

CITY OF CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102, Fax: 305-261-1601

PUBLIC NOTICE

Request for Proposals (RFP) No. 2018-003

The City of Coral Gables is soliciting proposals for **PARKS, RECREATION AND YOUTH CENTER MASTER PLAN** from a qualified and experienced professional firm ("Proposer"), readily available to provide the services outlined in this solicitation. The total contractual amount for this RFP shall not exceed \$185,000.00.

The Request for Proposals (RFP) may be downloaded by visiting PublicPurchase (www.publicpurchase.com). Prospective Proposers must register with PublicPurchase, free-of-charge, in order to download the solicitation. A detailed user guide for the registration process may be downloaded by visiting the Procurement Division Supplier Services webpage at: www.coralgables.com/index.aspx?page=1275.

Any prospective proposer who has received this solicitation by any means other than through PublicPurchase must register immediately with PublicPurchase to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of proposal submitted.

A **non-mandatory pre-proposal conference** will be held at the Procurement Division Conference Room located at 2800 S.W. 72 Avenue, Miami, Florida, 33155, on **Friday, January 26, 2018 at 10:00 a.m.** Attendance (in person or via telephone) is encouraged and recommended as a source of information, but is not mandatory. Proposers who are interested in participating via telephone should send an e-mail to the contact person listed in this RFP expressing their intent to participate via telephone.

Proposals for RFP No. 2018-003, will be received until 1:00 p.m., Friday, February 16, 2018. Proposals submitted by mail or hand delivered should be sent to the City of Coral Gables, Procurement Division, 2800 SW 72nd Avenue, Miami, Florida 33155. The City of Coral Gables will not accept, and will in no way be responsible for any Proposals received after the submittal deadline. The responsibility for submitting Proposals before the stated time and date is solely the responsibility of the Proposer. Verbal or electronic (e-mailed) responses are not acceptable.

One (1) original proposal response, (6) copies and one (1) digital copy on a CD or flash drive (*PDF format*) must be signed and submitted in a sealed envelope and clearly marked: **PARKS, RECREATION AND YOUTH CENTER MASTER PLAN – RFP No. 2018-003** and (2) Proposer's Name, Address, Contact Name, and Telephone Number.

Certified minority business enterprises (as defined in Florida Statutes §287.0943 and §288.703) and other minority or woman-owned enterprises are encouraged to respond to this solicitation.

Anticipated Schedule of Events:

RFP Advertisement	Friday, January 19, 2018
Non-Mandatory Pre-Proposal Conference	10:00 a.m., Friday, January 26, 2018
Deadline for Questions	4:00 p.m., Friday, February 2, 2018
Deadline for Answers	4:00 p.m., Friday, February 9, 2018
Proposals Submittal Deadline / Proposal Opening	1:00 p.m., Friday, February 16, 2018

Award of this solicitation will be made to the highest ranked responsive and responsible proposer(s), based on the criteria method, within a reasonable time after opening of proposals. However, the City reserves the right to accept or reject any and/or all Proposals or sections thereof, and waive any informalities or technicalities at any time during the RFP solicitation process.