



# **City of Madeira Beach**

**Request for Qualifications RFQ No. 23-12**

**Planning Services to Create and Implement a New City Master Plan**

**Due by 3:00 pm January 19, 2024**

**City Hall**

**Community Development Department**

**300 Municipal Drive**

**Madeira Beach, Florida 33708**

# Request for Qualifications For Planning Services to Create and Implement a New City Master Plan

## 1. PURPOSE & INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is for The City of Madeira Beach to receive responses from qualified firms capable of providing planning and urban design consulting services to create and implement a new Master Plan pursuant to, and in compliance with, the requirements of F.S. 287.055.

The city will be selecting **one (1)** firm to serve as a Planning Consultant to create and implement a new Master Plan. The consulting firm shall assist the City towards solutions in Planning and designate the approach or technique to be used towards accomplishment of the City's objective, as set forth in the scope of work below, for the new Master Plan. The plan will serve as the guiding policy document for development within the city and reflect the community goals and visions for the future. The firm's services may include, but not be limited to, planning, urban design, economic development, mobility, and floodplain and emergency management.

## SCOPE OF WORK

The scope includes general requirements for the planning process and is not intended to be a comprehensive list of all tasks and deliverables. Applicants should provide specific recommendations for approaches, tasks, and deliverables based upon their expertise from past work on Master Plan projects.

The consultant will be expected to carry out the following services:

- 1. Data Collection and Analysis:** Collection, review, and analysis of relevant data. This may include demographic, socio-economic, environmental, historical, land use, and economic development within beach communities (including where money is spent and where revenue is gained).
- 2. Community Engagement:** Design and implement a comprehensive community engagement strategy that includes a diverse range of stakeholders. This should include public meetings, surveys, workshops, and digital engagement tools.
- 3. Visioning and Goal Setting:** Work with the City and community to develop a shared vision for the future, along with associated goals, and objectives.
- 4. Plan Development:** Develop a new Master Plan document that includes sections on land use, transportation, economic development, resiliency, design, and others, as deemed appropriate.
- 5. Implementation Strategy:** Develop a clear and actionable implementation strategy that includes responsibilities, timelines, potential funding sources, and performance measures.
- 6. Plan Adoption:** Assist the City with the plan adoption process, including presentations to the Planning Commission, Board of Commissioners, and other key stakeholders.

The following will be desired areas of emphasis for the new Master Plan:

**Land Use:** Density and intensity recommendations for current and potential new land use categories. Design standards for mobility and new construction. Standards that the City may use to promote compact development activity and locations where these patterns should be encouraged. Policies that address floodplain management and resiliency that complement the City’s Watershed Master Plan, which is currently being prepared. A comprehensive review of the Madeira Beach Land Development Regulations and Comprehensive Plan, identifying any inconsistencies and remedies.

**Graphics:** Charts, renderings, images, photographs, maps, etc.

## **EXPERIENCE**

Interested firms must demonstrate:

1. Extensive experience in the field of planning for coastal communities.
2. Successfully completing and implementing an urban master plan for similar-sized cities or urban areas.
3. A proven record of successful community engagement and an ability to work with diverse stakeholders.
4. Understanding unique challenges and opportunities facing barrier island communities, specifically Madeira Beach.
5. Experience working with municipalities in the floodplain in Florida, preferably in Pinellas County and/or with barrier islands.
6. Study economic development and impacts within a community.
7. Knowledge of sustainable and resilient planning practices.

## **2. CALENDAR OF EVENTS**

- Request for Qualifications (RFQ) release: Tuesday, November 21, 2023
- RFQ submittal date, no later than 3:00 PM: Friday, January 19, 2024
- Evaluation committee review: January 22 - 25, 2024
- Interviews (**if necessary**): Interviews will occur in January to February 2024\*
- Selection/recommendation to Board of Commissioners for award: February 2024\*
- Negotiation of the terms of the written contract and execution of the contract: March 2024\*

\*The schedule is subject to change for interview responses and selection recommendations.

## **3. QUALIFICATIONS**

Statements of qualifications will be considered from firms engaged in implementing the service requested. The responding firm shall present their statement of qualifications as outlined in the submission of submittals section of this document.. The City of Madeira Beach will determine whether the evidence of the ability to perform is satisfactory and reserves the right to reject all statements of qualifications where evidence submitted, or investigation and evaluation, indicates inability of a firm to perform.

## 4. SUBMISSION OF SUBMITTALS

The purpose of this section is to provide information related to the qualifications of interested firms to perform the service requested herein. Response to all subsets of this section is mandatory. Failure to provide the requested information may result in the Respondent's submission being deemed non-responsive. A non-responsive submittal will not receive further consideration. Upon submission, all submittals become the property of the City of Madeira Beach and are subject to public records laws. All expenses, including travel expenses for interviews, incurred in the preparation of the submittal shall be borne by the Respondent.

**The following information shall be provided in the order detailed:**

- a. **Title Page** – List the RFQ subject, the name of the firm, local address, telephone number, name of contact person and date, e-mail address of contact person.
- b. **Table of Contents** – Include a clear identification of the material included in the submittal by page number.
- c. **Letter of Interest** – Limit one (1) page. Make a positive commitment to perform the required work. Also provide the name(s) of the person(s) who will be authorized to represent your firm, their title, telephone number, and e-mail address.
- d. **Project Specific Statement of Qualifications and Profile of Firm** – Limit eight (8) pages. State the size of staff, number of registered professionals and overall experience of the assigned staff for this assignment. Include technical background, experience information, and other applicable data on proposed personnel and any proposed sub-consultants. Include an organizational chart of the project team and describe communication processes to be used within the project team. Give the location of the office from which the work is to be done.
- e. **Services Approach** – Limit six (6) pages. Include a general synopsis of the firm's approach and understanding of the work required. Include the firm's Quality Assurance Control program or policy.
- f. **References** - Limit ten (10) pages. Provide information for those projects which have been successfully completed which are like those required under this assignment. Please include projects recently completed within the last five (5) years. Additionally, document that the respondent has been awarded and provided services for five (5) contracts to other local governments similar to this contract within the last five (5) years.
  - References shall include:
    - Client name, address, phone number, e-mail address.
    - Description of the scope of the work.
    - Month and year the project was started and completed.
    - Total cost and professional service fees paid.
    - Role of the firm and the responsibilities.
- g. **Insurance Requirements** – Provide proof of insurance in accordance with the insurance requirements section included in this RFQ.

*Attachments (additional exhibits) to the proposal are acceptable; however, any attachments provided do not take the place of the written proposal requirements as listed above. Full resumes are to be attached as exhibits to the proposal.*

## 5. CONTACT INFORMATION

Please direct all technical inquiries concerning this Request for Qualifications in writing to the following City representative. Questions must be submitted by five (5) days prior to the proposal due date.

**Robin I. Gomez**

City Manager

300 Municipal Dr.

Madeira Beach, Florida 33708

(727) 391-9951 Ext 227

[rgomez@madeirabeachfl.gov](mailto:rgomez@madeirabeachfl.gov)

**Jenny Rowan, CFM**

Community Development Director

300 Municipal Dr.

Madeira Beach, Florida 33708

(727) 391-9951 Ext 255

[jrowan@madeirabeachfl.gov](mailto:jrowan@madeirabeachfl.gov)

## 6. SUBMITTAL PROCEDURES:

Firms shall submit one (1) original submittal, five (5) copies, and one (1) electronic copy (USB- PDF Format). Responses must be submitted by the date and time indicated below. Statements of Qualifications not submitted by that time will be refused. Statements of Qualifications shall not be valid unless sealed in a single envelope or box marked:

**“Planning Services to Create and Implement a new City Master Plan”** and received by:

City of Madeira Beach: Community Development Department

300 Municipal Drive

Madeira Beach, FL 33708

Request for Qualifications will be received until 3:00PM on Friday, January 19, 2024, at the Community Development Department office, City of Madeira Beach, Florida 33708.

## 7. EVALUATION AND SELECTION OF CONSULTANT

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Qualifications and the ability to execute the services. The top firms *may* be invited to make oral presentations of their proposals to the evaluation team. Following the evaluation process, the team will then select the firms that the city considers most qualified. The successful Firm will be requested to enter negotiations to produce a contract for this assignment. The City reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The City reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient.

Firms will be evaluated in accordance with the weighted criteria listed below. All criteria will be graded on a 1-5 scale, with 1 being the lowest score possible and 5 being the highest score. Criteria will also be

weighted based upon each individual reviewer's determination of level of importance. Criteria will be weighted on a 1-10 scale, with 1 being not as important and 10 being the most important criteria.

**Selection Criteria are as follows:**

- Experience, Composition and Expertise of the Project Team
- Methodology and Approach for the preparation of the new Master Plan
- Applicable project References that reflect and demonstrate the Firm's competence in planning services.
- Applicable contract references that reflect and demonstrate the Firm's past performance on other local government contracts and Master Plans.
- Consultants demonstrated understanding of the City of Madeira Beach

## **8. CITY RESERVES THE RIGHT TO REJECT ALL RESPONSES**

The City reserves the right to reject all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the City. The City of Madeira Beach reserves the right to establish additional contracts that may be similar in nature to any contract resulting from this Request for Qualifications as best serves the needs of the City.

## **9. DESIGNATED CONTACT**

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person and shall be knowledgeable of the terms of the Contract.

## **10. INSURANCE REQUIREMENTS**

Include in Qualifications proof of Insurance furnished by the firm's carrier to guarantee the firm is insured.

The awarded firm must file with the City of Madeira Beach certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured with the following minimum coverage:

- Public and Commercial Liability Insurance not less than \$1,000,000.00.
- Comprehensive General Liability Insurance of \$1,000,000.00 each occurrence.
- Personal Injury for \$1,000,000.00 each occurrence.

Owner's and Consultant's Protective Liability.

- Bodily injury liability \$1,000,000.00 each occurrence
- Property damage liability \$1,000,000.00 each occurrence
- Full Workers Comprehensive Insurance required by Florida Law for all people employed by the contractor to perform work on this project

Automotive Liability (covering the operation, maintenance and all owned, non-owned and hired vehicles).

- Bodily injury liability \$1,000,000.00 each occurrence

- Property damage liability \$1,000,000.00 each occurrence

## **11. INDEMNIFICATION**

The Respondent shall hold harmless the City, its officers, and employees, from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Respondent and any persons employed or utilized by the Respondent in the performance of the Contract.

## **12. ASSURANCES**

The responding firm shall provide a statement of assurance that the firm is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of Madeira Beach will apply.

## **13. PROJECT RECORDS**

The awarded firm shall maintain auditable records concerning the procurement to account for all receipts and expenditures, and to document compliance with the Contract and Florida Statutes chapter 119. These records shall be kept in accordance with generally accepted accounting methods, and the City of Madeira Beach reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for three (3) years after final payment has been made and shall be readily available to City personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Upon completion of the project, all reports, studies, recommendations, forms, and other project specific information will need to be submitted in paper and in an electronic file format (.PDF, .JPEG) on an USB storage device.

## **14. DEVIATIONS FROM SPECIFICATIONS**

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the city.

## **15. NO COLLUSION**

By offering a submission to this Request for Qualifications, the Respondent certifies that no attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

## **16. TERMINATION**

The resulting contract may be canceled by the City when:

- a. When sufficient funds are not available to continue its full and faithful performance of this contract.
- b. Sub-standard or non-performance of contract.
- c. The City wishes to terminate at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.

The resulting contract may be canceled by either party in the event of substantial failure to perform in accordance with the terms by the other party through no fault of the terminating party.

## **17. SUBMITTAL WITHDRAWAL**

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the Board of Commissioners, if the following is established:

- a. That the Respondent acted in good faith in submitting the submittal.
- b. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would work severe hardship upon the Respondent.
- c. That the error was not the result of gross negligence or willful inattention on the part of the Respondent.
- d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal; or
- e. The Respondent submits documentation and an explanation of how the error was made.

## **18. TAXES, FEES, CODES, LICENSING**

The Respondent shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The Respondent shall also be responsible for compliance with all applicable codes, laws, and regulations.

## **19. COMPLIANCE WITH ALL APPLICABLE LAWS**

Respondents shall comply with all applicable local, state, and federal laws and codes.

## **20. ATTACHMENTS**

**Design Services Agreement** Respondent shall provide CITY consulting, planning, or design services in accordance with this Agreement.

**Florida Public Entity Crimes Act** Prior to, and during the term of any contract with the City, the City requires that Respondent shall comply with The Florida Public Entity Crimes Act, §287.133, Fla. Stat. All Proposals and contracts shall include a complete and sworn statement pursuant to §287.133(3)(a), Fla. Stat., attached hereto as Exhibit A.

**Drug Free Workplace Certification** Respondent shall include a signed and completed Drug Free Workplace Certification, attached hereto as Exhibit B.



## CONSULTING AND DESIGN SERVICES AGREEMENT

**THIS AGREEMENT** is hereby made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF MADEIRA BEACH, FLORIDA, (hereinafter referred to as "CITY"), and \_\_\_\_\_, a Florida Corporation (hereinafter referred to as "CONSULTANT").

**WHEREAS**, CITY desires to engage a firm to provide professional consulting, OR design services for the project hereafter described;

**WHEREAS**, CITY desires to engage CONSULTANT to provide consulting and design services upon the Scope of Services to be issued subsequent to the execution of this agreement;

**WHEREAS**, CONSULTANT is qualified and able to provide the services described herein;

**WHEREAS**, this agreement has been properly approved by the appropriate authority for CITY and CONSULTANT.

**NOW, THEREFORE**, for an in consideration of the premises, the mutual covenants hereinafter recited, and for other good, valuable, and sufficient consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

### ARTICLE 1 - PROJECT

#### **1.1 PROJECT**

CONSULTANT shall provide CITY consulting, services in accordance with this Agreement and as more particularly described in the Scope of Services set forth below (hereinafter "SERVICES").

#### **1.2 PROJECT TERM AND PARAMETERS**

**1.2.1** - CONSULTANT shall serve as the CITY's Master Plan Planning Consultant for a three (3) year term with two (2) one year extension options.

**1.2.2** - The consulting firm shall assist the City towards creating and implementing a new master plan.. The firm's services may include, but not be limited to, planning, design, economic studies, and reviews.

### ARTICLE II - SERVICES

#### **2.1 SCOPE OF SERVICES**

**2.1.1** - CONSULTANT shall develop a new city Master Plan which will include data collection and analysis, community engagement, visioning and goal setting, plan development, implementation strategy, and plan adoption as detailed in the Scope of Work.

**2.1.2** - The consulting firm will work to create and implement a new Master Plan with assistance from City staff.

**2.1.3** - The City reserves the right to issue separate contracts for specific services at the city's sole discretion.

**2.1.4** - The following accreditations of each firm's employees or sub-consultants are highly desirable: AICP, CFM, AIA, ASLA, and LEED certified professionals.

**2.1.5** - The SERVICES shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Work

## **2.2 PROJECT STUDY AND DESIGN SERVICES**

As specifically authorized by a Scope of Services approved by CITY in writing, CONSULTANT shall perform the following services:

**2.2.1.** - CONSULTANT shall conduct charrettes, public meetings, surveys, and prepare planning reports and renderings, pertaining to the PROJECT. One (1) copy of the PROJECT and reproducible drawings and an electronic version of all contract documents as set forth in the Scope of Services shall be submitted to CITY by CONSULTANT.

**2.2.2** - CONSULTANT shall review laws, codes, and regulations applicable to the PROJECT, and shall incorporate all legal requirements, and requirements of government agencies having jurisdiction over the PROJECT, into the design thereof.

## **ARTICLE 3 – CITY RESPONSIBILITIES**

### **3.1 COVENANTS BY CITY**

**3.1.1** - CITY shall:

3.1.1.1 Pay such fees as are due and payable to CONSULTANT, in advance in writing, and properly performed.

3.1.1.2 Appoint a representative under this Agreement, with authority to authorize Work under this Agreement, transmit instructions, receive information, and transmit interpretations and definitions of the CITY'S policy and decisions pertinent to the Work covered by the applicable Scope of Services.

3.1.1.3 Make available, upon request of CONSULTANT, all existing records, reports, drawings, maps, plans, photographs, surveys, or other data in CITY'S possession pertaining to the Work on the PROJECT under any Scope of Services authorized hereunder.

3.1.1.4 Make facilities and properties, under CITY'S control, available and accessible for inspection and access by CONSULTANT, for the performance of the Work hereunder.

## **ARTICLE 4- PERSONNEL**

**4.1** - CONSULTANT'S professional personnel who shall be assigned to the PROJECT shall be as set forth in the Scope of Services for each phase of the PROJECT, as designated therein.

4.2 - CONSULTANT shall be the primary consultant on the PROJECT, and the following sub-consultants shall perform SERVICES hereunder, without additional compensation by CITY:

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4.3 - Any of the sub-consultants may be replaced, upon agreement of the parties. Any replacement or additional sub-consultants shall be subject to CITY'S approval.

### **ARTICLE 5 -SCHEDULE**

5.1 - CONSULTANT shall proceed with the SERVICES upon receipt of CITY'S signed authorization to proceed. Following the initial planning meeting with CITY and the other professionals on the PROJECT, CONSULTANT shall prepare a master PROJECT schedule, including the data collection and analysis, community engagement, visioning and goal setting, plan development, implementation strategy, and plan adoption. CONSULTANT shall submit for CITY'S approval a schedule for the performance of the SERVICES, which shall include allowances for periods of time required for CITY'S review and approval of submissions by authorities having jurisdiction over the PROJECT. Time limits established by the schedule approved by CITY shall not be exceeded by CONSULTANT. The preliminary schedule shall be as provided in the Scope of Services for each phase of the PROJECT.

### **ARTICLE 6 – FEES AND COSTS**

#### **6.1 - PAYMENT FOR SERVICES**

6.1.1 CITY shall pay CONSULTANT for all services authorized and properly performed subject to the budget set out in the Scope of Services, by one of the following methods, as agreed in writing, in advance, by the parties:

6.1.1.1 A mutually agreed upon lump sum of \_\_\_\_\_; or

6.1.1.2 At the hourly rates as set forth in the attached rate sheet. Sub-consultant costs shall be invoiced at the actual fee paid by CONSULTANT; or

6.1.1.3. On a cost-plus multiplier of \_\_\_\_\_ based on direct salary costs times a factor of \_\_\_\_\_ as determined by agreement of the parties, where salary cost is actual salary and wages. Direct labor costs are based on the actual weekly compensation paid to personnel divided by 40 hours. The multiplier factor compensates for indirect salary costs, overhead operating costs, and profit allowance.

Sub-consultant fees shall be invoiced at the actual fees paid by CONSULTANT; or

6.1.1.4 Such other method or methods for calculating the fee as may be mutually agreed upon in advance by the parties hereto.

6.1.2 - Reimbursable expenses shall be invoiced at the actual expenditures incurred by CONSULTANT as follows:

6.1.2.1 Expense of transportation and living when performing travel authorized in writing by City, for long distance calls and telegrams, and for any fees paid for securing approval of authorities having jurisdiction over the Scope of Services. CITY shall pay such fees, directly, when a price advantage is available.

Travel expenses shall be in accordance with CITY'S travel and per diem allowance schedule. Travel to CITY offices and work sites and telephone and other consultation with CITY shall not be reimbursable; and

6.1.2.2 Expenses for reproduction, postage and handling of drawings and specifications, except file copies, such copies as required to facilitate review and approval and copies provided to contractors in accordance with terms of a contract. Copies provided to prospective bidders shall be sold, directly, to the prospective bidders by CONSULTANT.

**6.1.3** - All fees shall be invoiced monthly and are due and payable monthly. The monthly amount due shall be determined as the costs are incurred for SERVICES performed using the multiplier or hourly method of compensation defined above, or in proportion of the work completed for services to be performed when a lump sum method of compensation is used, in accordance with the Scope of Services issued by CITY.

**6.1.4** - If during and after the completion of the PROJECT described in this Agreement, in accordance with the directions of CITY, it becomes necessary to review or revise the PROJECT due to changes in federal, state, or city law, rules, regulations or other requirements adopted after preparation thereof, payment for such review or revision shall be made to CONSULTANT according to such method or methods of calculating the fee as may be mutually agreed upon in advance, in writing. Other changes or revisions shall be made only upon written authorization of CITY directing such changes, review or revisions by CONSULTANT. SERVICES for such changes or revisions shall be paid for at a mutually agreed upon lump sum or at the rates of payment described above, as agreed in advance, in writing, by the parties.

**6.1.5** - CONSULTANT warrants that it has not employed or retained any company or person, other than bona fide employees working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

## **ARTICLE 7 - MISCELLANEOUS**

### **7.1 TERMINATION**

**7.1.1** - Either party may terminate this Agreement, without cause, prior to the execution of any Scope of Services hereunder, or after completion of all Work required under any purchase orders previously issued hereunder.

**7.1.2** - CITY may suspend, cancel or abandon any part or phase of the PROJECT described in the Scope of Services, or the services of the CONSULTANT called for under the Scope of Services, without cause, upon providing CONSULTANT five (5) days prior written notice, and CONSULTANT shall be compensated for the professional services provided and reimbursable expenses incurred up to the date of suspension, cancellation or abandonment.

**7.1.3** - It is expressly understood by CONSULTANT that the PROJECT is contingent upon the availability of sufficient funding for the same, and the PROJECT may be reduced or enlarged in scope and the planning services and payments provided hereunder may be adjusted accordingly, as determined by CITY in its sole discretion.

## **7.2 OWNERSHIP OF DOCUMENTS, MATERIALS**

**7.2.1** - Reproducible copies of all documents, prepared for the PROJECT, shall be the property of CITY and shall be delivered to CITY upon completion of each said document. CITY may utilize any documents prepared by CONSULTANT or any sub-consultant hereunder in any manner it chooses, in its sole discretion, without being subject to any copyright protection.

**7.2.2** - All documents, prepared by CONSULTANT pursuant to this Agreement, are not intended or represented to be suitable for reuse by others on extensions of the PROJECT or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purposes intended shall be at CITY'S sole risk. Any such verification or adaptation by CONSULTANT shall entitle CONSULTANT to further compensation at rates to be agreed upon by the parties.

**7.2.3** - Any equipment, materials or supplies for which CITY pays a specific charge under this Agreement shall become the property of CITY upon completion of the part or phase of the PROJECT for which the item was specifically purchased, but in no event later than termination of this Agreement.

## **7.3 PUBLIC RECORDS**

**7.3.1** - Consultant acknowledges that it is acting on behalf of a public agency; this Agreement is subject to the provisions of §119.0701, Florida Statutes, and that Consultant must comply with the public records laws of the State of Florida. CONSULTANT acknowledges that some or all the documents generated or kept by CONSULTANT, or any sub-consultant may be deemed to be public records under Florida law, and CONSULTANT fully accepts any responsibility required by law in producing or making available said documents.

**7.3.2** - Consultant shall comply with the following with regard to public records and agrees to the following:

7.3.2.1 The Consultant shall keep and maintain and not delete any and all public records required by the public agency and consultant necessary to perform the service.

7.3.2.2 Upon request from the public agency's custodian of public records, the Consultant shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed the costs provided in this chapter or as otherwise provided by law.

7.3.2.3 The Consultant shall ensure that public records that are exempt or confidential and, therefore exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract.

7.3.2.4 The Consultant shall, upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Consultant or keep and maintain public records required by the public agency to perform the service. If the Consultant transfers all public records to the public agency upon completion of the contract, the Consultant shall destroy any

duplicate public records that are exempt or confidential and, therefore, exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

7.3.2.5 A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the custodian of public records for the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Consultant of the request. The Consultant must provide the records to the public agency or allow the records to be inspected, copied or photographed within a reasonable time and in compliance with the requirements of §119.07, Florida Statutes.

7.3.2.6 If Consultant does not comply with a public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

7.3.2.7 A Consultant who fails to provide public records to the public agency within a reasonable time may be subject to penalties under §119.10, Florida Statutes.

7.3.2.8 If a civil action is filed against a Consultant to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Consultant the reasonable costs of enforcement, including reasonable attorney fees, if: The court determines that the Consultant unlawfully refused to comply with the public records request within a reasonable time, and; at least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Consultant has not complied with the request, to the public agency and to the Consultant.

7.3.2.9 The notice requirement is satisfied if written notice is sent to the public agency's custodian of public records and to the Consultant at the Consultant's address listed in this contract with the public agency or to the Consultant's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

7.3.2.10 A Consultant who fully, completely, and timely complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

7.3.2.11 If the Consultant Has Questions Regarding the Application Of Chapter 119, Florida Statutes, To The Contractor's Duty To Provide Public Records Relating To This Contract, Contact The Custodian Of Public Records At:

City of Madeira Beach  
City Clerk Clara VanBlargan  
Madeira Beach, FL 33708 727-391-9951, Ext. 231  
[cvanblargan@madeirabeachfl.gov](mailto:cvanblargan@madeirabeachfl.gov)

## **7.4 WARRANTY, INSURANCE AND LIABILITY**

**7.4.1** - CONSULTANT warrants that the SERVICES shall be carefully, skillfully, and timely performed; in accordance with the standard for such professional services at the time those services are rendered.

**7.4.2** Throughout the term of this Agreement and until the completion of all construction of the PROJECT, CONSULTANT shall carry liability insurance for injury or loss arising from comprehensive general and automobile exposures at a minimum of \$1,000,000.00 per individual, per occurrence, and professional liability insurance in an amount not less than \$1,000,000.00. CONSULTANT shall provide to CITY certificates of insurance evidencing the existence of each required insurance policy, within (30) days of the date of this Agreement. The certificates of insurances shall provide that CITY be notified at least (30) days prior to the cancellation or reduction in policy limits of the policy. Additional certificates of the insurance required hereby shall be provided by CONSULTANT at any time requested by CITY.

## **7.5 INDEMNIFICATION**

**7.5.1** CONSULTANT shall indemnify, hold harmless, and defend CITY, its Board of Commissioners, charter officers, agents, attorneys, and employees from, and against all liability and expense, including attorney's fees incurred thereby through all appellate proceedings, arising from any claims, demands, damages, suits, administrative proceedings, actions and causes of action, in law or equity of whatever kind or nature, whatsoever for personal injuries, property damage, equitable relief, fines, penalties or other liability of any kind, resulting from the performance of the SERVICES hereunder. CONSULTANT'S liability hereunder shall include all attorneys' fees and costs incurred by CITY in the enforcement of this indemnification provision. The claims covered by this section shall include claims made by CONSULTANT'S employees, and CONSULTANT hereby waives its entitlement, if any, to immunity under Chapter 440, Florida Statutes

**7.5.2** The obligations of the CONSULTANT under this section shall not be limited in any way by any immunity from or limitation of liability that the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes. The obligations under this section shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained by CONSULTANT under this Agreement.

**7.5.3** CITY shall have the right, at its option, to participate in the defense of any third-party claim, without relieving CONSULTANT of any of its obligations hereunder. CONSULTANT shall obtain the prior written consent of CITY prior to entering any settlement of such claim.

**7.5.4** Each party shall cooperate, and cause its agents, employees, and attorneys to cooperate, in the defense of any third-party claim, and shall furnish such records and information, and attend such conferences, discovery proceedings, hearings, trials or appeals, as may be reasonably requested in connection therewith.

## **7.6 OTHER REQUIREMENTS**

**7.6.1** Nothing contained herein guarantees CONSULTANT any amount of work or compensation. This Agreement shall not be considered an exclusive agreement, and CITY shall not be obligated to exclusively use the services of CONSULTANT for any project it undertakes.

**7.6.2** This Agreement supersedes all prior negotiations and oral or written agreements heretofore made relating to the subject matter and constitutes the entire agreement of the parties relating to the subject matter hereof. This Agreement may not be altered or amended except in writing and signed by the parties

hereto. No waiver of any of the terms or conditions of this Agreement shall be effective unless in writing and executed by the party to be charged therewith. The failure to enforce any provision or part of this Agreement shall not constitute a waiver of the right to enforce any part or provision hereof, including the same part or provision in the future. If any portion or part of this agreement is declared invalid by a court of competent jurisdiction, the remainder hereof shall remain in full force and effect.

**7.6.3** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

**7.6.4** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto a) irrevocably submits itself to the exclusive jurisdiction and venue of the Circuit Court of the State of Florida, Pinellas County, and the jurisdiction of the United States District Court for the Middle District of Florida, Tampa Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise, in any suit, action or other proceeding, (i) any claim that it is not personally subject to the jurisdiction of the above named courts for any reason whatsoever; and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum or that the venue of such suit, action or proceeding is improper.

**7.6.5** This Agreement shall create no rights or claims whatsoever in any person other than a party hereto, except as provided herein. There shall be no third-party beneficiaries under this Agreement of any kind.

**7.6.6** In the event either party employs an attorney to enforce any of the conditions of this Agreement, or to enforce any covenants hereunder, or to enforce any of the rights, remedies, privileges or options at law or in equity, or in any action between the parties, the prevailing party shall be entitled to reimbursement from the non-prevailing party of all costs and expenses incurred or paid by the prevailing party in so doing, including without limitation, all attorneys' and paralegal fees and costs whether the matter is settled privately, by arbitration, or by legal action at the trial court level and at any and all appellate court levels in all matters of collection and enforcement, construction and interpretation, before, during and after suit, trial, post-trial and all appellate proceedings, as well as appearances in and connected with any bankruptcy proceedings or creditors' reorganization or similar proceedings.

**7.6.7** All final documents shall be submitted to the City Commission of CITY for review and approval. All modifications of this agreement shall not be effective unless approved by the City Commission of CITY, in writing.

**7.6.8** Any notices provided hereunder shall be sent to the parties at the following addresses and shall be considered properly delivered when placed in the U.S. mail, postage prepaid, certified return receipt requested:

As to CONSULTANT:

\_\_\_\_\_  
\_\_\_\_\_

As to CITY:

City Manager & City Clerk  
City of Madeira Beach, Florida  
300 Municipal Dr.  
Madeira Beach, Florida 33706



**7.6.9** Notwithstanding the use of the term “consultant” in this Agreement to describe CONSULTANT, CONSULTANT and all sub-consultants shall be deemed design professionals providing professional design services for the construction of improvements to real property, for all purposes.

**7.7 FLORIDA PUBLIC ENTITY CRIMES ACT**

**Prior** to, and during the term of any contract with the City, the City requires that the CONSULTANT shall comply with The Florida Public Entity Crimes Act, §287.133, Fla. Stat. All Proposals and contracts shall include a complete and sworn statement pursuant to §287.133(3)(a), Fla. Stat., attached hereto as Exhibit A.

**7.8 DRUG FREE WORKPLACE CERTIFICATION**

The CONSULTANT shall include a signed and completed Drug Free Workplace Certification, attached hereto as Exhibit B. and completed Drug Free Workplace Certification, attached hereto as Exhibit B.

**7.9 ACCEPTANCE OF CONTRACT**

The parties agree that the prices, scope of work, terms and specifications set forth in this contract are satisfactory and are hereby accepted and agreed to by the City of Madeira Beach, Florida and Contractor upon signature of both parties, and upon signature of both parties the Contractor is authorized to do the work as specified in this agreement as agreed to by:

**CITY:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**City of Madeira Beach Florida**

**CONSULTANT\*:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
For \_\_\_\_\_ (“Contractor”)  
Mailing address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**\*Consultant’s Signatory Requirements.** In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity or the individual.

**EXHIBIT A**

**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**

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

This sworn statement is submitted to the CITY OF MADEIRA BEACH by \_\_\_\_\_  
[print individual's name and title] for \_\_\_\_\_ [print name  
of entity submitting sworn statement] whose business address is: \_\_\_\_\_

\_\_\_\_\_ and Federal Employer Identification Number (FEIN) is \_\_\_\_\_, if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
\_\_\_\_\_

I understand that no person or entity shall be awarded or receive a City contract for public improvements, procurement of goods or services (including professional services) or a City lease, franchise, concession or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of the City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of *nolo contendere*; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

**Signatory Requirement.** In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity or the individual.

\_\_\_\_\_  
[Signature]

**NOTARY PUBLIC**

STATE OF FLORIDA

CITY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

**EXHIBIT B**

**DRUG FREE WORKPLACE CERTIFICATION.**

**SWORN STATEMENT ON DRUG FREE WORKPLACES**

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

This sworn statement is submitted to the City of Madeira Beach by

\_\_\_\_\_

[print individual's name and title]

\_\_\_\_\_ for

\_\_\_\_\_

[print name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a City contract for public improvements, procurement of goods or services (including professional services) or a City lease, franchise, concession, or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it will provide a drug free workplace by:

Providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's workplace is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the workplace.
  - (ii) the person's or entity's policy of maintaining a drug free environment at all its workplaces, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant.
  - (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (iv) the penalties that may be imposed upon employees for drug abuse violations.
- (2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also

post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

(4) Notifying the City within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free workplace through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MADEIRA BEACH IS

VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CITY DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the workplace as to indicate that such person or entity has failed to make a good faith effort to provide a drug free workplace as required by subsection 3-101(7)(B).

**Signatory Requirement.** In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity or the individual.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**NOTARY PUBLIC**

STATE OF FLORIDA

CITY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024

by \_\_\_\_\_ who is

personally known to me OR Produced identification

\_\_\_\_\_ [type of identification]

My commission expires \_\_\_\_\_

Notary Public Signature

[Print, type or stamp Commissioned name of Notary Public]



City of Madeira Beach  
Community Development Department  
300 Municipal Drive  
Madeira Beach, FL 33708

## Request for Qualifications (“RFQ”) Addendum

<b>RFQ No.</b>	23-12
<b>RFQ Title</b>	Planning Services to Create and Implement a New City Master Plan
<b>RFQ Issue Date</b>	November 21, 2023
<b>Addendum No.</b>	1
<b>Addendum Issue Date</b>	January 4, 2024

1. Article 7 Miscellaneous, Section 7.5.1 of RFQ 23-12 is hereby amended to the following (words underlined represent additions to the original text, words ~~stricken~~ are deletions from the original text, and words neither underlined nor stricken remain unchanged):

**7.5.1** CONSULTANT shall indemnify, hold harmless, and defend CITY, its Board of Commissioners, charter officers, agents, attorneys, and employees from, and against all liability and expense, including attorney’s fees incurred thereby through all appellate proceedings, arising from any claims, demands, damages, suits, administrative proceedings, actions and causes of action, in law or equity of whatever kind or nature, whatsoever for personal injuries, property damage, equitable relief, fines, penalties or other liability of any kind, resulting from the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract ~~performance of the SERVICES hereunder~~. CONSULTANT’S liability hereunder shall include all attorneys’ fees and costs incurred by CITY in the enforcement of this indemnification provision. ~~The claims covered by this section shall include claims made by CONSULTANT’S employees, and CONSULTANT hereby waives its entitlement, if any, to immunity under Chapter 440, Florida Statutes.~~

2. Article 7 Miscellaneous, of RFQ 23-12 is hereby amended to add Section 7.5.5 as follows (words underlined represent additions):

**7.5.5** Pursuant to Florida Statutes § 287.05701(3), prospective Proposers are notified that the City will not request documentation of or consider a vendor’s social, political, or ideological interests when determining if the vendor is a responsible vendor, nor will it give preference to a vendor based on the vendor’s social, political, or ideological interests.





City of Madeira Beach  
Community Development Department  
300 Municipal Drive  
Madeira Beach, FL 33708

## Request for Qualifications (“RFQ”) Addendum

<b>RFQ No.</b>	23-12
<b>RFQ Title</b>	Planning Services to Create and Implement a New City Master Plan
<b>RFQ Issue Date</b>	November 21, 2023
<b>Addendum No.</b>	2
<b>Addendum Issue Date</b>	January 9, 2024

1. Article 7 Miscellaneous, Section 7.5.1 of RFQ 23-12 is hereby amended to the following (words underlined represent additions to the original text, words ~~stricken~~ are deletions from the original text, and words neither underlined nor stricken remain unchanged):

**7.5.1** CONSULTANT shall indemnify, and hold harmless,~~and defend~~ CITY, its Board of Commissioners, charter officers, agents, attorneys, and employees from, and against all liability and expense, including attorney’s fees incurred thereby through all appellate proceedings, arising from any claims, demands, damages, suits, administrative proceedings, actions and causes of action, in law or equity of whatever kind or nature, whatsoever for personal injuries, property damage, equitable relief, fines, penalties or other liability of any kind, resulting from the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract ~~performance of the SERVICES hereunder~~. CONSULTANT’S liability hereunder shall include all attorneys’ fees and costs incurred by CITY in the enforcement of this indemnification provision. ~~The claims covered by this section shall include claims made by CONSULTANT’S employees, and CONSULTANT hereby waives its entitlement, if any, to immunity under Chapter 440, Florida Statutes.~~