

# CITY OF DORAL



## Request for Qualifications

City of Doral  
City Attorney Services

RFQ No. 2024-06



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**Request for Qualifications**  
**City Attorney Services**  
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**NOTICE:** The City of Doral (“City”) hereby gives notice of its intent to seek proposals from interested and qualified parties in response to this Request for Qualifications (“RFQ”) to provide the services described herein. Proposals must be received no later than **Monday, April 15, 2024, at 10:00 AM.**

The City is soliciting statements of qualifications from qualified and experienced law firms to provide a full range of municipal legal services serving as the City’s legal counsel on a contractual basis pursuant to the City Charter (“City Attorney”). The City Attorney will perform all duties pursuant to the City of Doral’s Charter and Code of Ordinances. The services sought by the City include serving as the City’s attorney of record or overseeing the attorney of record. The City Attorney shall perform the duties of the City Attorney under such terms, conditions, and compensation as may be established by the Council.

The City of Doral is considering one of two options: electing a qualified firm on a contractual basis to provide legal services or hiring a qualified attorney on an individual basis as in-house counsel, along with a team of individuals hired by the City. Interested persons wishing to be considered on an individual basis may submit an application to the City of Doral Human Resources Department by visiting <https://www.cityofdoral.com/all-departments/human-resources/job-opportunities/>

Proposals from firms are to be submitted electronically via DemandStar <https://network.demandstar.com/> or Vendor Registry <https://vendorregistry.com/> by the date and time stated above. The responsibility for submitting a Proposal before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delayed, lost, late, misdelivered, or non-delivered Proposals, no matter the cause. This RFQ and addenda or notices in connection therewith may be downloaded from the City of Doral Procurement Division webpage, on [Vendor Registry](#), or on [Demand Star](#). To receive notifications of addenda or notices issued, interested parties must register on Vendor Registry or on Demand Star.

This RFQ is subject to the “Cone of Silence”. Accordingly, all questions regarding this RFQ must be made in writing and be directed to Procurement at the following email at [procurement@cityofdoral.com](mailto:procurement@cityofdoral.com) no later than **Friday, April 5, 2024, at 10:00 AM.** All inquiries must reference **“RFQ 2024-06 City Attorney Services”** in the subject line. No phone calls will be accepted in reference to this solicitation. If it becomes necessary to provide additional clarifying information that revises any part of this solicitation, supplements or revisions will be made available via written addendum.

The City reserves the right to reject any or all submissions, to waive any or all irregularities in any submission, to solicit and re-advertise for bids and to make awards in the best interest of the City, as determined in its sole discretion. Notwithstanding any language contained herein to the contrary, the City reserves the right to accept any submittals deemed to be in the best interest of the City, to waive any minor irregularities, scrivener’s errors, minor omissions, minor deviations, and/or technicalities in any Proposals, or to reject any or all Proposals and to re-advertise for new Proposals, in accordance with the applicable sections of the Florida Statutes, the City Charter and Code, and this RFQ. PROPOSERS ARE ADVISED THAT PROPOSALS OR BIDS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM MANDATORY REQUIREMENTS MAY RESULT IN A NON-RESPONSIVE DETERMINATION.

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## **EXHIBITS**

### **EXHIBIT A – REQUIRED SUBMISSION FORMS**

## **ARTICLE 1 – SCOPE OF SERVICES**

### **1.1 Purpose and Intent**

The City is soliciting statements of qualifications from qualified and experienced law firms to provide a full range of municipal legal services serving as the City's legal counsel on a contractual basis pursuant to the City Charter ("City Attorney"). The City Attorney will perform all duties pursuant to the City of Doral's Charter and Code of Ordinances. The services sought by the City include serving as the City's attorney of record or overseeing the attorney of record. The City Attorney shall perform the duties of the City Attorney under such terms, conditions, and compensation as may be established by the Council.

The City of Doral is considering one of two options: electing a qualified firm on a contractual basis to provide legal services or hiring a qualified attorney on an individual basis as in-house counsel, along with a team of individuals hired by the City. Interested persons wishing to be considered on an individual basis may submit an application to the City of Doral Human Resources Department by visiting <https://www.cityofdoral.com/all-departments/human-resources/job-opportunities/>

### **1.2 City of Doral Background and Demographics**

The City of Doral, incorporated on January 28, 2003, is one of thirty-four municipalities in Miami-Dade County, Florida. Doral is home to approximately 85,000 residents. It encompasses an area of approximately 15 square miles bordered on the west by the Ronald Reagan Turnpike, to the north by the Town of Medley, to the east by the Palmetto Expressway and to the South by the City of Sweetwater.

Conveniently located just one mile from Miami International Airport and twelve miles from Downtown Miami. Its central location and easy access have made Doral one of South Florida's best known regional shopping areas, offering a wide variety of recreational, cultural, and dining experiences. Named the fastest growing City in Florida and 11th in the country by the Florida International University's Metropolitan Center.

The City operates under a "council-manager system" form of local government. The Mayor and four Council members are elected at-large on a non-partisan basis. The City provides a full range of municipal services including police protection, recreation, public improvements, streets, planning and zoning, and general administrative services.

### **1.3 Scope Generally**

The City Attorney is a charter officer of the City under the direction and control of the City Council and is responsible for serving as legal counsel for the City Manager and Department Heads, which may include providing police legal advisory services. Among other responsibilities, the City Attorney is responsible for preparing or revising contracts; addressing all litigation matters; drafting and making recommendations for ordinances, resolutions and other documents or procedures affecting the legal position of the City; and providing legal opinions. As necessary, the City Attorney will represent the City in court proceedings; review all contracts and instruments to which the City is a party; assist the City in enforcing City laws and regulations; and review and analyze all state and federal legislation affecting the City.

In the event this solicitation is awarded to a firm, such awarded firm shall appoint an attorney to serve as the lead attorney. The City Attorney will be required to attend all City Council business meetings or other

meetings as required. In the event the lead attorney is not available for a meeting, awarded Firm shall further designate a backup attorney to attend the meetings.

The selected qualified firm and qualified attorney shall demonstrate specific experience and capabilities and must have personnel qualified through education and experience in the specified disciplines. In all professional functions the contracted attorney must be competent, prompt, and diligent. The City Attorney will be required to maintain communication with City staff and keep in confidence information relating to representation of its clients except so far as disclosure is required or permitted by the Rules of Professional Conduct or by law.

The City desires to hire a qualified firm and/or qualified attorney that possess/possesses experience and expertise in all applicable areas of law affecting a local municipality, including, without limitation, the following:

- Procurement/preparation and evaluation of RFQs, RFQs, and bidding issues.
- Litigation.
- Elections issues.
- Code compliance and environmental issues.
- Labor, employment law, and all HR issues.
- Ad valorem tax issues.
- Public works issues.
- Real estate and real estate related transactions and matters.
- Land use and zoning matters.
- Construction and construction-related issues.
- Sunshine, public records laws, conflict of interest and other ethical issues.
- Drafting of development agreements, proportionate share and impact fee agreements, traffic impacts and mitigation, platting, and service agreements.
- Preparation of legislation and/or development of policies and procedures.
- Monitoring, reviewing, and advising on all state and federal legislation that may affect the City's interest or business and compliance issues.
- Eminent domain and inverse condemnation.
- Charter review and preparation of charter amendments/ballot amendments.
- Police and police-related and/or constitutional issues.
- Telecommunications and franchise issues.
- Contract law and administrative law, including interpretation of governmental agency rulings.
- Corporate and commercial Law.
- Federal and state grants recipient regulations and compliance.
- Public Utilities.
- Special taxing districts.
- Law Enforcement Trust Fund (LETf).
- The Citizens' Independent Transportation Trust (CITT).
- Various granting agencies, such as Florida Department of Transportation.

#### **1.4 Qualifications & Experience**

The primary designated attorney shall have a Juris Doctor (JD) degree and licensure to practice law in

the State of Florida. The minimum qualifications for the City Attorney shall be as follows: The City Attorney shall have been admitted to practice in the State of Florida for no less than ten (10) years at the time of their appointment, be a member of good standing in the Florida Bar and have no less than five (5) years of experience in the practice of law for local government.

Such experience should include representing municipal governments in facets of daily government operations as well as experience in coordinating and managing the work of other law firms brought in for areas of specialized expertise. Board Certification by individuals of the firm in the field of city, county, and local government law is desired.

Proposers are advised and should take into account in the preparation of their Proposal, that the evaluation of the firm's qualifications shall include, but is not limited to, consideration of the Firm's experience in municipal law and experience, availability, capabilities and hourly billing rate of the primary legal advisor to the City and hourly billing rates of the backup legal advisor(s) and support personnel to the City in the event that the primary legal advisor is unable to represent the City at any given meeting or on any given matter.

## **1.5 Requirements**

The City Attorney shall be responsible for the following:

- The City Attorney shall prosecute and defend the City on all civil complaints, suits or controversies in which the City is a party, including the Code Enforcement Board in certiorari proceedings. Specifically, the City Attorney is responsible for prosecuting and defending the City in civil action when no counsel is provided by liability insurance or when the City's exposure exceeds its insurance coverage. The City Attorney may also represent an employee or elected official who is individually named in a suit as a result of the execution of official duties with the City. When the City's insurance coverage is activated on a given matter, the City Attorney shall cooperate as necessary with the legal counsel designated by the City's liability insurance carrier to ensure that the matter is dealt with in an expedient and professional manner.
- Serve as the attorney of record, or be responsible for the oversight of the attorney of record, in all civil suits, actions and legal proceedings wherein the City Council, departments, boards, City officials or employees are parties by virtue of their official positions or actions, unless such suits, actions or legal proceedings are assigned by the City to special counsel;
- Remain current on federal, state and Florida local government law and legislative issues that may pertain to the operation of the City and provide direction, as appropriate, to the Mayor, City Council and staff.
- Draft or review drafts of ordinances, charter amendments, resolutions, contracts, correspondence, and related documents;
- Provide for the defense of all civil suits, actions and legal proceedings brought against the City unless such suits, actions or legal proceedings are assigned by the City or the City's insurer to special counsel;

- Serve as legal adviser to the Mayor, City Council, Department Directors, and City staff;
- Render written legal opinions on matters relating to city government and the interpretation, construction and meaning of the charter, statutes, ordinances, resolutions and contracts affecting or pertaining to city government;
- Prepare or review and approve as to form and legal sufficiency, all City ordinances, resolutions, deeds, contract documents and other legal instruments affecting or pertaining to the City or in which the City is a party;
- Attend and be present during all Council regular meetings, workshops and special meetings of the City Council. The number of council, special and/or cancelled meetings may vary each month and may be scheduled as required. The City Attorney shall represent the Mayor and Council at each of these meetings, provide appropriate legal advice and/or written opinions, as necessary, and provide parliamentary guidance concerning the conduct of each of the meetings of the Council. When requested by the City Council, the City Attorney must attend meetings of special committees of the City Council and meetings of City boards;
- Perform all duties and functions imposed by general or special laws upon City attorneys;
- Monitor the performance of any duties assigned to special counsel;
- Assist in the drafting and review of the City's Comprehensive Plan and any amendments thereof;
- Keep the City Council and City staff informed of new laws or judicial opinions that could affect the City in any way;
- As requested, the City Attorney shall advise on insurance matters in coordination with the City's Risk Manager. The City Attorney may also represent an employee or elected official who is individually named in a suit as a result of the execution of official duties with the City. When the City's insurance coverage is activated on a given matter, the City Attorney shall cooperate as necessary with the legal counsel designated by the City's liability insurance carrier to ensure that the matter is dealt with in an expedient and professional manner;
- As requested, the City Attorney will provide city staff with assistance and counsel relating to the acquisition or sale of real property and in the review or preparation of deeds, easements and title matters;
- As requested, the City Attorney will provide the Doral Police Department with legal counsel and coordination on certain Confiscated Property Fund matters, Nuisance Abatement matters, and other matters primarily under the jurisdiction of the Doral Police Department;
- The City Attorney will perform other legal research and provide legal advice as requested by the Mayor, City Council, or City staff;
- Participate in labor and other negotiations when requested;

- When requested, interview witnesses, take testimony, review reports, and conduct legal research;
- The selected attorney or firm shall maintain auditable records to account for all receipts and expenditures, and to document compliance with the specifications. Submit monthly reports of activities performed, including but not limited to status and updates on active files. Invoices shall be submitted monthly for services rendered. These records shall be kept in accordance with Generally Accepted Accounting Principles, and the City reserves the right to determine record-keeping methods in the event of non-conformity.

#### **1.6 Term**

The City anticipates that the contract will have an initial term of one (1) year with four (1) options to renew at one (1) year each for a total of five (5) years. Initial contract term and option years, as applicable, will be determined during the negotiation process and shall be specified in resultant agreement.

#### **1.7 Office Space**

The City will provide the City Attorney with dedicated office space located at City Hall, from which they will conduct City business, five days a week. This accommodation is being made to help facilitate city administration with legal assistance, conduct meetings and obtain legal advice while onsite.

[END OF SECTION]



## **ARTICLE 2 – SPECIAL TERMS AND CONDITIONS**

### **2.1 Proposal Submittal Instructions**

Proposals must be received no later than the date and time specified above via Vendor Registry or DemandStar. Proposals shall provide sufficient and comprehensive details to permit the City to conduct a meaningful evaluation. Proposers should carefully follow the format and instructions outlined throughout this section. Please be concise in all responses. Proposals which do not include the required documents may be deemed non-responsive and may not be considered for evaluation.

Proposals are to be submitted with all pertinent information relating to the responder's experience, qualifications, personnel, availability and capability to provide and perform all of the professional services necessary in a complete, effective and timely manner.

The City reserves the right to request additional information during the evaluation of submitted proposals, to disqualify any proposal that fails to respond to the submission requirements, and in its sole discretion to accept or reject any proposal with or without cause. Submission of a proposal indicates acceptance of the terms and conditions of this RFQ notice and submission requirements, unless clearly and specifically noted in the proposal submitted.

### **2.2 Proposal Format**

Proposals must be typed or printed in black or blue ink only with 11 point or larger font size on standard Letter size pages. Use of erasable ink is not permitted. All corrections must be initialed. Any information to be submitted as part of the response may be attached behind the required forms.

Proposal packages shall be clearly divided using the below format with tabs and titles indicating sections as prescribed:

- Cover Page: Show the name of Proposer's agency/firm, date, and the subject: "City Attorney Services RFQ 2024-06."
- Tab I – Letter of Transmittal: Provide a narrative summary of the Proposal in a brief and concise manner including an overview of the Proposer's firm. This letter should describe your Firm's background and history; include number of years in business. Include the location of office(s) that would serve the City. The letter must include name, address, telephone number and e-mail address of the Firm submitting the proposal. In addition, the name, title, address, telephone number, and e-mail address of the person or persons to contact who are authorized to represent the Firm to whom the correspondence should be directed should also be included. The letter should not exceed two pages in length.
- Tab II – Approach to Legal Services: Please describe how you would approach the provision of these legal services by Including a brief response to the following items:
  1. Describe your view of the role of the City Attorney, and your commitment to law and due process.
  2. Describe how you will keep the Mayor, the Governing Body and City Manager informed about the status of litigation and other legal matters.

3. Provide an example of a written communication (not to exceed 5 pages) to the City governing body about a legal issue, in which options are explained and a recommendation is given.
  4. Describe how you will track and manage legal costs, billing/invoices process, so that the City's legal costs are held to a minimum. Please provide an example.
  5. Describe how you would advise the Mayor and City Council about legal developments or issues of concern.
  6. Describe how as the City Attorney you would coordinate your work with the Mayor, City Council, City Manager, and City Staff.
  7. How would you evaluate whether to use an attorney within your law firm or an attorney from another Firm to handle a case, provide expert advice, or provide other needed services?
  8. Describe the Firm's practices regarding professional development, training, and keeping current with the law and legal matters affecting their clients.
  9. Describe any scholarship or panels, or other expertise your firm has engaged in (re: Municipal issues). Qualified Firm(s) will also show membership and expertise in at least two of the following Florida Bar Association Sections: government and administration, constitution law, environmental law and construction law.
- Tab III – Proposer Experience, Qualification, References and Proposed Attorney(s): Please address the following:
    1. Describe Proposing Firm's specific expertise and training.
    2. Name the person whom you propose to designate as City Attorney, or as supporting City Attorney(s) in case of absence, and provide the following information for each individual:
      - a. Certificates or licenses, including the date of admission to the State Bar of Florida.
      - b. Description of education (including name of educational institutions, degrees conferred, and year of each).
      - c. Professional background and professional associations, including Florida State Bar section membership.
      - d. Description of prior experience in law areas described in the scope of services, number of years with the firm, areas of responsibility with the firm, and other background or experience which may be helpful.
      - e. Experience with and knowledge of the law related to ethics and public records, general municipal law; land use and planning, redevelopment law, general plans, administrative law; personnel law, construction law, environmental law, employment law, code enforcement; forfeiture; municipal bonds; pension and other related areas of law.
    3. Specify staff services available (clerical support, paralegals, other non-attorney staff).
    4. Describe availability to serve as City Attorney. Please include summary pertaining to whether

office space would be needed in City of Doral City Hall and how many hours or days a week would be spent in City office.

5. Describe existing workload and capacity, including by providing a list of other municipalities or other governmental entities currently being represented by the firm or attorney proposed under this solicitation.
  6. List any schedule commitments on the part of the primary or backup designees e.g. meeting requirements of other municipalities or government entities represented by your Firm) that may conflict with the meeting schedule for the City of Doral.
  7. References: Provide the names of municipal clients for which services have been provided in the last three (3) years.
- Tab IV – Litigation and Ethics Complaints: Describe in detail the following:
    1. Provide a list and explanation of any ethics complaints filed against the law firm, any attorney in the law firm or any attorney proposed under this solicitation and a list of any disciplinary procedures taken against any current member of the firm or attorney proposed under this solicitation by the Florida Bar Association or any relevant State regulatory agency within the last ten years and how the complaint was resolved. *NOTE: Attorneys proposed under this RFQ shall not have been disciplined by the Florida Bar Association during the past 10 years.*
    2. Disclose any malpractice lawsuits within the last ten years, along with an explanation of how lawsuits were resolved.
  - Tab V – Conflicts of Interest/Ethical Considerations:
    1. Identify any foreseeable or potential conflicts of interest and public clients you serve and the manner in which you would propose to resolve such conflicts (specifically developers, businesses, individuals and other agencies).
    2. For the person to be designated as City Attorney, list all public clients that person presently represents as City Attorney or general counsel, along with the meeting dates and times for each governing body.
    3. Provide a list of other municipalities or other governmental entities currently being represented by the firm proposed under this solicitation.
    4. Disclose any existing conflicts of interest with City of Doral and City of Doral staff and elected officials (including business, family, and other close relationships that could generate conflicts of interest) within the last five years.
    5. List any potential conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, clients, or any other entities.

- Tab VI – Location: Provide a list and description of firm’s principal office location as well as the address of the firm’s local office where work will be performed in providing legal services to the City (if different).
- Tab VII – Fee Structure: Although this RFQ is intended to select a Firm based on qualifications, proposals from interested Firms must also include information pertaining to the proposed compensation structure. Specifically, the firm shall identify the personnel and resources to be provided under a monthly lump sum amount for general city attorney services. The firm shall also identify any services that will not be included within a monthly lump sum amount and the proposed manner (hourly rate; negotiated fixed amount; etc.) these additional services will be billed. For purposes of this solicitation, services not identified as being outside general city attorney services will be considered covered under the monthly lump sum amount to be negotiated.
- Tab VIII – Insurance Requirements: Please provide list of insurance coverages and amounts of coverages proposed by the Firm. Malpractice insurance must include a \$5 Million minimum coverage disclosed annually to City. Note that Firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Firm, his agents, representatives, employees or subcontractors. The City reserves the right to increase or adjust insurance requirements as determined necessary by the City’s Risk Management.
- Tab IX – Required Forms: Complete and attach all the Required Submission Forms specified in Article III of this RFP in the order specified therein. Please also attach any other documents, backup or support.

### **2.3 Evaluation Process**

Each proposal will be reviewed to determine if it is responsive to the submission requirements outlined in this RFQ. A responsive proposal is one which follows the requirements of this RFQ, includes all documentation, is submitted in the format outlined in this RFQ, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

By submitting a proposal, the Proposer acknowledges and agrees that due care and diligence was exercised in the preparation of its proposal and all information contained therein is believed to be correct after diligent research. The Proposer acknowledges and accepts its responsibility for determining the full extent of the exposure to risk and verification by the City of all information in the proposal.

### **2.4 Evaluation Committee**

Members of the City Council have each appointed one member to the City Attorney recruitment search committee as provided for in the City Charter. The Committee shall be convened for the purpose of reviewing and evaluating the proposals submitted in response to this RFQ in accordance with the criteria specified below.

The Committee will review and conduct an evaluation of the responsive Proposals submitted. The Committee will evaluate and rank all eligible and responsible proposals based on the evaluation criteria

listed below. The Committee may require follow-up interviews and/or presentations as part of the evaluation process and ranking.

**2.5 Evaluation Criteria**

The criteria are itemized with their respective weights for a potential total of one hundred (100) points. A Firm may receive all or a portion of this amount depending on the merit of the proposal and in relation to the competing proposals as determined by the committee. The factors that will be considered in the evaluation of proposals are summarized below. The City’s final selection will not be dictated by any single factor. The relative importance of these factors involves judgement on the part of the RFQ Committee.

The below weighted criteria are provided to assist the proposers in the allocation of their time and efforts during the submission process. The criteria also guide the Committee during the evaluating and ranking of Proposers by establishing a general framework for those deliberations. During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarification from Proposers.

Evaluation Criteria	Maximum Points
Approach to Providing City Legal Services	30 points
Experience, Qualification & References (City Attorney/Firm and Staff)	40 points
Litigation and Judgements	15 points
Conflict of Interest/Ethical Considerations	10 points
Location (proximity to City of Doral city limits)	5 points
<b>Total</b>	<b>100 points</b>

Extra Points: Following the completion of the allocation of points by the committee, points will be added for the following criteria:

Proposer has provided proof of certification showing it is a certified veteran business enterprise or certified service-disabled veteran business enterprise, pursuant to City of Doral Code Section 2-324	5 points
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**2.6 Final Selection**

Following the review of any resumes, recommendations, and interviews, the evaluation committee shall provide the names of no less than two (2) and no more than four (4) candidates to fill the vacant Charter Officer position. Notwithstanding the recommendation made pursuant to the above criteria, the City reserves the right to select the firm in its best interest as determined in its sole discretion. Accordingly, the City of Doral City Council may consider the recommendation but shall make the final selection.

The Mayor and City Council may require presentations of the top ranked firms and/or the selected candidates (that have applied through the City of Doral Human Resources Department) during a public meeting and shall ratify final recommendation provided/presented by the Committee. Therefore, the City reserves the right, without qualification, to exercise discretion and apply its judgment with respect to any responses submitted, as well as to reject all responses. The City Council’s decision will be final.

**2.7 References and Verification**

The City may conduct an investigation of references including a record check of consumer affairs

complaints. City is the sole judge in determining Proposer's qualifications. Additionally, the City may verify the information submitted by the Proposer and may obtain and evaluate additional information, as it deems necessary to ascertain the Proposer's ability to perform, which determination shall be made by the City in its sole discretion. The Proposer's submission of a Proposal constitutes acknowledgment of the process and consent to investigate.

## **2.8 Revisions by the City**

The City may modify or amend this solicitation at any time. If it becomes necessary for the City to revise any part of this solicitation, the revision will be posted on the City website via on the City of Doral website ([www.cityofdoral.com](http://www.cityofdoral.com)) under Procurement, via Vendor Registry and via DemandStar. In such event, the submission deadlines may be extended, at the option of the City, to allow Proposers the opportunity to revise their proposals accordingly.

The City is not under any obligation and does not guarantee that prospective bidders will receive email notifications concerning the posting, amendments or the close of the solicitation. Prospective bidders are responsible for checking the City website, Vendor Registry, and/or DemandStar for information, addendum and updates concerning the solicitation.

## **2.9 Proposal Withdrawal and Modification**

Proposers are advised to make sure that their proposals are true and correct when submitted. Proposers will not be allowed to change or alter their proposals after the deadline for proposal submission. The City reserves the right, however, to correct obvious errors. This type of correction may only be allowed for "obvious" errors such as arithmetic, typographical, or transposition errors. Any such corrections must be approved by the City and countersigned by the Proposer.

A Proposer wishing to modify its Proposal prior to the submission deadline may do so by withdrawing the initial submission and then submitting a modified proposal prior to the submission deadline. If multiple Proposals are received from a single proposer, the Proposal received later in time and prior to the submission deadline will be reviewed and any submissions prior to such time will be rejected.

## **2.10 Proposer Expenses**

By submitting a response to this solicitation, or participating in the process, each Proposer agrees that all of its related expenses are its sole responsibility. The City will not be responsible for any costs whatsoever incurred by the Proposer in connection with, or resulting from this RFQ process, including but not limited to costs for preparation/submission of proposals, travel & per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.

## **2.11 No Obligation to Proceed**

The City is under no obligation to proceed with this request for qualifications and may cancel this solicitation at any time without the substitution of another, if such cancellation is deemed in the best interest of the City. Furthermore, the City may reject any and all proposals, waive any irregularities or informalities in a proposal, if it is found to be in the best interest of the City. The City reserves the right at all times to reject any or all proposals at any time before signing a agreement for any reason.

## **2.12 Public Records**

All proposals will become the property of the City. The Proposer's response to RFQ will become a public record which is subject to disclosure by the City under the State of Florida Public Records Law, Florida

Statutes Section 119.07 (“Public Records Law”). The City shall permit public access to all non-exempt documents, papers, letters or other material submitted in connection with this process and the agreement to be executed for the Project after the submission closing and the evaluation of all proposals, subject to the provisions of Section 119.07, Florida Statutes.

By submitting a Proposal, Proposer acknowledges that the Proposal, the materials submitted with the Proposal, the results of the City’s evaluation and the subsequent Contract are open to public inspection upon proper request unless explicitly exempt under Florida law. Proposer should take special note of this as it relates to proprietary information that might be included in its Proposal. In the event that a Proposer submits information to the City that is proprietary or otherwise exempt from the Public Records Law, such Proposer shall explicitly indicate the information that is exempt from public disclosure and shall provide reasons therefore and shall identify the applicable exemption with a reference to the applicable law allowing for the exemption. The City reserves the right to make any final determination on the applicability of the Public Records Law.

[END OF SECTION]

### **ARTICLE 3 – REQUIRED SUBMISSION FORMS**

**INTERESTED PROPOSERS SHALL SUBMIT THE FOLLOWING FORMS IN THE SEQUENCE PROVIDED, INCLUDING INSERTION OF DOCUMENTS WHERE SPECIFIED. THE FOLLOWING MATERIALS ARE CONSIDERED ESSENTIAL AND NON-WAIVABLE.**

The required forms are attached to this Solicitation as Exhibit A, and are inclusive of the following:

1. Solicitation Response Form
2. Proposer Affidavits
  - Ownership Disclosure
  - Public Entity Crimes
  - Compliance with Foreign Entity Laws
  - Disability Non-Discrimination & Equal Employment Opportunity
  - Conformance with OSHA Standards
  - E-Verify Program Affidavit
  - No Contingency Affidavit
  - Copeland “Anti-Kickback” Act Affidavit
  - Non-Collusion Affidavit
  - Drug Free Workplace Program
  - Code of Silence Certification
3. Conflict of Interest Disclosure
4. Certificate of Authority
5. IRS Form W-9



**SOLICITATION RESPONSE FORM****City of Doral RFQ No. 2024-06  
City Attorney Services**

Date Submitted	
Company Legal Name	
Fictitious Name (if applicable):	
Taxpayer Identification No.	
Date of Entity Formation	
Entity Type (select one)	Sole Proprietor / Corporation / Partnership / LLC / Other:
Principal Place of Business	
Office Location	
Continuous years firm has been in business	

1. By responding to this sealed Solicitation, the Proposer/Proposer makes all representations required by the Solicitation and further warrants and represents that Proposer/Proposer acknowledges that it has received and examined copies of the entire Solicitation documents including all of the following addenda:

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

☐ Check here If no Addenda were issued by the City.

2. Proposer/Proposer warrants and represents that it has familiarized themselves with the nature and extent of the Contract, required goods and/or services, site, locality, and all local conditions and applicable laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

3. Communications concerning this Proposal shall be addressed to the following Authorized Contact Person:

Authorized Contact Name: \_\_\_\_\_

Authorized Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract related to the services your firm provides in the regular course of business within the last five (5) years? *If yes, specify details in an attached written response.*

☐ YES ☐ NO

5. Has your firm or any of its officers received a reprimand of any nature or been suspended by the Florida Bar, Department of Professional Regulations or any other regulatory agency or professional associations within the last ten (10) years? *If yes, specify details in an attached written response.*

☐ YES      ☐ NO

6. Have any proceedings been filed against your firm for equitable adjustment, contract claims, RFQ/RFP protests, or litigation in the past ten (10) years that is related to the services your firm provides in the regular course of business? *If yes, specify details in an attached written response.*

☐ YES      ☐ NO

7. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent company, subsidiaries or predecessors organization during the last three years? *If yes, specify details in an attached written response.*

☐ YES      ☐ NO

8. Has your firm participated in the preparation or drafting of any language, scope, or specification in this RFQ that would provide your firm or any affiliate an unfair advantage of securing this solicitation? *If yes, specify details in an attached written response.*

☐ YES      ☐ NO

9. Provide at least three (3) local governments or municipal agencies for which your firm has provided or is currently providing legal services, including contact persons thereof:

Project No. 1	
Government Entity/Agency:	
Scope of Work:	
Contract Amount:	
Contract Dates:	
Reference Name & Title:	
Reference Phone No.:	
Reference Email:	

Project No. 2	
Government Entity/Agency:	
Scope of Work:	
Contract Amount:	
Contract Dates:	
Reference Name & Title:	
Reference Phone No.:	
Reference Email:	

Project No. 3	
Government Entity/Agency:	
Scope of Work:	
Contract Amount:	
Contract Dates:	
Reference Name & Title:	
Reference Phone No.:	
Reference Email:	

SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

**PROPOSER AFFIDAVITS**

**Business Name:** \_\_\_\_\_

D.B.A.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I, the undersigned affiant do swear and affirm that I am an authorized agent of the above-named business ("Proposer") and authorized to make the following statements and certifications on Proposer's behalf:

**1. Ownership Disclosure**

Pursuant to City Code Section 2-384, the above-named Proposer hereby discloses the following principals, individuals, or companies with five percent (5%) or greater ownership interest in Proposer (supplement as needed):

<i>Name</i>	<i>Address</i>	<i>% Ownership</i>

The above-named Proposer hereby discloses the following subcontractors (supplement as needed):

<i>Name</i>	<i>Address</i>	<i>% Ownership</i>

Proposer hereby recognizes and certifies that no elected official, board member, or employee of the City of Doral ("City") shall have a financial interest in any transactions or any compensation to be paid under or through any transactions between Proposer and City, and further, that no City employee, nor any elected or appointed officer (including City board members) of the City, nor any spouse, parent or child of such employee or elected or appointed officer of the City, may be a partner, officer, director or proprietor of Proposer, and further, that no such City employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer.

Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by City. Further, Proposer recognizes that with respect to any transactions between Proposer and City, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the City, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to City, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any

future bids or proposals for goods or services to City. The term "Proposer," as used herein, include any person or entity making a proposal herein to City or providing goods or services to City.

## 2. Public Entity Crimes

1. Proposer is familiar with and understands the provisions of Section 287.133, Florida Statutes
2. Proposer further understands that a person or affiliate who has been placed on the convicted Proposer list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted Proposer list.
3. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (**INDICATE WHICH STATEMENT APPLIES.**)
  - \_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - \_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - \_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Proposer list. (Attach a copy of the final order.)

## 3. Compliance With Foreign Entity Laws

Applicant certifies as follows:

- a. Proposer is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- b. The government of a foreign country of concern does not have a controlling interest in Proposer, as defined in Section 287.138, Florida Statutes.
- c. Proposer is not organized under the laws of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- d. Proposer does not have a principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- e. Proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473.
- f. Proposer is not engaged in business operations in Cuba or Syria.
- g. Proposer is not participating in a boycott of Israel, and is not on the Scrutinized Companies that Boycott Israel list in accordance with the requirements of Sections 287.135 and F.S. 215.473, Florida Statutes

#### 4. Disability, Nondiscrimination, and Equal Employment Opportunity

Applicant certifies that Proposer is in compliance with and agrees to continue to comply with, and ensure that any subcontractor, or third party contractor under any and all contracts with the City of Doral complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes.
- The Rehabilitation Act of 1973, 29 USC Section 794.
- The Federal Transit Act, as amended 49 USC Section 1612.
- The Fair Housing Act as amended 42 USC Section 3601-3631

#### 5. Conformance with OSHA Standards

Applicant certifies and agrees that Applicant has the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and in the event the City engages Proposer, Proposer agrees to indemnify and hold harmless the City of Doral, against any and all liability, claims, damages losses and expenses the City may incur due to the failure of itself or any of its subcontractors to comply with such act or regulation in the performance of the contract.

#### 6. E-Verify Program Affidavit

Affiant certifies the following:

- a. Affiant is familiar with and understands the provisions of Section 448.095, Florida Statutes and 48 CFR 52.222-54 and has sufficient knowledge of the personnel practices of the Proposer to execute this Declaration on behalf of the Proposer.
- b. Proposer has registered with and utilizes the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095, which prohibits the employment, contracting or sub-contracting with an unauthorized alien.
- c. Proposer does not knowingly employ Affiants or retain in its employ a person whose immigration status makes them ineligible to work for the Proposer.
- d. Proposer has verified that any subcontractors utilized to deliver goods or services to the City through the Contractor's contract with the City use the E-Verify system and do not knowingly employ persons whose immigration status makes them ineligible to work for the subcontractor. The undersigned further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request.
- e. Failure to comply with the requirements of F.S. 448.095 may result in termination of the Proposer's contract(s) with the City of Doral.

#### 7. No Contingency Affidavit

Affiant certifies the following:

- a. Neither Proposer nor any principal, employee, agent, representative or family member has promised to pay,

and Proposer has not and will not pay, a fee the amount of which is contingent upon the City of Doral awarding a contract.

- b. Proposer warrants that neither it, nor any principal, employee, agent, or representative has procured, or attempted to procure, a contract with the City of Doral in violation of any of the provisions of the Miami- Dade County conflict of interest and code of ethics ordinances.
- c. Proposer acknowledges that a violation of this warranty may result in the termination of any contracts and forfeiture of funds paid, or to be paid, to the Proposer if awarded a contract.

#### **8. Copeland Anti-Kickback Affidavit**

Affiant certifies that no portion of any sums will be paid to any employees of the City of Doral, its elected officials, or its consultants, as a commission, kickback, reward or gift, directly or indirectly by Proposer or any member of Proposer's firm or by any officer of the corporation in exchange for business with the City of Doral.

#### **9. Non-Collusion Affidavit**

I, the undersigned affiant, swear or affirm that:

- a. Affiant is fully informed respecting the preparation and contents of the attached Bid/Proposal by Contractor and of all pertinent circumstances respecting such Bid/Proposal.
- b. Such Bid/Proposal is genuine and is not a collusive or sham Bid/Proposal.
- c. Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham Bid/Proposal in connection with the Work for which the attached Bid/Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any firm or person to fix any overhead, profit, or cost elements of the Bid/Proposal or of any other person submitting a response to the solicitation, or to fix any overhead, profit, or cost elements of the quoted price(s) or the quoted price(s) of any other bidding/proposing person, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed Work.
- d. The price(s) quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this Affiant.

#### **10. Drug Free Workplace Program**

Proposer, in accordance with Florida statute 287.087 hereby certifies that the Proposer does all of the following:

- a. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Informs Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- c. Gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
- d. In the statement specified in subsection (a), notifies the employees that, as a conditions of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the

workplace no later than five (5) days after such conviction.

- e. Imposes a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- f. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

☐ Select here if Not Applicable

### 11. Cone of Silence Certification

Affiant certifies and that Affiant has read and understands the Cone of Silence" requirements set forth in this Solicitation and further certify that neither I, nor any agent or representative of the Company has violated this provision.

### PROPOSER AFFIRMATION

I, the undersigned affiant, being first duly sworn as an authorized agent of the below-named Proposer, does hereby affirm and attest under penalty of perjury as the proposed Proposer for City of Doral that the certifications and statements provided above on behalf of Proposer are true to the best of affiant's knowledge and belief and that Proposer is compliant with all requirements outlined in these City of Doral Affidavits. Proposer acknowledges it is required to comply with and keep current all statements sworn to in the above affidavits and will notify the City of Doral immediately if any of the statements attested hereto are no longer valid.

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Affiant Name & Title (Printed)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was affirmed, subscribed, and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by means of ☐ physical presence or ☐ online notarization, by \_\_\_\_\_ who is personally known to me or who produced the following identification: \_\_\_\_\_.

[Notary Seal]

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_



**CONFLICT OF INTEREST DISCLOSURE****Business Name:** \_\_\_\_\_

D.B.A.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please note that all business entities interested in or conducting business with the City are subject to comply with the City of Doral's conflict of interest policies as stated within the certification section below. If a Proposer has a relationship with a City of Doral official or employee, an immediate family member of a City of Doral official or employee, the Proposer shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in Proposer's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in Proposer's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the Proposer.
4. Proposer hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.

Conflict of Interest Disclosure*	
Name of City of Doral employees, elected officials, or immediate family members with whom there may be a potential conflict of interest:  _____  _____  _____	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in Proposer's company <input type="checkbox"/> Other (please describe below)  _____ _____ <input type="checkbox"/> No Conflict of Interest

*\*Disclosing a potential conflict of interest does not automatically disqualify Proposers. In the event Proposers do not disclose potential conflicts of interest and they are detected by the City, Proposer will be exempt from doing business with the City.*

<b>I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Proposer by my signature below:</b>		
Signature of Authorized Representative	Date	Printed Name of Authorized Representative

**CERTIFICATE OF AUTHORITY**

(IF CORPORATION OR LLC)

I HEREBY CERTIFY that at a meeting of the Board of Directors of \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, held on the \_\_\_\_ day of \_\_\_\_\_, a resolution was duly passed and adopted authorizing \_\_\_\_\_ (Name) as \_\_\_\_\_ (Title) of the corporation/company to execute agreements on behalf of the corporation/company and providing that their execution thereof, attested by the secretary of the corporation/company, shall be the official act and deed of the corporation/company. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Secretary Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was affirmed, subscribed, and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by means of ☐ physical presence or ☐ online notarization, by \_\_\_\_\_ who is personally known to me or who produced the following identification: \_\_\_\_\_.

[Notary Seal]

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**CERTIFICATE OF AUTHORITY**

(IF PARTNERSHIP)

I HEREBY CERTIFY that at a meeting of the Board of Directors of \_\_\_\_\_, a partnership organized and existing under the laws of the State of \_\_\_\_\_, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a resolution was duly passed and adopted authorizing \_\_\_\_\_ (Name) as \_\_\_\_\_ (Title) of the partnership to execute agreements on behalf of the partnership and provides that their execution thereof, attested by a partner, shall be the official act and deed of the partnership. I further certify that said partnership agreement remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_.

Partner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was affirmed, subscribed, and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by means of ☐ physical presence or ☐ online notarization, by \_\_\_\_\_ who is personally known to me or who produced the following identification: \_\_\_\_\_.

[Notary Seal]

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**CERTIFICATE OF AUTHORITY**

(IF JOINT VENTURE)

Joint ventures must submit a joint venture agreement indicating that the person signing this Agreement is authorized to sign documents on behalf of the joint venture. If there is no joint venture agreement, each member of the joint venture must sign this Agreement and submit the appropriate Certificate of Authority (corporate, partnership, or individual).

**IRS FORM W-9**

Please visit the following link for information about IRS Form W-9:

<https://www.irs.gov/forms-pubs/about-form-w-9>

Please complete and submit with the proposal IRS Form W-9, which may be found online by visiting: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>