



V I L L A G E O F K E Y B I S C A Y N E

Office of the Village Manager

MEMORANDUM

Village Council
Robert L. Vernon, *Mayor*
Enrique Garcia, *Vice Mayor*
Michael W. Davey
Robert Gusman
Michael E. Kelly
Jorge E. Mendia
Thomas Thornton

Village Manager
Genaro "Chip" Iglesias

DT: April 1, 2010

TO: Honorable Mayor and Members of the Village Council

FR: Genaro "Chip" Iglesias, Village Manager *GM for chip Iglesias*

RE: 530 Crandon Boulevard: Request for Qualifications for a Design Consultant for a Passive Park

RECOMMENDATION

It is recommended that the Council review the attached Request for Qualifications to obtain consultant services for the design of a passive park at 530 Crandon Boulevard.

BACKGROUND

The Village Council directed the Administration to determine if the approach used by the City of Miami Beach to obtain consultant services to design and build a public park can be used by the Village. The Village Attorney opined that we can't use the same approach. He determined that as the City of Miami Beach used a private entity they were not required to follow procurement law which governments and public agencies are required to follow.

Based on the above determination, I have attached a Request for Qualifications for your consideration. If the Council authorizes the Administration to proceed with the issuance of the RFQ at today's meeting, the proposed schedule will permit the Council to select a consultant at the June 22, 2010 meeting and approve a contract at the August 31, 2010 meeting.



**CIVIC CENTER PARK
530 CRANDON BOULEVARD
KEY BISCAINE, FLORIDA
REQUEST FOR QUALIFICATIONS
FOR
LANDSCAPE ARCHITECT – ARCHITECT OF RECORD**

April 13, 2010



VILLAGE OF KEY BISCAIYNE

VILLAGE COUNCIL

Robert L. Vernon, Mayor
Enrique Garcia, Vice Mayor
Michael W. Davey
Robert Gusman
Michael E. Kelly
Jorge E. Mendia
Thomas Thornton

VILLAGE ATTORNEY

Weiss, Serota, Helfman, Pastoriza, Cole & Boniske, P.A.

OFFICE OF THE VILLAGE CLERK

Conchita H. Alvarez, MMC

ADMINISTRATION

Genaro "Chip" Iglesias, Village Manager
Todd Hofferberth, Parks and Recreation Director
Jud Kurlancheek, AICP, Building, Zoning, and Planning Director

REQUST FOR QUALIFICATIONS
CIVIC CENTER PARK
530 CRANDON BOULEVARD

I.	INTRODUCTION	Page 1
II.	CIVIC CENTER PARK VISION	Page 1
III.	LANDSCAPE ARCHITECT RESPONSIBILITIES	Page 2
IV.	PROPOSAL/PRESENTATION REQUIREMENTS	Page 2
V.	SUBMISSION REQUIREMENTS	Page 8
VI.	PROPOSAL ACCEPTANCE	Page 8
VII.	OTHER	Page 9
VIII.	ATTACHMENTS	
	Attachment A: Evaluation Criteria	Page 11
	Attachment B: Site	Page 12
	Attachment C: Civic Center and Village Green Arial Photographs	Page 13
	Attachment D: Regulatory Process	Page 14
IX.	APPENDICES	Page 15

I. INTRODUCTION

On September 12, 1995, the Village adopted the Master Plan. This document set forth the concept of establishing a Civic Center in the heart of the Village. The first step in accomplishing this objective was the purchase in 1994 a nine (9) acre parcel of land that is now known as the Village Green. The Village then initiated an extensive planning effort which culminated in the purchase of property on the north and south sides McIntyre Street from Crandon Boulevard to Fernwood Road. This 3.97 acre property is immediately adjacent to the Village Green (See Attachment C).

From 2002 through 2004, the Village constructed the Civic Center which comprises the Village Hall (Administrative Offices and Police Station), Fire Rescue Station, the Community Center, and a lot at 530 Crandon Boulevard. At the time, the 530 Crandon Boulevard parcel was to be developed as a 300 seat Theatre.

In 2005, the Village initiated the preparation of the Evaluation and Appraisal Report (EAR) which evaluated the progress the Village made in achieving all of the goals, objectives and policies as set forth in the Master Plan. One of the findings of the EAR was that the Village had a deficit of 3.32 acres of recreation and open space. In order to reduce this deficit, the Village Council in 2010 designated the use of 530 Crandon Boulevard as a "park". At that time, there was a consensus of Council that the park should be limited to passive recreation and open space uses.

In the past, this parcel has been used as a public works yard and storage yard for construction materials for the Crandon Boulevard Streetscape Project and the recently completed Sewer and Water Project. In December of 2009, the west half of the property was converted to grass and the east half remains as a public works yard. The Village is in the process of relocating the public works yard. When this is accomplished, the entire 22,797 sq. ft. parcel will be available as a passive park.

Pursuant to Chapter 287.055, Florida Statutes, the Town intends to retain Firms to provide professional services for the 530 Crandon Boulevard parcel. This Request for Qualifications (the "RFQ") is being issued for the express purpose of identifying Landscape Architects to provide Landscape Design and Architect of Record services for a passive park at 530 Crandon Boulevard. Your response should be based on the requirements described herein and the Evaluation Criteria in Attachment A.

II. CIVIC CENTER PARK VISION

Civic Center Park is the gateway to the Civic Center. As such, the use, appearance and design of this park form the first impression of the Civic Center and a lasting impression of the Village. The overall objective for Civic Center Park is to achieve a creative, innovative design that produces a unique experience for our residents and visitors. The design of the park should be timeless and relate to surrounding functions of government and recreation and

open space. Consideration should be given to day and evening functions, shade, minimizing sound coming from the traffic on Crandon Boulevard, safety, and the ability of visitors in the park to sit, view the surrounding activities in this urban environment, and still maintain a feeling of tranquility and Key Biscayne's laid back island environment. The design should be aesthetically integrated into the Civic Center while serving as a high end urban park. It should embrace the vibrancy of the Civic Center, energy, and spirit of the Village.

The Village has spent a considerable amount of time in planning for our recreation and open space needs. Firms are encouraged to go to our web site www.keybiscayne.fl.gov and review the following documents: Master Plan, 2020 Vision Plan, Evaluation and Appraisal Report (EAR), IBI Study Recreation and Open Space Needs and Recommended Concept Plans for 530 Crandon Boulevard, and Parks and Recreation Customer Satisfaction and Needs Assessment Survey.

III. LANDSCAPE ARCHITECT RESPONSIBILITIES

The Landscape Architect will be the prime consultant on the Project and act as Architect of Record (the "Landscape Architect"). The Landscape Architect will subcontract with all design consultants including, as required, but not limited to, architectural, structural, civil, mechanical, electrical, plumbing, fire protection, and lighting.

The Landscape Architect under the direction of the Village will be responsible for developing a design, coordinating all aspects of design and providing complete contract documents for the Project suitable for permitting, regulatory approval and competitive bidding. The Landscape Architect will be required to perform bid, award and construction administrative services for the Project.

IV. PROPOSAL REQUIREMENTS

Your Firm will be evaluated on the basis of how well your Firm, your key subconsultants, and your team's collective individual professionals meet the criteria outlined below including general and specific selection criteria. Please submit your qualifications in a concise written tabulated format indexed and organized in order by the following sections:

A. Content of Proposal

Summary of General Qualifications

1. Firm's Experience: Indicate the Firm's years of experience in providing the requested professional services. Firm must have five (5) years of continuous operation under same name with professional licenses and insurance, qualifier for company name and type of licenses, Official Complaint History along with any disciplinary administrative action taken within the last five years to provide Landscape Architect services. Professional licenses and insurance in the State of Florida is preferred. If the Firm is not

presently licensed as a Landscape Architect in Florida, the Firm shall state in its Proposal whether it will seek licensure in Florida for the Project, or if a sub-consultant Landscape Architecture Firm will be utilized for this purpose.

2. Qualifications of Project Team: Indicate the Team's years of experience, including all Key Subconsultants, in providing the requested professional services. Project Team must have prior experience within the past ten years with at least three (3) urban park projects including site improvements valued at a minimum construction cost of \$1,000,000. Provide resumes for key Team members, including key subconsultants, as well as a Project Team organizational chart. It is preferred, but not necessary, for the Prime Consultant and its key subconsultants to have completed similar projects.
3. Principal-in-Charge Experience: Provide a comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Principal-in-Charge. This individual must have a minimum of five (5) years' experience in the planning, design, and construction administration of municipal projects, and should have served as Principal-in-Charge on a minimum of three (3) previous urban park projects including both buildings and site improvements projects valued at a minimum construction cost of \$1,000,000.
4. Project Manager Experience: Provide a comprehensive summary of the experience and qualifications of the individual who will be selected to serve as the Project Manager. This individual must have a minimum of five (5) years' experience in the planning, design, and construction administration of environmental services for municipal projects, and should have served as Project Manager on a minimum of three (3) previous urban park projects including both buildings and site improvements projects valued at a minimum construction cost of \$1,000,000. This individual must be capable of speaking and making decisions on behalf of the Firm.
5. Similar Projects:
 - a. Provide a list of seven (7) similar projects on which your Firm and Key Subconsultants have been directly involved and responsible. In particular, the Village would like to review similar project experience and whether on those projects the schedule and budget requirements were achieved. Please include the name of a project owner reference for each project. It is preferred, but not necessary, for the Prime Consultant and its Key Subconsultants to have completed similar projects.

- b. Provide a schedule of current and past projects of similar scope and magnitude for which your Firm has provided services and describe those services. For each project provide anticipated or proposed schedule and budget and actual schedule and budget.
- c. List all projects done directly or indirectly by your Firm and those personnel proposed for the Project with the Village of Key Biscayne in the last five (5) years.
- d. Provide a summary of experience by your Firm and those personnel proposed for the Project with LEED and sustainable building design.

6. Insurance:

Please indicate the amount of professional liability coverage, employer's liability insurance, commercial general liability insurance, and commercial automobile liability insurance and other insurance requirements that you are proposing to carry for this Project.

During the entire term that this Agreement shall remain in effect, the Landscape Architect and its Consultants, at each's party's sole cost and expense, shall obtain and maintain the following insurances:

1) Workers Compensation insurance in amounts as required by statute.

2) Employers Liability insurance in an amount not less than \$1,000,000 per accident.

3) Commercial General Liability insurance on an occurrence basis in an amount of not less than \$2,000,000 per occurrence combined single limit for bodily injury (including death) and property damage. Such Commercial General Liability insurance shall include, but not be limited to, the following coverages:

- Blanket contractual coverage;
- Personal and advertising injury;
- Independent contractors;
- Explosion, collapse and underground hazards (x, c, u) included.

4) Commercial Automobile liability insurance on an occurrence basis covering all hired, owned and non-owned vehicles in an amount not less than \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage.

5) Valuable Papers insurance to protect against destruction of valuable papers and records on an all-risk basis for the full replacement cost thereof.

The insurance policies required in the above sub-paragraphs 3) and 4) of this Section shall name the Village of Key Biscayne and as an additional insured. All insurance required hereunder a) shall be written with insurers authorized to do business in the state of Florida and rated A- IX by AM Best & Co.; b) shall provide to the Village of Key Biscayne 30 days advance written notice of reduction, cancellation or non-renewal and; c) shall waive all rights of subrogation against the Village of Key Biscayne.

Additional Considerations

1. Project Implementation Strategy: Please describe the Project Team's strategy for implementing the project, including the following information:

Organizational structure of Project Team.

Approach to the Project.

Narrative description of how Project Team's experience, including the direct experience of Key subconsultants, specifically relates to this Project.

2. Personnel: Provide a schedule of your personnel, as well as the main personnel of Key subconsultants, who will be assigned and directly involved and responsible throughout the duration of the Project. Information shall include the names, title and resumes of all assigned Project personnel, including but not limited to:
 - a. Name, Title and Resume
 - b. Experience with similar projects (include the specific role of the individual employee on the project);
 - c. Organizational chart of proposed Project Team, including Key subconsultants, and relationship to upper management/principals;
 - d. Description of tasks key personnel, including Key subconsultants, will perform;
 - e. Indicate relative involvement (based on number of hours per week) of each Project Team member;
 - f. Indicate relative involvement of the Prime and each Key subconsultant.

3. Personnel Commitments: Provide a summary of the time (based on number of hours per week) requirements for each of your personnel assigned to the Project and a description of the nature and extent of their commitments to other projects that may impact this Project;
4. Firm Size: Provide a schedule by job description of the number of people in your Firm and indicate the total number of licensed Architects and Engineers;
5. Contact References: Provide no less than three (3) contact references for your Firm's Project Manager assigned to the Project;
6. Computer Aided Design (CAD): Provide acknowledgement that your Firm will produce all work product using the latest version of AutoCAD; prior to and during construction CAD files shall be made available to the Contractor(s) at no cost for the Contractor's coordination drawings, and will be provided to the Village of Key Biscayne at no cost at the completion of construction. It must also be acknowledged that submitted work product as well as final permitted construction documents are and will be the property of the Village of Key Biscayne upon submittal;
7. Special Considerations: Describe any special resources which your Firm or your personnel assigned to the Project may bring to the Project or in-house expertise in technical areas which will specifically benefit the Village;
8. Quality Assurance/Quality Control: Provide a detailed description of your Firm's quality assurance/quality control review and checking procedures including describing how coordination, checking and quality assurance/quality control will be accomplished to achieve a one hundred percent correct, complete, coordinated, and cost effective set of construction documents for this specific Project in compliance with all applicable laws, codes, ordinances, rules and regulations;
9. Regulatory Process and Permitting: Describe your Firm's experience with the applicable jurisdictional agencies regulatory process and permitting process in Miami-Dade County, and other pertinent Miami-Dade County jurisdictional agencies as described in Attachment E, Regulatory Process and the role your Firm will provide in obtaining permit and approvals from regulatory agencies.
10. Bid and Award Services: Describe your Firm's experience with providing bid and award services, including attending pre-bid conferences, assisting with the preparation of necessary addenda, attending the bid opening, assisting with the bid evaluation and

recommendation of award by the Village of Key Biscayne, and providing "As-Bid" documents for use during construction.

11. Construction Administration: Describe your Firm's construction administration processes and procedures. Include qualifications of personnel, field review format, contractor interface, etc. You should anticipate that your lead personnel assigned to this Project will be at the Project site as required during the entire construction period. You will be expected to provide qualified representatives at the Project construction meetings as required during the entire construction period.
12. Detailed Exceptions: Provide in writing any exceptions you may take to the requirements of this RFQ, the reasons for such exceptions and any proposed alternatives.

B. Financial Information

Provide information regarding your Firm's financial condition and type of ownership.

C. Additional Information

Please provide any other additional information that you believe would be helpful to Village and Evaluation Committee in their decision.

D. RFQ Schedule

The anticipated schedule for this RFQ is as follows:

RFQ to be issued	April 20, 2010
Pre-proposal meeting	May 10, 2010
Deadline for receipt of responses	May 20, 2010
Evaluation committee meeting(s)/Shortlisting	May 24, 2010
Presentation by shortlisted Firms	June 1, 2010
Village Council selects Firm	June 22, 2010
Village Council approves contract with Firm	August 31, 2010

E. Pre-Proposal Meeting

The Town will conduct a Pre-proposal Meeting (the Meeting), on **May 10, 2010** at **10:00 AM** Eastern Standard Time (EST) at the following address:

Key Biscayne Village Hall
88 W. McIntyre Street
Key Biscayne, FL 33149

Each attendee at the Meeting shall be required to sign-in and identify specifically only one Firm he/she is representing. For persons with disabilities, auxiliary aids or services will be provided upon request with at least five (5) days notice prior to the date of the Meeting by calling the Village Clerk's Office at (305) 365-5506.

The purpose of this Meeting is to provide an open forum for the Firms to review this document and respond to questions regarding this RFQ. This will be the *only* opportunity for interested Firms to ask questions regarding the RFQ prior to submission. **FIRMS ARE PROHIBITED FROM CALLING VILLAGE STAFF WITH QUESTIONS OR SUBMITTING QUESTIONS TO THE VILLAGE REGARDING THIS RFQ PRIOR TO SUBMITTAL.** The Firms are encouraged to submit their questions in writing to the Village Clerk at least three (3) business days before the Meeting in order to ensure that they will be answered at the Meeting.

F. Presentation

Up to three (3) Firms will be short-listed on the basis of the proposals and will be called for oral presentations. All shortlisted Firms and their subconsultants shall be present at the assigned time for a 20-minute presentation followed by up to a ten (10) minute question-and-answer session. The Firms are encouraged to be represented only by the Project Manager and the staff identified in the Response. Presentations shall be also evaluated by the criteria described in Attachment A. Additional details on the oral presentations may be provided to the short-listed Firms.

V. SUBMISSION REQUIREMENTS

Please submit seven (7) hard copies and one (1) electronic copy in PDF format on compact disc of your RFQ Proposal to:

Ms. Conchita Alvarez, Village Clerk, MMC

Key Biscayne Village Hall
88 W. McIntyre Street
Key Biscayne, FL 33149

Your proposal shall be delivered on or before 1:30 pm Eastern Time on May 20, 2010. Proposals delivered after that time will not be accepted.

VI. PROPOSAL ACCEPTANCE

The Village reserves the right to accept or reject any and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request re-proposals on the required materials or services. The Village Manager shall make a recommendation to the Village Council who

shall make a final determination and award of proposal(s). Proposals received after the deadline will not be considered.

All materials submitted in response to the Request For Qualifications become the Village has the right to use any or all ideas presented in any response to the RFQ, whether amended or not, and selection or rejection of the Proposal does not affect this right, provided however, that any submittal that has been submitted to the Village Manager's Office may be withdrawn prior to submittal opening time stated herein, upon proper identification and signature releasing submittal documents back to the proposing Firm.

VII. OTHER

- A. You will receive no reimbursement for your expenses in preparing this qualifications information, or travel expenses if you choose to visit the site or if Village requests you to provide additional written or oral presentation. The Village shall not be liable for any costs, fees, or expenses incurred by any Firm in responding to this RFQ, subsequent inquiries or presentations relating to its response.
- B. The signer of the Response (to this RFQ) must declare by signing Appendices A, B, and C that the person(s), Firm (s) and parties identified in the Response are interested in and available for providing the services; that the Response is made without collusion with any other person(s), Firm(s) and parties; that the Response is fair in all respects and is made in good faith without fraud; and that the signer of the cover letter of the Response has full authority to bind the person(s), Firm(s) and parties identified in the Response.
- C. All materials and documents submitted hereunder shall become the sole property of the Village and the Village may use and disclose as the Village may deem necessary or reasonable.
- D. The Firm shall, at its own expense, obtain all necessary permits, pay all licenses, fees and taxes required to comply with all Town and/or County ordinances, state and federal laws, rules, regulations and professional standards that would apply to this contract.
- E. The Firm shall observe and comply with all federal, state and local laws, ordinances, rules, regulations and professional standards that would apply to this contract.
- F. A response to this RFQ shall not be construed as a contract nor indicate a commitment of any kind on the part of the Village. The Village reserves the right to reject any or all responses to this RFQ, or to accept any response deemed to be in the Village's best interest.'
- G. If the Town finds it necessary to add to, or amend this document prior to the Response submittal deadline, the Town will issue written addenda/addendum. Each Firm must acknowledge receipt of each

addendum by signing the acknowledgement (Appendix A) and providing it with its Response.

- H. Fees negotiated will be for the underlying contracts and will be negotiated in accordance with Florida Statutes.
- I. Florida law provides that municipal records should be open for inspection by any person under Section 119, F.S. Public Records law. All information and materials received by the Town in connection with responses shall become property of the Town and shall be deemed to be public records subject to public inspection.

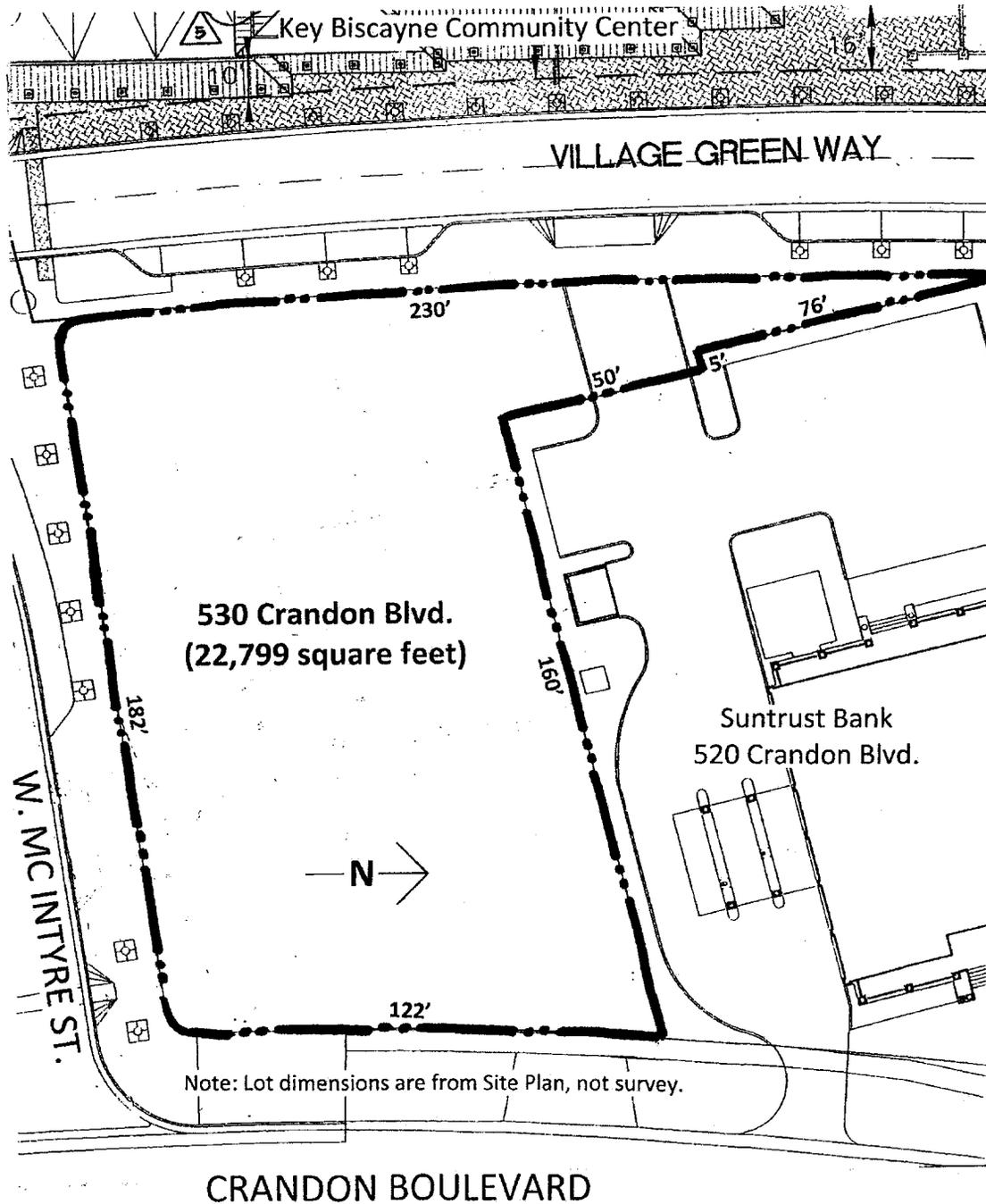
End of Request for Qualifications

Attachment A

THE EVALUATION COMMITTEE SHALL BASE ITS RECOMMENDATIONS ON THE FOLLOWING FACTORS:

1. The experience, qualifications and similar projects of the Principal in Charge **(15 points)**.
2. The experience, qualifications and similar projects of the Firm **(10 points)**.
3. The experience, qualifications and portfolio of similar projects of the Project Manager, as well as his/her familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment **(20 points)**.
4. The experience and qualifications of the professional personnel assigned to the Project Team, as well as their familiarity with this project and a thorough understanding of the methodology and design approach to be used in this assignment **(10 points)**.
5. Ability to meet schedule and budget requirements as demonstrated by past performance on similar projects **(5 points)**.
6. Recent, current, and projected workloads of the Firms **(5 points)**.

ATTACHMENT B SITE





Attachment D

Regulatory Process

The following reviews and approvals may be required as a part of the approval process for the Civic Center Park design:

1. Project Kick-Off Meeting with Village staff and project reconnaissance visit.
2. Visioning Session(s) with Village staff and separate meetings with the Mayor and six (6) Councilmembers.
3. Development of Design Concept Alternatives with an estimate of probable costs for each Design Concept.
4. One public workshop.
5. Two (2) Workshops with the Village Council.
6. Submission of a draft Design Report with cost estimates to the Village.
7. Review of draft Design Report with Village staff.
8. Submission of and Final Design Report and PowerPoint presentation to the Village Council
9. Negotiate contract for architectural and construction administration services.
10. Village Council approves architectural and construction administration services agreement.
11. Village Council authorizes the Administration to seek construction bids.
12. Assistance to the Village in bidding and award services The selected Firm shall assist Village of Key Biscayne in bidding and award of the contract. Such assistance shall include facilitating reviews of its contract documents with applicable Procurement, Risk Management, and Legal Department representatives. In addition, the selected Firm shall furnish camera ready contract documents for reproduction and distribution by the Village, attend pre-bid conferences, assist with the preparation of necessary addenda, attend the bid opening, and assist with the bid evaluation and recommendation of award by the Village. The selected Firm shall provide "As-Bid" documents for use during construction.
13. Selected Firm shall provide construction administration services for the duration of the project.

APPENDIX A

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A. Firm warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

B. Firm warrants that they have read, understand and are willing to comply with all of the requirements of the RFQ and the addendum/addenda nos.

C. Firm warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.

D. Firm warrants that all information provided by it in connection with this proposal is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Firm warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and Firm has not, and will not; pay a fee the amount of which is contingent upon the Town of Cutler Bay awarding this contract. Firm warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, this contract in violation of any of the provisions of the Miami-Dade County conflict of interest and code of ethics ordinances. Further, Firm acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the Firm, if the Firm is chosen for performance of the contract.

Signature of Official:

Name (typed):

Title:

Firm: _____

Date: _____

APPENDIX B

NON-COLLUSIVE AFFIDAVIT

State of _____

SS:

County of _____

_____ being first duly sworn, deposes and says that:

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of: _____, the Firm that has submitted the attached Proposal;
 - (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
 - (3) Such Proposal is genuine and is not a collusive or a sham Proposal;
 - (4) Neither the said Firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Firm or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Firm or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Town of Cutler Bay, or any person interested in the proposed Work;
- Signed, sealed and delivered in the presence of:

By: _____

(Printed Name) (Title)

ACKNOWLEDGMENT

State of Florida
County of _____

On this _____ day of, 201 ____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp or Type as commissioned.)
___ Personally known to me, or
___ Produced identification:

(Type of Identification Produced)
___ Did take an oath or
___ Did not take an oath.

APPENDIX C

**SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARYPUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the TOWN OF CUTLER BAY, FLORIDA

By _____

For _____

Whose business address is: _____

And (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(if the entity has no FEIN, include the Social Security Number of the individual signing this Sworn statement - S.S. # _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United States and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, and means:

A. A predecessor or successor of a person convicted of a public entity crime; or

B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, ore pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered
In the presence:

By:

(Printed Name)

(Title)

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____ day of, 201____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp or Type as commissioned.)

Personally known to me, or

Produced identification:

(Type of Identification Produced)

Did take an oath or

Did not take an oath.