

Notice of Request for Proposal

[REGIONAL PLANNING COUNCILS](#)
[Southwest Florida Regional Planning Council](#)

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL REQUEST FOR PROPOSALS Professional Consulting Services RFP Release Date: February 25, 2021 Proposal Due Date: March 18, 2021

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposal

The Southwest Florida Regional Planning Council (SWFRPC), through this Request for Proposal (RFP), is seeking a qualified consultant/consulting firm to provide assistance pursuant to the recently awarded grant from the Florida Fish and Wildlife Conservation Commission's Florida Boating Improvement Program (FBIP). This grant award is for the creation of a waterfront master plan for the City of Clewiston in order to promote boating on Lake Okeechobee and economic development for the City as well as provide a safe harbor for boats from both the east and west coasts of Florida during hurricanes.

1.2 Background Information

The Southwest Florida Regional Planning Council (SWFRPC), partnering with the City of Clewiston in Hendry County, was awarded funds from the Florida Boating Improvement Program to create a development master plan for a parcel of lakefront property leased to the City by the South Florida Water Management District. See attached GIS Lakefront Master Plan Parcel Location Map. The City of Clewiston desires to develop its waterfront property on Lake Okeechobee to enhance boating access, encourage water related economic development and provide a safe harbor for boats during storm events. The first step in this development is to create a Master Plan that includes a market analysis and implementation strategy. This plan will delineate what use are needed, what uses can be supported on this site and a detailed layout of uses on the subject property. The Master Plan will also outline challenges and opportunities. The Master Plan will be adopted by the Clewiston City Council so that future funding can be secured for implementation.

1.3 Type of Contract and Contract Term

The SWFRPC will award a single 18-month contract to one full-service firm to develop a Master Plan that includes a market analysis and implementation strategy. The term of the contract will commence once both parties have signed the contract.

2. TECHNICAL SPECIFICATIONS

2.1 Activities Required Under this Request for Proposals

This RFP is to solicit for a qualified consultant who is expected to work with the SWFRPC to meet the requirements of the grant. The scope of work to be performed under this contract by the consultant is expected to include, at a minimum:

- Assist the SWFRPC with ensuring that grant funds under this contract are used appropriately.
- Participate in and coordinate community outreach and public engagement activities as needed.
- The Master Plan will delineate what use are needed, what uses can be supported on this site and a detailed layout of uses on the subject property. The Master Plan will also outline challenges and opportunities. The following deliverables will be included:
 - ✓ Site analysis
 - ✓ Market Analysis
 - ✓ Draft drawings including various alternatives
 - ✓ Public engagement
 - ✓ Detailed Drawings of preferred alternative
 - ✓ Implementation strategy
 - ✓ Funding options

2.2 Minimum Requirements

- Demonstrated background in marine science, ecology, coastal engineering, permitting and regulatory compliance.
- Experience in recreation and mixed-used planning and development projects.
- Experience with developing policy, programmatic and technical recommendations.
- Strong experience with robust public engagement programs.
- Experience with resiliency and hazard mitigation

2.3 Project Budget

The total budget for development of the Waterfront Master Plan is \$150,000. It will be the SWFRPC's option to utilize this contract for future related grants beyond the initial Florida Boating Improvement Program (FBIP) should additional funds become available for implementation.

3. RESPONSE REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise qualifications describing their experience and how their firm will assist the SWFRPC in addressing this FBIP award.

3.2 General Process

The SWFRPC will review and evaluate qualifications with the following criteria in mind: expertise related to relevant project components; project approach; ability to facilitate public outreach activities; and demonstrated ability to meet deadlines. The SWFRPC reserves the right to accept or reject responses on any basis it deems appropriate.

3.3 Qualifications

Responses should be prepared on standard size 8 ½ x 11-inch paper. Standard advertising brochures should not be included in the response. The response shall include the following information in the order presented below. Qualifications will be evaluated based on a 100 Point Scale as follows:

SECTION A Qualifications and Capabilities

0-20pts.

This section shall include the firm's name, areas of expertise, a brief history of the firm, size, and business address of the office responsible for this contract. The name, address, and telephone number of a contact person responsible for their submittal shall be included.

SECTION B Technical Approach

0-30pts.

Description of the firm's technical approach to complete the tasks required.

SECTION C Local Experience and Knowledge

0-30pts.

Demonstrate local knowledge of the City of Clewiston and understanding/experience working on waterfront developments

SECTION D Project Staff

Brief summaries of the tasks for each staff member working on the project.

0-20pts.

3.4 Terms and Conditions

The SWFRPC reserves the right to accept or reject all proposals or portions thereof without stated cause. The SWFRPC reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the SWFRPC.

Clarification of proposals: The SWFRPC reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be emailed to mwuerstle@swfrpc.org and a response shall be provided within two (2) business days.

The SWFRPC reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the SWFRPC. The SWFRPC reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Public Information

Information supplied by the Proposer to the SWFRPC is subject to the Florida Public Records Law. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, Fla. Stat. Information and materials received by the SWFRPC in connection with all Proposers' response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first. Section 119.071, Fla. Stat.

3.6 Proposal Time Schedule

The timeline for completion of this request for proposals is outlined below.

February 25, 2021 - Formal announcement date for RFP.

March 18, 2021 – 5:00PM EDT: Deadline for submittal of proposals.

March 25, 2021 - Notification of award.

April 8, 2021 - Contract executed by both parties.

3.7 Notification of Award

The SWFRPC plans to select a consultant by March 25, 2021. Should either party fail to execute a contract within 14 days of notification of award, the SWFRPC reserves the right to rescind the award and select services from another interested firm.

3.8 Number of Proposals to Submit; Deadline, Mail, and Email Addresses

One (1) original and/or one (1) digital (PDF) copy of the proposal must be submitted by **5:00 PM EDT on March 18, 2021**. The mailing and email delivery address is:

Southwest Florida Regional Planning Council

Attn: Margaret Wuerstle, Project Manager

P.O. Box 60933

Fort Myers, FL 33906

(239) 281-6978

Email Contact: mwuerstle@swfrpc.org

NOTE: In subject line of email put “Clewiston Waterfront Master Plan Proposal”

3.9 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the SWFRPC, the Proposer shall furnish a written affirmative action plan.