



Date: October 25, 2024

**Re: Westgate/Belvedere Homes Community Redevelopment Agency
RFQ for Professional Surveying Continuing Services**

Westgate CRA Project No.: On a Work Assignment Basis

Dear Consultant:

In accordance with the enclosed Notice, Consultants interested in the above referenced Request for Qualifications (RFQ) must provide the following documentation **before 4:00 p.m. on Monday, November 25, 2024:**

1. **Submit electronically, in PDF format, to dpennell@pbc.gov the required materials in accordance with RFQ including:**
 - a. **Letter of Interest including Summary Table (see Table below for format)**
 - b. **RFQ Response Package (including Prime Consultant and Sub-Consultant Questionnaires)**
 - c. **SF-330-16f Forms (aka GSA Form 330)**
 - d. **OEBO Schedules 1 and 2**
 - e. **Commercial Non-Discrimination Certification**
 - f. **Conflict of Interest Disclosure Form**
 - g. **Copy of S/M/WBE (Palm Beach County) and/or M/WBE certificate (State of Florida)**
 - h. **Prime consultant’s Past SBE Participation Statement**

NOTES:

1. RFQ packages may be accessed online at <https://westgatecra.org/work-with-us/rfp-rfq-itb/>.
2. If any firm or individual, as prime or sub-consultant, desiring to provide professional architectural, engineering, landscape architectural, or surveying services to the Westgate CRA that is *CCNA certified with PBC Engineering/Public Works*, should disclose this information as indicated below.
3. The last paragraph of the prime consultant’s “Letter of Interest” (LOI) must show a tabular summary (see below) of the information that is provided on the prime and sub-consultant questionnaire forms. The table must be signed to confirm the accuracy of the attached information. All information for the table is derived from the signed “Prime and Sub-Consultant Questionnaires”, which must accompany the Letter of Interest.

Prime/Sub-Consultant	C/SBE, C/MBE Type or C	Service Provided (Category #)	Participation (For this Project)	Fee Considered Total \$*
PRIME., Inc. (>50%)	C/XX	Define	%	\$\$\$\$\$\$\$\$

SUB CONSULTANT #1	C/SBE	Define	%	\$\$\$\$\$\$\$\$
SUB CONSULTANT #2	C/XX	Define	%	\$\$\$\$\$\$\$\$
TOTAL PARTICIPATION FOR THE TEAM			100%	\$\$\$\$\$\$\$\$
By signing below, signatory confirms that the above information matches the information on the attached questionnaires.				
_____			_____	
Print (Name and Title)			Signature	

* The **Fee Considered Total \$** reflects the total prior work awarded to the firm by Palm Beach County, and is derived from the total in **Section D** of the Questionnaire. **C** = PBC CCNA Certified but Non-SBE/MBE firm. **C/SBE** = PBC Certified CCNA / Certified SBE firm. **C/XX** = PBC Certified CCNA / Certified Minority type firm.

4. The completeness and accuracy of information submitted is the responsibility of the prime consultant.
5. The “**Cone of Silence**” hereby applies and shall be in effect at time of publication of the RFQ.
6. Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All contractors and parties doing business with the County and receiving County funds shall fully cooperate with the Inspector General including receiving access to records relating to Bid/RFP/RFQ or any resulting contract.

Please contact me at 561-640-8181 X 105 or at dpennell@pbc.gov with any questions.

Sincerely,



Denise Pennell, FRA-RA
Director of Planning & Development, Westgate CRA

Attachments (4)

1. RFQ Notice
2. Instructions for Completing an RFQ Submittal
3. Request for Qualifications (RFQ)
4. RFQ Response Form

NOTICE

WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WESTGATE CRA)

Request for Qualifications (RFQ) for Professional Engineering, Surveying, and Planning Consulting Services Contracts

Pursuant to Florida Statutes 287.055, Notice is hereby given that the Westgate/Belvedere Homes Community Redevelopment Agency ("Westgate CRA") requires professional services for the following:

Consultant services on a continuing contract basis for engineering, surveying, and planning and property development assistance.

Proposals must be submitted in accordance with the instructions contained in the RFQ package, and must be received **no later than 4:00 p.m. (EST), Monday, November 25, 2024**. Any responses received after this time will not be considered. Proposals shall be submitted electronically to Denise Pennell, Director of Planning & Development at dpennell@pbc.gov specifying "Engineering RFQ", "Surveying RFQ", or "Planning RFQ" in the subject line. All proposals received prior to or at this time will be logged in the order received. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICAN WITH DISABILITIES ACT (ADA), THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT.

RFQ packages may be downloaded online at <https://westgatecra.org/work-with-us/rfp-rfq-itb/>. All interested parties must register with the Westgate CRA in order to receive any changes, additions, addendums, or other notices concerning the RFQs. Questions shall be directed via email to dpennell@pbc.gov no later than 4:00 p.m. (EST), Friday, November 15, 2024 and shall include the words "Engineering RFQ Questions," "Surveying RFQ Questions," or "Planning RFQ Questions" in the subject line.

PUBLIC ENTITY CRIMES

A full executed sworn statement concerning Public Entity Crimes is required by Florida Statutes, Section 287.133 (3)(a) and will be required before a contract is executed.

The Westgate CRA Board of Commissioners reserves the right to reject any and all proposals.

Westgate/Belvedere Homes Community Redevelopment Agency, Palm Beach County
Ronald L. Daniels, Board Chair

Publish: October 25, 2024 & November 1, 2024

Instructions for Completing an RFQ Submittal

Letter of Interest:

1. The last paragraph must show a summary table (see RFQ letter for format) and include the following information.
 - a.) Prime/Sub-Consultant Name
 - b.) Type of Certification
 1. C/SBE = Certify PBC CCNA and PBC Small Business Enterprise.
 2. C/MBE = Certify PBC CCNA and Minority Business Enterprise.
 3. C = Certified PBC CCNA (only)
 4. N/A = Non-Certified firm
 - c.) Service Provided (Category #)
 - d.) Participation (for this project) – The percent participation must match the percent participation in section “D.1” of the Prime or Sub-Consultant Questionnaire. Also, the total participation of the team must equal 100%.
 - e.) Fee Considered Total – The fees awarded to the firm by Palm Beach County in the last four years. This information for the County can be found on the Palm Beach County website at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx> and by clicking on the PDF link to access “Consultant Fees Considered”. Please note that firms not found in the website have no fees considered for the four-year period. Westgate CRA fees awarded may be available upon written request.
 - f.) Signature

Prime Consultant Questionnaire and/or Sub-Consultant Questionnaire:

1. Firm Contact information (Section A)
 - a.) Name
 - b.) Location of Office
 - c.) Contact Person, Title, E-mail Address, Telephone and Fax Number
(all notifications will be sent to the contact person)
2. Type of SBE or M/WBE certification (Section B)
3. Project Participation (Section C)
 - a.) Total Project Participation – Percentage of work the firm, as part of the team, will be contributing to the project. This information must match the information in the Letter of Interest Summary Table.
4. Dollar Volume Award -Fees Considered (Section D)
 - a.) The fees awarded to the firm by Palm Beach County in the last four years (as applicable). This information for the County can be found on the Palm Beach County website at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway->

[Publications.aspx](#) and by clicking on the PDF link to access “Consultant Fees Considered”. Please note that firms not found in the website have no fees considered for the four-year period. Westgate CRA fees awarded may be available upon written request.

5. Project Name and Number
6. Firms Information
 - a.) Consultant Name
 - b.) Signature of representative
 - c.) Title of representative and date

Additional Requirements

1. Completed RFQ Response Package
2. SF- 330-16f Forms (aka GSA Form 330)
3. OEBO Schedules 1 and 2
5. Commercial Non-Discrimination Certification
6. Conflict of Interest Disclosure Form
7. Copy of S/M/WBE (Palm Beach County) and/or M/WBE certificate (State of Florida)
8. Prime consultant’s Past SBE Participation Statement; and,
9. Legal History or Statement of “None”

Contact Information

Denise Pennell, Director of Planning and Development, Westgate CRA
561- 640-8181, ext. 105
dpennell@pbc.gov



WESTGATE/BELVEDERE HOMES COMMUNITY
REDEVELOPMENT AGENCY
(WESTGATE CRA)

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SURVEYING CONTINUING SERVICES**

Issue: October 25, 2024 & November 1, 2024
Submittal Deadline: November 25, 2024 by 4:00PM EST



**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SURVEYING SERVICES ON A CONTINUING CONTRACT BASIS**

I. GENERAL

The **Palm Beach County Westgate/Belvedere Homes Community Redevelopment Agency (“Westgate CRA”)** is seeking proposals from qualified surveying firms to provide professional services to the Westgate CRA under a “continuing contract” in accordance with § 287.055, Fla. Stat., for individual projects which do not exceed \$2 million, or for individual surveying activities of a specific nature as outlined in a contract between the firm and the CRA which does not exceed \$200,000.

Up to three (3) firms may be awarded contracts. The term of the contract with any firm which is selected will be for three (3) years, with the option of the Westgate CRA to grant up to three, 1-year extensions. Individual assignments under this contract will be assigned on an as-needed basis by Westgate CRA staff. The contract is anticipated to be awarded on December 9, 2024.

II. SCOPE OF WORK

A firm which is selected shall serve as the Westgate CRA’s surveyor of record for Westgate CRA projects pursuant to a contract or work assignment prepared by the Westgate CRA. Subject to each work assignment, in general, the firm may be required to provide:

- A. Studies and Pre-design services such as, due diligence activities, site analysis for proposed or actual projects on property owned or to be acquired by the CRA, within the CRA’s review and/or for Palm Beach County development approval, and/or grant applications, permit support services, construction support services, and post-construction services.
- B. The services indicated above may include boundary surveys, topographic surveys, hydrographic surveys, tree surveys, sketch & descriptions, legal descriptions preparation, mean high-water-line surveys, platting, lot combination, construction layout, record drawings, as-built surveys, right-of-way surveys, title commitment review, and/or FEMA elevation certificates.

III. SUBMITTAL REQUIREMENTS

- A. Proposals shall be submitted, no later than **4:00 P.M. (EST), Monday, November 25, 2024** and addressed to:

Denise Pennell, FRA-RA
Director of Planning & Development
Westgate CRA
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409

- B. Each firm submitting a proposal shall submit the materials required pursuant to this Request for Qualifications (RFQ) electronically via email to Denise Pennell, Director of Planning & Development, Westgate CRA at dpennell@pbc.gov specifying “Surveying RFQ” in the subject line. The RFQ response materials shall be in PDF format.
- C. If a firm is associating itself with other firms, the firm(s) must be clearly identified and the responsibilities of each firm clearly set forth. Furthermore, the qualifications and the ability of each firm proposing to provide services and the responsibilities assigned to that firm must be specified.
- D. Informational materials, such as marketing brochures, special reports, etc. are not considered responsive to this RFQ and shall not be submitted.
- E. The RFQ is a part of the attached Request for Qualifications Response Package.
- F. The completed RFQ Response Package.
- G. The identification of a contract administrator. The contract administrator shall have personal knowledge of the firm’s performance for the specific project(s) listed.
- H. List any and all lawsuits or arbitrations to which the firm or any of the associated firms have been a party to the past five years, summarizing allegations, results, and the current status of any proceeding. If there are none, a statement to that effect shall be provided. A submission which does not provide this information will be deemed unresponsive and the firm submitting the RFQ shall be disqualified.
- I. Provide a list of current workload of the firm. The Westgate CRA reserves the right to reject any and all proposals based upon the evaluation of the firm's workload.
- J. The firm shall maintain adequate records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three years after termination of any contract awarded, or extensions thereto. The Westgate CRA shall have access to such books, records and documents as required in this section for the purpose of inspection or audit during normal business hours, at the firm’s place of business.
- K. Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All contractors and parties doing business with the County and the Westgate CRA and receiving County or Westgate CRA funds shall fully cooperate with the Inspector General including receiving access to records relating to Bid/RFP/RFQ or any resulting contract.

- L. The completeness and accuracy of information submitted is the responsibility of the prime consultant.
- M. The following should be included with the response to the RFQ:
 - 1. Letter of Interest (LOI) with the type of professional services clearly identified;
 - 2. Completed prime consultant and sub-consultant qualification questionnaires (for each sub-consultant);
 - 3. A team organizational chart indicating the firm's composition and/or each sub-consultant, their role in the contract, and key personnel assigned to the contract;
 - 4. Listing and resumes of key personnel who will be directly involved and responsible for major project elements;
 - 5. Five verifiable references for contracts of a similar nature completed in the last five years;
 - 6. Completed Volume of Previous Work Statements ('Qualification Questionnaire' for prime and each sub-consultant);
 - 8. SF-330-16f Forms (aka GSA Form 330);
 - 9. OEBO Schedules 1 and 2
 - 10. Commercial Non-Discrimination Certification
 - 11. Conflict of Interest Disclosure Form
 - 12. Copy of S/M/WBE (Palm Beach County) and/or M/WBE certificate (State of Florida)
 - 13. Prime consultant's Past SBE Participation Statement; and,
 - 14. Other information that may be appropriate.

IV. METHOD FOR SHORT-LISTING AND FINAL SELECTION OF FIRMS

- A. Selection shall be in accordance with the Consultant's Competitive Negotiations Act (CCNA), Section 287.055, Florida Statutes.
- B. A Selection Committee, comprised of Westgate CRA Staff and others selected by Westgate CRA, Staff will review and evaluate qualifications submitted by firms responding to this RFQ. The review shall be based upon the information set forth in the response to the RFQ and any interviews or background checks or references conducted by Westgate CRA Staff regarding the firm's knowledge, skills, experience, past performance, resource availability/commitment, SBE and/or W/MBE participation, and the overall quality of the response to the RFQ package submitted. The Selection Committee may recommend a "short-list" to the Westgate CRA Board. The Westgate CRA Board shall determine the final award(s).
- C. The location of the firm's principal place of business or offices in Palm Beach County as well as the firm's familiarity with the Westgate CRA redevelopment area, the goals and objectives of the agency, and Palm Beach County processes are factors the Westgate CRA will consider.

- D. Ranking of firms and final selection will be based on the following criteria:
1. Completeness and quality of the submittal and presentation by the firm;
 2. Reputation and past performance of the firm and the staff on similar assignments;
 3. Experience and resources of the firm within the scope of services to be provided (South Florida);
 4. Experience of the contracts administrator and personnel who will be assigned to the project;
 5. General approach of the firm for successfully carrying out projects; and,
 6. Location of prime and sub-consultant's offices.

V. TERMS AND CONDITIONS

- A. All responses to the RFQ are public records and shall become the property of the Westgate CRA.
- B. Due care and diligence have been exercised in the preparation of this RFQ, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the Westgate CRA nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
- C. The Westgate CRA Board reserves the right to select up to three (3) firms from the responses received, to waive any and all informalities and/or irregularities, to re-advertise with either an identical or revised scope, or to cancel the requirement in its entirety, to support in whole or in part the recommendation of the Selection Committee, to schedule interviews with one or more respondents as a prelude to preparation of a "short-list," to schedule interviews with one or more respondents as a prelude to selection of the firms, or to reject all proposals. In addition, the Westgate CRA reserves the right to split the project into different sections and award specific sections to the best qualified firm. The Westgate CRA also reserves the right to approve all sub-consultants.
- D. A response to this RFQ does not constitute a bid; therefore, the Westgate CRA retains the right to contact any firm to obtain supplemental information and/or clarification in either oral or written form.
- E. The selected firms will be expected to execute the Westgate CRA standard contract for Professional Consulting Services. This document may be examined, upon request.
- F. The selected firms shall provide insurance acceptable to the Westgate CRA, including but not limited to, professional liability insurance in the minimum amount of \$1,000,000 per occurrence and Business Automobile Liability at a limit of liability not less than

\$500,000 each occurrence, for owned, non-owned, and hired auto liability prior to execution of a contract.

The Westgate CRA reserves the right to ensure and require that the insurance coverages provided by the successful firms are proper and that the insurers are licensed or otherwise qualified to do business in Florida. If at any time during the term of the contract, the Westgate CRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the firms agree to comply with the Westgate CRA's decision. The Westgate CRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The Westgate CRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the firms' behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

- G. Documents prepared by the selected firms once submitted to the Westgate CRA become public records and may be subject to the Westgate CRA's reuse at a future time.

VI. OTHER

- A. The Westgate CRA Community Redevelopment Plan may be accessed at <https://westgatecra.org/how-a-cra-works/plans-reports-resources/>.
- B. Questions concerning this RFQ shall be directed to Denise Pennell, Director of Planning and Development at dpennell@pbc.gov no later than 4:00 p.m. (EST), Friday, November 15, 2024, and shall include the words "Surveying RFQ Questions" in the subject line.
- C. For purposes of estimating workload percentages when completing the "RFQ Response Package," the following may be used:

<u>Sub-consultant</u>	<u>Maximum Workload Percentage</u>
Civil	3%
Geotechnical	2%
Traffic	1%

- D. Dollar Volume Award – Fees Considered

The fees awarded to each firm by Palm Beach County in the last four years. This information for the County can be on the Palm Beach County website at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx> and by clicking on the PDF link to access "Consultant Fees Considered". Please note that firms not found in the website have no fees considered for the four-year period. Westgate CRA fees awarded may be available upon written request.

- E. The Westgate CRA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42, U.S.C and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- F. In accordance with F.S. 287.133 (2)(a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, sub-contractor, or consultant) with any public entity (ie. Palm Beach County, the Westgate CRA) in excess of Ten Thousand Dollars (as amended from time to time) for a period of 36 months from the date of being placed on the convicted vendor list.
- G. Any proposer may protest a notification of recommended award by submitting a written protest to the Westgate CRA within 5 business days after the posting of the notification of recommended award. After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Westgate CRA

VII. SMALL BUSINESS ENTERPRISES AND MINORITY/WOMEN OWNED BUSINESS ENTERPRISES

- A. The last paragraph of the prime consultant's Letter of Interest (LOI) must include a summary showing the information that is provided on the prime and sub-consultant questionnaires. The summary must be signed to confirm the accuracy of the attached information. All information for the summary is derived from the signed questionnaires.
- B. Each SBE or M/WBE firm utilized on this contract must be certified by Palm Beach County Office of Equal Business Opportunity (OEBO) in order to be counted toward the SBE participation goal. The OEBO can be contacted at (561) 616-6840 or by visiting <http://discover.pbcgov.org/oebo/Pages/default.aspx>. Each SBE or M/WBE firm utilized on this contract must be certified by the State of Florida in order to be counted toward the goal.
- C. After contract award, the successful firms will only be permitted to replace a certified SBE or M/WBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBEs or M/WBEs in order to maintain the proposed SBE or M/WBE percentages submitted with the proposal. Requests for substitutions must be submitted to the Westgate CRA along with the required certification(s) from the OEBO and/or the State of Florida for the new SBE or M/WBE.
- D. The firms are prohibited from making any agreements with any SBE or M/WBE in which the SBE or M/WBE promises not to provide sub-consultant services to other firms submitting proposals.

- E. Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the Westgate CRA will provide contracting opportunities for S/M/MBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the “Consultants Competitive Negotiation Act” (CCNA). Responses will be evaluated based on the selection criteria set out in this RFQ, commensurate with the Westgate CRA’s procurement policies, and the Affirmative Procurement Initiatives (APIs) determined by Palm Beach County’s Goal Setting Committee. The APIs for this continuing contract are: SBE Evaluation Preference for Respondents and mandatory minimum SBE Sub-Contracting Goal of 20% for Professional Services.

VIII. LOBBYING

- B. Firms are advised that Palm Beach County Code 2-351 through 2-358, “Cone of Silence” applies to this RFQ. The “Cone of Silence” prohibits a firm or anyone representing a firm from communicating with any Palm Beach County Commissioner or Commissioner’s assistant or staff regarding responses to this RFQ. For the purposes of this RFQ, the same “Cone of Silence” shall include the Westgate CRA Board and any members of the Westgate CRA staff who are Selection Committee members.
- C. The “Cone of Silence” shall be in effect from the date/time this RFQ is published and shall only terminate at the time the Westgate CRA Board awards or approves a contract to one or more firms, or, rejects all proposals.
- C. Violations of the “Cone of Silence” shall immediately disqualify any firm contemplating the submission of a response to this RFQ, and a violation of the Palm Beach County Ordinance is punishable by a fine of \$250.00 per violation.



**WESTGATE/BELBEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR QUALIFICATIONS RESPONSE PACKAGE
PROFESSIONAL SURVEYING CONTINUING SERVICES**

THE DETAILED DATA REQUESTED HEREIN MUST BE SUBMITTED IN THIS FORMAT ONLY. USE AS MANY PAGES AS NEEDED TO PROVIDE THE FOLLOWING REQUIRED INFORMATION:

1. SUBMITTING FIRM NAME: _____

2. TYPE OF FIRM:
CORPORATION: _____ INDIVIDUAL: _____ OTHER: _____

3. IF CORPORATION, COMPLETE THE FOLLOWING:
 A. Date Incorporated: _____
 B. State Incorporated: _____
 C. Date Authorized in Florida: _____
 D. President: _____
 E. Vice President: _____
 IF PARTNERSHIP, COMPLETE THE FOLLOWING:
 A. Date organized: _____
 B. Type: General: _____ Limited: _____
 C. Name of Partners: _____

4. SECRETARY OF STATE'S CHARTER NUMBER: _____
(Attach Copy)

5. FLORIDA STATE BOARD OF PROFESSIONAL
REGISTRATION OR CERTIFICATION # _____
EXPIRATION DATE: _____ (Attach Copy)

6. FEDERAL EMPLOYEERS IDENTIFICATION NUMBER: _____

7. FL PROFESSIONAL LIABILITY INSURANCE? YES _____ NO _____
IF YES, ANSWER THE FOLLOWING:
 A. Policy Number: _____
 B. Company Name: _____
 C. Amount: _____
 D. Florida Company Code _____

8. REQUIRED LEGAL INFO (Section III.H)

	Legal history included?	Statement of no legal history included?
	YES _____ NO _____	YES _____ NO _____

9. PROPOSED PROJECT TEAM

Firm Names by Discipline	Name & Address of Office Providing Services	Main or Branch Office	Professional Registration/ Certificate # (if different than Prime)	Expiration Date
Surveying				
Mapping				
Title Commitment Review				

KEY STAFFING

(Complete one sheet for each individual staff member)

INDIVIDUAL'S NAME & TITLE: _____

AREA OF EXPERTISE: _____

FIRM NAME: _____

EDUCATION (DEGREE/YEAR/SPECIALIZATION): _____

ACTIVE REGISTRATION (STATE/DISCIPLINE/NO.): _____

PERMANENT RESIDENCE (CITY, COUNTY, STATE): _____

General Notes:

- List last five (5) projects completed under the direction of each named individual. If work was performed by another firm, provide the name of that firm.
- Include a key staffing sheet for each proposed consultant staff member providing services to the Westgate CRA.
- The Westgate CRA RESERVES THE RIGHT TO APPROVE ALL PERSONNEL BILLING TIME TO ITS CONTRACTS.

	Project Name	Date Completed	Client Name/Address/Telephone
1.			
2.			
3.			
4.			
5.			