
Tree Pruning < 25'	Annually (1/3 of the total inventory)	Cycle all trees every 3 years
Tree Pruning > 25' (with MOT)	Annually (1/3 of the total inventory)	Includes traffic control as needed
Irrigation Inspection and Operation	Weekly Post-Mow (42x/year)	Check clocks, zones, and visible repairs
Irrigation (Town Greene & High Priority Areas)	Weekly (52x/year)	Includes backup power connections (well systems)

Bimini Bermuda Grass – Suggested Turf Care Schedule

Maintenance Task	Frequency	Best Practices
Mowing	1–2 times/week (growing season)	Height: 0.5–1.5 inches. Use a reel mower for precision. Avoid scalping.
Fertilization	4–6 times/year	Apply nitrogen-rich fertilizer; use slow-release where possible
Aeration	1–2 times/year	Core aeration in early spring and mid-summer to relieve compaction
Dethatching	1 time/year	Conduct late spring or early summer as needed
Topdressing (sand application)	1 time/year (optional)	Helps smooth the surface, especially after aeration
Irrigation	3–4x/week during dry periods	1" total water per week; water early morning to avoid disease
Weed Control	Monthly Spot Treatment	Use pre-emergents in spring and post-emergents as needed
Disease & Pest Monitoring	Biweekly visual inspections	Check for spring dead spot, dollar spot, and insect infestations
Overseeding (optional if wear is heavy)	Fall (if applicable)	Not standard, but may be needed in high-traffic areas

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 CRA/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 at least three references of work performed 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 _____, 2024 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
_____ 2024 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)**

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 _____ 2024, 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.

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.

NOTE: The Pre-Qualification Committee may disqualify an OFFEROR with past convictions when those convictions relate to antitrust violations, fraud, bribery, racketeering, or other similar offenses.

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

EXHIBIT D

**TOWN OF LAKE PARK
EVALUATION CRITERIA FOR
REQUEST FOR QUALIFICATIONS 116-2025
FOR SPECIALIZED LANDSCAPING SERVICES (LAKE PARK COMMUNITY
REDEVELOPMENT AGENCY/TOWN OF LAKE PARK)**

Name of Offeror:

Address:

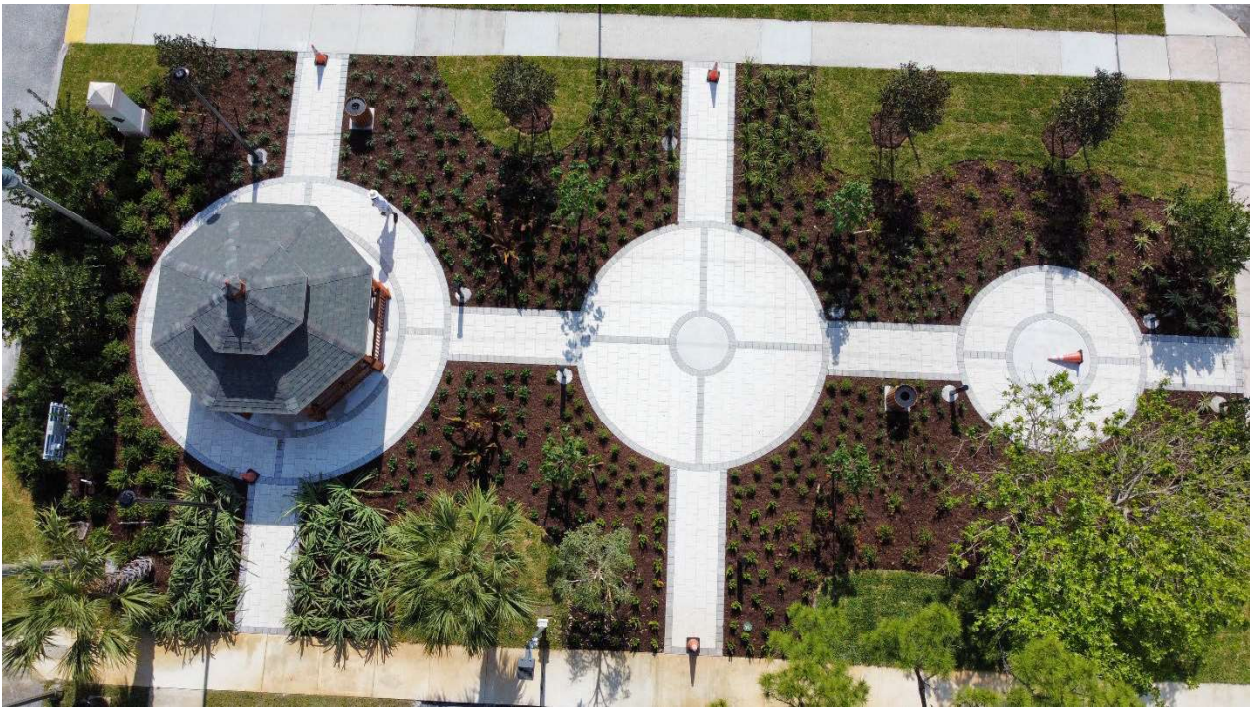
City/State/Zip Code: _____

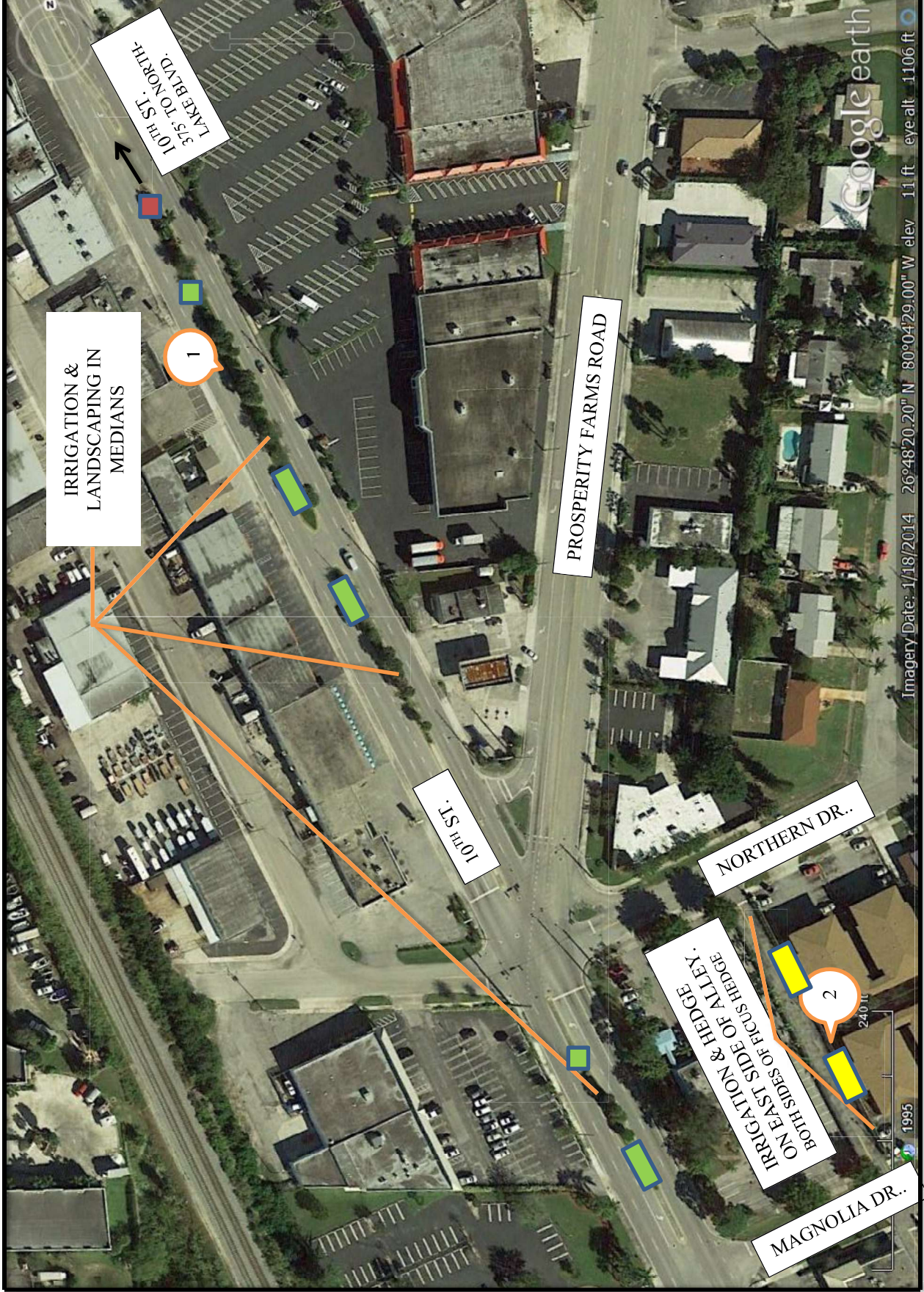
Criteria	Points Awarded
(1) Relevant Urban Landscape Experience (25 points maximum)	
(2) Turf & Hedge Maintenance Expertise (20 points maximum)	
(3) Personnel Certifications & Capacity (15 points maximum)	
(4) Irrigation System Maintenance Proficiency (10 points maximum)	
(5) Completeness of the response to RFQ (10 points maximum)	
(6) References and Client Satisfaction (10 Points maximum)	
(7) Fee Schedule (10 points maximum)	
Total Points Awarded (100 total)	



Depicted view of the Bert Bostrom Park area

Depicted view of the Centennial Memorial Park area.





NOTES:

1. Location of irrigation well and pump station to irrigate the median between Northern Drive and Northlake Blvd.
2. Location of water meter and backflow device servicing alley irrigation this block...
3. Aerial view is adjusted to fit page and is not to scale.

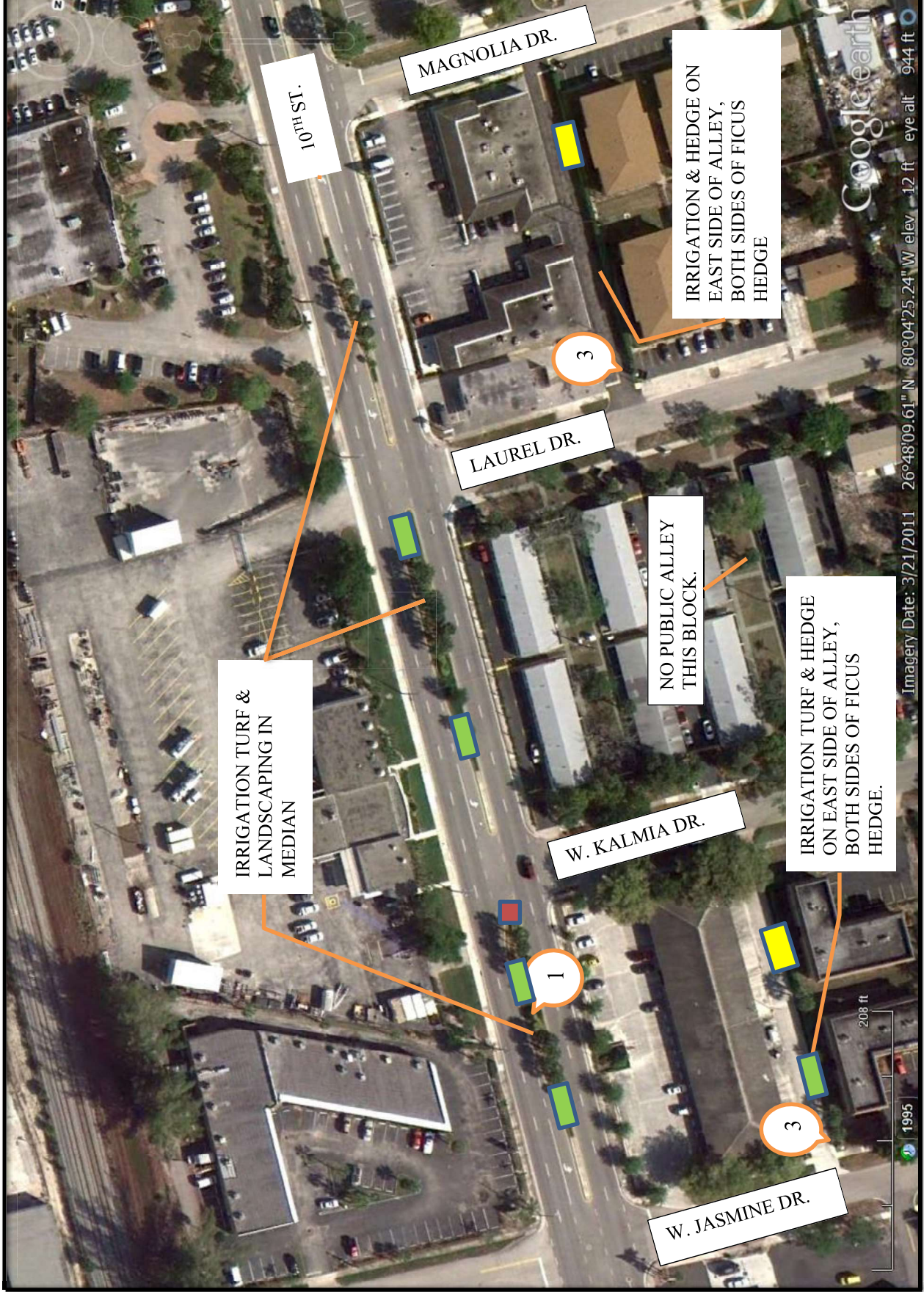
10th St. -Magnolia to Northlake Blvd.
incl. Alley

TURF.....	3,464 SF.	■
MULCH BEDS.....		■ ■
MULCH & ANNUALS ..	448 SF.	
FICUS HEDGE	255 LF.	

Not all shrub beds, tree planters and hedges are incl. in quantity indicated.

LANDSCAPE MAINTENANCE
LAKE PARK CRA
10th STREET
MAGNOLIA DR. TO SOUTH OF
NORTHLAKE BLVD. INCL. ALLEYS S.
OF NORTHERN DRIVE

Proj. No.: 104-2020
Sheet No. 6 of 6



NOTES:

1. Location of irrigation well and pump station to irrigate the median of 10th St. between Park Ave. and Northern Drive..
2. Aerial view is adjusted to fit page and is not to scale.
3. Location of water meter and backflow devise servicing alley irrigation system in this block.

10th St. W. Jasmine to Magnolia incl. Alley

TURF.....	1,671 SF.	
MULCH BEDS.....		
MULCH & ANNUALS.....	100 SF.	
FICUS HEDGE.....	507 LF.	

Not all shrub beds, tree planters and hedges are incl. in quantity indicated.

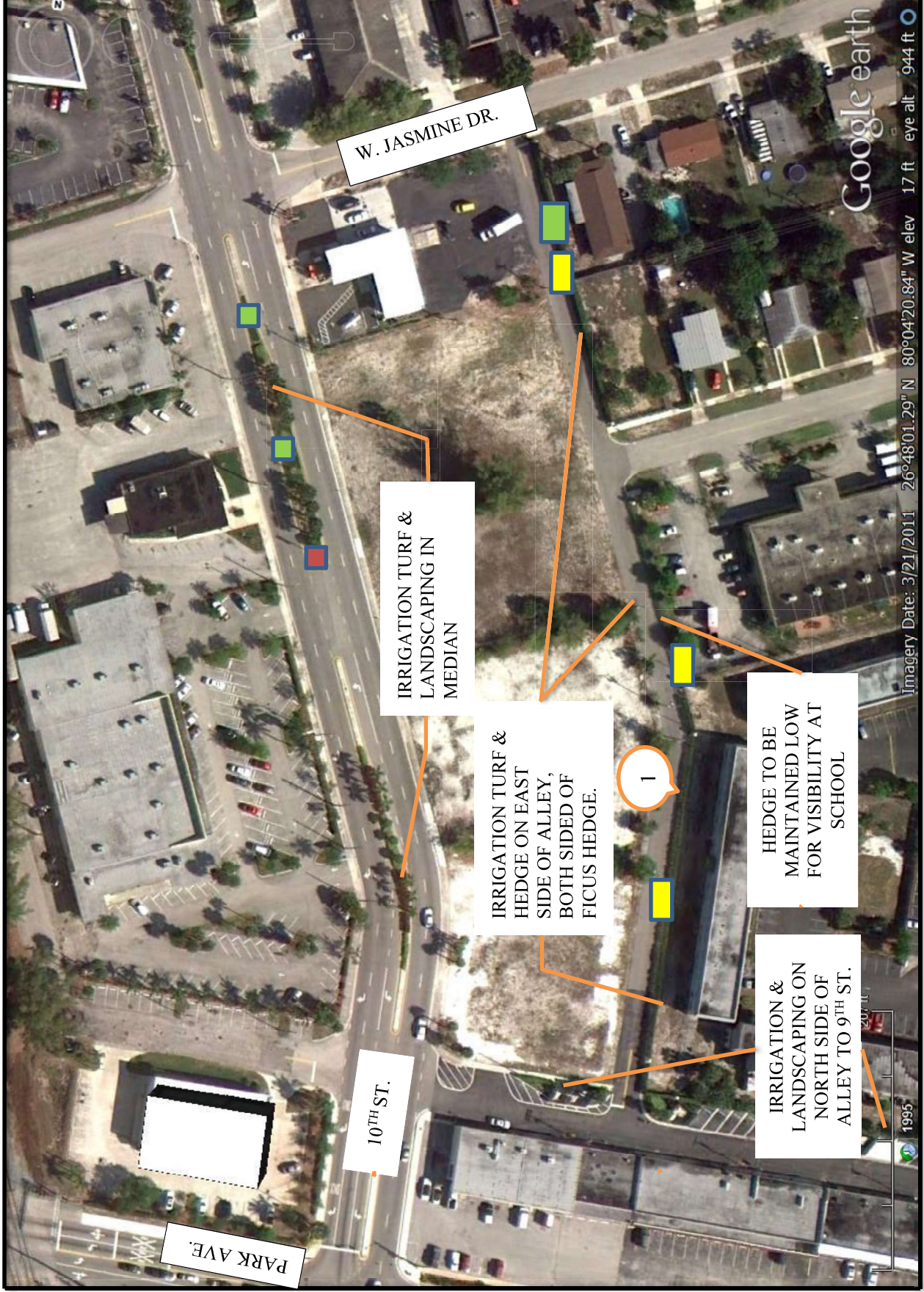
LANDSCAPE MAINTENANCE
LAKE PARK CRA
10th STREET & ALLEY E. OF 10th
W. JASMINE DR. TO MAGNOLIA DR.

IRRIGATION & HEDGE ON EAST SIDE OF ALLEY, BOTH SIDES OF FICUS HEDGE

NO PUBLIC ALLEY THIS BLOCK.

IRRIGATION TURF & HEDGE ON EAST SIDE OF ALLEY, BOTH SIDES OF FICUS HEDGE.

IRRIGATION TURF & LANDSCAPING IN MEDIAN



NOTES:

1. Location of water meter and backflow device servicing alley to W. Jasmine Drive.
2. Aerial view is adjusted to fit page and is not to scale.

10th St.- Park Ave. to W. Jasmine. incl. Alley
 TURF.....1,126 SF. ■
 MULCH BEDS..... 325 SF. ■
 MULCH & ANNUALS...100 SF. ■
 FIGUS HEDGE730 LF. ■
 TOTAL TREES ON 10th ST. < 25' height....14
 TOTLA TREES ON 10th ST. > 25' height....96
 Not all shrub beds, tree planters and hedges are incl. in quantity indicated.

LANDSCAPE MAINTENANCE
LAKE PARK CRA
10th STREET & ALLEY E. OF 10th
PARK AVE. TO W. JASMINE DRIVE

Proj. No.: 104-2020
 Sheet No. 4 of 6



LANDSCAPE MAINTENANCE
LAKE PARK CRA
PARK AVE. & ALLEY 7TH TO 8TH

Proj. No.: 104-2020
 Sheet No. 1 of 6

7 th to 8 th St. Incl. Alley	
TURF.....	8,328 SF.
MULCH BEDS.....	938 SF.
MULCH & ANNUALS	533 SF.
Not all shrub beds, tree planters and hedges are incl. in quantity indicated.	

- NOTES:**
1. Location of irrigation well and pump station to irrigate half of Park Avenue.
 2. Location of pump station that provides water to landscaping on south side of alley, 7th to 8th Streets.
 3. Distance between back of walk and right -of-way line varies.
 4. Aerial view has been adjusted to fit page and is not to scale.
 5. Trees < 25' height....46
 6. Trees > 25' height....56

INCLUDE HEDGE AND ALL LANDSCAPING WITHIN 9TH ST R/W ALLEY TO ALLEY.

NORTH LIMIT

NOTES:

1. Location of irrigation well and pump station to irrigate half of Park Avenue..
2. Location of irrigation well and pump station to irrigate half of Park Avenue.
3. Location of water meter and backflow device servicing irrigation system in alley between 8th and 9th Streets.
4. Distance between back of walk and right-of-way line varies.
5. Aerial view has been adjusted to fit page and is not to scale.

9TH ST

TOWN GREENE
INCLUDE GRASS, IRRIGATION, HEDGES & FERTILIZATION

PARK AVE: IRRIGATION, HEDGES, TREES, PLANTS & GRASS WITHIN 80' R/W.

PARK AVE. ---80' RIGHT OF WAY

IRRIGATION, HEDGE, TREES PLANTS AND GRASS ON SOUTH SIDE OF ALLEY BETWEEN PAVEMENT AND FENCE, BOTH SIDES OF FICUS HEDGE

8th to 9th St. Incl. Alley South	
TURF.....	11,577SF.
MULCH BEDS.....	571SF.
MULCH & ANNUALS ..	150 SF.
FICUS HEDGE	525 LF.
Trees < 25' height....17	
Trees > 25' height....51	
Not all shrub beds, tree planters and hedges are incl. in quantity indicated.	

1

2

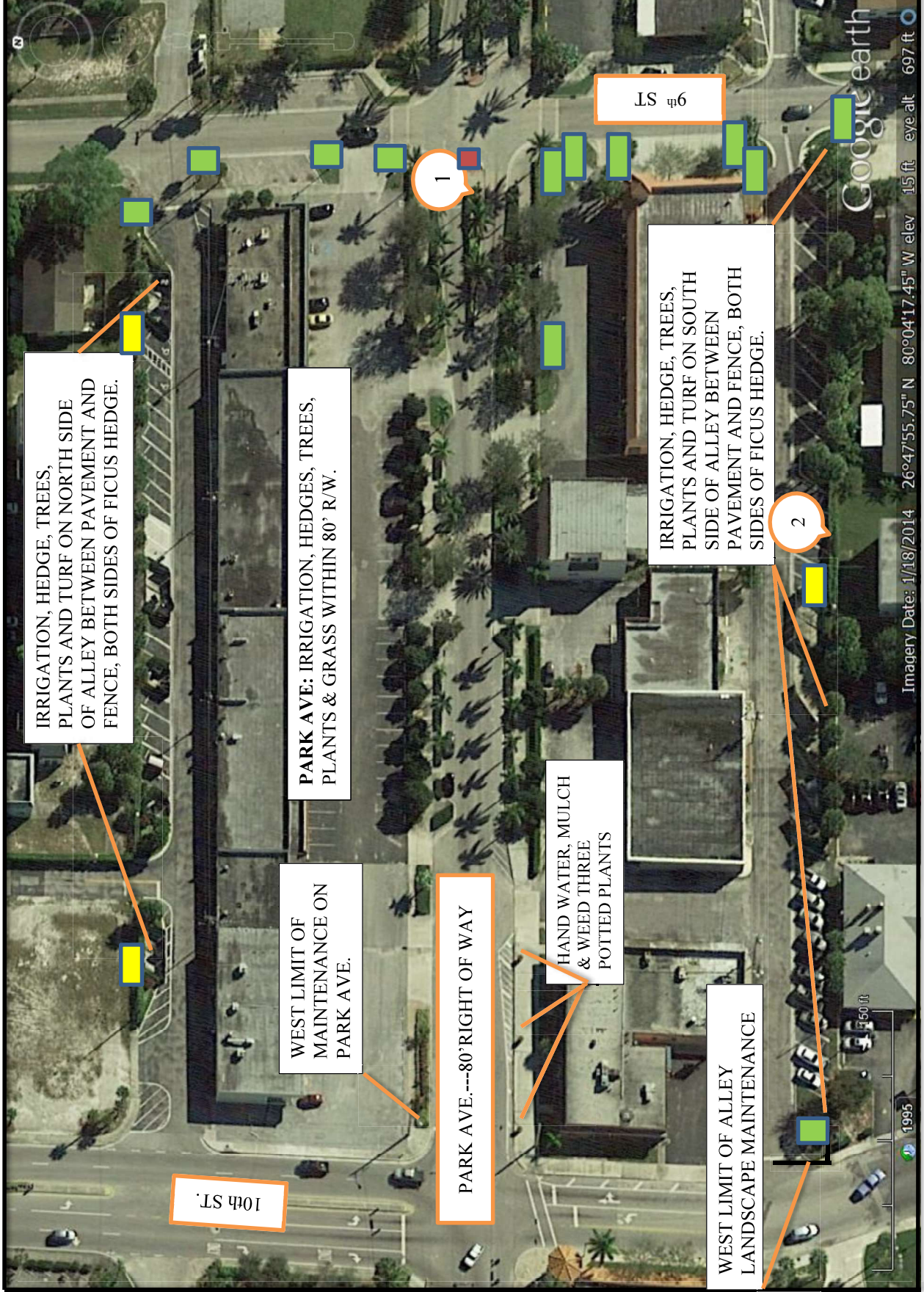
3

INCLUDED

SOUTH LIMIT

LANDSCAPE MAINTENANCE
LAKE PARK CRA
PARK AVE. & ALLEY 8TH TO 9TH ST.





Proj. No.: 104-2020
Sheet No.: 2 of 6



NOTES:

1. Location of irrigation well and pump station to irrigate half of Park Avenue.
2. Location of water meter and backflow device servicing irrigation system in alley between 9th and 10th Streets.
3. Distance between back of walk and right-of-way line varies.
4. Aerial view has been adjusted to fit page and is not to scale.

9th to 10th St. Incl. Alley North & South

TURF.....	9,591 SF.		
MULCH BEDS.....	1,385 SF.		
MULCH & ANNUALS	70 SF.		
FICUS HEDGE	751 LF.		

Trees < 25' height....19
 Trees > 25' height....36

Not all shrub beds, tree planters and hedges are incl. in quantity indicated.

**LANDSCAPE MAINTENANCE
 LAKE PARK CRA
 PARK AVENUE 9TH TO 10TH STREETS
 INCLUDING ALLEYS**

Proj. No.: 104-2020
 Sheet No.: 3 of 6