

## SECTION A. NOTICE TO BIDDERS

<b>ITB Name:</b>	Royal Oaks (D, 2nd Add, & 5th Add) Drainage Improvement Project
<b>ITB No.:</b>	2024-02R
<b>Pre-Bid Conference:</b>	11:00 AM EST, September 19, 2024
<b>Bids Due:</b>	11:00 AM EST, October 10, 2024

### Solicitation Overview:

The Town of Miami Lakes (the "Town") will be accepting sealed Bids from qualified firms for the Royal Oaks (D, 2nd Add, & 5th Add) Drainage Improvement Project ("Project"). The Town is seeking an experienced contractor with the right combination of price, qualifications, and experience to help ensure that the Town will have a contractor who can bring this Project in on time, within budget and according to the plans and specifications, with a minimum of issues and change orders.

Bidders are to submit one (1) original and two (2) physical copies of their Bid, with original signatures together with one (1) additional virtual copy of the Bid on a Flash Drive. Sealed Bids, including the Flash Drive must be received by the Town of Miami Lakes, Town Clerk at 6601 Main Street, Miami Lakes, Florida **no later than 11:00 AM EST, October 10, 2024**, at which time the Bids will be opened.

A Non-Mandatory, Pre-Bid Conference is scheduled for 11:00 AM EST, September 19, 2024, at Town of Miami Lakes Town Hall. It is strongly recommended that potential Bidders attend this meeting. The meeting space has limited capacity, so we request that no more than two representatives from any one company attend the meeting.

### General Instructions:

**Bidders must carefully review all the materials contained herein and prepare their Bids accordingly.** The detailed requirements set forth below will be used to evaluate the Bids and failure of a Bidder to provide the information requested for a specific requirement may render their Bid non-responsive and will result in rejection.

Copies of the ITB will only be made available on the Town's website, Public Purchase, and the Onvia DemandStar ("DemandStar") website. Copies of the ITB, including all related documents can be obtained by visiting the Town's website at <https://www.miamilakes-fl.gov/departments/procurement/> or <https://www.miamilakes-fl.gov/>, on Public Purchase at [www.publicpurchase.com](http://www.publicpurchase.com), or on DemandStar's website at [www.demandstar.com](http://www.demandstar.com). If you use Public Purchase or DemandStar, it is strongly recommended that you register with them to receive notifications about this solicitation.

### Minimum Requirements to Submit a Response:

To be eligible for award of this project, bidders must:

1. Possess a minimum of five (5) years of experience performing drainage improvement work of a similar size, scope, and complexity for local and county government agencies..
2. Must have completed at least five (5) drainage improvement projects in the past three (3) years demonstrated through five (5) Form CRL – Client Reference Letters;
3. Possess a valid State of Florida Certified General Contractor license or a Certificate of Competency from the Miami-Dade County's Construction Trades Qualifying Board as a General Engineering Contractor or as a Specialty Engineering Contractor; and
4. Self-perform at least thirty percent (30%) of multiple trade work.

The Town will consider a Bid as responsive where a Bidder has less than the stipulated minimum number of years of experience solely where the Bidder has undergone a name change and such change of name has been filed with the State of Florida.

Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation. The "Cone of Silence" prohibits certain communications concerning the substance of RFP's, RFQ's or Bids, until such time as the Town Manager makes a written recommendation to the Town Council concerning the solicitation. **Any questions concerning the substance of this, or any other solicitation advertised by the Town must be submitted in writing to [procurement@miamilakes-fl.gov](mailto:procurement@miamilakes-fl.gov) while the Cone of Silence is in effect. No other communications, oral or otherwise, will be accepted.** Failure to comply with the Cone of Silence may result in the rejection of a Submittal. For additional information concerning the Cone of Silence please refer to Section 2-11.1 of Miami-Dade County Code.