

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTANT SERVICES FOR
PLANNING AND DESIGN – ST. GEORGE ISLAND STORM WATER
DRAINAGE IMPROVEMENTS**

PART I – BACKGROUND

The Resources and Ecosystems Sustainability, Tourism Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act) established a new Trust Fund in the Treasury of the United States, known as the Gulf Restoration Trust Fund, as a result of the Deepwater Horizon Oil Spill and the damages it caused to Florida coastal communities. Franklin County Board of County Commissioners has been allocated RESTORE Act Direct Component Program funding to conduct eligible projects for the purpose of restoring the Florida Gulf Coast. Franklin County Board of County Commissioners (BOCC) has amended our Multi-Year Implementation Plan (MYP) to include a storm water drainage improvement project located in the St. George Island commercial district.

PART II – GENERAL INFORMATION

The Franklin County BOCC is seeking **Professional Consultant Services for Planning and Design of the St. George Island Storm Water Drainage Improvements Project**. The commercial district on St. George Island which runs from 3rd Street East to 3rd Street West, from Gorrie Drive to Bayshore Drive. The existing storm water pond currently provides treatment to approximately 25% of the area, however the facility is quickly approaching capacity. The appeal of the quaint commercial area has led to the increase desirability of the commercial area of St. George Island and there are several proposed developments underway that will increase the population, increase demand for commercial development, and therefore potentially increasing storm water runoff as spaces that have previously been undeveloped will become developed. Please see **Exhibit F** of this RFQ for project location map(s).

PART III – PROPOSAL RESPONSE INFORMATION

RFQ with criteria, requirements and anticipated scope of work will be provided upon written request by contacting directly: Erin Griffith, Fiscal Manager, by e-mail at erin@franklincountyflorida.com, or in writing to 34 Forbes Street, Suite 1, Apalachicola, Florida 32320 or by telephone at (850) 653-9783 extension 158.

Proposal submissions must be sealed and marked with the name of the proposer and titled “**Professional Consultant Services Planning and Design – St. George Island Storm Water Drainage Improvements,**” so as to identify the enclosed proposal. Each submittal shall include [one (1) original and five (5) copies] of the proposal. Proposals must be delivered to the Franklin County Courthouse, Office of Clerk of the Court, located at 33 Market Street, Suite 203, Apalachicola, Florida 32320, no later than **4:00PM, E.T. on May 3, 2021**. RFQ responses will be opened **May 4, 2021**, at the regular meeting of the Board of County Commissioners. Proposals received later than the date and time specified above will be rejected. The Board will

not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, or by mail or any other type of delivery service.

The Franklin County BOCC reserves the right to accept or reject any or all proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the final evaluation of the submitted proposals and thereafter the invitation to negotiate a professional services contract. The Board reserves the right to waive irregularities in the proposal.

Any questions concerning this RFQ should be direct to **Erin Griffith, Fiscal Manager**, by e-mail at **erin@franklincountyflorida.com**, or in writing to **34 Forbes Street, Suite 1, Apalachicola, Florida 32320** or by telephone at **(850) 653-9783 extension 158**. Questions will be received until 5:00 p.m. on **Wednesday April 21, 2021**. After this time, a cone of silence will be in place until a Respondent is selected.

PART IV – GENERAL CONSIDERATIONS/INDEMNIFICATIONS

1. Proposals must be submitted by mail, courier or in person to Franklin County Courthouse, Office of Clerk of the Court, located at 33 Market Street, Suite 203, Apalachicola, Florida 32320.
2. Proposals that are no delivered to the physical address of the Clerk of the Court prior to the specified time will not be considered and will be returned to the responder unopened.
3. Once opened no Proposal may be withdrawn prior to the BOCC action without written consent from the Clerk of the Court.
4. Proposals constitute an offer to contract, which will remain valid and in effect, for a period of no less than 180 days from the date of submission.
5. It is the responsibility of the Respondents to fully understand and follow all conditions and specifications contained in this request.
6. The Respondent shall be licensed to perform the required services in Florida and work with Franklin County on all areas of work outlined in this RFQ.
7. Two or more firms may combine for the purpose of responding to this solicitation provided that one is designated as the “Prime” Respondent. The other firm(s) will be referred to as the “Sub-Consultant(s).” By signing and submitting the Letter of Response, the Respondent certifies that the response is made without prior understanding, agreement or connection with any corporation, firm, entity or person submitting a response for the same goods/services (unless otherwise specifically noted), and is in all respects fair and without collusion, fraud, and that the individual signing the Letter of Response has full authority to negotiate for and bind the Respondent.
8. By submitting a response, the Respondent warrants that is has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to

solicit or secure this award and that is has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, or gift or other consideration contingent upon or resulting from the award. Breach or violation of this provision serves as just cause to terminate the award without liability and, to deduct from the agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

9. Proposal responses must include a completed:
 - A. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
 - B. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker's Compensation Exemption is being used)
 - C. Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
 - D. Byrd Anti-Lobbying Amendment Certification Form
 - E. Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
 - F. Drug Free Workplace Statement as outlined by F.S. §287.087
 - G. Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
10. All Proposal responses require a current Certificate of Insurance listing Franklin County as an "Additional Insured" and the following coverages on the respondent:
 - A. Errors and Omissions Liability \$1,000,000 per occurrence
 - B. General Liability and Worker's Compensation \$1,000,000 per occurrence

Alternatively, Respondents may provide a sworn statement from an insurance agent, verifying that is the Respondent is awarded the bid, Certificates of Insurance will be issued to the Respondent in the amounts required within thirty (30) days of the acceptance of the proposal. Additionally, all proposed sub-consultants shall be insured under the Respondent's policies. All coverages for sub-consultants shall be the same as the requirements state herein.

11. Respondents shall include certification information showing Worker's Compensation Insurance/Exemption on all employees working on the project. Worker's Compensation exemptions will be accepted upon provided a current exemption certificate, Articles of Incorporation, and a signed Franklin County Worker's Compensation Hold Harmless Agreement.
12. Any Respondent, who does not furnish the required insurance documents within thirty (30) days after acceptance of the proposal, is hereby advised that the proposed award may be

revoked and negotiations initiated with the next lowest Respondent who meets all proposal specifications.

13. Federal Requirements

A. Use of Federal Funds – Resources and Ecosystems Sustainability, Tourism Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act)

1. Any contract(s) awarded under this solicitation are expected to be funded in part by a grant from the U.S. Department of Treasury. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this solicitation or any resulting contract.
2. Any Consultant(s) performing work associated with this solicitation that are paid by any Federal or State grant will sign an annual statement of compliance to both Franklin County Code of Conduct Policy and Franklin County Conflicts of Interest Policy during the grant period.

B. Access to Records and Record Retention

1. Any Consultant(s) performing work associated with this solicitation must make available to Treasury, the Treasury Office of the Inspector General, and the Government Accountability Office any documents, papers or other records, including electronic records, of the Consultant pertinent to this award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. This right of access also includes timely reasonable access to Consultant's personnel for the purpose of interview and discussion related to such documents. This right of access shall continue throughout the contract period and three (3) years (2 CFR 200.333) after closeout of the Federal grant award.
2. Any Consultant performing work associated with this solicitation must retain all records pertinent to the Award of federal funds for a period of three (3) years, beginning on a date as described in 2 CFR §200.333. Records may be stored electronically or in hard copy format, although electronic format is preferred. The term "records includes, but is not limited to the following:
 - Copies of all contracts and documents related to the contract;
 - Subcontractor awards, contracts, conflict of interest forms;
 - Copies of all contracts and documents related to the contract;
 - Subcontractor awards, contracts, conflict of interest forms;
 - Site visits, reports, audits, and other monitoring of contractors;
 - All financial and accounting records;
 - Any reports, publications, and data sets related to the federally funded project; and

- Any litigation, claim, investigation, or audit relating to any activity under this contract.

C. Compliance with Federal Regulations and Executive Orders

1. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must be in compliance with all applicable Federal regulations in 2 CFR Part 200, and RESTORE Act Standard Terms and Conditions provided by the U.S. Department of Treasury, including Presidential Executive Order Numbers 11246 and 11375, which prohibit discrimination in employment regarding race, creed, color, sex, or national origin and requires inclusion of the standard Federal Equal Employment Opportunity Construction Specifications.
2. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work in this project must comply with the Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246).
3. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must make positive efforts to use small and minority business and women business enterprises for construction activities when available and feasible in accordance with Federal regulation 2 CFR 200.321.
4. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the regulations described in the Copeland “Anti-Kickback Act” (40 U.S.C. 3145), which provides that each CONTRACTOR OR SUBCONTRACTOR must be prohibited from inducing, by any means, any person employed in the construction, completion, or repairs of public work, to give up any part of the compensation to which he or she is otherwise entitled.
5. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with regulations described in Title VI of the Civil Rights Act of 1964, which prohibit the exclusion of participation in, deny benefits, or be subject to discrimination because of race, color, national origin, handicap, age, or religion, under any program or activity receiving federal financial assistance.
6. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work in this project must certify he or she will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to an officer or employee of any agency or Congress in connection with obtaining and Federal contract, grant or any other award covered in 31 U.S.C. 1352 Byrd Anti-Lobbying Amendment.
7. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the requirements of 40 U.S.C. 3701-3708 Contract

Work Hours and Safety Standards Act, which apply to contracts in excess of \$100,000 that involve the employment of mechanics or laborers.

8. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the requirements of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires CONTRACTOR(s) and SUBCONTRACTORS(s) to procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.

PART V – SCOPE OF WORK

The purpose of this project is to prepare a feasibility study with options for the construction of additional storm water treatment facilities or treatment methods to be developed in the commercial district of St. George Island. This proposed project will create greater capacity for storm water treatment as Franklin County continues to grow. None of the streets in the commercial district have any swales, nor is a plan in place to address capacity concerns, and feasibility if another means of treating storm water is necessary. All storm water ultimately flows to the bay; however, the area is near sea-level, presenting challenges in developing storm water treatment capacity. In the process of creating the plan the selected firm will interface with county staff and Board to provide treatment options within the estimated construction budget.

1. Provide research on the area as documentable evidence of the needs for storm water drainage improvements;
2. Survey the project area and provide maps as documentable evidence of the needs for storm water drainage improvements;
3. Provide a budget to implement the treatment options selected by the County.
4. Provide the necessary construction plans and specifications, as appropriate, for the treatment options selected by the County.

PART VI – EVALUATION/SELECTION PROCESS

Franklin County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

1. Prepare an alphabetical listing of proposers determined to be interested and available. Evaluate the proposals meeting minimum submission criteria based upon qualifications and conduct discussions with up to three (3) firms deemed to be the most highly qualified to provide the services required. Each of the firms will be required to execute the Truth-In-Negotiation Certificate as defined in Florida Statutes, 287.055. Selection as best qualified will be based on the following considerations:

No	Evaluation Criteria	Points
1	Did the firm follow submittal requirements and clearly demonstrate an understanding of the purpose for the Request for Qualifications?	10
2	Qualifications of personnel assigned	15
3	Geographic location of the firm, including permanent office of project management team	
4	Current workload and potential effect on project schedule/deliverables	10
5	Past record of professional accomplishments	25
6	Financial viability and responsibility	
7	Firm's reputation and competence, including technical education and training, availability of adequate personnel, equipment and facilities, the extent of repeat business of the firm and, where applicable, the relationship of cost estimates by the firm to actual costs on previous projects	
8	Familiarity with anticipated project areas/scope of work required	25
9	Previous project experience with programs similar in size and scope	15
10	Firm's capability to meet project/deliverable schedules and timing	
11	Willingness to meet budget requirements (Price Proposal)	
	Total	100

In compliance with 2 CFR 200.320(d)(1), the Selection Review Committee will consider the most qualified firm that demonstrates the knowledge, qualification and ability to complete the intended Scope of Work based on the above listed criteria provided by the proposers. A proposer's ability to successfully complete the Scope of Work should be based on their demonstrated qualifications, past accomplishments of similar work., financial responsibility, and staff availability and capacity in order to accurately determine that the project objectives will be achieved timely, feasibly, and in compliance with federal uniform guidance and RESTORE Act Standard Terms and Conditions.

2. Review of all responses to the Request for Qualifications received will proceed as follows:
 - a. The Review Committee will review all written documents submitted;
 - b. The Committee's ranking of prospective firms shall be based on the Evaluation Criteria listed above;
 - c. The Committee may request oral presentations/interviews from the Respondent when establishing the recommended priority or short list. Firms will be notified of dates and times of any interviews.

3. Direct one-on-one contact with any of the Board of County Commissioners members, the County Administrator, or County Attorney is not allowed during the short listing process unless initiated by the County to request specific information to understand information submitted in the proposal.

4. The County reserves the right to accept or reject any or all submittals that it may, in its sole and absolute discretion, deem unresponsive, or waive technicalities which best services the overall interests of the County. The County Commission's decision on these matters shall be final.

PART VII – COST AND PRICE ANALYSIS

The County has conducted a cost and price analysis to create a budget for the Scope of Work required, in accordance with 2 CFR §200.323. This cost and price analysis will be used to evaluate the Respondents during the Evaluation/Selection Process.

PART VIII – SMALL, WOMEN, MINORITY AND LABOR SURPLUS PARTICIPATION

The County encourages the use of small, minority, women and labor surplus business enterprises to participate in this Request for Qualifications process. The County will conduct the following six (6) required affirmative steps to contracting with small, minority, women and labor surplus business enterprises, as required by 2 CFR §200.321:

1. Establish a qualified small, minority, and women's business enterprises on a solicitation list.
2. Ways to assure that small, minority, and women's business enterprises are solicited whenever there are potential resources.
3. Dividing the total requirements, when economically feasible, into smaller tasks or quantities permit maximum participation by small, minority, and women's business enterprises.
4. Establish a delivery schedule, where requirement permits, which encourages participation from small, minority, and women's business enterprises.
5. Use services provided by SBA or other organizations to encourage participation from small, minority, and women's business enterprises.
6. Require the prime contractor to consider the 5 affirmative steps above when selecting subcontractors.

PART X – DISADVANTAGED BUSINESS ENTERPRISES

The Franklin County Board of County Commissioners hereby affirms that it will affirmatively ensure that any Disadvantaged Business Enterprise will be afforded full opportunity to submit Statement of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

PART XI – PROPOSAL SUBMITTAL FORMAT

LETTER OF RESPONSE – A letter or response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

1. Date
2. RFQ title
3. Consultant firm name and address
4. Consultant point of contact name, phone, e-mail address
5. Brief overview of the Consultant firm
6. Number of Consultants dedicated to project

PROJECT UNDERSTANDING AND PAST EXPERIENCE – Demonstrate experience in other projects similar in scope and complexity to the project described in Part V Scope of Work of this RFQ.

1. Firm history and specialties – including projects similar to the Scope of Work
2. References – include five (5) references for projects similar to the Scope of Work
 - a. Project name
 - b. Project contact name
 - c. Telephone number
 - d. E-mail address
 - e. Brief description of the project
 - f. Project year
 - g. Contract amount

STAFF QUALIFICATIONS – Identify the roles and responsibilities of the proposed personnel with each individual's experience and qualifications. Include resumes for each team member involved in the project.

1. Consultant firm organizational chart
2. Number of years experience completing similar projects
3. Availability of staff & ability to meet the time requirements of the project

APPROACH AND METHODOLOGY – Explain how project design will be approached and what methodology will be followed to complete the project.

1. Include a detailed plan as to how the Consultant(s) will develop a project plan and execute it
2. Include communication methods with County staff during the project planning process
3. Describe monthly progress reporting process

~~**PRICE PROPOSAL** – A contract amount and fee schedule will be established for this contract on a Task Order basis, according to the final Scope of Work. However, the Consultant should provide descriptions of the positions/roles of each Consultant staff dedicated to the project, hourly rate cards for each position/role (compared to General Services Administration rates), Scope of Work task description, and a total of estimated hours necessary to complete the Scope of Work.~~

Example:

Position/Role	Hourly Rate-Card	Task-Description	Estimated # of hours
Project Manager	\$210	Project Oversight	40

REQUIRED FORMS – The person authorized and responsible for binding this proposal must complete, sign and include the following forms in order to be considered a Respondent to this RFQ. Respondents whom do not complete, sign and include these forms in their proposal will be deemed unresponsive and will be disqualified during the Evaluation Process.

1. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
2. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker’s Compensation Exemption is being used)
3. Exhibit A - Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
4. Exhibit B - Byrd Anti-Lobbying Amendment Certification Form
5. Exhibit C - Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
6. Exhibit D - Drug Free Workplace Statement as outlined by F.S. §287.087
7. Exhibit E – Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

PART XII – RFQ TIMELINE

SCHEDULE	DATE/TIME
Advertisement Request for Proposal	Thursday April 1, 2021 at 12:00PM EST
Deadline for Questions	Tuesday April 20, 2021 at 5:00PM EST
Proposal Submission Due Date and Time	Monday May 3, 2021 at 5:00PM EST
Evaluation Committee Meeting (Public Meeting)	Wednesday May 5, 2021 at 9:00AM EST
Board Approval of Selection and Award (subject to change)	Tuesday May 20, 2021 at 9:00AM EST

PART XIII – LENGTH OF SERVICE

The selected Respondent’s professional consulting services begin upon written Notice to Proceed (NTP) by the County. It is anticipated that the NTP will be issued by June 1, 2021 It is projected that all work will be completed within a 6 -8 month time period.

PART XV – TITLE VI NONDISCRIMINATION POLICY STATEMENT

Franklin County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best

public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the County will not exclude from participation in, deny benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

[END OF RFQ INSTRUCTIONS]

EXHIBIT A - SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(This form must be signed and sworn to in the presence of a notary public or other official authorized to administer oaths.)

1. This sworn statement is submitted to

By _____
[print individual's name and title]

For _____
[print name of entity submitting sworn statement]

whose business address is _____

(if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement) : _____.

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (2017), means a violation of any public entity or with an agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "*convicted*" or "*conviction*" as defined in Paragraph 287.133 (1)(b), Florida Statutes (2017), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "*affiliate*" as defined in Paragraph 287.133 (1)(a), Florida Statutes (2017), means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "*affiliate*" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares

constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes (2017), means any natural person or entity organized under the laws of any state or of the United

States with the legal power to enter into a binding Contract and which Proposals or applies to Proposal on Contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. 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 determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list [attach a copy of the final order].

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

[signature]

[date]

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority _____

[Name of individual

signing]

who, after first being sworn by me, affixed his signature in the space provided above on
this

_____ day of _____, 20 ____.

NOTARY PUBLIC _____

My commission expires: _____

**EXHIBIT B - Byrd Anti-Lobbying Amendment
Contractor Certification Form**

_____, as a proposed contractor for _____, certify
(Name of Contractor) (RFQ/RFP/Bid NO.)
that any Contractor employee or Subcontractor performing work on this project must
comply with regulations described in the Byrd Anti-Lobbying Amendment (31 U.S.C.
1352), which requires that each Contractor or Subcontractor employee certifies that he or
she has not used any Federal appropriated funds to pay any person or organization for
influencing or attempting to an officer or employee of any agency or Congress in
connection with obtaining any Federal contract, grant or any other award.

By my signature, as the Authorized Official for the Respondent, I affirm that all
Contractor and Subcontractor employees understand and agree with the Byrd Anti-
Lobbying Amendment requirements described above.

CONTRACTOR:

By: _____
Signature

Authorized Official Name

Authorized Official Title

Street Address

City, State, Zip

Date

**EXHIBIT C - Copeland Anti-Kickback Act (40 U.S.C. 3145)
Contractor Certification Form**

_____, as a proposed contractor for _____, certify
(Name of Contractor) (RFQ/RFP/Bid NO.)
that any Contractor employee or Subcontractor performing work on this project must
comply with regulations described in the Copeland “Anti-Kickback Act” (40 U.S.C.
3145), which provides that each Contractor or Subcontractor must be prohibited from
inducing, by any means, any person employed in the construction, completion, or repair
of public work, to give up any part of the compensation to which he or she is otherwise
entitled.

By my signature, as the Authorized Official for the Respondent, I affirm that all
Contractor and Subcontractor employees understand and agree with the Copeland “Anti-
Kickback Act” requirements described above.

CONTRACTOR:

By: _____
Signature

Authorized Official Name

Authorized Official Title

Street Address

City, State, Zip

Date

EXHIBIT D - DRUG FREE WORKPLACE FORM

The undersigned in accordance with Florida Statute 287.087, hereby certifies that

_____ does:
(Name of Business/Company/Consultant Firm)

1. Publish 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.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a 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.
3. Give each employee engaged in providing the commodities, professional or contractual services that are obligated under this solicitation/contractual arrangement a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition 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 1893 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.
5. Impose 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Individual/Business/Consultant complies fully with the above requirements.

Company Name

Authorized Official Name

Street Address

Signature

City, State, Zip Code

Authorized Official Title

Phone

Date

**EXHIBIT E - Federal Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

By: _____
Signature

Name and Title

Street Address

City, State, Zip

Date

EXHIBIT F – LOCATION MAP



**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTANT SERVICES FOR
PLANNING AND DESIGN – ST. GEORGE ISLAND STORM WATER DRAINAGE IMPROVEMENTS
ADDENDUM #01
REVISED RFQ DOCUMENT &
QUESTIONS AND ANSWERS
April 19, 2021**

Franklin County Board of County Commissioners has issued an **Addendum #01** to the **Request for Qualifications for Professional Consultant Services for Planning and Design – St. George Island Storm Water Drainage Improvements**. Please review and acknowledge your receipt and review of this Addendum #01 in your response due no later than **4:00 p.m., EDT on Monday, May 3, 2021**.

RFQ REVISIONS

- **Page 9, PART XI- PROPOSAL SUBMITTAL FORMAT -Price Proposal** has been removed from this RFQ. After consultation with the U.S. Department of Treasury, the Franklin County Board of County Commissioners has decided to remove this requirement to submit a **Price Proposal** from the RFQ process. The Franklin County Board of County will consider the Respondent's willingness to meet budget requirements, but a specific point value will not be assigned to price or cost.

Q: Will the questions be answered in real time or as a part of an addenda at a certain time during the RFQ process?

A. The Franklin County Board of County Commissioners will answer all questions submitted in Addendum format after consultation with appropriate parties has been conducted. All questions are due by **5:00 p.m. EDT on Wednesday, April 21st, 2021**. Should any questions be received by the County after the release of this Addendum and before the deadline for the questions and answers period has lapsed, an additional Addendum will be issued for Respondents.

Q: Page 8: *The County has conducted a cost and price analysis to create a budget for the scope.* What is the estimated budget for design?

A. Franklin County has a pending grant award in the amount of [\$100,000] to be issued by the U.S. Department of Treasury, RESTORE Act Direct Component Program to complete the planning and design Scope of Work in this RFQ. Contract negotiations will not begin until the Grant Award Agreement has been finalized by the U.S. Department of Treasury.

Q. Is there a construction budget?

A. No construction budget has been determined at this time.

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTANT SERVICES FOR
PLANNING AND DESIGN – ST. GEORGE ISLAND STORM WATER DRAINAGE IMPROVEMENTS**

Q. Who are the S/M/WBE's and what list/prequalification is the County using to establish the certified SMWBE vendors?

A. Franklin County performed the 6 Affirmative Steps to Contracting with Small, Disadvantaged, Minority, and Women Business Enterprises, in accordance with 2 CFR §200.321. We searched the Florida Unified Certification Program (UCP) Disadvantaged Business Enterprise Directory, using NAICS Code 541330: Engineering Services and the Florida Department of Management Services Certified Vendor Directory using commodity codes 81102101 Coastal Engineering. The search results produced ten (10) contractors who are certified S/M/WBE contractors. Direct e-mail invites were issued to these identified contractors on March 31, 2021. The following certified S/M/WBE contractors were identified:

- 305 Consulting Engineers, LLC
- A& B Engineering Consultants, P.A.
- Above Group, Inc.
- AVCON, Inc.
- C. C. Bailey Construction & Development, Inc.
- Cherokee Tribal SWPPP
- Hydra Engineering & Construction, LLC
- Innovative Waste Consulting Services, LLC
- Larry M. Jacobs and Associates, Inc.
- Southeast GeoGroup, Inc.

Q. How are points determined specific to geographic location of the firm; understanding it's grouped with qualifications of personnel assigned?

A. A maximum of 10 points is assigned based on each Evaluation Committee Member's assessment for qualifications of personnel and a maximum of 5 points is assigned based on each Evaluation Committee Member's assessment for geographic location of the firm.

Q. In Part XI, the RFQ requests the submittal of a "Price Proposal". [Florida Statutes 287.055](#) prohibits submission of a price proposal to a public agency, on projects with a estimate construction value exceeding \$325,000. Please advise if the project construction value is to exceed \$325,000, and if so, how we are to respond to the RFQ.

A. While the total construction value for the project is unknown until further planning can be completed through this scope of work, the Price Proposal section has been removed from the RFQ. Please see RFQ Revisions section described and associated revised RFQs to be utilized in response.

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Q. Is there elevation data available on GIS or a floodplain mapping system, or even as a shapefile? If there is site level data like construction plans or a survey, or elevation data, please provide that?

A. There are no GIS or mapping data sets available for the site relating to the storm water improvements needed within the area defined for the scope of work.

Name: _____

Company Name: _____

Date: _____