

REQUEST FOR QUALIFICATIONS
FOR
TOWN OF GOLDEN BEACH
LANDSCAPE & IRRIGATION MAINTENANCE

RFQ #2014-01

*RFQ -
See attached*



ISSUED BY:
Town of Golden Beach
Alexander Diaz
Town Manager
1 Golden Beach Drive
Golden Beach, FL 33160

SUBMITTAL DATE:
February 27, 2014 at 2:00 PM

B. SUBMITTAL CONTENT

Contractors interested in performing these services must display considerable relevant experience with the specified type of work, and should emphasize both the experience and capability of particular personnel who will actually perform the work.

Submittals must include the following minimum information:

1. In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the submittals be organized in the manner specified.
 - a. Title Page: Show the name of respondent's agency/firm, address, telephone number, name of contact person, date, and the subject: "RFQ #2014-01 – Town of Golden Beach Landscape and Irrigation Maintenance".
 - b. Table of Contents: Include a clear identification of the entire contents by section and by page number. The RFQ shall be stapled or otherwise bound and clearly labeled and contain labeled dividers for each component of the RFQ submission.
 - c. Letter of Transmittal (limit to one or two pages):
 1. Briefly state the proposer's description of the types of work they are qualified and willing to perform.
 2. Give the name of the person(s) who will be authorized to make representations for the respondent, their titles, addresses and telephone numbers. Bidders shall state that the Key Personnel listed in the RFQ will be used for the Project and that no substitutions will be allowed without the Town's consent.
 - d. Resumes of Key Personnel: Bidders shall provide resumes for each of the Key Personnel that will be committed to the project for the duration of the project. Resumes shall include the following:
 1. Name and proposed assignment of Key Personnel (do not include home address or numbers) and % availability for this Contract.
 2. Years of landscape maintenance, irrigation maintenance and/or pest management experience.
 3. Education – degrees, schools, and years obtained.
 4. Professional registrations, i.e.; Certified Landscape Technician, Certified Arborist, Irrigation Technician Certification, ISA certifications, FNGLA Maintenance Certification, Irrigation Technician certification, Florida Pest Control Applicator License, etc.
 5. Fluency in speaking and writing the English language (Yes/No)
 6. Experience directly related to the scope of services listed in Paragraph I, General Information, above.
 7. At least 3 client references, including contact names, addresses and telephone numbers.
 - e. Pre-Qualification Statement and Questionnaire:
 1. Contractor's Pre-Qualification Statement and Questionnaire found in Section V.