

CITY OF CORAL GABLES, FL

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

PUBLIC NOTICE

Request for Qualifications (RFQ) No. 2024-023

The City of Coral Gables is soliciting proposals to establish a qualified pool of firms ("Proposers") interested in providing Civil and Environmental Engineering Services, pursuant to Florida Statute 287.055 "Consultants' Competitive Negotiation Act" (CCNA) and in accordance with Federal Emergency Management Agency (FEMA) Policies, procedures, and directives; Federal law, regulations, and executive orders; State/Local law and regulations.

The Request for Qualifications (RFQ) may be downloaded by visiting INFOR [Supplier Services webpage](https://www.coralgables.com/departmentservices/supplier-services). Prospective Proposers must register with INFOR, 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: <https://www.coralgables.com/departmentservices/supplier-services>

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

SOLICITATION RESPONSES MUST BE SUBMITTED ELECTRONICALLY THROUGH INFOR. THIS INCLUDES RESPONSES TO INVITATION FOR BIDS (IFBs); REQUESTS FOR PROPOSALS (RFPs); REQUESTS FOR QUALIFICATIONS (RFQs); and ANY OTHER FORMAL SOLICITATION.

A user guide for responding electronically to solicitations can be found by visiting the Infor [Supplier Services webpage](https://www.coralgables.com/departmentservices/supplier-services).

A non-mandatory pre-bid conference will be held on **August 15, 2024, at 10:00 a.m.** Attendance shall be via **Zoom video conference: Meeting ID: 811 4765 6558 Passcode: 948467**. Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to achung2@coralgables.com. Attendance is encouraged and recommended as a source of information but is not mandatory. Access link to participate:

<https://us02web.zoom.us/j/81147656558?pwd=Wbxze90rbhaMyX5PFDkBEVjT6RgsLX.1>

Any request for additional information or clarification must be received in writing through INFOR no later than August 23, 2024, at 4:00 PM. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any written addendum to this RFQ.

Electronic submittals for RFQ No. 2024-023 will be received until 2:00 p.m., ~~September 9, 2024~~, September 20, 2024 via INFOR. The City of Coral Gables will not accept and will in no way be responsible for any bids received after the submittal deadline. The responsibility for submitting bids before the stated time and date is solely the responsibility of the Bidder.

The bid response must be signed and submitted electronically via INFOR.

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:

RFQ Advertisement	Thursday, August 8, 2024
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Non-Mandatory Pre-Qualification Conference	Thursday, August 15, at 10:00 am
Deadline for Questions	Friday, August 23, at 4:00 pm
Response Submittal Deadline	Thursday, September 9, 2024, at 2:00 pm Friday, September 20, 2024

Award of this solicitation will be made to the most responsive responsible qualified firm(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 RFQ solicitation process.