



CITY OF NORTH PORT

Date: 8/15/2023

**PROFESSIONAL PLANNING SERVICES
NO. 2023-03**

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THIS IS NOT AN ORDER

Department of Development Services
Planning & Zoning Division
4970 City Hall Boulevard
North Port, Florida 34286

Contact Person: Lori Barnes, AICP, CPM
Development Services Assistant Director
Contact Phone: (941) 429-7221
Contact Email: lbarnes@northportfl.gov

Reply No Later Than September 29, 2023 @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2023-03

The City of North Port's Division of Planning & Zoning (P&Z) is accepting Letters of Interest from selected firms within Contract No. 2022-13, General Planning Services.

INTENT: It is the intent of P&Z to secure professional services to develop a master plan for the 177.8-acre area surrounding the Sumter Boulevard and Interstate 75 interchange, identified as Activity Center 3 (Gateway). The goal of this Master Plan is to create an area that will enhance the City's sense of place, which will generate growth and create a true gateway into the City. This effort will ensure the City can maximize the economic development potential in the study area by evaluating needs and opportunities for hurricane resiliency, land use, transportation, and infrastructure. Without a Master Plan, the Gateway Activity Center is likely to develop within the next few years without a cohesive and deliberate approach to address these topics.

BACKGROUND

About North Port, Florida

Centrally located between Tampa and Fort Myers, the City of North Port is one of the fastest growing regions of the state. This young, emerging city's image and personality have been defined as full of potential and vitality. Now the lead city in its Metropolitan Statistical Area — North Port-Sarasota-Bradenton — North Port is home to 80,000 people with an anticipated build-out approaching 150,000. It is a young city, with a median age of 46 and a vibrant, well-educated workforce.

Recently, the city of North Port was ranked as the second-fastest growing city in the U.S. by Quicken Loans, behind Cape Coral/Fort Myers. North Port posted a 5.5% year-over-year population growth while Cape Coral/Fort Myers, with a population of 92,245, grew by 6.8%.

About the Study Area

The Gateway Activity Center is a 177.8-acre area surrounding the Sumter Boulevard and Interstate 75 interchange. All four corners of the interchange are undeveloped, however, the City is actively engaged with Sarasota Memorial Hospital to expedite the construction of a 100-bed hospital to be located on the southeast quadrant with construction anticipated to begin in 2025. In addition to interest from the private sector, the Florida Department of Transportation has also seen this interchange as an area of need, with an allocation of nearly six million dollars for signalization and other safety improvements. These civic and government investments have spurred interest in the development potential of the Gateway Activity Center which has exacerbated the need for a localized master planning approach.

SCOPE OF SERVICES

Criteria:

The successful consultant will conduct a master plan of the project area and provide those findings to the City in a detailed report with an implementation plan. The project must be completed by June of 2024 due to the project being partial funded by a Community Planning Technical Assistance Grant from the Florida Department of Commerce.

DELIVERABLES

Task 1 – Strategic Framework

Hold a kickoff meeting to orient the team and establish project expectations. The City will provide all necessary planning documents and other relevant materials.

Compile data from other studies, site development pipeline, and perform analysis that would give insights into the current economic, traffic and environmental conditions.

Task 2: – Public Participation

Create a stakeholder participation plan, and for each meeting, provide the following documentation:

- Notice of meeting
- List of attendees
- Agenda
- Summary including stakeholder preferences
- Meeting materials

Task 3: – Land Use Modeling

Create three (3) land use models of the study area that align with the strategic framework and any modifications that would be necessary to the City's Unified Land Development Code and Comprehensive Plan.

Task 4: Stormwater Management Improvements

Recommend a minimum of five (5) stormwater management improvements within the study area. Each recommendation shall include a narrative statement that details implementation and a measurement of impact on the current environmental conditions.

Task 5: Draft & Present Master Plan

Draft a final report based on City and stakeholder input. The report should follow the guiding principles indicated in the strategic framework and the presentation should consist of the following elements.

- A summary of the report
- Report recommendations

- A map of the final study area

Task 6: Final Master Plan

Prepare the final report and recommendations including input from City Commission.

PROPOSAL REQUIREMENTS

Proposals shall include a project plan which specifies the firm's understanding of the project and required deliverables, the ability, relevant expertise/qualifications of the firm's personnel to be used in performing the service; availability of staff and ability to meet project schedule; the firm's proposed cost saving measures for the project, if any; and provide a schedule that will meet the timeline requirements of this project.

Consultants are to provide references for at least three (3) similar projects within the last ten (10) years. Name, title, email, and phone numbers are required for appropriate contact for each reference.

Proposals are to include the names of all subcontractors to be used on this project.

E-VERIFY SYSTEM:

The City, contractor, and every subcontractor shall register with and use the E-Verify system of the United States Department of Homeland Security to verify the work authorization status of all new employees as required by Section 448.095, Florida Statutes. A contractor who enters into a contract with a subcontractor, must require that the subcontractor provide the contractor a certification by affidavit stating that at the time of such certification and, during the term of the contract, the subcontractor does not and will not employ, contract, or subcontract with an unauthorized alien, who is not authorized under federal law to be employed in the United States, as described in 8 U.S.C. S. 1324A(H)(3). The Contractor shall comply with all other federal laws pertaining to the subcontractor.

ATTACHMENTS

1. Conflict of Interest Form
2. Disclosure for Consultant, Engineer, Architect
3. Scrutinized Companies Form
4. Vendor's Certification for E-Verify Form
5. Statement of Non-Submittal

Please Note: The Conflict-of-Interest Form and Disclosure for Consultant, Engineer, Architect ***must be submitted*** with proposals for consideration.

Any questions concerning this project must be submitted via email to Lori Barnes at lbarnes@northportfl.gov, respectively no later than **September 15, 2023**.

Selected firms within Contract No. 2022-13 are encouraged to submit a letter (not to exceed three single-sided pages, including references) that provides the above information and adequately expresses why it would be in the City's best interest to select the submitting firm(s).

**LETTERS OF INTEREST ARE TO BE DELIVERED TO PLANNING & ZONING DIVISION,
ON OR BEFORE **SEPTEMBER 29, 2023 AT 2:00 P.M. (EST)****

VIA EMAIL TO: LORI BARNES: LBARNES@NORTHPORTFL.GOV

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- I am an employee, public officer or advisory board member of the City
_____ **(List Position Or Board)**

- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____

- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____

- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____

- None Of The Above

PART II:

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: _____

SIGNATURE: _____

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

DISCLOSURE FORM
FOR
CONSULTANT/ENGINEER/ARCHITECT

Please select (only) one of the following three options:

Our firm has no actual, potential, or reasonably perceived, **financial*** or **other interest**** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial*** or **other interest**** in the outcome of the project as described here: _____.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:

_____.

Our firm has an actual **financial*** or **other interest**** in the outcome of the project as described here: _____.

***What does "financial interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm's findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

****What does "other interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm's findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

BUSINESS NAME: _____

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): _____

SIGNATURE: _____ **DATE:** _____

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Scrutinized Company Certification Form

Company Name: _____			
Authorized Representative Name and Title: _____			
Address: _____	City: _____	State: _____	ZIP: _____
Phone Number: _____	Email Address: _____		

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

- This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

- This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.	
Certified By: _____	
AUTHORIZED REPRESENTATIVE SIGNATURE	
Print Name and Title: _____	
Date Certified: _____	

Solicitation/Contract/PO Number (Completed by Purchasing): _____

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VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

STATE OF _____

COUNTY OF _____

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.

VENDOR: _____ (Vendor's Company Name)

_____ (Vendor signature)

_____ (Vendor's name printed)

_____ (Title)

Sworn to and subscribed before me by means of physical presence or online notarization, this ____ day of _____, 2020, by _____, as _____.

Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

STATEMENT OF NON-SUBMITTAL

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately.

We the undersigned have declined to submit a proposal on the requested service for **RLI NO. 2020-XX: xxxxxxxxxxxxxxxxxxxx** for the following reason(s):

- _____ Insufficient time to respond to the solicitation.
- _____ We do not offer this service.
- _____ Our schedule would not permit us to perform.
- _____ Unable to meet bond/insurance requirements.
- _____ Specifications or Scope of Service are unclear (explain below).
- _____ OTHER (please specify below).

Remarks _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____ DATE: _____

E-MAIL ADDRESS: _____

THIS PAGE SHOULD BE SUBMITTED ONLY IF YOU ARE NOT SUBMITTING A LETTER OF INTEREST