

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.: 2024-034

The City of Coral Gables is soliciting proposals to establish a qualified pool of firms (“Proposers”) interested in providing General Planning Services, pursuant to Florida Statute 287.055 “Consultants’ Competitive Negotiation Act” (CCNA).

The Request for Qualifications (RFQ) package may be downloaded by visiting [INFOR](#). Prospective bidders 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](#).

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 bid submitted.

Solicitations 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 [Procurement Division Supplier Services webpage](#).

Any request for additional information or clarification must be received in writing through INFOR no later than Friday, October 4, 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.

A non-mandatory pre-proposal conference will be held on Friday, September 27, 2024, at 10:00 am.

Attendance shall be via [Zoom video conference: Meeting ID: 811 7809 6496 Passcode: 084909](#). Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to ehernandez2@coralgables.com. Attendance is encouraged and recommended as a source of information but is not mandatory.

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Electronic submittals for RFP No. 2024-034 will be received until 2:00 p.m., on Tuesday, October 22, 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.

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, September 19, 2024
Non-Mandatory Pre-Qualification Conference	Friday, September 27, 2024, at 10:00 am
Deadline for Questions	Friday, October 4, 2024, at 4:00 pm
Response Submittal Deadline	Tuesday, October 22, 2024

Award of this solicitation will be made to the highest ranked responsive and responsible proposer, based on the criteria outlined in this solicitation, 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.

PRICING MUST BE FIRM FOR ONE-HUNDRED AND TWENTY (120) DAYS.