



Florida's Warmest Welcome

REQUEST FOR  
LETTERS OF INTEREST  
H-54-11

PROFESSIONAL SERVICES FOR DESIGN OF  
PUBLIC LIBRARY/CIVIC CAMPUS

**RLI OPENING: OCTOBER 24, 2011, 2:00 P.M.**  
**PURCHASING OFFICE**  
**1190 N.E. 3RD AVENUE, BUILDING C (Front)**  
**POMPAÑO BEACH, FLORIDA 33060**

September 8, 2011

**CITY OF POMPANO BEACH, FLORIDA**  
**REQUEST FOR LETTERS OF INTEREST**  
**H-54-11**

Pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), the City of Pompano Beach, Florida invites qualified architectural firms to submit Letters of Interest, qualifications and experience for consideration to provide:

**PROFESSIONAL SERVICES FOR DESIGN OF PUBLIC LIBRARY/OTHER  
FACILITIES/POMPANO BEACH CIVIC CAMPUS**

The City intends via this RLI to issue one contract to an architectural firm to provide professional consulting services to the City for the programming and design of a 25,000 to 30,000 public library, possibly with a second-floor Cultural Center, and infrastructure and site design for a proposed Civic Campus (approximately 11.5 acres). The Civic Campus will be located adjacent to and including Pompano Beach City Hall, 100 West Atlantic Boulevard, Pompano Beach, Florida, 33060, although the siting and location of any components of the Civic Campus may be subject to change. The Civic Campus may ultimately include additional facilities, such as a theater, community arts education center, media center, flexible performance, meeting/event space, office, hotel or other mixed-use development. To accommodate planned or future uses, the Civic Campus site may require structured parking facilities.

The scope of services may include, but is not limited to, the following:

- Prepare a Master Plan of the entire Civic Campus, including a significant new public plaza and opportunities for future facilities and parking structures, consistent with the overall objectives of the Downtown Pompano Connectivity Plan.
- Prepare preliminary design reports, feasibility analyses, site plans and/or design alternative recommendations and preliminary cost estimates.
- Conduct presentations to elected officials, staff, and the public.
- Prepare all required bidding and construction documents for the projects. This will include preparing surveys, design plans, supplementary contract requirements, technical specifications and cost estimates.

- Coordinate processing the projects through all required governmental and quasi-governmental agencies, City Departments and other appropriate review boards.
- Prepare and process all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. State, County and City)
- Attend pre-bid meeting, respond to bidder questions and prepare possible bid addendums for project revisions.
- Assist the City in making bid award recommendations for contracting/construction services.
- Provide construction administration services for all construction related activities including, but not limited to, shop drawing review, RFI responses, change order requests, etc..

Firms must have previous demonstrable experience with municipal or governmental agencies for projects of varying sizes and types. Firms must be licensed to practice Architecture in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

Specific services for the Design of the Public Library and Civic Campus:

- 1) Civic Campus site design, including street layout and on-street parking within the Civic Campus site.
- 2) Public Library design, comprised of first-floor Public Library (~25,000 to 30,000 sq. ft.) possibly including a second-floor Cultural Center (up to 30,000 sq. ft.) or other buildings as may be required by the City of Pompano Beach.
- 3) Cooperation with Broward County's Public Art Program artist for the project, informing the artist in writing of all design meetings and providing artist with a schedule of milestone dates.
- 4) Utilities design including, but not limited to, water distribution, sewer collection, storm water collection, electrical, telephone, and cable distribution, etc.
- 5) Chiller water system for HVAC design and/or other suitable system.
- 6) Landscape Beautification
- 7) Pedestrian Lighting and Site furnishings
- 8) Preparation of base maps
- 9) Utility Base Map
- 10) Update Survey
- 11) Base information review/identification of site design issues/opportunities

- 12) Attend public meetings as required (CRA, NW Advisory Committee, CRA Board other)
- 13) Refinements to up to six (6) supporting street sections, sketches and or image boards
- 14) Cost estimating and value engineering
- 15) Paving and Hardscape materials
- 16) Lighting (Fixture selection, photometrics and location)
- 17) Site Furnishings and Special Features
- 18) Landscape
- 19) Roadway alignment plan coordination
- 20) Lighting-Electrical Engineering
- 21) Outline Specifications
- 22) Layout Plans that shall reflect the location and dimensioning of the following elements:
  - a. Plazas, walkways/sidewalks, and specialty features
  - b. Steps, ramps and retaining walls
  - c. Site furnishings
  - d. Exterior lighting
  - e. Hardscape/Paving Plans
  - f. Special pavement materials and patterns (Type and location)
  - g. Pedestrian surfaces/Plazas
  - h. Curbs and paving borders
  - i. Planting Plans – details & specifications; quantity, size, & description of the following:
    - i. Trees (including relocation of any existing trees)
    - ii. Shrubs and groundcovers
    - iii. Soil mixes
- 23) Irrigation Plans (City to supply source information for irrigation source, i.e., well or City potable or reuse water source).
  - a. Piping and hydraulics design
  - b. Pump and/or well design
  - c. Specifications
- 24) Construction Details
  - a. One-story or two story public building (Public Library/possible Cultural Center)
  - b. Civic Campus site, including street layout

- c. Decorative walls (structural sub-consultant)
- d. Special pavements
- e. Various lighting treatments
- f. Landscaped edges and buffers
- g. Stairs, ramps, walls and walkways (structural sub-consultant)
- h. Curbs and hardscape edges
- i. Site furniture
- j. Construction Details
- k. Construction Specifications
- l. Technical Specifications

The Public Library is a joint project of the Broward County Board of County Commissioners, the Pompano Beach Community Redevelopment Agency, and the City of Pompano Beach, and all services required by provisions of the Interlocal Agreement (approved via City Resolution 2011-277) and Work Letter shall apply. These documents are included as Attachment A to the RLI.

The project will be a LEED certified project at a certification level that will be determined during the design process. The preference is a LEED Gold Certification. Design Team should include a USGBC LEED Accredited Professional (LEED AP) to support the design integration required by a LEED 2009-NC or most current LEED version at time of Project registration and to streamline the application and certification process.

The certification shall include all buildings on site, as individual projects or, as a package where the entire Project will receive a single rating

**A. SUBMITTAL FORMAT**

The City of Pompano Beach, Florida will receive sealed proposals until **2:00 p.m. (local), October 24, 2011**, in the City's Purchasing Office, 1190 N.E. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida, 33060. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RLI # H-54-11 Professional Services for Design of Public Library/Civic Campus.

Submit one (1) original unbound and seven (7) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by the Proposer's contractually binding authority. The text size used in the response shall be 11 point or larger.

To assure consistency, proposals must conform to the following format, and include the following items, in the order presented below, with tabs between the sections:

- 1) Table of contents with page numbers referenced.
- 2) Letter of Interest, signed by an authorized representative of your firm. In your letter, include:
  - complete corporate name of the primary firm responding
  - applicable Federal Tax Identification Number
  - address
  - telephone and fax numbers
  - name and title of the person to contact regarding your submission
- 3) Acknowledgement of all Addenda issued.
- 4) Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project would be completed, and how their firm proposes to maintain time schedules and cost controls.
- 5) Completed “Project Team” form.
- 6) Statement of Skills and Experience of Project Team. Include information on prior history of team working together on similar projects, including civic campus sites, public plazas, libraries, theaters, cultural centers, and commercial properties in connection with civic building development.
- 7) Resumes of key personnel.
- 8) History of bold and innovative project design and implementation.
- 9) History of adherence to schedule and budget on similar projects.
- 10) History of Litigation over the last 5 year period.
- 11) Experience with LEED certified projects.
- 12) References for past municipal projects in the South Florida area. Provide the client name, client address, and client's project representative and telephone number. Indicate the relevant project name(s) and budget(s) performed for the referenced client.
- 13) Location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.
- 14) For any member of your team that is a certified minority business enterprise (**as defined by the State of Florida**) you must include copies of their certifications for them to be considered toward Item 4 in the evaluation criteria.

- 15) Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all certifications for firms listed on these forms.
- 16) Completed Local Business program forms, Exhibits E-H, if applicable.
- 17) Completed Broward County CBE program forms, Exhibits I-K.
- 18) All other information requested herein. Each item in the evaluation criteria must be addressed in your response. Avoid providing superfluous information and marketing items, focus the responses on evaluation criteria.
- 19) Return all RLI pages, initialed where indicated.

This submittal should not contain a cost proposal or any specific information regarding the project being pursued. If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

**Skills and experience of the Project Team** must be included as indicated above. Describe the experience of the entire project team as it relates to these types of projects. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The organizational chart will be in addition to the **Skills and Experience of the Project Team** as indicated above. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

**B. SMALL BUSINESS ENTERPRISE PROGRAM**

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Office of Economic and Small Business Development, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website [www.mypompanobeach.org](http://www.mypompanobeach.org). Please indicate in your response if your firm is a certified Small Business Enterprise.

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.**

Please indicate in your response if your firm, or a subconsultant, is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. SBE forms are included at the end of this solicitation. Firms should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

**C. LOCAL BUSINESS PROGRAM**

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process. You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the RLI. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: <http://mypompanobeach.org/directory/btr/index.html>

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.**

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their submittal package, the Local Business Participation Form, listing the local businesses that will be used on the contract, and the Letter of Intent Form from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form, listing firms that were contacted but not available, and the Good Faith Effort Report describing the efforts made to include local business participation in the contract.

**D. BROWARD COUNTY OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT PROGRAM REQUIREMENTS**

The Broward County Business Opportunity Act of 2004 and the County Business Enterprise (CBE) Act of 2009 establish the County’s policies for participation by small business enterprises, county business enterprises, and federal disadvantaged business enterprises in all County contracts and in other selected activities.

In accordance with the Acts, participation for this contract is as follows:

|                |      |
|----------------|------|
| Total CBE Goal | 31 % |
|----------------|------|

For all CCNA-based selections and resulting services agreement, the goals initially established shall apply to the Project’s basic services include the pre-design, preconstruction and/or design, and subsequent construction phase(s). The participation stated above does not include the value amount associated with any optional services identified for this Project.

Optional services, similar to contract modifications or change orders, where the requested optional service individually or aggregately increases the contract value by ten percent (10%) of the Project’s basic services or \$50,000, whichever is less, shall be reviewed for consideration of participation, if any.

The City will use the interested firm’s submittal to this section of the RLI to determine the firm’s “responsiveness.” The City will only consider “responsive” submittals for evaluation. To be considered responsive requires the following actions.

Submit the forms and documentation detailed below and attached to this RLI as Exhibits I through K. (Exhibits L and M are included for information only; the selected firm will be required to complete and submit the form included as Exhibit L on a monthly basis during the engagement, and the form included as Exhibit M upon completion of the engagement.)

If the Responder is unable to engage sufficient firms to achieve the participation goals established for this RLI, the responder can demonstrate through accompanying documentation that it made a good-faith effort to meet the goal. The City will evaluate the weight of the evidence to determine if the Responder's effort was made in good faith. A pro-forma submittal will be considered non-responsive. Evidence of good-faith effort on the part of the Responder should minimally include successful completion and submission of the following requirements:

- Timely advertisement in minority/women-owned general circulation media, trade association publications, and minority-focus media, newspapers and articles;
- Efforts to assist the designated category of business enterprise subcontractors or subconsultants in obtaining bonding or insurance required by the RLI or the County and the extent of these efforts;
- Written solicitation (work specific) to the designated business enterprise firms; and
- Documentation of all outreach activities relating to solicitation to designated business enterprise firms.

For additional guidance on what information or documentation is deemed acceptable for satisfying the good faith efforts requirements, please contact the Broward County Office of Economic and Small Business Development at 954-357-6400.

**E. SELECTION/EVALUATION PROCESS**

A Selection/Evaluation Committee will be appointed and will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the City Commission and upon their approval, negotiate contract with the most qualified firm.

The Committee will rank responses based upon the following criteria:

1. Prior experience of the firm with projects of similar size and complexity: 0-45 points
  - a. Number of similar projects
  - b. Complexity of similar projects
  - c. Bold approach to project design and of similar projects
  - d. References from past projects performed by the firm
  - e. Previous projects performed for the City (provide description)
  - f. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)
  - g. History of performance on LEED Certified projects
  
2. Qualifications of personnel including sub consultants: 0-40 points
  - a. Organizational chart for project
  - b. Number of technical staff

- c. Qualifications of technical staff:
    - (1) Number of licensed staff
    - (2) Education of staff
    - (3) Experience of staff on similar projects
  - d. History of team working together on projects
  - e. History of bold approach to architecture and project implementation
  - f. History of performance on LEED Certified projects
3. Plan for office in local area (Broward, Palm Beach, or Miami-Dade Counties): 0-10 points
    - a. Location
    - b. Number of staff planned for local area office
  4. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.) 0-05 points

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers, and to use an ordinal ranking system to score short-listed proposers following presentations, with a score of "1" assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

**F. CONTRACT AWARD**

It is the intent of the City to issue a single contract for the work described herein.

**G. INSURANCE**

The insurance described herein reflects the insurance requirements deemed necessary for this project by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer shall not commence operations, construction and/or installation of improvements until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
  
2. Liability Insurance
  - a) Naming the City of Pompano Beach, the Pompano Beach Community Redevelopment Agency, and Broward County, as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  
  - b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.
  
3. Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

**LIMITS OF LIABILITY**

| Type of Insurance                       |  | each<br>occurrence                                    | aggregate    |
|---|--|---|--------------|
| <b>GENERAL LIABILITY</b>                |  |   |              |
| XX comprehensive form                   |  |   |              |
| XX premises - operations                | bodily injury                              | \$1,000,000.  | \$1,000,000. |
| XX explosion & collapse hazard          | property damage                            | \$1,000,000.  | \$1,000,000. |
| — underground hazard                    |  |   |              |
| XX products/completed operations hazard | bodily injury and property damage combined |   |              |
| XX contractual insurance                |  |   |              |
| XX broad form property damage           |  | \$1,000,000.  | \$1,000,000. |
| XX independent contractors              |  |   |              |
| XX personal injury                      | personal injury                            | \$1,000,000.  | \$1,000,000. |
| -----                                   |  |   |              |
| <b>AUTOMOBILE LIABILITY</b>             |  |   |              |
|   | bodily injury (each person)                | \$1,000,000.  |              |
|   | bodily injury (each accident)              | \$1,000,000.  | \$1,000,000. |
| XX comprehensive form                   | property damage                            | \$1,000,000.  | \$1,000,000. |
| XX owned                                |  |   |              |
| XX hired                                | bodily injury and property damage combined | \$1,000,000.  | \$1,000,000. |
| XX non-owned                            |  |   |              |
| -----                                   |  |   |              |
| <b>REAL &amp; PERSONAL PROPERTY</b>     |  |   |              |
| XX comprehensive form                   |  | Organization must show proof they have this coverage. |              |
| -----                                   |  |   |              |
| <b>EXCESS LIABILITY</b>                 |  |   |              |
| XX umbrella form                        | bodily injury and property damage combined | \$2,000,000.  | \$2,000,000. |
| — other than umbrella                   |  |   |              |
| -----                                   |  |   |              |
| XX <b>PROFESSIONAL LIABILITY</b>        |  | \$2,000,000.  | \$2,000,000. |
| -----                                   |  |   |              |

The certification or proof of insurance must contain a provision for notification to the City ten (10) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

**H. GOVERNING LAW**

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Pompano Beach, Florida.

**I. CONFLICT OF INTEREST**

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of his business. If any City employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Florida Statutes 112.313.

**J. DRUG FREE WORKPLACE**

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a “Drug Free Workplace” as outlined in Florida Statute, Section 287.087.

**K. PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**L. QUESTIONS AND COMMUNICATION**

All questions regarding the solicitation are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168. All questions must include the inquiring firm’s name, address, telephone number and solicitation name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Questions and answers will be distributed to all firms known to have obtained the solicitation document from the City.

The only exception to the above communication requirement is for interested parties requiring additional guidance on what information or documentation is deemed acceptable for satisfying the County CBE program good faith efforts; contact the Broward County Office of Economic and Small Business Development at 954-357-6400 for information on their requirements.

**PROJECT TEAM**

RLI NUMBER \_\_\_\_\_

Federal I.D.# \_\_\_\_\_

**PRIME**

| Role                  | Name of Individual Assigned to Project | Number of Years Experience | Education, Degrees |
|-----------------------|--|----------------------------|--------------------|
| Principal-In-Charge   | _____                                  | _____                      | _____              |
| Project Manager       | _____                                  | _____                      | _____              |
| Asst. Project Manager | _____                                  | _____                      | _____              |
| Other Key Member      | _____                                  | _____                      | _____              |
| Other Key Member      | _____                                  | _____                      | _____              |

**SUB-CONSULTANT**

| Role             | Company Name and Address of Office Handling This Project | Name of Individual Assigned to the Project |
|------------------|--|--|
| Surveying        | _____  | _____                                      |
|                  | _____  | _____                                      |
| Landscaping      | _____  | _____                                      |
|                  | _____  | _____                                      |
| Engineering      | _____  | _____                                      |
|                  | _____  | _____                                      |
| Other Key Member | _____  | _____                                      |
|                  | _____  | _____                                      |
| Other Key Member | _____  | _____                                      |
|                  | _____  | _____                                      |

(use attachments if necessary)

EXHIBIT "A"  
CITY OF POMPANO BEACH, FLORIDA  
SMALL BUSINESS ENTERPRISE  
PARTICIPATION FORM

RLI Number & Title: \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

| <u>Name of Firm</u> | <u>Contact Person,<br/>Telephone Number</u> | <u>Type of Work to be Performed</u> | <u>Contract<br/>Amount/Percentage</u> |
|---------------------|---|-------------------------------------|---------------------------------------|
|                     |   |                                     |                                       |
|                     |   |                                     |                                       |
|                     |   |                                     |                                       |
|                     |   |                                     |                                       |
|                     |   |                                     |                                       |
|                     |   |                                     |                                       |
|                     |   |                                     |                                       |

***(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)***

FOR CITY USE ONLY

Total SBE Contract Participation \_\_\_\_\_

Are documents requested submitted accordingly     YES     NO



EXHIBIT "C"  
SMALL BUSINESS ENTERPRISE  
UNAVAILABILITY FORM

RLI # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

| SBE Contractor<br>Address | Work Items Sought | Form of Bid Sought<br>(i.e., Unit Price,<br>Materials/Labor, Labor<br>Only, etc.) |
|---------------------------|-------------------|---|
| _____                     | _____             | _____   |
| _____                     | _____             | _____   |
| _____                     | _____             | _____   |
| _____                     | _____             | _____   |
| _____                     | _____             | _____   |

Said SBE CONTRACTOR(s):

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid that was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

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

Note: Attach additional documents as available.

EXHIBIT "D"  
SMALL BUSINESS ENTERPRISE  
GOOD FAITH EFFORT REPORT

RLI # \_\_\_\_\_

1. What portions of the contract have you identified as SBE opportunities?

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2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

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3. Did you send written notices to SBEs?

Yes       No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes       No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

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7. List the SBEs you will utilize and subcontract amount/percentage.

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8. Other comments: \_\_\_\_\_

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Note: Please attach the unavailability letters with this report.





EXHIBIT G  
LOCAL BUSINESS  
UNAVAILABILITY FORM

RLI # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

| Business Name, Address | Work Items Sought | Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.) |
|------------------------|-------------------|--|
| _____                  | _____             | _____  |
| _____                  | _____             | _____  |
| _____                  | _____             | _____  |
| _____                  | _____             | _____  |
| _____                  | _____             | _____  |
| _____                  | _____             | _____  |

Said Local Businesses:

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid which was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

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

Date: \_\_\_\_\_

Note: Attach additional documents as available.

EXHIBIT H  
GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

RLI # \_\_\_\_\_

1. What portions of the contract have you identified as Local Business opportunities?

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2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

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3. Did you send written notices to Local Businesses?

\_\_\_\_ Yes    \_\_\_\_ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_\_ Yes    \_\_\_\_ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

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7. List the Local Businesses you will utilize and subcontract amount.

|       |          |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RLI H-54-11 PROFESSIONAL SERVICES FOR DESIGN OF PUBLIC LIBRARY/CIVIC CAMPUS STATEMENT OF NO RESPONSE**

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3<sup>rd</sup> Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- \_\_\_\_\_ We do not offer this product or an equivalent
- \_\_\_\_\_ Our workload would not permit us to perform
- \_\_\_\_\_ Insufficient time to respond to the Request for Letters of Interest
- \_\_\_\_\_ Unable to meet specifications (explain below)
- \_\_\_\_\_ Other (specify below)

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE/TITLE \_\_\_\_\_

DATE \_\_\_\_\_