

CITY OF CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102, Fax: 305-261-1601

PUBLIC NOTICE

Request for Proposals (RFP) No. 2018-001

The City of Coral Gables is soliciting proposals for **Disaster Debris Monitoring Services** from a qualified and experienced professional firm ("Proposer"), readily available to provide the services outlined in this solicitation, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations.

The Request for Proposals (RFP) may be downloaded by visiting PublicPurchase (www.publicpurchase.com). Prospective Proposers must register with PublicPurchase, 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 at: www.coralgables.com/index.aspx?page=1275.

Any prospective proposer who has received this solicitation by any means other than through PublicPurchase must register immediately with PublicPurchase to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of proposal submitted.

A **non-mandatory pre-proposal conference** will be held at the Procurement Division Conference Room located at 2800 S.W. 72 Avenue, Miami, Florida, 33155, on **Wednesday, January 17, 2018 at 10:00 a.m.** Attendance (in person or via telephone) is encouraged and recommended as a source of information, but is not mandatory. Proposers who are interested in participating via telephone should send an e-mail to the contact person listed in this RFP expressing their intent to participate via telephone.

Proposals for RFP No. 2018-001, will be received until 2:00 p.m., Thursday, February 8, 2018. Proposals submitted by mail or hand delivered should be sent to the City of Coral Gables, Procurement Division, 2800 SW 72nd Avenue, Miami, Florida 33155. The City of Coral Gables will not accept, and will in no way be responsible for any Proposals received after the submittal deadline. The responsibility for submitting Proposals before the stated time and date is solely the responsibility of the Proposer. Verbal or electronic (e-mailed) responses are not acceptable.

One (1) original proposal response, seven (7) copies and one (1) digital copy on a CD or flash drive (*PDF format*) must be signed and submitted in a sealed envelope and clearly marked: **DISASTER DEBRIS MONITORING SERVICES – RFP No. 2018-001.** and Proposer's Name, Address, Contact Name, and Telephone Number.

Anticipated Schedule of Events:

RFP Advertisement	Tuesday, January 9, 2018
Non-Mandatory Pre-Proposal Conference	10:00 a.m., Wednesday, January 17, 2018
Deadline for Questions	5:00 p.m., Friday, January 19, 2018
Deadline for Answers	5:00 p.m., Thursday, January 25, 2018
Proposals Submittal Deadline / Proposal Opening	2:00 p.m., Thursday, February 8, 2018
Evaluation Committee Meeting	TBD
Proposer Interview (<i>if applicable</i>)	TBD
Commission Award	TBD

Award of this solicitation will be made to the highest ranked responsive and responsible proposer(s), based on the criteria method, 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.