



**JACKSON COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**ENGINEERING DEPARTMENT**  
*2828 Owens Street, Marianna Fl 32446*  
*Phone (850) 482-9677 – Fax (850) 482-9063*

**LETTERS OF INTEREST**  
**AND STATEMENTS OF QUALIFICATIONS**  
**for**  
**Engineering & Design Continuing Services Contract**  
**RFQ# - 1617-47**

Dear Vendor;

Thank you for your interest in doing business with the Jackson County Board of County Commissioners. Currently, we are requesting Letters of Interest and Statements of Qualifications from registered, qualified consultant firms in the State of Florida with experience in Engineering Design required in support of the County's Engineering Department. It is the intent of the County to select and negotiate Contracts with up to three (3) firms to perform these services required by the Engineering Department for the various county projects. The selected firms shall serve as the Jackson County Engineering Design consultants for assigned projects.

The Contract for Engineering and Design Services will be for various road construction and other county projects. The projects may include new road construction, paving of existing dirt roads, resurfacing paved roads, utility projects, road widening, road shoulder paving, pipe replacement, drainage improvements, driveways, signs and striping, storm water, water, sewer, buildings, engineering studies, engineering reports, and other. This will include FEMA Mitigation projects, FDOT grant projects, and other agency grant projects.

**RFQ number: 1617-47**

**Due Date: October 19, 2017 at 2:00 p.m.**  
**Jackson County Purchasing Department**  
**2864 Madison Street**  
**Marianna, FL 32448**

Questions regarding these documents must be directed to **Judy Austin** at the Jackson County Purchasing Department. Questions must be submitted in writing and may be emailed to [jaustin@jacksoncountyfl.com](mailto:jaustin@jacksoncountyfl.com). We appreciate your interest in this request and look forward to working with you.

**Clayton O. Rooks, III**  
CLERK OF CIRCUIT COURT

Board of County Commissioners  
By: **Eric Hill**  
BOARD CHAIRMAN

**Continuing Services Contract for  
Engineering Design Services  
RFQ# 1617-47**

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**Continuing Services Contract for  
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**PART 1. INTENT AND GENERAL INFORMATION**

1.1 The Jackson County Purchasing Department on behalf of the Board of County Commissioners is soliciting letters of interest and statements of qualifications from registered, qualified consulting firms in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide **engineering, design, plans, and specifications** for the various road construction, water, water well, waste water, sewer collection systems, lift stations and other county projects (see section 2.5 for details). The procedures for selection of the consultant will be in accordance with ALL applicable procurement requirements set forth by the Federal Government, the State of Florida, and the procedures set forth in this statement of qualification request. All responses received will be evaluated in accordance with the selection criteria and corresponding point system. All agreements resulting from this solicitation may be used by any and all of the municipalities that comprise Jackson County. It is the intent of this request to meet all requirements of the various federal agencies and all agreements resulting from this request should be expected to include all requirements and contract language required by the agencies involved, the Code of Federal Regulations, State of Florida, and Federal Emergency Management Agency (FEMA), US Department of Housing and Urban Development, Federal Highway Administration, United States Department of Agriculture, and various other State and Federal Agencies requirements even though the specific language is not included in this request. Each work assignment will be issued by separate task assignment, and additional requirements or language may be added to the task assignment if needed because of the type of project or funding source.

1.2 Jackson County expects that interested individuals and firms will make every effort to assemble a team with the requisite expertise and qualifications to perform the required services. Submit one (1) original and Six (6) copies for a total of seven (7) paper copies, along with one (1) electronic copy (on CD or travel drive), each submission must be received in a sealed envelope (or package) prominently marked on the outside with the words **Attention: Judy Austin, RFQ#:1617-47, Engineering & Design Continuing Services Contract.**

1.3 DEADLINE for receipt of submittals in response to this request is Thursday, **October 19, 2017 at 2:00 p.m.** Submittals should be mailed or hand delivered to: **Jackson County Purchasing Department, 2864 Madison Street, Marianna, Florida 32440.** Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted.

1.4 All individuals and firms who are furnished a copy of this Solicitation but who decide not to offer a submittal to the County for consideration are requested to submit a negative reply clearly indicating such in their cover letter.

1.5 **PROHIBITION OF LOBBYING IN PROCUREMENT MATTERS.** Except as (if) expressly set forth in the Jackson County Procurement Ordinance during the blackout period, which is the period between the time the submittals for invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, are received at the Jackson County Purchasing Department, and the time the Board awards the contract. No proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, either any member of the Board, or any county employee. Violation of this provision may result in disqualification of a violating party.

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**PART 2. SCOPE OF SERVICES**

- 2.1 The managing authority for this project shall be the County Engineer, Larry Alvarez or his authorized designee. Firms will be selected on a rotating basis, but selection may vary from the rotation at times depending on the type of project and firms experience.
- 2.2 The Jackson County Board of County Commissioners reserves the right to accept or reject any and/or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the County in accordance with the CCNA.
- 2.3 The Contract for Engineering and Design Services will be for road construction, water, water well, waste water, sewer collection systems, lift stations and other county projects. The projects may include new road construction, paving of existing dirt roads, resurfacing paved roads, utility projects, road widening, road shoulder paving, pipe replacement, drainage improvements, driveways, signs and striping, storm water, water, sewer, buildings, engineering studies, engineering reports, and other.
- 2.4 Consultant Firms must demonstrate expertise in the following areas as applicable to the submittal:  
*Design and/or construction of roadways, intersections, and appurtenances, storm water, sewer collection, lift stations, drinking water systems and distribution, water wells and other*  
*Preparation or interpretation of bid documents, drawing, and specifications*  
*Knowledge of FDOT standards, plans and specifications*  
*Coordination of the design and bidding processes*  
*Knowledge of applicable State and Federal Laws and regulations*  
*Permitting requirements and other applicable agency requirements*  
*Timely and accurate reporting and/or approval of invoicing*  
*Knowledge of FDOT SCOP, SCRAP, CIGP, CDBG and Other Program requirements*  
*Asphalt mix designs*  
*Concrete mix designs*  
*Stormwater design, calculations, and analysis*  
*Asphalt and concrete placement*  
*Traffic Signals and lighting*
- 2.4 Service to be performed may include, but not be limited to: prepare design drawings and specifications, prepare reports and studies, prepare and submit weekly reports of consultants activities and time, verify and ensure that design packages or reports and records are submitted on schedule and are accurate, attend design and construction meetings and coordinate with county, prepare meeting minutes, coordinate with utilities for design and construction, coordinate with property owners for right of way design, review and approve submittals and shop drawings, verify and approve As-Built drawings, verify quantities, inspect, ensure, and verify that the quality of consultant and sub consultants work is in accordance with required Standards and Specifications, and other activities as needed to complete the engineering or as directed by the County Engineer or as needed to complete the various projects.

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- 2.5 In accordance with state law, continuing contracts for professional services are restricted in use to services for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2,000,000 each, or for each study activity when the fee for such professional service does not exceed \$200,000 or for work of a specified nature as outlined in the contract. The projects will range in estimated construction costs between \$125,000 and \$2,000,000.
- 2.6 Company/Firm shall be FDOT certified as applicable to perform the services required under this contract and shall meet all requirements of the County.
- 2.7 Consultant shall include minority owned subs whenever possible. Consultant, in its response , shall certify to the County whether it is a minority owned firm.

**PART 3 EVALUATION CRITERIA**

- 3.1 Submittals will be evaluated on a **WEIGHTED BASIS**, (See attached **SAMPLE** Score Sheet). The following criteria will be used in the evaluation process to determine the successful respondents:

**A. COMPANY/FIRM QUALIFICATIONS AND CAPABILITIES**

The overall ability and capability of firm to perform the required engineering, design, and CEI services, based on proposed personnel, past work history, references, and other information that consultant submits including statements from references and letters of reference from previous clients. This will also include the ability to follow the directions provided in this request. The maximum weight for this category is Twenty Five (25).

**B. QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL**

To include organization profile and proposed Design Professional Engineers, Architects, Engineers in Training, and Design Technicians(s); specific names and functions of personnel assigned to the project; resumes of personnel assigned to the project (to include years of experience and years with the submitting company). Submitted personnel shall not be changed without written approval of the County Engineer. This will also include the ability to follow the directions provided in this request. The maximum weight for this category is Twenty Five (25).

**C. CLIENT REFERENCES FOR SIMILAR PROJECTS**

To include number of letters of reference included. The maximum weight for this category is Twenty Five (25).

**D. DESIGN / ENGINEERING EXPERIENCE ON SIMILAR PROJECTS**

Each similar project description must include a list of the proposed team members who worked on the similar project. The maximum weight for this category is Twenty Five (25).

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**PART 4 TERMS AND CONDITIONS**

- 4.1 Conformity and adherence to the terms and conditions of this solicitation shall be a condition considered by the Selection Committee as part of its review process.
- 4.2 Individuals or firms submitting Letter of Interest and Statements of Qualifications for this RFQ shall not contact individual members of the Board of County Commissioners, nor the members of the Professional Services Selection Committee during the evaluation and interview process (excepting only if required regarding other work with the County, but shall not discuss this RFQ except to submit questions in writing). **The Selection Committee may include one or all of the five County Commissioners (Chuck Lockey, Willie Spires, Jim Peacock, Eric Hill, and Clint Pate), and may include the County Administrator (Ernie Padgett), the County Engineer (Larry Alvarez), or the Road Superintendent.** Individual committee members will be removed from the committee if unable to participate in all reviews, and scoring will be based on scores by the remaining committee members. Any and all questions must be directed, in writing, to the Jackson County Purchasing Department Director as indicated above.
- 4.3 In determining submission acceptance, any data submitted or related to the offeror's proposal, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the County, including the conduct of the offeror or any representative of the offeror with regard to any county official or employee.
- 4.4 Submittals in response to this Solicitation will be reviewed against the criteria listed herein above, and award of contract(s) shall be made in accordance to standard purchasing procedures, the Jackson County Procurement Code and applicable regulations of the State of Florida.
- 4.5 Submittals will be evaluated on the basis of submitted materials, references, and interviews as applicable.
- 4.6 A selection committee appointed and approved in accordance with the Jackson County Procurement Code and CCNA will review all Requests for Qualifications and make a recommendation to the Board of County Commissioners based on the established proposal evaluation criteria. A selected group of Consultants may be required to make an oral presentation to the Selection Committee. If needed, such a presentation will provide an opportunity for the Consultants to clarify the information provided in their proposal. If an oral presentation is required, the final decision of the Selection Committee will be based on the overall tabulation from the oral presentation. The Professional Services Selection Committee will present its recommendations to the Board of County Commissioners, which has the authority to make the final determination and award contracts.
- 4.7 One (1) original and Six (6) copies for a total of Seven (7) paper copies, along with one (1) electronic copy (on CD or travel drive), of each submission or alternate submission must be received in a sealed envelope (package) prominently marked on the outside with the words **"RFQ# 1617-47 Engineering & Design Continuing Services Contract."**

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- 4.8 Submissions shall be directed to the attention of the **Judy Austin County Purchasing Agent**, and received by the date and time specified herein. The Purchasing Agent shall not be responsible for any misdirected or mislabeled submissions, or those handled by delivery persons, couriers, or the U.S. Postal Service. Submissions shipped in express, overnight or courier envelopes, boxes or packages must be prominently marked on the outside of such envelopes, boxes or packages with the words, “**RFQ# 1617-47 Engineering & Design Continuing Services**” and the contents sealed as required.
- 4.9 Solicitation by Jackson County to consultants, firms and individuals is based on this advertisement. The advertisement may also be found on the Jackson County Purchasing web site [www.jacksoncountyfl.com/purchasing](http://www.jacksoncountyfl.com/purchasing). Firms or individuals submit responses on a voluntary basis, and therefore are not entitled to compensation of any kind. The County, its officers and agents, assume no liability or indebtedness for any cost or inconvenience incurred by any individuals or firms in the preparation, submission, presentation or documentation of any response or proposal.
- 4.10 The deadline for receipt of submittals or alternate submittals in response to this request is as indicated above. Submission by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted. Final determination of closing time and acceptance or rejection of submittals will be determined by the County Engineer.
- 4.11 A notarized Drug Free Work Place Certification must accompany each submission, in accordance with the Florida Administrative Code, Department of Management Services, and Division of Purchasing. Those responding to this Solicitation may submit certification by statement of their letterhead or elect to submit the State of Florida Certificate, showing compliance with the minimum State of Florida requirements.
- 4.12 By submitting a response to this solicitation, the responder acknowledges that any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- 4.13 The consultant selected may be required to demonstrate that the consultant has no vested, fiscal or financial interest in a business, firm or corporation which would directly or indirectly gain, profit or benefit from the activities, tasks, design work, reports, records or recommendations of such consultant.

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- 4.14 Marianna Time (Central Time) is hereby established as the Official Time of Jackson County Board of County Commissioners, in accordance with the Jackson County Procurement Code.
- 4.15 Unlike the private sector, the public sector which is funded by public money requires complex procedures and systems by law. In order to ensure that the public funds are well spent, as well as to maintain credibility of the public entity, those systems and procedures are sealed and confidential until opened and evaluated, following which they are documented and audited periodically, being subject to public scrutiny and accountability.

By its very nature, a comprehensive evaluation process of many submissions by an approved Professional Services Selection Committee, including verification of performance records, references, and related issues, is a complex and lengthy process. As a result, telephone or fax request for “status reports” and ranking results cannot be honored during the evaluation process.

Upon request, ranking results will be faxed or emailed to all individuals and firms submitting a response to this Solicitation following conclusion and tabulation of the evaluation scores. Each Board-approved, short-listed firm will be notified by fax or email following the preliminary and final scoring and tabulation process.

- 4.16 No oral interpretations will be made to any Proposer as to the meaning of the Proposal/Contract Documents. Any inquiry or request for interpretation received at least 72 hours prior to the submittal time indicated above to by the Jackson County Purchasing Agent will be given consideration. All such changes or interpretations will be made in writing by email in the form of an addendum and, if issued, will be distributed by email or sent by other available or electronic means to all prospective proposers prior to the established due date.
- 4.17 Evidence of registration and statement of professional liability insurance.  
Evidence of current professional registration (engineering) in the State of Florida

**A Certificate of Insurability** acceptable to the County shall accompany each proposal or alternate proposal in the amounts as prescribed by State and County.

**Professional Liability Insurance:** The Vendor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Vendor’s operations under the terms and conditions of the RFQ. Liability insurance shall be obtained at the Vendors expense and in his name as the insured, which Certificate shall show Jackson County as an additional named insured. Liability insurance on a form approved by the County (M&D, CGL, etc.) and including endorsements for contractual liability and such other endorsements appropriate for the Work required by this Bid as may be required by the County. The limit of liability for this coverage shall not be less than \$250,000.00 CSL per occurrence.

**General Liability,** with combined single limits of not less than \$1,000,000 per occurrence. The only aggregate limit acceptable is a “project aggregate” and the Certificate must show an appropriate endorsement (ISO CG2501) or equal.



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**Business Auto Liability Insurance**, with combined single limits of not less than \$200,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, not-owned and hired automobiles and employee non-ownership use.

**Workers' Compensation Insurance**, as required by the State of Florida.  
\$100,000 each accident and \$100,000 each employee  
\$500,000 policy limit for disease

**Engineer Professional Liability** with an occurrence limit of not less than \$250,000.

**Note that these insurance requirements will change from time to time. Amounts of insurance will meet the minimum amounts and limits required by the State of Florida and Jackson County.**

- 4.18 The Proposer and all subcontractors must be licensed and registered as applicable in Jackson County and the State of Florida to perform the work required by this Project. The Proposer shall furnish the County with a list of all sub-contractors performing work on this project. The successful vendor is required to have proper license as required by the State of Florida and Jackson County and present a copy of such license to the County Purchasing Department and County Engineer. It will be the vendor's responsibility to determine through these organizations which type of license is required.
- 4.19 Statement of Qualifications shall be prepared utilizing the following organizational format. Each of the required sections must begin on a new page and be separately tabbed for identification of the section. The statement shall include the following sections:
1. Submittal Cover Sheet
  2. Executive Summary or Letter of Introduction
  3. Firm qualifications and capabilities
  4. Qualifications, resumes, certifications, and licenses of proposed professional personnel and any proposed subcontractors
  5. Client references for similar projects
  6. Experience on similar projects
  7. Evidence of registration and statement of
  8. professional liability insurance and license(s)
  9. Affidavits and Acknowledgements (see attached)
    - a) Drug Free Workplace Certification
    - b) Non-Collusion Affidavit
    - c) Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts
    - d) Disclosure of Lobbying Activities (as applicable)

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**SAMPLE SCORE SHEET  
TO BE USED BY SELECTION COMMITTEE  
(a separate score sheet will be used for each)**

**RATING CRITERIA**

All proposals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

|    |   | <u>Score</u> | x | <u>Weight</u> | = | <u>Rating</u> |
|----|---|--------------|---|---------------|---|---------------|
| 1. | Firm's Qualifications and Capabilities<br>(includes ability to follow directions) | _____        |   | <u>25</u>     |   | _____         |
| 2. | Qualifications and Abilities of<br>Professional Personnel                         | _____        |   | <u>25</u>     |   | _____         |
| 3. | Client References for Similar<br>Projects   | _____        |   | <u>25</u>     |   | _____         |
| 4. | Experience on Similar Projects  | _____        |   | <u>25</u>     |   | _____         |

**SCORE:**

- 0 Non-Responsive – Included no information on subject criteria.
- 1 Poor
- 2 Fair
- 3 Average – Included only minimum of what was asked for on subject criteria.
- 4 Good
- 5 Excellent

Name of Consultant Being Scored: \_\_\_\_\_

Name of Scorer: \_\_\_\_\_

Signature of Scorer: \_\_\_\_\_

Date: \_\_\_\_\_

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**SUBMITTAL COVER SHEET**

|  |
|--|
| <b>Name of Firm, Entity or Organization:</b>   |
| <b>Federal Employer Identification Number:</b>   |
| <b>State of Florida Professional Engineer License Number -<br/>State of Florida General Contractors License Number -<br/>Name and Title of Contact Person</b>  |
| <b>Name:</b> _____ <b>Title:</b> _____   |
| <b>Mailing Address:</b>  |
| <b>Street Address:</b>   |
| <b>City, State, Zip:</b>   |
| <b>Telephone:</b>  |
| <b>Fax:</b>  |
| <b>Organization Structure:</b>   |
| <b>Check one:</b> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/><br>Joint Venture <input type="checkbox"/> Other (explain) <input type="checkbox"/> |
| <b>If Corporation:</b>   |
| <b>Date of Incorporation:</b>  |
| <b>State of Incorporation:</b>   |
| <b>States registered in as foreign Corporation:</b>  |
| <b>Authorized Signature</b>  |
| <b>Print Name:</b>   |
| <b>Signature:</b>  |
| <b>Title:</b>  |
| <b>Phone:</b>  |
|  |

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**PART 5. DRUG FREE WORK PLACE CERTIFICATE**

"I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that

\_\_\_\_\_ :  
NAME OF FIRM

- Publishes a written statement notifying that the unlawful manufacturer, distribution, dispensing possession, or use of a controlled substance is prohibited in the workplace given above, and specifying actions that will be taken against violations of such prohibition;
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- Gives each employee, engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written [\*] statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."

Authorized Signature

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Personally known \_\_\_\_\_ or produced Identification: \_\_\_\_\_  
[Type of Identification]

Signature of Notary Public \_\_\_\_\_

State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

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**NON-COLLUSIVE AFFIDAVIT**

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

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

\_\_\_\_\_ being first duly sworn, deposes and says that:

1. He/she is the \_\_\_\_\_, (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_ the firm that has submitted the attached submittal;
2. He/she is fully informed respecting the preparation and contents of the attached submittal and of all pertinent circumstances respecting such solicitation:
3. Such submittal is genuine and is not collusive or a sham;
4. Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this 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 submittal in connection with the Work for which the attached submittal has been submitted; or to refrain from submitting in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices, or to fix any overhead, profit, or cost elements of the fees negotiated or of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

Signed, sealed and delivered  
In the presence of :

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION 375-030-  
30 PROCUREMENT

**TRUTH IN NEGOTIATION CERTIFICATION** 05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

\_\_\_\_\_  
Name of Consultant

By:\_\_\_\_\_

Date:\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION-  
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**  
(Compliance with 2 CFR Parts 180 and 1200)

375-030-32  
PROCUREMENT  
11/15

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES  
ON FEDERAL-AID CONTRACTS  
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature

Title: \_\_\_\_\_



# Continuing Services Contract for Engineering Design Services RFQ# 1617-47

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DISCLOSURE OF LOBBYING ACTIVITIES**

375-030-34  
PROCUREMENT  
02/16

Is this form applicable to your firm?  
YES  NO   
If no, then please complete section 4  
below for "Prime"

|  |  |   |
|--|--|---|
| <b>1. Type of Federal Action:</b><br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance  | <b>2. Status of Federal Action:</b><br>a. bid/offer/application<br>b. initial award<br>c. post-award   | <b>3. Report Type:</b><br>a. initial filing<br>b. material change<br><b>For Material Change Only:</b><br>Year: _____ Quarter: _____<br>Date of last report: _____<br>(mm/dd/yyyy) |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, if known:<br>_____<br>_____<br>_____<br>Congressional District, if known: 4c _____  | <b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> _____<br>_____<br>_____<br>Congressional District, if known: _____      |   |
| <b>6. Federal Department/Agency:</b><br>_____<br>_____   | <b>7. Federal Program Name/Description:</b><br>_____<br>_____<br>CFDA Number, if applicable: _____   |   |
| <b>8. Federal Action Number, if known:</b><br>_____  | <b>9. Award Amount, if known:</b><br>\$ _____  |   |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i><br>_____<br>_____<br>_____   | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i><br>_____<br>_____<br>_____ |   |
| <b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No.: _____ Date (mm/dd/yyyy): _____   |   |
| <b>Federal Use Only:</b>   |  | Authorized for Local Reproduction<br>Standard Form LLL (Rev. 7-97)  |