



PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Town of Surfside (“Town”) is soliciting proposals for a Public Relations Consultant for the Town of Surfside Tourist Bureau. Interested companies, firms, and individuals (“Proposers”) may pick-up a copy of Request for Proposals **No. 2019 - 02** (“RFP”) to be issued on **October 10, 2019** at Town Hall, 9293 Harding Avenue, Town Clerk’s Office, Second Floor, Surfside, Florida, 33154 or view the RFP online at www.townofsurfsidefl.gov. The RFP contains detailed information about the scope of services, submission requirements, and selection procedures.

One (1) original, seven (7) copies, and a USB containing the electronic files of the completed and executed submissions (“Proposals”) must be delivered to the following address no later than **2:00 p.m. on Monday, November 25, 2019**.

**Town of Surfside Town Hall
9293 Harding Avenue
Town Clerk’s Office, Second Floor
Surfside, Florida 33154**

The envelope containing the sealed Proposal must be clearly marked as follows:

**SEALED PROPOSAL
RFP NO. 2019-02 PUBLIC RELATIONS CONSULTANT
FOR TOWN OF SURFSIDE TOURIST BUREAU**

A **mandatory pre-RFP submission conference** is scheduled for Wednesday, October 23, 2019 at **2:00 pm at the Town of Surfside Town Hall, 9293 Harding Avenue, Second Floor Commission Chambers, Surfside, Florida**. All Proposers planning to submit Proposals must attend this meeting. Proposers should allow sufficient time to ensure arrival prior to the indicated time.

The Town intends to enter into agreement with the successful Proposer to provide public relations consulting services for the Town’s Tourist Bureau. The agreement will be awarded by the Town to the Proposer with the Proposal that will best serve the Town’s interests, represent the best value to the Town, and be most advantageous to the Town, in accordance with the criteria set forth in the RFP.

The Town reserves the right to reject any or all proposals, with or without cause, to discontinue the RFP or solicitation, to waive technical errors and informalities, and to accept the Proposal

that will best serve the Town’s interests, represent the best value to the Town, and be most advantageous to the Town .

Pursuant to Town Code Chapter 3, public notice is hereby given that a “Cone of Silence” is imposed concerning the Town’s competitive purchasing process, which generally prohibits communications concerning the RFP from the time of advertisement of the RFP until the beginning of the Town Commission meeting at which the Town Manager makes a written recommendation to the Town Commission for award of a contract. Please see the detailed specifications for the public solicitation for services for a statement fully disclosing the requirements of the Cone of Silence.

Any questions regarding RFP No. 2019-02 are to be directed in writing to Sandra Novoa, MMC, Town Clerk, via e-mail at snovoa@townofsurfsidefl.gov or by hand-delivery or mail to the following address: Town of Surfside, Attn: Town Clerk, 9293 Harding Ave., Second Floor, Surfside, Florida 33154.

The following schedule shall govern this RFP. The Town reserves the right to change the scheduled dates and times at its sole discretion.

RFP SCHEDULE OF EVENTS			
No.	Event	Date	Time (EST)
1	Advertisement/ Distribution of Solicitation/RFP	Thursday, October 10, 2019	
2	Mandatory Pre-Bid Meeting	Wednesday, October 23, 2019	2:00 p.m.
3	Last Day for Bidders to Ask Questions or Request for Clarification on RFP from the Town	Friday, November 15, 2019	
4	Addenda Final Issue Date / Town’s Answers to Questions by Bidders	Monday, November 18, 2019	
5	Proposals Deadline	Monday, November 25, 2019	2:00 p.m.
6	Proposals Opened by Town Clerk	Monday, November 25, 2019	2:00 p.m.
7	Evaluation Committee Meeting to Review and Rank Proposals	Monday, December 9, 2019	10:00 a.m.
8	Tourist Board Meeting to Review Evaluation Committee’s Rankings and Select Consultant for Award of Contract by Commission	Monday, January 6, 2020	5:30 p.m.
9	Manager Recommendation to Commission/Agenda for Town Commission Meeting Published	Wednesday, January 8, 2020	
10	Award of Contract at Town Commission Meeting	Tuesday, January 14, 2020	7:00 p.m.