

**TOWN OF PEMBROKE PARK**  
**REQUEST FOR PROPOSALS**  
**SW 25th Street & Vicinity Drainage Improvements – RFP 21-02**

Notice is hereby given that the Commission of the Town of Pembroke Park, Broward County, Florida, is advertising for sealed Professional Engineering Design proposals which will be received by the Town Clerk of the Town of Pembroke Park, Broward County, Florida, on Wednesday, January 27, 2021, until 3:00 p.m. at which time they will be publicly opened and the names of the individuals or entities submitting proposals will be read aloud by the Town Clerk or designee. Proposals received after the time and date specified will not be accepted. The proposals shall be for the selection of a qualified firm to provide:

**Professional Engineering Design Services for SW 25<sup>th</sup> Street & Vicinity Drainage Improvements, A Federally Funded Project from FEMA’s Hazard Mitigation Grant Program (HMGP)**

A comprehensive project description, scope of services to be provided, qualifications requirements, and other information relative to the project may be downloaded from DemandStar at <http://www.demandstar.com>, or from the Town of Pembroke Park website at: <http://www.townofpembrokepark.com/departments/bid-openings/>.

If in the opinion of the Proposer, inconsistencies appear to exist in the proposed scope of work or elsewhere in the request for proposals, it is the proposer’s responsibility to seek clarification from the Town. Additionally, it is incumbent upon all proposers to conduct a personal investigation as to requirements of the Town. All questions concerning the Request for Proposals shall be submitted by Thursday, January 14, 2021 before 3:00 p.m. via electronic mail to the Interim Public Services Director, Myriam Jacques at: [MJacques@tppfl.gov](mailto:MJacques@tppfl.gov).

Questions concerning the Request for Proposals shall be submitted only by electronic mail to the electronic mail address stated above. Responses to those questions considered material to the solicitation will be made available as formal addenda on DemandStar.com and on the Town’s website. No questions shall be answered orally.

Respondents must submit one (1) original complete proposal package, three (3) duplicate copies and one (1) electronic copy on USB drive of their proposal package, in a sealed envelope to the Town of Pembroke Park Town Clerk. All packages must be clearly marked on the outside of the envelope:

**RFP 21-02 - SW 25th Street & Vicinity Drainage Improvements**, along with the proposer's firm name and address, date and hour set for the proposal submittal.

Proposals must be received by 3:00 p.m. on Wednesday, January 27, 2021 at  
**Town of Pembroke Park,  
3150 SW 52<sup>nd</sup> Avenue  
Pembroke Park, FL 33023.**

Late submissions will not be accepted.

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS RFP

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities
- Sections 1361(A) of the National Flood Insurance Act of 1968, 42 U.S.C. 4104c, as amended by the National Flood Insurance Reform Act of 1994, Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
- 31 CFR Part 205 Rules and Procedures for Funds Transfers

Federal Program:

1. The Proposer is responsible to use funding to perform the following eligible activities:
  - Localized Minor Drainage Improvement
  - Intermediate Stormwater Drainage System
  - Major Flood Control Drainage System
  - Other projects that reduce future disaster losses
2. The Proposer is subject to all administrative and financial requirements as set forth in this RFP, or will be in violation of the terms of the RFP.

The Town reserves the right to change the submission deadline, to issue amendments to the Request for Proposal, or to cancel or reissue the Request for Proposals without any penalty. The Town reserves the right to reject any and all proposals, and to waive minor irregularities. Further, the Town is not liable for any costs incurred by the proposers including, but not limited to, the costs incurred by the proposers for the presentation of their proposal and the attendance at any presentation. The Town will not be responsible for any errors or omissions in information provided, nor for the failure of the proposers to determine the full extent of the effort necessary to provide the requested services.

NOTE: ALL PROSPECTIVE PROPOSERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE TOWN OF PEMBROKE PARK STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON, WHICH MAY ONLY BE CONTACTED BY ELECTRONIC MAIL.

Minority owned, women owned, and small business enterprises are encouraged to respond to this solicitation.

ANY INDIVIDUAL WHO HAS A DISABILITY WHICH REQUIRES A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN SUBMISSION OF A PROPOSAL SHOULD CONTACT THE TOWN CLERK AT (954) 966-4600 AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE DATE SET FOR SUBMISSION OF PROPOSALS.

TOWN OF PEMBROKE PARK, a Florida  
municipal corporation

By: /s/ Marlen Martell  
MARLEN D. MARTELL  
Town Clerk/Administrative Services Director